

Chapter DOC 309

RESOURCES FOR INMATES

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Note: Several sections in this chapter have explanatory notes. This information can be found in the appendix after the last section.

Note: Chapter HSS 309 was renumbered chapter DOC 309 and revised under s. 13.93 (2m) (b) 1, 2, 6 and 7, Stats., Register, April, 1990, No. 412.

DOC 309.01 Applicability. This chapter applies to the department of corrections, and to all adult inmates in the legal custody of the department. It is promulgated pursuant to authority conferred by ss. 227.11 (2), 301.02, and 301.03, Stats., and interprets ss. 46.07, 301.19 (1), 301.32, 302.07, 302.08, 302.12, 303.01, and 303.065, Stats.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; correction made under s. 13.93 (2m) (b) 7, Stats., Register, June, 1987, No. 378.

DOC 309.02 Definitions. As used in this chapter:

(1) "Adjustment committee" means the adjustment committee authorized under the departmental disciplinary rules to impose disciplinary measures for inmate misconduct.

(2) "Close family member" under ss. DOC 309.45 to 309.52 means the inmate's natural, adoptive, step, and foster parents; spouse, children,

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grandparents, grandchildren, or siblings. A parent surrogate is within the definition of parent if investigation substantiates that a claimed surrogate did in fact act as a parent to the inmate, although the parent surrogate was not an adoptive, foster, or stepparent.

(3) "Department" means the department of corrections.

(4) "Administrator of the division of adult institutions" or "division administrator" means the administrator of the division of adult institutions of the department of corrections, or designee.

(5) "Division" means the department of corrections, division of adult institutions.

(6) "Clinical services unit supervisor" means the clinical services unit supervisor at an institution, or designee.

(7) "General account" means an account established to receive an inmate's pay, pensions, disability payments, or gifts from family; and from which disbursements may be made while an inmate is in the legal custody of the department.

(8) "Institution business manager" means the person designated to receive and disburse money and property at each institution or that person's designee.

(9) "Photograph" means an image on film, video tape, or electronic transmission.

(9m) "Release account" means an account established for an inmate in which a percentage of the inmate's income is deposited, in accordance with s. DOC 309.466 so that the inmate has sufficient funds when released from the institution to purchase release clothing, out-of-state transportation, and other items and services needed on release.

(10) "Representatives of the news media" means any person 18 years old or older who is a member of the press, including broadcast or journalism, who visits an institution for the purpose of investigation and reporting.

(11) "Security director" means the security director at an institution, or designee.

(12) "Segregated account" means an account established for the receipt and disbursement of funds received by inmates for participation in a work or study release program under ch. DOC 324 and certain institution educational programs. Such funds include, but are not limited to, social security, veterans administration, and railroad retirement funds.

(13) "Superintendent" means the superintendent at an institution, or designee.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; emerg. cr. (9m), eff. 5-15-86; cr. (9m), Register, September, 1986, No. 369, eff. 10-1-86.

DOC 309.03 News media access to inmates. (1) Representatives of the news media shall be permitted to visit correctional institutions. Visits and interviews by media representatives with correctional staff and inmates can foster the public's understanding of the qualities, problems, and needs of inmates and institutions. Such understanding helps to develop community acceptance and support of correctional objectives, in-
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cluding the objective of successful reintegration of offenders into the community.

(2) News media representatives shall be permitted to interview individual inmates, unless:

(a) The superintendent believes that an interview will:

1. Jeopardize the safety or order of the institution; or

2. Be detrimental to the welfare of the inmate;

(b) The clinical services unit supervisor believes that the inmate is mentally ill;

(c) The inmate is confined in segregation. The administrator of the division of adult institutions may approve in writing an interview of an inmate confined in segregation in extraordinary circumstances; or

(d) The inmate refuses to be interviewed. A superintendent may require the refusal to be in writing.

(3) Representatives of the news media who visit correctional institutions are subject to the same rules as other visitors. They will not be counted against any limits as to the number of visitors permitted, unless they are on an inmate's visiting list.

(4) With the written permission of the inmate, news media representatives may photograph the inmate. The permission shall include the date of the photo and the use to be made of it.

(5) All visits and interviews conducted pursuant to this section shall be subject to regulation by the superintendent as to time, location, length, and equipment used. Such regulation is not to discourage visits and interviews.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.05 Inmate mail (1) The department of corrections encourages communication between inmates and their families, friends, government officials, courts, and other people concerned with the welfare of inmates. Such communication fosters reintegration into the community and the maintenance of family ties. It helps to motivate inmates and thus contributes to high morale and to the security of inmates and staff.

(2) (a) Incoming mail addressed to inmates may be opened, examined, censored, and delivered under this section only if the inmate consents in writing to receive mail through institution mail services.

(b) If an inmate does not consent under par. (a), the institution shall return incoming mail addressed to the inmate to the post office unopened marked, "refused."

(c) An inmate shall be permitted to correspond with anyone, including inmates in other institutions. There shall be no limit on the length or number of letters received or sent by any inmate.

(3) Correspondence sent by an inmate to the corrections complaint examiner may not be opened for inspection or read by institution staff. Correspondence received by an inmate in connection with a complaint filed by the inmate with the inmate complaint review system under ch.

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DOC 310, from the secretary of the department, the administrator of the division, the corrections complaint examiner or the superintendent of any state correctional institution, may not be opened for inspection or read by institution staff. Correspondence received by an inmate from any of these parties in connection with the inmate complaint review system shall be readily identifiable as from the inmate complaint review system.

