

# OAKHILL CORRECTIONAL INSTITUTION

## INMATE HANDBOOK



2014-2016

**DANIEL A. WESTFIELD**

**WARDEN**



**OAKHILL**  
CORRECTIONAL INSTITUTION

**Inmate Mail:**  
P.O. Box 938  
Oregon, WI 53575-0938

**Staff Mail:**  
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**Deputy Warden**  
*Paul Ninnemann*

**Security Director**  
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**Corrections Management  
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## INTRODUCTION

### GENERAL

Welcome to the Oakhill Correctional Institution!

Oakhill is a minimum-security adult correctional institution. The buildings, grounds, guidelines, rules and programs of the institution are different from those of any other institution; each inmate is expected to read this booklet carefully. Each inmate should fully understand the basic philosophy, policies and procedures for Oakhill and know the responsibilities they must accept while here.

This booklet is each inmate's informational guide for Oakhill Correctional Institution. It is not the intent of this booklet to contain all the requirements, rules and procedures of Oakhill. The OCI Inmate Procedure Manual and DAI Policy Manual are located in each housing unit as well as in the library. The Wisconsin Administrative Code (DOC) is also available at the library. Additionally procedures may be reflected by memo and/or an institution bulletin which are also available in each housing unit and in the library. If you are not sure of the proper procedure, ask a staff person for assistance.

#### MISSION STATEMENT

**Protect** the public, our staff and those in our charge.

**Provide** opportunities for positive change and success.

**Promote**, inform and educate others about our programs and successes.

**Partner** and collaborate with community service providers and other criminal justice entities.

#### VISION STATEMENT

To achieve excellence in correctional practices while fostering safety for victims and communities.

*Every Person - Every Family - Every Community Matters*

#### REENTRY VISION STATEMENT

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

#### PREA

In compliance with the Federal Prison Rape Elimination Act, OCI has a zero-tolerance policy regarding sexual assault or aggression by inmates or staff. Prevention, holding perpetrators accountable, and supporting those who are abused are top priorities. Report any victimization or sexual assault to any staff member or you may call 777 at no cost. Consult the inmate PREA handbook or ask a staff member if you have any questions or need more information.

## **ADA COORDINATOR**

In accordance with the Americans with Disabilities Act, a designated Coordinator is located and assigned at OCI. Oakhill Correctional Institution will ensure fair and equitable treatment of inmates and members of the public with disabilities who seek access to DAI services, programs or activities. Offenders requesting ADA accommodations can fill out a DOC-2530 "Reasonable Modification/Accommodation Request" to request consideration for accommodation under the ADA Coordinator.

For the hearing impaired offenders, there are TTY machines available through Social Services for communication to family and friends by phone. A video phone is also available. Please see Policy # 309.39.01. Interpreters will be used for PRC Hearings, Parole Hearings, Conduct Report Hearings, pre-scheduled medical appointments, and any other appoint that they are deemed necessary for, and in the best interest of the offender.

If you are not sure of the proper procedure or need the name of the ADA Coordinator, ask a staff person for assistance.

## **LIMITED ENGLISH PROFECIENCY POLICY NOTICE (LEP)**

- Oakhill Correctional Institution will comply with Federal law under Title VI which requires all recipients of federal funds to provide meaningful access to documents, services and programs for individuals with Limited English Proficiency. For those who do not speak fluent English, there are "I Speak" cards available throughout the Institution. These cards can be used to determine the language the offender speaks, and then arrangements can be made to communicate with that offender. Many signs in the Institution have been translated into Spanish. Questions regarding LEP inmates learning to speak English should be directed to the Education Department. Interpreters will be used via phone, when necessary and in the best interest of the offender.
- Institución correccional Oakhill cumplirá con las leyes federales bajo el Titulo VI, que requiere que todos los destinatarios de los fondos federales proporcionar acceso significativo a documentos, servicios y programas para personas con dominio limitado del inglés. Para aquellos que no hablan a Inglés con fluidez, son "I Speak" tarjetas disponibles a través de la institución. Estas tarjetas pueden ser utilizadas para determinar el idioma que habla el delincuente, y entonces se pueden hacer arreglos para comunicarse con ese delincuente. Muchas señales en la institución se han traducido en español. Preguntas con respecto a los reclusos LEP aprender a hablar a Inglés deben hacerse en el Departamento de educación. Intérpretes se utilizará por teléfono, cuando sea necesario y en el mejor interés del delincuente.

- Oakhill lub txhab ceev yuav raws li tsoom fwv teb chaws txoj cai nyob rau hauv tsab cai Title VI uas yuav tsum tau tag nrho neeg hauv tsoom fwv teb chaws cov nyiaj muab kuab siv cov ntaub ntawv, cov kev pab thiab cov kev pab cuam rau cov neeg uas nrog luag cov paub lus Askiv npliag. Rau cov neeg uas tsis txawj hais lus paub lus Askiv, muaj cov "Kuv Speak" card muaj nyob thoob plaws hauv lub chaw ua hauj lwm. Cov card no yuav siv tau los txiav txim rau cov lus uas tus hais lus, thiab ces neeg yuav los mus sib tham nrog tus neeg ua txhaum. Muaj ntau yam nyob rau hauv qhov chaw ua hauj lwm muaj lawm nyob hauv txhais tau Mev. Yog muaj lus nug txog LEP inmates kawm hais lus Askiv yuav tsum qhia rau lawv kev kawm. Neeg txhais lus yuav siv ntawm cov xov tooj, thaum tsim nyog hauv lub paj zoo ntawm tus neeg ua txhaum.

**PROBLEM RESOLUTION GUIDE – CHAIN OF COMMAND**

Inmates must attempt to address and resolve their issues at the first possible level. An Interview/ Information Request (DOC – 761) may be used to address issues to institutional staff. The Chain of Command, outlined below, spells out who inmates should talk to first if they have a question or concern. Failure to follow this Chain of Command, sending requests to multiple staff, or failing to wait at least 10 working days will only cause delay in response.

Inmates may “jump levels” or ask someone sooner only for a valid reason. The last level in the Chain of Command in addressing any institution issue is always the Warden. At any time in this process an inmate may file a complaint in accordance with DOC Administrative Code 310. Institution staff will assist inmates with this process upon request.

NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL
Account	Inmate Accounts, Business Office	Financial Programs Supervisor	Corrections Management Services Director	Warden’s Office
Canteen	Storekeeper	Financial Programs Supervisor	Corrections Management Services Director	Warden’s Office
Disability Accommodations / Concerns	ADA Coordinator	Corrections Management Services Director / Deputy warden	Warden’s Office	Not Applicable
Food Service	Unit Sergeant / Officer	Food Service Administrator	Corrections Management Services Director	Warden’s Office
Laundry	Laundry Officer	Security Liaison Captain / Lieutenant	Security Director	Warden’s Office
Legal & Social Service Records Review	Records Department	Offender Records Supervisor	Social Service Director	Deputy Warden
Limited English Proficiency (LEP)	LEP Coordinator/Social Worker	ADA Coordinator	Corrections Management Services Director / Deputy warden	Warden’s Office
Library	Librarian	Education Director	Deputy Warden	Warden’s Office
Mail/Property	Mail/Property Officer	Security Liaison Captain / Lieutenant	Security Director	Warden’s Office
Medical	Health Services	Health Services Supervisor	Deputy Warden	Director, Bureau of Health Services, Central Office
Parole Questions	Records Office	Offender Records Supervisor	Parole Commission	Not Applicable