(4) Correspondence sent by an inmate to any of the parties listed below may not be opened for inspection or read by institution staff. Correspondence received by an inmate from any of these parties may be opened by institution staff in the presence of the inmate. Institution staff may direct the inmate to remove the contents of the envelope, shake out the envelope and show the contents, page by page, to staff so that staff can inspect the contents to determine whether it contains contraband. Institution staff may not read correspondence received by an inmate from any of these parties except that if the correspondence contains an arrest record or any document of identification, staff may read the document but only to the extent necessary to determine who is the subject of the document. If correspondence contains contraband or if the inmate refuses to show the contents of the envelope to institution staff, institution staff may confiscate the correspondence. Confiscated correspondence shall be processed in accordance with sub. (6) (e) (intro.) and 1, (f) and (g). This subsection applies to the following parties:

- (a) An attorney, if the correspondence is readily identifiable as being from an attorney;
- (b) The governor of Wisconsin;
- (c) Members of the Wisconsin legislature;
- (d) Members of the United States congress;
- (e) The secretary of the department, except for correspondence in connection with the inmate complaint review system;
- (f) The administrator of the division, except for correspondence in connection with the inmate complaint review system;
- (g) A bureau director of the division;
- (h) The administrator of the department of health and social services' division of care and treatment facilities;
- (i) The director of the department's bureau of correctional health services;
- (j) The superintendent of any state correctional institution, except for correspondence in connection with the inmate complaint review system;
- (k) The parole commission;
- (l) The attorney general of Wisconsin or an assistant attorney general;
- (m) Any sheriff's office or police department; or
- (n) An agency of the federal government.

(5) Correspondence sent by an inmate to the clerk or judge of any state court or federal court may not be opened for inspection or read by institution staff.

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tution staff. Correspondence received by an inmate from any of these parties may not be opened for inspection or read by institution staff unless the inmate is in segregation. If an inmate is in segregation, correspondence received by an inmate from any of these parties may be opened by institution staff in the presence of the inmate. Institution staff may direct the inmate to remove the contents from the envelope, shake out the envelope and show the contents, page by page, to staff so that staff can inspect the correspondence to determine whether it contains contraband. Institution staff may not read correspondence received by an inmate from any of these parties except that if the correspondence contains an arrest record or a document of identification, staff may read the document but only to the extent necessary to determine who is the subject of the document. If correspondence contains contraband or if the inmate refuses to show the contents of correspondence to staff, the correspondence may be confiscated. Confiscated correspondence shall be processed in accordance with sub. (6) (e) (intro.) and 1., (f) and (g).

(6) Except as provided in subs. (3), (4) and (5), the following restrictions apply to all inmate correspondence:

(a) Incoming and outgoing mail may be opened and inspected for contraband. It shall not be delivered if it contains contraband.

(b) Incoming and outgoing mail may be read only if the security director has reasonable grounds to believe that mail should not be delivered pursuant to par. (c) or if the correspondence is between inmates. If the correspondence is between inmates and concerns joint legal matters, it shall not be read and shall be submitted for transmittal without delay.

(c) Incoming and outgoing mail shall not be delivered if it:

1. Threatens criminal activity or physical harm to any person;

2. Threatens blackmail or extortion;

3. Concerns sending contraband in or out of an institution;

4. Concerns plans to escape;

5. Concerns activity that, if completed, would violate the laws of Wisconsin or the United States or the administrative rules of the department of corrections;

6. Is in code;

7. Solicits gifts from a person other than a family member or a person on the visiting list;

8. Is obscene. Material is obscene if the average person, applying state contemporary community standards, would find that the work, taken as a whole:

a. Appeals to the prurient interest;

b. Depicts or describes, in a patently offensive way, acts involving necrophilia, masochism, sadism, bestiality, or an unnatural preoccupation with excrement; and

c. Lacks serious literary, artistic, political, or scientific value;

9. Contains information that, if communicated, would create a clear danger of physical or mental harm to any person.

(d) A record of any mail that is read shall be kept by the security director. It shall include the name of the sender and receiver, the date, the reason for reading it, and the name of the reader. Inmate questions regarding mail inspection shall be addressed to the security director.

(e) A record of any mail that is not delivered shall be kept by the security director. It shall include the name of the sender and intended receiver, the date, and the reason for not delivering it.

1. If it is incoming mail, the letter and a written notice stating why the letter was not delivered shall be sent to the sender, unless the sender was an inmate. The inmate to whom the letter was sent shall be given a written notice that the letter was not delivered and the identity of the sender.

2. If the letter is outgoing mail or if it is incoming and the sender is an inmate, the sender and the person to whom the letter was sent shall receive a notice stating why the letter was not delivered and the identity of the sender and intended receiver. The letter shall be kept by correctional staff.

(f) The security director's decision to refuse to deliver a letter may be appealed to the superintendent, who shall decide the appeal in accordance with these sections.

(g) A record of cash, checks, money orders, and any negotiable instruments shall be made. It shall include the name of the sender and receiver, the amount, and date.

(h) If the inspection or reading of mail reveals an attempt to send contraband in or out of an institution or to secure delivery of mail that may not be delivered pursuant to par. (c), the security director may order that mail to or from the inmate or sender shall be opened and read for a reasonable period of time.

(7) Parcels, packages, and any other incoming or outgoing items other than correspondence that are mailed or delivered to an inmate may be opened for inspection for contraband. If, upon opening, the contents are found to be damaged, the inmate should be notified.

(8) Contraband found through inspections conducted pursuant to this section shall be disposed of in accordance with the departmental rules.

(9) For violations of administrative rules or policies and procedures made by institutions relating to mail, mail privileges may be suspended by the security director or adjustment committee.

(10) If an inmate is alleged to have violated these rules or institution policies and procedures relating to mail, a conduct report shall be written and disposed of in accordance with the rules providing for disciplinary procedures for major offenses. For such violation, the penalty may include suspension of mail privileges with a specific person for a specific period, subject to the following:

(a) A suspension of 6 months or less may be imposed by the adjustment committee and appealed to the superintendent; and

(b) A suspension of more than 6 months may be appealed to the superintendent and thereafter the administrator and the secretary.

(11) If a member of the public is alleged to have violated these sections or institution policies and procedures relating to mail, the security director shall investigate and decide if such a violation occurred. If such a violation occurred, the security director may suspend mail privileges with a specific person for a specific period. Suspension of mail privileges may be appealed in accordance with sub. (10).

(12) If mail is opened or read inadvertently, the inmate shall be so notified.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; corrections in (5) (b) and (h) made under s. 13.93 (2m) (b) 4, Stats., Register, June, 1987, No. 378; emerg. r. and recr. (3) and (4), eff. 7-15-87; r. and recr. (3) and (4), renum. (5) to (11) to be (6) to (12) and am. (6) (intro.), cr. (5), Register, March, 1988, No. 387, eff. 4-1-88.

DOC 309.06 Publications. (1) The department shall encourage and facilitate inmate reading of publications, including books, magazines, newspapers, and pamphlets. Reading generally fosters correctional objectives by educating inmates and by keeping them informed of events and issues in the community.

(2) DOC 309.05 applies to publications. In addition, the receipt of publications by inmates is subject to the following restrictions:

(a) Publications must be received directly from the publisher or other recognized commercial sources in their packages;

(b) Inmates shall not receive publications that:

1. Teach or advocate violence and present a clear and present danger to institutional security and order;
2. Teach or advocate behavior that violates the law of the state or the United States or the rules of the department of corrections;
3. Teach or describe the manufacture or use of weapons, explosives, drugs, or intoxicating substances;
4. Are obscene as defined in s. DOC 309.05 (5) (c) 8; or
5. Teach or describe the manufacture or use of devices that create a substantial danger of physical harm to others;

(c) A publication shall not be prohibited on the basis of its appeal to a particular ethnic, racial, or religious audience or because of the political beliefs expressed therein.

(3) If a publication is not delivered pursuant to sub. (2), the inmate shall be notified of the name and address of the sender, the date, and the reason for nondelivery. The sender shall be similarly and the publication shall be returned to the sender. The inmate may appeal the decision to the superintendent, who shall decide it within 10 days.

(4) Correctional institutions are encouraged to subscribe to publications and circulate them to inmates. Each institution shall establish policies and procedures for making such publications available to inmates.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

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DOC 309.10 Visitation. The department of corrections shall encourage and accommodate the visitation of inmates by family members, friends, and others who provide support to inmates. The successful adjustment of an inmate to a correctional institution and the ultimate successful re-integration of an inmate into the community depend upon the maintenance of family and community ties. Personal contact through visits greatly assists in the maintenance of these ties. Visitation also enhances the exchange of ideas and information between inmates and the public, and many important values are thereby served.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.11 Conduct during visits. (1) Visitors are required to obey the administrative rules and institution policies and procedures regarding visitation. Visitors and inmates shall avoid loud talking and boisterous behavior. Parents are responsible for supervising their children.

(2) Inmates and their visitors are permitted to embrace and kiss at the beginning and end of each visit. Inmates may hold their children. Inmates should otherwise conduct themselves in a discreet manner.

(3) Inmates and visitors may not pass or exchange items during a visit unless authorized to do so.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.12 Visiting list. (1) Each inmate shall have an approved visitors' list.

(2) (a) Except as otherwise provided under this section, only visitors known to the inmate and on the inmate's approved list shall be permitted to visit the inmate. Each inmate shall be permitted 12 adult visitors on the visiting list, regardless of relationship.

(b) Children of the inmate and approved visitors who have not attained their 18th birthday may visit and shall not be counted against the 12 visitors permitted.

(c) Spouses of immediate family members, as defined in sub. (10), who are on the visiting list shall be listed on the visiting list but shall not be counted against the 12 visitors permitted.

(d) With the approval of the superintendent or designee, an inmate may have more than 12 visitors on the visiting list if all such visitors are immediate family members as defined in sub. (10).

(3) An inmate's approved visiting list shall show the name and address of all visitors, relationship, date of birth, the date the person was approved for visiting, and any denial of visitation privileges.

(4) Except as provided under sub. (8), a person may be approved for visiting according to the following requirements:

(a) The inmate shall submit a written request on the appropriate form asking that a person be added to the visiting list.

(b) The appropriate form shall then be sent to the prospective visitor for completion and returned to the institution.

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(c) Upon return of the form under par. (b), it will be evaluated by the designated staff member. A field investigation may be requested if further information is necessary.

(d) Minors shall be required to have written approval of their parent or guardian to visit.

(e) In determining whether a person should be approved for visiting, a proposed visitor may be disapproved only if one or more of the following criteria exist:

1. The requesting inmate has provided falsified, incorrect, or incomplete information under par. (a).

2. The proposed visitor has provided falsified, incorrect, or incomplete information on the form under par. (b) or the questionnaire is not returned in 30 days.

3. There is no signed and dated approval of parent or guardian for a proposed visitor under 18 years of age.

4. There are reasonable grounds to believe the visitor has attempted to bring contraband into any correctional institution, including the county jail.

5. The inmate has already reached the limit of 12 visitors permitted under sub. (2).

6. There are reasonable grounds to believe the visitor's presence may pose a direct threat to the safety and security of inmates and staff.

7. The inmate's reintegration into the community would be hindered because of prior criminal involvement with the proposed visitor or because of the proposed visitor's poor adjustment or reputation in the community. This rule is not intended to interfere with inmates' and visitors' pursuit of joint legal interests. Sources specifying prior criminal involvement or poor adjustment and reputation should be listed.

8. A proposed visitor may be disapproved if he or she is a mandatory release and discretionary parolee, probationer, or ex-offender who has not been released or under supervision for at least 6 months before approval unless the proposed visitor is an immediate family member as defined under sub. (10). In all cases, support for approval should come from the supervising agent or agencies involved.

(5) Visiting privileges shall not be denied because of the visitor's marital status. Approved visitors of either sex shall be permitted to visit inmates whether the married visitor's spouse accompanies the visitor or has approved of the visit.

(6) No changes shall be made in an inmate's visiting list for a minimum of 6 months from the date of approval.

(7) Visitors who have not attained their 18th birthday shall be accompanied by an adult who is on the approved list, unless the visitor is the spouse of the inmate.

(8) If a potential visitor is disapproved for visiting, the inmate and the visitor shall be informed of the reasons for the disapproval in writing. The proposed visitor can object to this decision by appealing to the su-

perintendent. A record of the disapproval shall be kept. An inmate may appeal a disapproval through the inmate complaint review system.

(9) Immediate family members as defined under sub. (10) shall be routinely approved for visiting if requested by the inmate to be added to the visiting list of 12 visitors.

(10) Immediate family members are the inmate's natural, adoptive, or stepparents, children, grandchildren, siblings, grandparents, spouse, foster parents, and the spouses of each.