NATURE OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL
Payroll	Work Supervisor / Financial Specialist – Inmate Accounts	Financial Programs Supervisor	Corrections Management Services Director	Warden's Office
PRC (Classification)	Social Worker	Classification Specialist	BOCM Sector Chief	BOCM Director
Programming	Group Facilitator	Program Supervisor	Deputy Warden	Warden's Office
Psychological Services	Crisis Intervention/ Psychologist	Psychological Services Supervisor	Deputy Warden	Warden's Office
Recreation	Recreation Leader	Program Supervisor	Deputy Warden	Warden's Office
Religious	Chaplain	Program Supervisor	Deputy Warden	Warden's Office
School	Teacher	Education Director	Deputy Warden	Warden's Office
Sentencing Information	Records Department	Offender Records Supervisor	Social Service Director	Deputy Warden
Social Services	Social Worker	Social Service Director	Deputy Warden	Warden's Office
TLU Placement	Unit Sergeant	Shift Captain / Lieutenant	Security Director	Warden's Office
Visiting Area	Visiting Room Sergeant / Officer	Shift Captain / Lieutenant	Security Director	Warden's Office
Visiting Restrictions	Social Worker	Social Service Director	Security Liaison Captain / Lieutenant	Security Director
Visiting List	Social Worker	Social Service Director	Security Liaison Captain / Lieutenant	Security Director
Work Problem	Work Supervisor/Unit Sergeant or Officer	Department Head / Area Supervisor	Security Liaison Captain / Lieutenant	Security Director
Work/Job Removal	Department Head / Area Supervisor	Security Liaison Captain / Lieutenant	Security Director	Warden's Office

## RECEPTION AND ORIENTATION

Upon arrival at Oakhill each inmate will remain, for several days in the Reception and Orientation (R&O) unit before being assigned to a permanent living unit. While in R&O status various staff members will conduct orientation discussions to acquaint each inmate with the institution. Some of this orientation will also occur shortly after assignment to a permanent housing unit or cottage. Inmate feel free to ask any questions that come to mind during the orientation or after being assigned to a housing unit.

## INTERVIEWS WITH STAFF MEMBERS

- Requests to see staff members or obtain information shall be made by submitting an Interview Request form (DOC-643) to the staff member, who is requested to be seen. These Interview Request forms are available in each living unit and should be placed in the unit mailbox. For the most part, interviews with staff are held during free hours and you should indicate your free hours on the Interview Request. Please allow a reasonable period of time for response.
- NOTE: The Interview Request form is a two-sided document. Be sure to complete both sides of the form. Incomplete requests will result in a delay or no response to your request.
- Requests of an immediate nature should be made to the housing unit officer who will determine if the request is urgent.

## **RESPECT AND PERSONAL RESPONSIBILITY**

Since OCI is a minimum-security institution, much emphasis is placed on respect and personal responsibility. You are expected to respect yourself and the staff, as well as other inmates and their property. You can demonstrate personal responsibility, respect, and maturity by:

- Observing civil standards of language and conduct.
- Being prompt and on time for counts, work, school or other assigned activities.
- Using your time constructively by participating in activities and programs available to you.

Do not hesitate to ask staff for help with your issues or concerns; however you are encouraged to think things through and use the life-skills you have learned. Make responsible decisions now so that your community re-entry will be safe and successful.

## **SAFETY GUIDELINES**

The following are general safety guidelines for your stay at Oakhill:

- All inmates are expected to practice safe living and work habits at all times. Being safety conscious and knowing the conditions of the surrounding environment are important in preventing accidents.
- Follow all safety instructions posted in areas and on equipment.
- If you are not sure of the proper procedure or protective devices to use, ask.
- Operate only that equipment which you have been authorized and instructed to use by staff.
- Use the personal protection required for the activity (e.g., hand, ear, eye, and respiratory protection).
- Keep your living and work program area neat and orderly. Good housekeeping is essential to accident prevention.
- Aisles, exits, stairways and passageways must be kept clear at all times.
- Tools shall only be used after receiving authorization. Tools shall only be used for the task for which they were designed.
- Improper lifting causes back injuries. Keep the load close, bend your knees, and never turn or twist with a load. If in doubt, seek help.
- Learn the location of evacuation areas and know tornado procedures. Know fire evacuation procedures. Failure to comply with procedures may result in disciplinary action.
- Be familiar with and know the location of spill kits.
- Wipe up spills immediately to avoid slips and falls. Use wet floor signs whenever floors are wet.
- Do not run in buildings or up and down stairs. Follow all vehicle safety procedures.
- Report unsafe conditions or practices to a staff member.
- When using recreation equipment, use only as intended and designed. Be sure that you are familiar with and orientated to the proper use of all equipment.
- Footwear must be worn at all times whenever walking in buildings or outside.
- If you have an accident or are injured, notify a staff member immediately for assistance.

## HOUSING UNIT RULES

### **BULLETIN BOARDS**

- Bulletin boards are located in each housing unit. These bulletin boards have DOC and OCI information. Inmates are responsible for reviewing the bulletin boards and for knowing the information provided in them. Inmates are not permitted to post, remove or write on the bulletin boards.

### **CLOTHING**

- Full Greens **with** State issued shoes (unless medically authorized)
  - ADM, MARS, Visits, Off ground activities.
  - HSU- inmates not on a work, school or program assignment shall wear state issued greens.
- Full Greens with State issued or personal shoes.
  - Educational classes/program, R&O, School, Chapel or any staff or volunteer directed activities.
- Items may only be exchanged if they are worn out or a size change is needed.
- All clothing must fit properly, be in good repair and is to be worn in the manner which it was intended.
- Inmates must retain possession of all state issued clothing and are responsible for any altered, missing, or damaged items.

### **COUNTS**

- Formal Counts will be taken at the times indicated. All inmates are responsible for reporting to their rooms 5 minutes prior to any formal count, regardless of an announcement being made, either via the institution PA system or by the unit staff.
  - 2:00 a.m. - No announcement made.
  - 5:15 a.m. - Announcement made for clearing only.
  - 7:30 a.m. - Standing count. An announcement will be made, either over the PA system or by unit staff.
  - 12:10 p.m. Standing count - An announcement will be made, either over the PA system or by unit staff.
  - 2:40 p.m. Census Count - All inmates not at a job or assignment are to remain in their rooms until count is verbally cleared by unit staff.
  - 3:40 p.m. Standing count - An announcement will be made, either over the PA system or by unit staff.
  - 9:30 p.m. Standing Count- Announcement will be made, including for clearing.
  - Work release/project crew inmates may request a 'sleep-in' from the unit staff no later than one hour prior to count. This will be approved or denied based on the discretion of staff. Inmates with approved sleep-ins who are awake, must stand for count.
- Inmates that are not on a job assignment off unit or outside the fence -
  - Must report to their assigned housing unit.
  - Inmates, including unit workers, will report to their assigned rooms during count time.

#### For Standing Counts

- Inmates shall stand in their rooms facing the door and be clearly visible.
- Inmates shall be dressed in no less than a T-shirt and pants or T-shirt and shorts.
- No electronics will be allowed on.

- No musical instruments will be allowed to be played.
- When the housing unit Officer has counted all the inmates, the inmates will be allowed to return to their assigned bunks and may use their electronics.
- Unit Sergeant/officer has the discretion to allow unit workers to return to their assignment
- All remaining inmates shall cease all movement during the formal count until announced “cleared” either over the public address system or by the unit sergeant/officer when the PA system is non-functional.