(11) The superintendent may permit occasional visits by family members not on the visiting list who live a great distance from the institution so that frequent visiting is impossible. The superintendent may require notification in advance of such a visit.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.13 Regulation of visits for inmates in the general population. (1) Each institution shall set forth in writing and make available to inmates and visitors policies and procedures providing for:

- (a) The time for visits;
- (b) Weekday, weekend, and night visits;
- (c) The duration of visits;
- (d) The number of visits;
- (e) The number of visitors permitted each visit;
- (f) Immediate termination of a visit for a violation of these rules;
- (g) Items that may be brought into the institution during a visit; and
- (h) The place of visits.

(2) These policies and procedures shall be approved by the administrator of the division of adult institutions.

(3) Each institution shall permit visits on weekends or some weekday nights, or both.

(4) Each institution shall permit visits on weekdays if consistent with scheduled activities and available resources.

(5) Each institution shall permit each inmate in the general population the opportunity to be visited at least 9 hours per week in visits of such duration as the institution specifies pursuant to sub. (1).

(6) Institutions shall require visitors to provide identification before permitting the visit.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.14 Special visits. (1) Public officials and members of private and public organizations who provide services to inmates may visit institutions with the approval of the superintendent. Arrangements for all such visits shall be made in advance with the superintendent to minimize interference with normal operations and activities. Such visits may be limited in duration and restricted to certain areas of the institution by the superintendent for security reasons. A person who has not attained

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his or her 18th birthday may not participate in any group visit except with the approval of the superintendent.

(2) Attorneys and clergy shall be permitted to visit their clients to give professional services during institution business hours on weekdays. An attorney's aide and law students shall be permitted the same visitation privileges only if an attorney has informed the institution in writing that the aide and law students will visit. Attorneys' aides, law students, and clergy must give advance notice of their visit, when feasible. Visiting attorneys, their aides, and clergy shall not count against the allowable number of visitors or hours of visits of the inmate. In emergencies, attorney and clergy visits may be permitted outside business hours with the superintendent's approval.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.15 Interinstitution visits of family members. (1) Except in the correctional center system and metro centers, visits between spouses and between parents and their children who are inmates of different adult state correctional institutions shall be permitted, subject to the following limitations:

(a) At the time of the visit, each inmate shall be in the general population and not subject to any disciplinary restriction.

(b) A visit each quarter of a year shall be permitted between married inmates, but such visit must be conducted in an institution of the same or greater security as the inmate with the highest security classification.

(c) One visit per calendar year shall be permitted between parents and children provided that such a visit is conducted in an institution of the same or greater security as the inmate with the highest security classification.

(d) Visits must be approved by staff members in each institution. The criteria for approval are the same as for other visitors, as set forth under s. DOC 309.13.

(2) In the correctional center system and metro centers, visits between spouses and between parents and their children who are inmates of different adult state correctional institutions are permitted, consistent with available resources. In scheduling such visits, priority should be given to inmates serving long sentences.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.16 Visits to inmates in segregation. (1) Inmates in segregation shall be permitted visits in accordance with this section. Institutions may increase visiting time for inmates in segregation, but shall provide an opportunity for not less than the following:

| <i>Segregated status</i> | <i>Minimum visiting period</i> |
|--------------------------|--|
| Temporary lockup | One hour per weekday and one hour per weekend within the visiting limit |
| Observation | One hour per weekday and one hour per weekend within the visiting limit, with the approval of the superintendent |
| Voluntary confinement | Two hours per month for the first 200 days and four hours per month thereafter |

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| Adjustment segregation | One hour per week |
| Program segregation | Two hours per month for the first 200 days and four hours per month thereafter |
| Control segregation | None |
| Administrative confinement | Three two-hour visits per month |

(2) Inmates in temporary lockup, observation, voluntary confinement, adjustment segregation, and program segregation may designate 3 people from their visiting list who may visit them while in segregation. Inmates in administrative confinement may receive visits from any of the 12 visitors on their visiting list while in segregation. People who have not attained the age of 18, except the children of the inmate, must have the advance approval of the security director to visit inmates in any of the above statuses.

(3) Visits to inmates in segregated status may be limited if the superintendent determines that the visit poses an immediate threat to the inmate or another.

(4) Each institution shall make written policies and procedures relating to visits to inmates in segregation providing for:

- (a) The time for visits;
- (b) Weekday, weekend, and night visits;
- (c) The duration of visits;
- (d) The number of visits;
- (e) The number of visitors permitted each visit;
- (f) Immediate termination of a visit for a violation of these rules;
- (g) Items that may be brought into an institution during a visit; and
- (h) The place of visits.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.17 Suspension of visiting privileges. (1) A visit may be terminated and the adjustment committee or security director may suspend visiting privileges for violations of administrative rules or institution policies and procedures relating to visiting.

(2) If an inmate is alleged to have violated these rules or institution policies or procedures during a visit, a conduct report shall be written and disposed of in accordance with the rules providing for disciplinary procedures for major offenses. For such a violation, the penalty may include suspension for up to one year or termination of visiting privileges with a specific visitor and any other penalty provided in the disciplinary rules, subject to the following:

(a) A suspension of 6 months or less may be imposed by the adjustment committee and appealed to the superintendent.

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(b) A suspension of more than 6 months may be imposed by the adjustment committee and may be appealed to the superintendent and thereafter to the division administrator.

(c) With the approval of the administrator of the division of adult institutions, visiting privileges may be terminated. When visiting privileges have been terminated, there may be a reapplication for visiting to the security director no less than one year after the termination occurs and every 90 days thereafter.

(3) If during a visit a visitor is alleged to have violated these sections or institution policies and procedures relating to visits, the security director shall investigate and decide if such a violation occurred. If such a violation occurred, the security director may suspend or terminate visiting privileges with that visitor. Suspension of visiting privileges may be appealed in accordance with sub (2). The visitor and inmate shall be informed of the suspension or termination promptly in writing and the reasons for it.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.18 Public events, art exhibits, group visits, and banquets. (1) Public events, art exhibits, group visits, and banquets may be held in correctional institutions. Each superintendent shall regulate such events, exhibits, visits, and banquets as to time, place, size, and manner of conducting them.

(2) In regulating such events, visits, and banquets, the superintendent shall consider:

- (a) Any threat posed to security;
- (b) The benefit to the public and to inmates; and
- (c) Staff and other resources available to regulate it.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.25 Access to judicial process, legal services, and legal materials. The department of corrections shall permit and facilitate access of inmates to the judicial process, legal services, and legal materials. Such access is guaranteed by the United States Constitution and serves important objectives of the criminal justice system. Access meets objectives which include:

- (1) Achieving justice, so that the inmate is being and has a sense of having been dealt with fairly in the criminal justice system;
- (2) Enabling the inmate to return to the community free of unnecessary legal complications that will make it difficult to adjust to community living and that may lead to being sent back to the institution; and
- (3) Ensuring that inmates are dealt with in accordance with constitutional and other legal requirements and that there are effective procedures for raising and resolving complaints about institutional practices and policies.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.26 Access to courts. (1) Inmates should have access to courts and administrative agencies.

(2) Institutions may make reasonable policies that relate to access to courts, but such policies should not unduly delay or adversely affect the outcome of an inmate's claim or defense or discourage inmates from seeking judicial consideration of their claims.

(3) Legal documents shall not be read, censored, or altered by correctional staff, nor should their delivery be delayed.

(4) Inmates' decisions to seek judicial or administrative relief shall not adversely affect their program, security classification, or assignment to an institution.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.27 Access to legal materials. (1) Legal materials shall be available to inmates at reasonable times and for reasonable periods. Special provision should be made to provide access to legal materials for inmates with a special legal need.

(2) Each institution shall maintain an adequate law library, except that correctional centers and the Wisconsin resource center are not required to maintain libraries that satisfy the requirements of this section. Efforts shall be made by correctional centers and the Wisconsin resource center to accommodate requests of inmates for legal materials by borrowing or obtaining copies of requested materials from the criminal justice reference and information center at the university of Wisconsin law school or from correctional institution law libraries. The correctional centers and the Wisconsin resource center shall comply with reasonable requests of inmates for legal materials and shall inform inmates how legal materials can be obtained. An inmate, at his or her request, may be transferred from a correctional center or the Wisconsin resource center to an institution with a law library if the inmate requires access to a library and materials made available pursuant to this section are inadequate.

(3) A law library is adequate if it includes:

(a) Federal Materials: (Current editions or earlier editions including updating services)

1. The following titles of either *United States Code Annotated*, (West Pub. Co., St. Paul) or *United States Code Service Annotated* (formerly *Federal Code Annotated*), (Lawyers' Cooperative, Rochester):

a. The United States Constitution with Amendment Volumes;

b. Title 18 (Federal Criminal Code);

c. Title 28, ss. 2441 - 2255 (Federal Rules of Appellate Procedure and Rules of the Supreme Court); and

d. Title 42, ss. 1981-1985 (Civil Rights Act).

2. One of the following: *United States Reports*, (U.S. Government Printing Office, Washington, D.C.); *Superme Court Reporter*, (West Pub. Co.); or *United States Supreme Reports Lawyers' Edition*, 2d Series, (Lawyers' Cooperative, Rochester).

3. *Federal Reporter*, 2d Series, Vol. 273 and subsequent volumes (West Pub. Co., St. Paul), (cases from U.S. Circuit Court of Appeals).

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4. Federal Supplement, Vol. 180 and subsequent volumes, (West Pub. Co., St. Paul), (U.S. District Court Decisions).

5. Shepard's United States Citations, (Shepard, Colorado Springs, 1968).

6. Shepard's Federal Citations, (Shepard, Colorado Springs, 1968).

7. Current rules of local federal district courts and the Seventh Circuit Court of Appeals. (Free from court clerks).

(b) General Materials:

1. Bailey, F. Lee and Henry B. Rothblatt, *Complete Manual of Criminal Forms, Federal and State*, (Lawyers Cooperative Rochester, 1968).

2. Either Ballentine, James A., *Ballentine's Law Dictionary* (3d ed. by James A. Anderson), (Lawyers Cooperative, Rochester 1969); or Black, Henry C., *Black's Law Dictionary* (Rev. 4th ed.), (West Pub. Co., St. Paul, 1968).

3. Cohen, Morris L., *Legal Research in a Nutshell* (2d ed.), (West Pub. Co., St. Paul, 1971).

4. *Criminal Law Reporter*, (Bureau of National Affairs, Washington D.C., Weekly).

5. Fox, Sanford J., *Juvenile Courts in a Nutshell*, (West Pub. Co., St. Paul, 1971).

6. Israel, Jerold H. and Wayne R. LaFave., *Criminal Procedure in a Nutshell*, (West Pub. Co., St. Paul, 1971).

7. Sokol, Ronald P., *Federal Habeas Corpus* (2d ed.), (Michie, Charlottesville, VA., 1969).

(c) State Materials:

1. Wisconsin Reports 1960;

2. State statutes compilation (multiple copies);

3. State digest of court decisions;

4. Shepard's Citation for state;

5. Treatises covering state criminal practice and procedure (Defense of Criminal Cases);

6. Volume containing rules of state courts, if available, otherwise, rules obtainable free from clerks of some state courts;

7. Administrative rules of the department;

8. The program manual of the Legal Assistance to Institutionalized Persons Program;

9. Wisconsin Legal Directory, (Legal Directors Publishing Company, Inc., 700 Campbell Centre, Box 64805, Dallas, TX 75206); and

10. Wisconsin Jury Instructions - Criminal.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; am. (2), Register, January, 1987, No. 373, eff. 2-1-87.

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DOC 309.28 Access to legal assistance. (1) The department of corrections shall make reasonable efforts to ensure that adequate legal services are available to indigent inmates. These legal services need not be provided directly by the department, but may be provided by outside agencies. The legal services by these agencies may include services provided by lawyers, law students and aides supervised by lawyers, and paraprofessionals.

(2) The legal services available pursuant to sub. (1) should include services on the full range of legal concerns an inmate may have.

(3) The lawyer-client privilege applies between lawyers and inmates. The privilege also applies to aides and law students to the same extent it would apply to them in their work with non-inmates, under the rules regulating student practice promulgated by the Wisconsin supreme court.

(4) Before a paraprofessional, a law student, or aide may be admitted to an institution, written authorization from the attorney is required.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.29 Inmate legal services to inmates. (1) Inmates may provide legal services to other inmates.