## DISCIPLINE

- Discipline, when necessary, is given for infractions of the rules in accordance with DOC 303. Penalties include;
  - **Reprimand** - A reprimand is an oral/written statement given by the hearing officer (HO)/ adjustment committee (AC) or a staff member.
  - **Room Confinement** - **This is a 24 hour sanction.** The inmate may not leave his room, without specific permission, except for one of the following conditions:
    - Emergencies (must report directly to the housing unit staff)
    - Controlled medications. Must report directly to the housing unit staff during medication distribution times.
    - Inmate must receive permission for use of toilet facilities.
    - Meals will be delivered to and eaten in your rooms.
    - Permission shall be granted to attend religious services, HSU, Visits, and other appointments initiated by a staff member.
    - Law library – May use only if the inmate can provide verification that they have an upcoming court date or deadline. Must be approved through Education Director.
    - Inmates will be allowed to use any of their own electronic equipment (including television, radio, etc.) unless otherwise specified in the CR disposition.
    - Inmates, while serving room confinement, shall keep their doors closed.
    - All necessary activities, which require leaving the room including showers, room cleaning, laundry, etc. will be arranged through the unit Sergeant.
    - Phone calls will be with the Sergeant’s approval and limited to one 20 minute call per day.
  - **Building Confinement** - **It is a 24-hour per day sanction** Inmates who are under this sanction may **not** leave their housing unit except for the following:
    - Permission shall be granted to attend religious services, HSU, Visits, and other appointments initiated by a staff member.
    - Law library – May use only if the inmate can provide verification that they have an upcoming court date or deadline. Must be approved through Education Director.
    - Meals.
    - Work or Program assignments.
  - **Loss of Recreation** –
    - Inmates may not attend or participate in any of the following activities:
    - Any sports.

- Any leisure activities **outside** the cell including indoor recreation, or walking the track during outdoor recreation.
- May not use the game room; TV room; or multi-purpose room (if applicable) in the housing unit.
- Inmates may:
- Go outside to sit on patio – Only during your unit’s scheduled outdoor recreational period.
- Work on in-cell hobby projects including musical instruments.
- Have access to ice and the microwave. If these items are located in the card room or dayroom area, the inmate must first inform unit staff member that they are going in there for that purpose. Time is limited to no more than 3 minutes.
- Inmates may use the law library, only if they can provide verification that they have an upcoming court date or deadline.
- They may attend evening programming (i.e. NA, AA, etc).
- If an inmate is assigned to school (academics & vocational), he may attend the career center in the evenings (any evening M-TH). All other inmates must conform to the Leisure Time Activity Schedule.
- **Loss of Specific Privileges** - Privileges lost may include visits, telephone usage, canteen, etc.
- **Loss of Electronics** - Includes your own personally owned electronics, your roommates, and OCI’s (no dayroom TV).
- **Extra Duty** - An inmate may be assigned extra work duty for a specific number of hours without pay.
- **Restitution** - Restitution is payment to the owner for the replacement or repair of stolen, destroyed and damaged property or for medical bills. An inmate may be ordered to make full or partial restitution, and will be charged in accordance with OCI’s Restitution Schedule. Money may be withheld from earnings or taken from an inmate’s account to satisfy the requirements to make restitution. (verify this last part)

## ELECTRONICS

- An inmate's personally owned electronic equipment, (radio, TV, etc.) shall be used with headphones at all times.
- Typewriters may only be used between the hours of 9:00 a.m. and 8:30 p.m.

## ENERGY CONSERVATION

- As energy conservation is everyone’s business, inmates will turn off lights, radios, televisions, fans, etc., when leaving their room. Sinks may only be turned on when in use. You may only turn on the ONE shower that you are using. To save both gas and water, you are to limit the duration of your shower to the shortest reasonable time or no more than 15 minutes.
- Lights out - Quiet hours
  - Observed by all inmates.
  - Between the hours of 1:00 a.m. and 5:30 a.m., (Unless otherwise noted by specific program guidelines, i.e. Housing Unit 5).
  - There shall be no lights on in the room. Exceptions may be made for those with early work assignments.



- No electronics may be used during this time period.
- 'Courtesy flushing' of the toilets, Inmates shall not flush more than 2 times when using the toilet facilities.

## FOOT WEAR

- For health and safety purposes, shower shoes and slippers/soft-sole moccasins may only be worn in the inmate's room, or to/from the unit bathroom, with/without socks.

## GAME ROOM

- Available for games every day between 8:30 a.m. and 9:25 p.m., but not during meal times.
- Inmates shall vacate the area no later than 11:00 a.m. for lunch meal and 4:00 p.m. for supper meal, for sanitation purposes.
- No spectators/loitering allowed.
- Card playing, dominoes and board games are privileges and shall be treated as such.
- Card or domino slamming will not be permitted.
- Noise must be kept to a minimum.
- Food items must be prepared in your room prior to bringing it for microwave use. No consumption of food is allowed in the game room.
- You may consume liquids however you will be responsible for cleaning up after yourself.
- Unit games may not be removed from Game room without prior approval, and must be returned by the end of that shift.
- Gambling is NOT permitted.
- Those using the room are responsible for cleaning up the immediate area when finished.
- The unit sergeant may limit the number of inmates in the game room as space allows.
- The unit sergeant has the discretion to immediately remove an inmate(s) from the game room for disruptive behavior or other violations.

## HAIRCARE

Only the inmate barber will be allowed to cut an inmate's hair. You will be permitted freedom in personal grooming as long as your appearance does not conflict with the institution's requirements for safety, identification, and hygiene. The following standards have been established relative to inmate grooming:

- All men are expected to maintain an appropriate level of personal hygiene. Medical staff may authorize cutting a man's hair when there is evidence of unsanitary care to warrant such action.
- Braiding, twisting and styling of hair is permitted. Staff may require braided hair to be unbraided for personal searches.
- Any hairstyle or cut which indicates an affiliation with an unauthorized/unsanctioned group or activity is forbidden.
- Haircuts/styles not allowed include, but are not limited to:
  - Rat-tails (small section of hair allowed to grow longer than the areas that surround it).
  - Mohawks.

- Punk-style (non-symmetrical lengths, obvious differences in length creating overhanging layers of hair.)
- Letters/numbers/symbols cut or styled into hair
- Hair braided, twisted or styled in patterns to display affiliation to any group.
- No partially shaved heads are allowed. If any portion of the head is shaved to the skin, the entire head must be shaved.
- Variations in the length of hair must be tapered gradually so that no obvious lines are created. The length of hair must be the same right to left-symmetrical.
- One part, running from front to back, will be allowed to be cut in hair. Other designs and/or lines will not be permitted to be cut or shaved into hair.
- No dying or bleaching of hair is allowed.
- Inmates on work assignments around machinery may be required to have head/facial hair suitably cut or wear appropriate protective equipment.
- Inmates assigned to food preparation and serving areas are required to wear hairnets or other suitable hair coverings.
- Newly received inmates who have haircuts that do not meet OCI rules will have their hair re-cut to comply with standards.
- Fingernails may not extend past the finger tip.
- New identification photographs will be required of any man whose physical appearance changes during confinement as a result of change in hairstyle, including length of hair or facial hair.
- Security director/designee will determine the appropriateness of questionable haircuts/braiding and whether the hair needs to be changed.

### **HAIR CARE – GENERAL**

The institution barber in the Barber Shop which is located in the Education Building will do all cutting of hair or the initial shaving of the inmates head. In the interest of personal responsibility, inmates are strongly encouraged to purchase their own electric razor, with an available pop up beard trimmer. An inmate, who initially cuts his own hair, may be subject to discipline. However, the maintenance of a shaved head may be done by the inmate AFTER the initial haircut at the Barber Shop has occurred. Newly received inmates whose haircuts do not meet OCI's standards must let their hair grow out as those haircuts will not be re-cut as done originally.