(2) Institutions may regulate the time and place for the provision of legal services by inmates to other inmates.

(3) Compensation of any kind for the provision of legal services by one inmate to another is forbidden. Such service shall be permitted only if the provider does so voluntarily.

(4) The department is not responsible for legal materials not provided by the department that are given to other inmates.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.35 Personal property. (1) Inmates are permitted to have personal property in their possession in an institution in accordance with this section and policies made by the institution pursuant to this section.

(2) Each institution shall keep a written list of the personal property items permitted at that institution. This list shall be reviewed and, if appropriate, revised every 6 months. The list and any changes in it must be approved by the administrator of the division of adult institutions.

(3) The following are permissible methods by which personal property may be obtained by an inmate, subject to institution approval:

- (a) Purchase from canteen;
- (b) Purchase from approved retail outlets;
- (c) Gifts from friends and relatives brought in on visits;
- (d) Other methods approved by the institution.

(4) Each institution shall make written policies approved by the administrator of the division of adult institutions that:

(a) Provide the approved methods for inmates to obtain personal property at the institutions;

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- (b) Provide for records of inmate personal property;
- (c) Provide for the storage of personal property; and
- (d) Specify limitations as to the specifications and number of particular items, such as television sets, rings, radios, and phonographs.

(5) Items not permitted at an institution or permitted but not on the inmate's property list are contraband. They may be seized in accordance with these rules. An inmate may be subject to discipline for possessing contraband.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.36 Leisure time activities. (1) The department shall provide as much leisure time activity as possible for inmates, consistant with available resources and scheduled programs and work. Leisure time activity is free time outside the cell or room during which the inmate may be involved in activities such as recreational reading, sports, film and television viewing, and handicrafts.

(2) Each institution shall permit inmates to participate in leisure time activities for at least 4 hours per week. Institutions with the facilities to permit more leisure time activity should do so.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.365 Inmate activity groups. (1) **DEFINITIONS.** In this section:

(a) "Activity group" means a group of inmates organized to promote educational, social, cultural, religious, recreational or other lawful leisure time activities.

(b) "Inmate union" means an organization of inmates formed for the sole purpose of serving the inmates' collective interest with respect to conditions of confinement issues such as inmate wages, working conditions, housing conditions, programming and services.

(2) **APPROVAL REQUIRED.** (a) With the exception of organizational activities approved by the superintendent under sub. (3), no group of inmates may refer to itself by a collective name, conduct meetings or engage in any organized activity which promotes identification with a particular group unless the group has been approved by the superintendent under sub. (5).

(b) With the exception of organizational activities approved by the superintendent under sub. (3), no individual inmate or other person from inside or outside the institution may attempt to carry out organized activities within an institution which promote identification with a particular group unless the group has been approved under sub. (5).

(3) **APPROVAL OF ORGANIZATIONAL ACTIVITIES.** A group of inmates or an inmate on behalf of a group may submit a written request to the superintendent for permission to engage in organizational activities necessary to formulate a request for approval as an activity group under sub. (4). The request submitted under this subsection shall state the objectives and proposed activities of the proposed activity group and the activities necessary to formulate a request for approval under sub. (4). Using the criteria listed in sub. (5) (b) 1, the superintendent shall determine within 14 calendar days after receipt of the request whether to permit the requested organizational activities.

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(4) REQUESTS FOR APPROVAL. A group of inmates or an inmate on behalf of a group may submit a written request to the superintendent for approval as an activity group. The request shall include:

- (a) The name of the group;
- (b) The group's mailing address and phone number, if other than that of the institution;
- (c) The names of the group's officers;
- (d) The group's objectives and proposed activities;
- (e) The inmate population the group intends to include;
- (f) The group's charter, constitution or by-laws, or all three documents;
- (g) The institutional services and resources, such as staff time or meeting rooms, needed for the group's activities; and
- (h) The anticipated length and frequency of group meetings or activities.

(5) CRITERIA FOR APPROVAL OF GROUPS. (a) The decision to approve a group as an activity group rests solely with the superintendent.

(b) In determining whether to approve a group, the superintendent shall:

1. Consider whether the objectives of the group promote educational, social, cultural, religious, recreational or other lawful leisure time interests of the inmates who will participate in the group's activities;
2. Consider whether the proposed activities can be accommodated within the available resources of the institution;
3. Balance the benefits of the group's activities and services against the necessary allocation of staff time and institution resources to the group. The consideration of the group's benefits to inmates is subject to s. DOC 309.61 (1) (a).
4. Consider whether the activities, services or benefits offered by the group are adequately provided by existing programs, groups or resources readily available to the inmate population.

(c) The superintendent may not approve:

1. An inmate union; or
2. A group that he or she has reasonable grounds to believe is an inmate gang, as defined in s. DOC 303.02 (9).

(d) The superintendent shall approve or disapprove a request submitted under sub. (4) within 14 calendar days after receipt of the request.

(e) If the superintendent approves an activity group, he or she shall specify in writing:

1. The types of activities the group may undertake;
2. The times at which the group may hold its meetings and activities;

3. The places where the group may hold its meetings and activities;
4. The maximum number of members of the group;
5. Whether persons from outside the institution may participate in the group's meetings or activities, and the maximum number of those persons permitted;
6. The name of the staff member assigned as advisor to the group;
7. Whether a staff member's presence is required at group meetings and activities;
8. Whether the group is required to provide the superintendent with an agenda prior to meetings, minutes of its meetings, and a list of inmates and other persons who attend its meetings; and
9. Whether the group is required to provide the superintendent with an up-to-date list of group members.

(6) INSTITUTIONAL POLICIES. Each superintendent shall establish written policies which cover:

- (a) Money-making activities by groups;
- (b) Group membership dues;
- (c) Group activities off-grounds;
- (d) The responsibilities of staff advisors to groups; and
- (e) Fiscal responsibility requirements of groups.

(7) WITHDRAWAL OF APPROVAL. (a) A superintendent may withdraw approval of an activity group if he or she has reasonable grounds to believe that:

1. The group has created a disturbance as defined in s. DOC 306.22;
2. The group poses a threat to the order and security of the institution;
3. The group has developed a purpose or practice outside the scope of its original charter, constitution or by-laws;
4. The group's purposes and activities no longer provide benefits to inmates which, on balance, warrant the staff time and institution resources which must be allocated to the group; or
5. The group has violated a statute, administrative rule or institutional policy or procedure.

(b) The superintendent shall notify the activity group in writing of the withdrawal of approval and of the reasons for the withdrawal.

History: Emerg. cr. eff. 12-5-86; cr. Register, June, 1987, No. 378, eff. 7-1-87.

DOC 309.37 Food. (1) The department shall provide nutritious and high quality food for all inmates. Meals shall satisfy the standards of nutrition of the division of health, department of health & social services. The sanitation requirements set by the department shall also be satisfied.

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(2) Each institution shall make written policies regulating eating outside the dining hall. Institutions may forbid taking certain foods into the living quarters and out of the dining room.

(3) The menu for each institution shall be posted one week in advance of the meal.

(4) Consistent with available resources, inmates who require a special diet for medical or religious reasons shall be provided with such a diet.

(5) An inmate may abstain from any foods that violate his or her religion. Consistent with available resources, such an inmate may substitute from other available foods. The substitution shall be consistent with sub. (1).

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.38 Personal hygiene. (1) Each institution shall enforce the maintenance of good personal hygiene standards for its inmates. Personal cleanliness shall be the responsibility of each inmate. Adequate facilities shall be provided for this purpose.

(2) Institutions shall provide a minimum of 2 bathing periods per week for each inmate. Clean undergarments, shirts, and stockings shall be allowed for or provided at least twice each week. Inmates whose work or other activity makes it desirable shall be allowed more frequent bathing and changes of clothing.

(3) Grooming shall be regulated as follows:

(a) Specific policies and procedures for hairdressing, use of cosmetics, and personal hygiene shall be made by the division of adult institutions.

(b) There shall be no limit on the growth of mustaches or beards or the length of the hair provided the style of wear does not cover the eyes.

(c) Inmates assigned to food preparation and serving areas shall be required to wear hairnets or other suitable hair covering.

(d) Inmates performing work assignments that may reasonably be considered to be hazardous should be required to maintain suitably cropped hair or wear protective appliances or headgear for safety purposes.

(e) Use of hair pins, barrettes, or curlers are permitted under such policies and procedures established by the superintendents.

(f) New identification photographs may be required of any inmate whose appearance changes or is altered significantly during confinement as a result of change in hair style, hair length, or facial hair growth or removal.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.39 Living quarters. (1) HOUSING EMERGENCY. (a) "Institutional housing emergency" means:

1. The number of inmates exceeds the bed capacity of any institution specified in s. 301.19 (1), Stats.; or,

2. A portion of any institution's bed capacity becomes unavailable for use as living quarters because of fire, storm or other damage, health-

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threatening contamination, or a disturbance, with the result that the number of inmates at any institution exceeds the bed capacity specified in s. 301.19 (1), Stats., less the beds that have become unavailable.

(b) Even if a housing emergency has been declared, security determinations and transfer decisions shall be consistent with s. DOC 302.20.

(2) **NUMBER OF INMATES AT AN INSTITUTION.** Except where an institutional housing emergency as defined in sub. (1) has been declared by the secretary on recommendation of the administrator, the number of inmates at an institution who are not assigned to medical service beds or segregation beds shall be no more than the number of beds specified in s. 301.19 (1), Stats.

(3) **NUMBER OF INMATES TO A ROOM.** Except where an institutional housing emergency as defined in sub. (1) has been declared by the secretary on recommendation of the administrator, the number of inmates who live in a cell or other room shall be no more than the number for which the room was designed. One inmate shall be assigned to live in a room designed for single occupancy, and not more than 2 inmates may be assigned to live in a room designed for double occupancy. The superintendent of each institution shall designate on the basis of design capacity the occupancy of each room used for inmate residence.

(4) **ASSIGNMENTS TO DOUBLE AND MULTIPLE OCCUPANCY DURING A HOUSING EMERGENCY.** (a) During an emergency, 2 inmates may be assigned to live in a room designed for single occupancy, 3 inmates may be assigned to live in a room designed for double occupancy, and 4 or more inmates may be assigned to a larger room or dormitory.

(b) There shall be no discrimination on the basis of race or religion in the selection of inmates who are to be assigned to rooms in excess of designated occupancy.

(c) Inmates shall be given the opportunity to volunteer for double or multiple occupancy and those who volunteer shall be selected if otherwise appropriate under par. (d).

(d) The following additional factors may be considered by the institution superintendent and staff before they assign an inmate to a room in excess of the designated occupancy of the room:

1. The inmate's medical, psychological, and psychiatric condition;
2. The inmate's record of assault or extreme aggressive behavior;
3. The inmate's overall institutional adjustment;
4. The inmate's history of homosexual behavior;
5. The inmate's length of sentence; and
6. The inmate's program assignment.

(e) Conditions for inmates assigned to occupancy of a room in excess of the occupancy for which the room was designed shall be as humane as possible consistent with available resources.

(5) **MAINTAINING ORDERLY AND CLEAN LIVING QUARTERS.** (a) Inmates shall keep assigned quarters neat and clean. Institution staff shall make necessary cleaning materials available to inmates for this purpose.

(b) Bed sheets, pillow cases, and towels shall be changed at least once a week. Each inmate shall be provided with a standard issue of blankets and similar items necessary for physical comfort. Inmates shall take proper care of these items.

(c) The superintendent may establish other appropriate specific policies and procedures to ensure the maintenance of clean quarters.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; emerg. r. and recr., eff. 1-1-82; r. and recr., Register, April, 1982, No. 316, eff. 5-1-82.

DOC 309.40 Clothing. (1) Each inmate shall be provided with adequate clothing. Inmates are required to maintain this clothing in good condition. Worn clothing shall be exchanged.

(2) Each institution shall make policies relating to wearing personal clothing. These policies must be approved by the administrator of the division of adult institutions.