- **HOURS:**
  - Monday through Friday
    - 8:10 a.m. - 10:30 a.m.
    - 1:00 p.m. - 2:00 p.m.
    - 6:20 p.m. - 7:40 p.m.
- **APPOINTMENTS:**
  - Scheduled on Monday/Tuesday the week prior to your unit's assigned date. (See new appointment calendar).
  - No phone calls from the unit officer to the school officer will be made.
  - Inmates are responsible for setting and keeping their own appointment.
  - Inmates who fail to show up for their appointment time, other than due to staff direction, will forfeit their haircut appointment for that day and will not be eligible until their unit's next rotation date.

- Inmates transferred between units and who missed their regularly scheduled haircut; may make arrangements with their new unit sergeant who will contact the school officer to reschedule.
- Inmates housed in segregation at least one month, are allowed one haircut per month. These will be done on Sunday afternoons, when institution needs permit.
- Hair must be clean and free of oil and grease.
- Permanents are not given in the Barber Shop.
- No transfer or release haircuts will be done.

### **HOBBY (ARTS AND CRAFTS)**

- Inmates engaging in any hobby activity, whether done in the housing unit or at the school, must first complete the OCI Hobby Orientation with a recreation staff.
- Inmates may pursue only a limited number of hobbies at one time; may produce only a limited number of projects each month; spend a limited amount of money on hobby supplies; and, with the exception of one oversized item (musical instrument), be able to store all hobby material in a box measuring 14 x 14 x 14 according to DAI 309.36.01. Even though OCI procedure is based on DAI policy, there are differences in staffing, facilities, and hobby rules.

### **HOUSEKEEPING**

- Inmates are responsible for the cleanliness and orderliness of their rooms and belongings on a daily basis. A high standard of sanitation is expected at all times in the housing units and individual rooms.
- Each inmate is responsible to be awake, out of bed, have his room and all articles in that room, and be ready for inspection by 8:00 a.m. Monday-Friday. This is required whether or not you are scheduled for any activity. Beds should be properly made when you are outside of room.
- The housing unit officer will check to insure:
  - Floor and window surfaces are cleaned
  - Garbage is emptied
  - Desk/cabinet tops cleaned
  - The room, as a whole, is generally clean and orderly.
- Cleaning supplies shall not be kept in any inmate's room and this includes unit workers.

### **ICE AVAILABILITY AND MICROWAVE USE**

- Ice and microwaves may be available from 5:30 AM until 9:25 PM each day.
- Cups and mugs may be used for ICE. No pitchers.
- There shall be no more than 1 inmate using the microwave and 1 inmate waiting in line to use the microwave, at any given time.
- Food must be prepared prior to bringing it to be cooked.
- The microwave cannot be used during meals.
- Total use time, at one visit, is limited to no more than 10 minutes.
- While cooking, microwave should not be left unattended.

### **INMATE PHOTO PROJECT**

#### Visit photos

Inmates requesting to have photos taken during a visit must submit an Interview/Information Request (DOC-643) to the Visiting Officer during the visit.

- Inmates may have up to three (5) photos taken each day. Inmates will complete and sign a DOC-184 prior to the photos being taken.
- All photos will be taken off grounds by the visitor at the conclusion of the visit.
- If an inmate requests to retain a photo, it must first be reviewed by the Lobby Sergeant/Designee for appropriateness before allowing the inmate to keep it.
- If the inmate is not allowed to keep the photo, he shall be responsible for mailing it out or having it destroyed.

#### Non-visit photos

- Non-visit photos shall be taken in the school every Tuesday evening by appointment only.
- Inmates shall contact the school officer via interview request to schedule an appointment in advance at the start of second shift.
- Inmates may have up to five (5) photos taken each day.
- Inmates shall complete and sign a DOC-184 prior to the photos being taken.
- Inmates shall provide pink copy of processed disbursement at the time of photographing.
- Inmates shall provide a stamped addressed envelope to mail the photos out after they have been reviewed by the School Officer.
- Ensure adequate funds are available in your account or you may be subject to discipline (OCI P & P 201.01).
- Send a completed disbursement addressed to the "visiting officer".
- Visiting officer will call you to the ADM building when the photographer is available.
- If on a visit at the time of your request, the visiting officer will make arrangements with the photographer, if possible.
- Visiting officer will sign/date the disbursement on the date the photo is taken.
- Disbursement is then sent to the business office for processing.
- Once posted to your account, you will then receive the yellow copy for your records.

#### **INMATE REQUESTS FOR WAKE UP**

- Inmates are responsible for arising on time for their scheduled work/program assignment.
- Requests for wake ups will only be done on the ½ hour up until 6:30 a.m. Inmates are strongly encouraged to purchase their own alarm clocks within 2 months of your obtaining your work program assignment.

#### **LAUNDRY**

- Institution soap is limited to 3 packs per week. Inmates may not have more than 3 packs in their possession.
- 'Laundry Pilot Program' units will not be issued laundry soap.
- Laundry rooms in Cottages 1-10 may be available from 7:00 am until 9:25 p.m.
- Laundry must be started early enough in the evening to assure being finished by 9:25 p.m.
- Each inmate is responsible to wash his sheets and pillowcases every week. Blankets may be washed by arrangement with the housing unit sergeant.
- All laundry must be removed from the machine at the immediate completion of the machine wash/dry cycle.
- OCI is not responsible for theft of unattended items.

## LAY IN / SICK CELL – refer to DAI 309.55.02

- Lay-in/Sick cell status will be the same expectations and conditions as room confinement.
- Inmates are not required to fill out a DOC- 3035 HSU form, but are encouraged to.

## MEALS – SCHEDULE

Meals are centrally prepared in the Main Kitchen. DOC nutritionists determine menus and portions.

- Meal times for A & B building are posted in the kitchen and/or on each of those units.
- For all meals in the Central Dining Room, do not report to the kitchen until the area has been called.
- Housing units 1-10
  - Approximately 6:30 a.m. for breakfast.
  - Approximately 11:00 a.m. for lunch.
  - Approximately 4:30 p.m. for supper.
- Time limit is approximately 20 minutes.
  - For units 1 – 10, all meals must be consumed in either the dining room, a first floor assigned room, or the unit game room as directed by your unit supervisor.
- For those inmates in units 1-12 who are assigned to eat in the actual dining room of the unit, you may not take your meal out of the dining room area to be re-heated in a microwave.

## MEALS - GENERAL PROCEDURES

- Inmates must wear their ID tags and they must be visible over the outermost layer of clothing.
- No “seconds” of meal items will be served. All kitchen workers will receive the same portions as all other inmates.
- Only those inmates assigned to the kitchens/serveries are authorized to be in the kitchens/serveries. It is off limits to all other inmates.
- Kitchen uniforms must be worn by all those assigned to work in a kitchen/dining area.
- Inmates are allowed to bring ONE condiment to meals. (limited to 1 packet of Mayo, or ketchup, a bottle of hot sauce or squeeze cheese).
- There is no exchange of food or condiments in the food service line.
- There is no trading/giving away of food or condiment items between tables.
- All food and beverages will only be served in proper institution dishes and cups.
- Personal beverages are not allowed in any dining room.
- State provided meal items may NOT be removed from the kitchen/dining areas with the exception of ONE piece of fruit can be taken to room, but must be consumed by the end of the day or it will be considered contraband.
- For those assigned to eat in their housing unit rooms, no food may be saved from meal to meal.
- Appropriate Clothing is required.
  - Hats, curlers or other headgear is not permitted to be worn in any dining room.
  - Shorts, warm-up suits are not permitted.
  - No slippers or shower shoes shall be worn while in any dining room.
  - State issued greens and/or sweatshirts and personal jeans are allowed (if wearing a T-shirt underneath, it must be tucked in).



- Meals are only saved with prior arrangement with the food service staff (Central Kitchen) or housing unit officer. This includes visits, off ground activities, unanticipated on-grounds work, medical/dental appointments, and other unanticipated appointments.
- No food may be saved meal to meal in housing unit kitchens/dining areas or stored in housing unit refrigerators.

## MOVEMENT

- Inmates must be punctual for all assignments and appointments as directed.
- Inmates must take the most direct route to and from their approved destination.
- No loitering on sidewalks, in doorways, stairwells/stairways, or stoops of any building or on the paved roadway.
- Inmate movement will be limited to areas outlined in OCI 413.01.
- Inmates are required to sign in and out utilizing the unit absence record each time you enter or leave a building area.
- Inmates must report back into their housing unit 5 minutes prior to any "official count".
- Inmates found littering or throwing trash anywhere, other than in the acceptable container, may be subject to discipline.
- Inmates are only allowed to use authorized/designated entrances/exits.
- Talking/yelling at anyone through windows/doors, patios or roadway, is prohibited.
- No personal property is allowed on the track (personal letters/papers, cups, photos, electronics, magazines, musical instruments, canteen items etc.) unless transporting them to/from a designated area, for an approved purpose.

## MULTI-PURPOSE ROOMS

- Each unit's designated "multi-purpose" room may be used for reading, studying, visiting, writing or other approved quiet activities.
- Games are not allowed unless approved by the unit sergeant.
- The available hours may be from 8-10 a.m.; 1-2:30 p.m.; 6:15- 9:25 p.m. or other times at the discretion of the unit sergeant.
- Low level talking will be allowed.
- No food will be allowed in these rooms. You may consume liquids, however you will be responsible for cleaning up after yourself.

## MUSICAL INSTRUMENTS

- Musical instruments may only be used between the hours of 9:00 a.m. and 8:30 p.m.
- Musical instruments may be played in the inmates room or on the patio.

## NON-RELIGIOUS HEAD WEAR

- Shower caps and 'Du-rags' may be worn only in the inmate's room, or to/from the unit bathroom.
- Hairnets may be worn only in the inmate's room, or to/from the unit bathroom, or as required at work assignment (kitchen).
- Hats and sunglasses, (unless medically necessary/authorized), must be removed when inside a building.
- An inmate may not wear any combination of headwear (such as shower cap under hat; hair net under hat, etc.) unless inclement winter weather and then, only stocking caps may be worn under coat hoods.

- Inmates may not use non-traditional items as headwear, such as torn sheets/towels/T-shirts, etc.

**OUTDOOR ATTIRE**

- A T-shirt and shorts shall be worn when outside.
- Sleeveless T-shirts or tank tops can be worn for outside rec. and patios.
- No going shirtless during outdoor recreational activities or while engaged in an outdoor work/program assignment.
- Socks and shoes must be worn at all times.
- Sweatshirts shall be worn as an outer garment only. May not be worn under green shirts.
- I.D. Cards must be worn per DAI 306.00.06
- Thermal underwear may be only used as an undergarment and may not be used as outer clothing attire.

**OUTDOOR RECREATION**

Sept. 16 – March 31 8:10 a.m. – 4:30 p.m.

April 01 – Sept. 15 8:10 a.m. – 8:15 p.m. (or when perimeter lights come on in the p.m. Whichever is first)

**Basketball:**

Only on your unit’s assigned court.

- 3 on 3 only.
- No dunking.
- Court areas (fenced or unfenced) are not to be used as a general exercise area.
- Basketball courts on main recreation field shall be used by C-7 through C-10 and B building inmates only.
- Jumping rope may be done in accordance with your unit’s outdoor Leisure time activity schedule. It may only be done on your unit’s assigned basketball court. Priority is given to anyone who wishes to play basketball.

**Recreation Field:**

- No organized sport activities without recreation staff being present.
- All other sport activities, (i.e., throwing frisbee, softball, football) must be conducted on the recreational field.
- Inmates may not make snow sculptures, participate in any snow activities, or throw snowballs.
- No recreational activity on any lawn area near any housing unit, except horse shoes.
- No more than four (4) inmates shall be allowed to play **handball** at a time on each of the five handball courts.
- Eye protection shall be required on handball courts.
- Inmates may play 6 on 6 volleyball.

**PATIO**

- Available after 7:30 a.m. standing count clears.
  - Up until 7:30 p.m. (Sept 16 – Mar. 31)
  - Up until 8:15 p.m. (April 01 – Sept. 15) OR until perimeter lights come on; (whichever comes first.)

- Must remain on patio area and no loitering on grassy areas adjoining the patios or sidewalk areas adjoining the roadway.
- May **not** use the ADA/Emergency exit in the dayroom, unless the inmate qualifies under ADA guidelines or in case of a true emergency.
- All picnic tables and benches shall be placed on the unit patio where size permits.
- No tables/benches may be moved and they must be used in the manner in which they were designed.
- **A book or other reading material will be allowed.**
- No games or recreational equipment are allowed on the patios.
- No exercising on patio areas at any time.
- No canteen products are allowed outside except liquids.
- **Horse shoe pits** are available during patio hours **including training days and heat advisories.** Maximum 4 inmates for horse shoes.  
No spectators, food or drink is allowed at the horse shoe pit area.

### PERSONAL HYGIENE

- Personal hygiene is extremely important. Each man shall routinely shower often enough to preserve acceptable personal cleanliness (**DOC 303.56**).
- Showers are available to all inmates from 7:00 am until **9:25 p.m.** Showers can be taken at other times if authorized by the housing unit officer.
  - Example: Main Kitchen workers working the 5:00 a.m. shift may quietly shower at 4:30 a.m. or off grounds workers work release, farm, etc.
  - Early a.m. (3:20) farmers may use the showers from 2:30 a.m. until 3:20 a.m.
- Inmates may only use the showers on both wings/floors, with the permission of the unit Sgt.
- Inmates returning to the institution after **9:25 p.m.** may be allowed to use the showers with the approval of the unit Sergeant.
- Showering or use of toilet facilities must not interfere with count or the housing unit janitorial duties.
- All personal hygiene needs (i.e., brushing of teeth, shaving, sponge baths, etc) shall be completed by **9:25 p.m.**
- Fingernails must be kept trimmed and not exceed the end of the finger.
- In the C-1 through C-10 bathrooms, inmates must only use bathrooms on their designated floor, unless emergency or with Sgt. Permission. **Nothing** may be placed on the ½ walls to obstruct the view of the housing unit Sergeant.

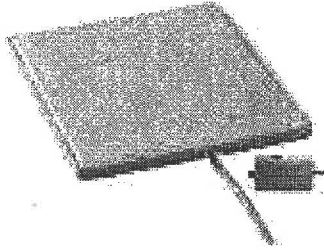
### PHONE CALLS (inmate phones on unit)

Unlimited number of calls allowed. Must sign up for (1) 20 minute call and when that call is completed, must receive permission to sign up for any additional calls to be made. Refer to DAI 309.39.01 Monitoring and Recording of Inmate Telephone Calls. May sit in a unit chair.

### PROPERTY – NON STANDARD ITEMS

- The below listed items may be purchased from an outside retailer
  - Power/amplified antenna
    - Limited to the purchase/receipt of two per calendar year.
    - Only style allowed at OCI is now listed in DAI 309.20.03 and as described below.

- Flat models only not to exceed 2 x 10.6 x 14.4 inches; 3.5 pounds.



- You may not add any of the above listed items to a current vendors order form. If you attempt to do this, your whole order will be rejected.
- Prayer oil/religious items must be ordered on a separate order form and sent to the Chaplain(s) for approval. OCI inmates, or an outside party ordering for the inmate, are not allowed to order prayer oil if it is not an allowable item under their religious preference. DAI 309.61.01.

#### **ROADWAYS/SIDEWALKS/TRACK**

- Must take most direct route to and from approved destination using paved surfaces. Non-paved surfaces may not be used as shortcuts.
- No more than 6 inmates in a group.
- Inmates shall walk no more than 2 wide, within the designated painted lines, when on the roadway.
- All inmates using the roadway shall move to the closest outer edge when approached by a vehicle.

#### **ROOM VISITING IS NOT ALLOWED.**

#### **ROOMS - ASSIGNMENT AND CHANGES**

- Routine housing unit changes will NOT be made.
  - Exceptions to the above are only made for medical, security, or extenuating circumstances and at the direction/approval of a security supervisor.
- Single rooms may be assigned using the seniority system. Inmates are subject to losing the privilege of a single room for a variety of reasons including for disciplinary reasons. (OCI Procedure 108.02)

#### **ROOMS - FURNISHINGS**

- Each inmate will be issued 2 sheets, 2 blankets, 1 pillow/pillow case, 1 mattress, and a footlocker, unless medically authorized for additional items.
- Single/double rooms may only have 1 chair; triple/quad rooms may only have 2 chairs.
- The head of the inmate must be towards the door.
- Nothing may be hanging on the bed posts/rails, or from the top bunk that may obstruct the officer's view.
- No other State property is allowed in the room.
- Roommates will not be allowed to share footlockers, cabinets, desk drawers, etc.
- Nothing shall be affixed to walls or ceilings with tape, string, wire, screws, toothpaste, aluminum foil, etc.

- TV antenna's may be affixed to your bulletin board or may be set on the windowsill.
- For items such as posters, cards, letters etc. you may only utilize your state issued bulletin board (inside the frame) or the inside of your locker.
- Only 1 small hobby box (14x14x14) and 1 small legal box (14x14x14) may be kept in the room and be marked appropriately. No other boxes may be used for storage shelves, TV stands, etc.

## ROOMS - KEYS

- Each inmate is assigned a room and footlocker key, and he is responsible for them. If a key is lost, intentionally damaged or misused, the inmate will be charged for a replacement and may be subject to discipline.
- OCI is not responsible for lost inmate property, due to the inmate failing to secure his personal belongings.
- When going off-grounds for any reason, the room key & footlocker key must be turned into the housing unit sergeant.
- Inmates living in A-2 will turn their key in to the control desk officer.
- In order to safeguard personal property and possessions, each inmate must close and lock the door of their room when leaving. It is the inmate's responsibility to safeguard his possessions.
- Keys may be attached to the institution approved lanyard and used in the manner intended. Key fobs are not allowed.

## ROOMS - LEAVING ASSIGNED ROOM

- Inmates are not permitted to leave their rooms between 12:00 a.m. – 5:30 a.m. except for:
  - Emergencies (medical or severe personal problems).
  - Use of the toilet facilities with Sgt. permission.
  - Work assignments.
- Lights and all electronics (other than a clock) are to be turned off when leaving the room.
- Room doors must be closed at all times.
  - There may be exceptions (i.e., room cleaning and during heat advisory, or as approved by a unit Sergeant.)

## TV ROOM AREA – BEHAVIOR & PROGRAM SELECTION

- Furniture shall only be used in the manner intended.
- The television area is for TV viewing only.
- No food will be allowed in these rooms. You may consume liquids however you will be responsible for cleaning up after yourself.
- All inmates in the TV room shall be seated on chairs provided. If enough seating is not available, the inmate shall leave the room.
- Loitering at the doorway to the TV room is not permitted.
- The unit sergeant has the discretion to immediately remove an inmate(s) from the TV room for disruptive behavior or other violations under the DOC 303. These privileges will be reinstated, at the discretion of the officer on the shift the infraction occurred, or at the start of the next scheduled shift.
- Selection of television programs will be determined by unanimous decision. Unit Sgt. will have final say.



- Television viewing is available beginning at 5:30 a.m. and will terminate at 12:00 a.m. each night.

### **WORK RELEASE INMATES**

- For those returning after the 9:30 p.m. formal count, you may be allowed to use the microwave, or take a shower, up to one half hour after your return to the unit. These activities must be done quietly so as not to disturb the other inmates who are sleeping.
- Early a.m. farmers may use the A-2 unit microwave from 2:30 a.m. – 3:20 a.m. All other A-2 inmates may use the microwave after the 5:15 a.m. count clears.

### **GENERAL INFORMATION**

#### **Visiting Hours:**

- Wednesday through Friday 5:00 p.m. – 9:00 p.m.
- Saturday, Sunday and Holidays 7:15 a.m. – 2:30 p.m.

#### **Segregation Visiting:**

If inmate is in segregation, visiting hours are as follows:

All segregation visits are one hour only.

- Wednesday through Friday 6:00 a.m. – 8:30 p.m.
- Saturday, Sunday and Holidays 8:30 a.m. – 10:30 a.m. or 12:30 p.m. – 2:30 p.m.
- TLU inmates: Three visits per week – with only one visit per weekend.
- Adjustment Segregation inmates: one visit per week.
- Program Segregation: Step 1, 2, or 3 – one visit per week.
- Control or Observation: Requires HSU or clinical approval.

### **BADGER STATE INDUSTRIES**

- Badger State Industries (BSI) operates the Upholstered Products Shop employing inmates in the manufacturing of office chairs and institutional seating.
- Inmates who wish to work in BSI must fill out an application when applying for a job. Selected candidates will be called in for an interview by BSI staff when openings become available. Applications are available from unit Sergeant. or Social Services.

### **CANTEEN**

- Oakhill Correctional Institution contracts with an outside canteen vendor who offers a large selection of products.
- OCI inmates are allowed to order canteen on a bi-weekly basis. This schedule is posted in each housing unit.
- Inmates may spend a maximum of \$75 bi-weekly on canteen items separate from contracted property vendors. You must retain your receipts for all canteen in your possession.
- Inmates may only possess one and a half times (1 ½) the maximum amount allowed.
- When an inmate receives Loss of Canteen, on a conduct report disposition, there is a “Loss of Canteen” order form from which he will only be allowed to order a limited supply of hygiene and stationary items.

### **PSYCHOLOGICAL SERVICES**

- Psychological Services Unit (PSU) staff provides mental health services to inmates. If you are having difficulties with stressors related to your incarceration or other psychological issues you may wish to contact PSU.
- The Psychological Services is located on the second floor of the MARS Building. Inmates need to check in first with the receptionist on the 2<sup>nd</sup> floor.
- If you are experiencing a mental health emergency, such as thinking that you may hurt yourself or someone else, or hearing voices that others do not hear, please notify staff immediately.
- Upon arrival at OCI, inmates will be reviewed by PSU staff.
- File review requests should be made using the green form.

## EDUCATION AND VOCATIONAL ASSIGNMENTS

- Academic
  - Adult education up to the High School Equivalency Diploma (HSED) is available. Classes are held either in the morning or afternoon to accommodate as many men as possible. Peer tutors are available. Because men do not stay at OCI very long, those who expect to finish their HSED will need to do school work outside of class.
  - A drop in program is available on posted evenings for men who want to discuss education with a teacher or take advantage of the extra class time.
  - If you are under 18, you are required by Wisconsin law to attend school until graduation.
  - The Test of Adult Basic Education (TABE) is given to all new academic inmates who have not already passed a GED test. TABE generates a printout for the inmate and teacher, listing what has been learned and what needs to be learned. The DOC has determined that this test is mandatory because it helps teachers and inmates make the best use of available time.
  - Computer literacy is a six week (self-paced) elective academic program that allows students to learn the basics of the Windows operating system and be exposed to word, spreadsheets and access programs. Keyboarding skills is desirable.
- Vocational
  - Horticulture
    - This MATC certificate program allows student to learn basic fundamentals of horticulture with additional courses emphasizing landscape design/maintenance, interior-scaping; floral design; soils/fertilizer; turf management and greenhouse operations.
    - Entry requirements:
      - 9th grade reading level.
      - 7th grade math level.
      - Able to lift 50 pounds.
      - Able to stand for long periods of time.
      - Able to work with others and independently.
    - Program entry: Inmates may request to be put on the wait list.
    - Program length: 16 weeks
  - Building Services Class

- This certificate program allows students to learn proper use of power tools; to install and replace electrical switches/fixtures; to paint and side structures; to build additions and outbuildings; and to install and repair floor and wall coverings.
  - Entry requirements:
    - Able to lift and carry 50 pounds.
    - Able to kneel, stoop, and reach above one's head.
    - Good judgment in planning sequences of operations.
    - Apply procedures carefully and work to prescribed standards.
    - 6th grade reading/math ability.
  - Program entry: Inmates may request to be put on the wait list.
  - Program length: 14-15 weeks
- A TABE test is also required for inmates expecting to complete vocational programming.

## HEALTH SERVICES

- Orientation
  - HSU is staffed Monday - Friday 7:00 a.m. to 10:00 P.M., Saturday and Sunday
  - Nurses are on call after office hours for emergencies only.
  - All visits to HSU, except emergencies, are made by appointment.
  - Services provided here include doctor, nurse practitioner, dental, eye doctor, psychiatry, therapy and nurse visits.
- Procedure to Access Health Care / Dental Care
  - Health Services Requests (HSR) – If you want to see a health services staff member, you must fill out a HSR. These forms may be found in every housing unit.
  - Dental Services Requests (DSR) – If you want to see a dental staff member.
    - After filling out the form completely, fold it in half, tape it closed and place it in the collection box on your unit.
    - The requests are picked up overnight and taken to HSU the next day. The answers are taken back to the housing unit with the evening medication delivery. Please wait to receive your answer before writing again.
- Emergencies, Emergency Services and Offsite Medical Appointments
  - Nursing staff are available for emergencies during regular business hours (for example, severe pain/injuries or life threatening events such as uncontrollable bleeding or difficulties in breathing).
  - When medical care is necessary outside of the institution or if hospital care is required, we will make appointments and arrangements for security to transport you.
- Medical Alert Wristbands - are available if you want to wear one.
- Medications
  - Using Medications
    - Items available on canteen are not provided by HSU.
    - Medications that you are allowed to keep in your possession are to be taken as directed by the provider. It is a violation in rules to take more than is prescribed.

- Medications that are controlled by security are to be taken in front the housing unit officer with water. The federally controlled medications are given by officers at HSU at specific medication times.
- If you have diabetes and require insulin, you can check your blood sugar in your housing unit but you are required to report to HSU to obtain your insulin.
- It is your responsibility to report to HSU at the scheduled times for medications.
- Refill Requests
  - If you need a refill – complete a medication refill request that you need a refill request and send to HSU. Refills are done Mon – Fri. HSU has 7 days to return your refill to you so plan ahead.
- Handling your medicine
  - Maintain them in your possession in the original package.
  - You may have your nitroglycerin (if prescribed) on you at all times. You may sign out your EpiPen (if prescribed) from your unit to take to work with you.
- If you have a chronic medical condition, we encourage you to contact HSU to discuss completing a Healthcare Power of Attorney. This legal document allows you to identify who you would like to make health care decisions for you if you are unable to make those decisions yourself.
- Co-pay Policy
  - Inmate's initiating non-emergency appointments will be charged a co-pay of \$7.50. The HSU staff will determine if there is an emergency.
  - You will not be denied care based on your ability to pay the charge. The loan balance due will be charged to your account.
- Reviewing and copying of Health Care Records
  - You may request an appointment to view your individual Health Care Record and request copies. The standard charge of .15 per page/side applies.
  - You may ask for and receive one free copy of the results of a lab test, x-ray report within 90 days of HSU receiving the test results.
  - If you have tests done by a specialty provider (UWH&C) you may write to their medical records department to obtain copies of your medical records. You pay them directly for the requested copies.
- Complaints
  - First, try to resolve the problem by speaking with HSU staff.
  - If you can't, write to the supervisor of health services. Tell the HSU supervisor what the problem is, what you have tried to do to fix the problem, who you worked with, and what you would like the HSU Supervisor to do for you. She may request to meet with you to review the problem.

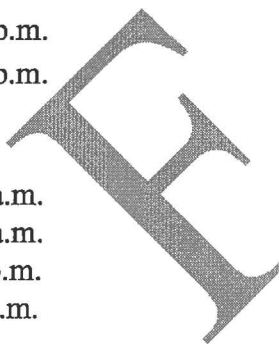
#### **MEDICATION DISTRIBUTION TIMES - UNIT**

- **Every # hours** – Medication to be available at the interval written by the prescriber - also see (C) (1) - As needed PRN Medication.
  - **Medication delivery to occur daily** – To be delivered A.M. unless otherwise specified.
  - **Medication delivery 2 times per day** – To be delivered AM and PM.
  - **Medication delivery 3 times per day** – To be delivered A.M., noon, and PM.

- **Medication delivery 4 times per day** – To be delivered AM, noon, PM and HS.
- AM: 7:45 a.m. – 8:45 a.m.
- Noon: 11:00 a.m. – 12:00 p.m.
- PM: 4:00 p.m. – 5:00 p.m.
- HS/Bedtime: 9:00 p.m. – 10:00 p.m.
- Inmates must report to the Housing Unit Office or the HSU within the above noted time frames for medications depending on the medication. (Inmates will be given notice which medications they must report to the HSU for.)

#### **MEDICATION DISTRIBUTION TIMES – HSU**

- **Controlled Medication:**
  - AM: 7:00 a.m. – 8:00 a.m.
  - Noon: 11:00 a.m. – 12:00 p.m.
  - PM: 4:00 p.m. – 5:00 p.m.
  - HS/Bedtime: 9:00 p.m. – 10:00 p.m.
- **Insulin general delivery times:**
  - AM: 6:00 a.m. – 7:00 a.m.
  - Noon: 10:00 a.m. – 11:00 a.m.
  - PM: 3:00 p.m. – 4:00 p.m.
  - Bedtime: 8:00 p.m. – 9:00 p.m.



#### **INMATE TRUST ACCOUNTS**

- All OCI inmates hold a trust account at the institution. Institution wages and receipts are deposited into the regular account. Work Release wages are deposited into a segregated Work Release account. All money orders and refund checks are deposited into each inmate's account on a daily basis (with possible exceptions for weekends and holidays) at which time a receipt is automatically generated and sent.
- Work Release wages, both paper-check and direct deposit, are processed when the Business Office receives a copy of the check stub. Withholdings for Room, Board, and Transportation are taken at that time and applied to the month in which the check stub is received.
- Each inmate is responsible for maintaining a positive balance in his account. A trust account statement is printed and distributed bi-weekly for those receiving canteen the following week.
- A conduct report may be written when an inmate attempts to overdraw his account, or submits a disbursement request when he has insufficient funds for the purchase. You should not be submitting a request until you actually SEE the funds on your account statement.
- Inmates may submit disbursement requests to spend money from their regular accounts for copies, hobby projects, purchases from vendors, and other miscellaneous expenses. These requests are processed in the business office on a weekly basis, after approval. Approvals are based on the dollar amount of the item requested versus the totals of your accounts and any outstanding debts.



- Contracted vendor orders (J.L. Marcus, Union Supply, etc.) will be processed weekly however, when property has been received at the institution, it shall be distributed through normal property procedures.
- A separate release account is maintained, in which 10% of all wages and receipts are deposited, until the account reaches a maximum amount of \$5,000.00. This account is mandated by State Statute and Wisconsin Administrative Code. The funds are released at the time the inmate leaves the institution, with the approval of the agent, unless the inmate has outstanding Victim Witness or DNA surcharges, or other outstanding debts to the DOC, at which time any available funds will be applied towards those charges.
- Inmates may request to open a savings account at a DOC Specified bank. Separate accounts may be opened for release savings, work release savings and regular savings accounts. The Business Office handles all transactions, and the account will be closed when the inmate is released. Contact the business office if you would like to open an account.
- Assistance with understanding your trust account statements may be obtained by directing your request to the Business Office via Interview/Information request form. You should not contact your housing unit officer/sergeant to ask about account balances.

## **LIBRARY**

- The general library collection consists of nearly 9,000 books including fiction and nonfiction, new books and classics, as well as reference materials and a small Spanish-language section. Interlibrary loan is also offered. Many materials support institution programs such as AODA, literacy, building services, horticulture and food service. There are also self-help and coping skill materials, vocational/career books, and college course catalogs. The library subscribes to a number magazines and newspapers that arrive daily.
- The library also has an electronic legal collection in accordance with DAI 309.15.01 and an inmate library clerk provides assistance in the use of legal materials. Neither the librarian nor any clerks are allowed to provide specific legal advice. There is a small print collection of legal reference items. Some legal forms are available for free at the legal clerk's desk.
- Morning, afternoon, and limited evening hours are provided. See your weekly activity schedule for times.
- You must fill out a Statement of Responsibility Form prior to checking out items for the first time.
- Books are loaned out for a 14 day period.
  - You are allowed to check out up to four (4) books at any given time.
  - They are due back in the library by the close of business on the due date.
  - Overdue notices will be sent out once a week.
  - Failure to return the overdue material(s) may result in the issuance of a conduct report.
- Magazines and Newspapers
  - May be read in the library only. They are kept behind the circulation desk and must be checked out before using.
  - Must be returned at the end of the library period.
- Interlibrary Loan
  - Request slips are available at the front desk. Check with the circulation clerk or librarian for more information about interlibrary loan.
- Release or Transfer

- All library materials must be returned to institution staff prior to release or transfer.
- Failure to do so will result in a conduct report and replacement costs incurred by the inmate. There is also a \$5 per book processing fee in addition to the actual cost of replacement of the item.

**NOTARY REQUESTS**

- Notary requests must be submitted on an Interview/Information Request form and addressed to your assigned notary:
  - UNITS 1 – 4, SEG, A & B buildings – **ADM NOTARY**
  - UNITS 5 - 12 – **MARS NOTARY**

**PROGRAM REVIEW COMMITTEE(PRC) - BUREAU OF OFFENDER CLASSIFICATION AND MOVEMENT (BOCM)**

BOCM is responsible for classifying every inmate based upon risk factors relative to public safety, institutional security, and staff and inmate safety.

Initial classification and reclassification actions are completed to determine:

- Custody classification (e.g., maximum, medium, medium-out, minimum, minimum community)
- Program assignment (e.g., AODA, Anger Management, Cognitive Interventions, Sex Offender, etc.)
- Institution placement (i.e., to continue at present location or transfer)

Reclassification reviews are conducted once every twelve months (or sooner as needed) to update and possibly change a classification status.

Every correctional institution and center has a reclassification committee that includes:

- An Offender Classification Specialist (OCS)
- At least one additional staff member designated by the Warden/Superintendent (e.g., Security Supervisor, Program Supervisor, Education Director, etc.)

**Reclassification Hearing Process**

Before a scheduled or early reclassification hearing is conducted, a Social Worker (or other institution staff member) will prepare a pre-hearing report referencing the inmate’s perspective of their crime/violation behavior, conduct, program performance, and opinion of the appropriate custody classification, program assignment and/or assignment to a particular institution/center.

After the reclassification hearing, the OCS will prepare a hearing report including the reclassification committee’s recommendation and reasoning. The inmate will be provided a copy of a written

“Inmate Classification Report” (ICR) after a final classification decision is made.

**Administrative Review of a Classification Decision Request**

Within 10 calendar days of a receipt of the classification decision, the inmate may request an administrative review if he or she believes that the decision was based on erroneous information.

Use of form DOC-1292 (Rev. 3/2011) “Administrative Review of Initial Classification (IC) or Re-Classification (RC) Decision” is required.

**RELIGIOUS ACTIVITIES**

- Oakhill provides for religious education and group or individual counseling.

- Volunteers from Prison Fellowship conduct Christian Bible Study each week in the Chapel. The Chapel offers services for Muslim programming and Native Americans pipe ceremony. Depending on numbers, an Imam is available two Saturday mornings per month and the Native Americans have a monthly Sweat Lodge. A Rabbi holds services once a week and representatives of other faiths are on call. Inmates should check the kiosk for scheduling.
- Contact the Chaplain or the Program Supervisor for further information using the interview request form.

### **REQUEST TO REVIEW RECORDS**

- Procedures have been developed in accordance with the Department of Corrections policy for review of records.
- Requests for review of social service files and/or legal files shall be submitted to the Records Office.
- Requests for review Clinical records shall be submitted to Clinical Services.
- Each department will make an appointment for the inmate to review records requested.
- Copies of record materials made available for photocopying are 15 cents per page, per side, and will be made available per administrative policy.
- Requests to review educational, financial, medical, or mental records should be sent directly to those departments.

### **SENTENCING INFORMATION**

- Questions regarding sentencing information, including, but not limited to sentence computations, Judgments of Conviction, and sentence credit shall be submitted to the Records Office.
- The request will be reviewed and the inmate will be advised of the result of that review and/or be provided information.

### **SUBSTANCE TREATMENT**

- The OCI Residential AODA Programs are 17 weeks, closed ended residential AODA treatment program for inmates who have been identified as having an AODA need. The program includes an Anger Management component that will also meet this need.
- The Dane County (ATR/DAI) Residential Program includes a required twelve (12) week Aftercare Program at the Dane County Day Report Center on Raywood Road when released to the community. Inmates are screened in order of their release date. OCI has three groups specific to Dane County based on a partnership with Dane County DCC.
- The State-Wide Residential program is open to inmates releasing to counties other than Dane County. Selection of AODA participants target inmates with a Residential AODA need, who are within 4-24 months of release and score Med/High risk on COMPAS assessment.

### **VICTIMS MEMORIAL CIRCLE – VISITATION PROTOCOL**

- The Circle was created as a permanent monument to acknowledge and honor Victims. The setting and atmosphere is one where inmates can silently reflect on both the negative impact of actions that cause misery and loss as well as the positive impact of actions that create satisfaction and gain. Time at the Victim's Memorial Circle, can assist in reestablishing a sense of personal wholeness and self-worth critical to sustaining positive connections to family, community, and society upon release. The following procedures

are in place, to allow access to the Victim's Memorial Circle on an individual, self-motivated basis.

- During daylight hours and only during your unit's assigned outdoor recreation period as indicated on the Leisure Time Activity Schedule.
- Movement after dark is limited to allowable paved surfaces and sidewalks. "After dark" means immediately after the exterior lights come on. If you are at the Victim's Circle, when the lights come on, you must immediately clear the area.
- Must sign out of your unit and indicate "Victim's Memorial Circle".
- Must sign in at the school, on the Victim's Memorial Circle sign-up sheet, which may be located in front of the school office window or with the school officer.
- Must exit front door of school and proceed directly to/from Memorial Circle.
- Only 2 inmates may be at the circle at any given time.
- Must remain within the pathway of the inner circle.
- Silence is to be maintained while at the Circle.
- Maximum of 45 minutes, of your allotted outdoor rec. period, may actually be spent at the Circle.
- Maximum of one visit per day/per inmate.

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