(3) Inmates shall dress in a clean, neat, and appropriate manner.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.45 Inmate funds and canteen - purpose. The department shall manage inmate funds and permit and forbid spending to achieve the following objectives:

(1) To promote the eventual successful reintegration of inmates into society through a policy designed to ensure that an inmate will have funds available upon release and can manage them responsibly;

(2) To prevent the exchange of contraband and victimization within institutions by prohibiting inmates from carrying money and by requiring all inmate funds to be deposited in accounts for the inmate;

(3) To develop a sense of responsibility on the part of inmates for payment of family financial obligations and debts;

(4) To permit inmates to obtain personal property in accordance with s. DOC 309.35; and

(5) To give inmates the opportunity to manage their funds in a manner consistent with ss. DOC 309.45-309.52.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; emerg. am. (1), eff. 5-15-86; am. Register, September, 1986, No. 369, eff. 10-1-86.

DOC 309.46 Deposit of money. All money in any form delivered to any institution for the benefit of an inmate shall be delivered to the institution business manager. The institution business manager shall credit the appropriate account in the name of the inmate in accordance with these sections and ch. DOC 324.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.465 Crime victim and witness assistance surcharge. For an inmate who committed a crime on or after October 1, 1983, and who has not paid the crime victim and witness assistance surcharge required under s. 973.045, Stats., upon transfer to the first permanent placement and in all subsequent placements in correctional institutions, the institution business office shall deduct 25% of all income earned by or received for the benefit of the inmate until the surcharge is paid in full. The business Register, April, 1990, No. 412

ness office shall forward the funds to the state treasurer to satisfy the surcharge in accordance with s. 973.045, Stats.

History: Emerg. cr. eff. 5-15-86; cr. Register, September, 1986, No. 369, eff. 10-1-86.

DOC 309.466 Release account funds. (1) After the crime victim and witness assistance surcharge has been paid in full, as provided for in s. DOC 309.465, and upon transfer of the inmate to the first permanent placement and in all subsequent placements, the institution business office shall deduct 15% of all income earned by or received for the benefit of the inmate, except from work release and study release funds under ch. DOC 324, until \$500 is accumulated, and shall deposit the funds in a release account in the inmate's name.

(2) Release account funds may not be disbursed for any reason until the inmate is released to field supervision, except to purchase adequate clothing for release and for out-of-state release transportation. Following the inmate's release, these funds shall be disbursed in accordance with s. DOC 309.49 (5).

(3) An inmate may request that release account funds be deposited in an interest-bearing account established at a bank designated by the department. Deposits shall be made in accordance with department procedures. All interest earned by these funds shall accrue to the inmate and shall be exempt from release account deductions under sub. (1).

(4) An inmate may request that general account funds be transferred to his or her release account up to the release account limit established by the department under sub. (1).

History: Emerg. cr. eff. 5-15-86; cr. Register, September, 1986, No. 369, eff. 10-1-86.

DOC 309.47 Receipts. Inmates shall be provided with a receipt or monthly statement of transactions involving personal funds and shall receive a periodic statement from an institution savings account containing the inmate's funds.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.48 Procedure for inmate requests for disbursements of general account funds. Each institution shall set forth in writing a procedure whereby inmates may request the disbursement of funds. This procedure shall be consistent with ss. DOC 309.45 to 309.52 and shall include the following information:

(1) How and to whom requests must be made;

(2) What information requests shall include;

(3) Who investigates requests;

(4) Who approves or disapproves requests;

(5) Notice that the inmate may appeal to the superintendent any decision not made by the superintendent;

(6) Notice that all decisions shall be in writing, shall state the underlying facts and shall be based on reasons consistent with s. DOC 309.45;

(7) Time limits for decisions; and

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(8) Notice to the inmate that, if the recipient of funds is receiving government aid, the recipient may have a duty to report receipt of the inmate's funds.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.49 Disbursement of general account funds. (1) General account funds, in excess of the amount specified for canteen, under s. DOC 309.52 (1) (b), shall be disbursed by the institution business manager under sub. (3). All disbursements shall be consistent with the purposes under s. DOC 309.45.

(2) Inmates may request to have general account funds disbursed for any reason. The procedure for processing inmate requests is required to be written under s. DOC 309.48.

(3) Requests for disbursement in excess of \$25 to more than one close family member and to other persons under sub. (4) (a) may be made only with written permission of the superintendent or designee. All other disbursements are approved or disapproved by the person designated by the institution under s. DOC 309.48 (4).

(4) The objectives of s. DOC 309.45 may be fulfilled by disbursements of general account funds in excess of the canteen limit including, but not limited to, the following:

(a) To any source not including sources under par. (b), (c), (d), or (f) only with written permission from the superintendent under sub. (3).

(b) Twenty-five dollars or less to the inmate's one close family member once every 30 days. Such disbursements do not require approval by the superintendent.

(c) To deposit in an interest bearing account established in the inmate's name at a bank designated by the department. All interest shall accrue to the inmate. Such disbursements do not require approval by the superintendent.

(d) To purchase United States savings bonds. Bonds purchased for others are subject to the limitations under par. (b). Bonds purchased shall be retained by the institution business manager until redeemed or until the inmate's release. Any redemption money shall be returned to the general account. Such disbursements do not require approval by the superintendent.

(e) To pay creditors' claims acknowledged in writing by the inmate and claims reduced to judgment. Such disbursements require approval by the superintendent. If necessary, the claims may be verified.

(f) To pay costs of temporary release under ch. DOC 325 and leave for qualified inmates under ch. DOC 326. Such disbursements do not require approval by the superintendent.

(5) Before releasing an inmate to field supervision, the releasing institution shall inform the parole agent of the balances in the inmate's general account, release account under s. DOC 309.466 and segregated account, if any, under s. DOC 309.50. The agent shall instruct the institution business manager as to where these balances shall be transferred. Following release, the former inmate may use funds formerly held in his or her institution accounts only with the approval of the agent.

When the client is discharged from field supervision, any remaining funds from these accounts shall be paid to the client.

- (6) Inmates may not open charge accounts or possess charge cards.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; emerg. r. (6), eff. 5-15-86; r. and recr. (5), September, 1986, No. 369, eff. 10-1-86.

DOC 309.495 Transportation for inmates upon release. The department shall arrange for the transportation of an inmate released from an institution to the inmate's release placement location in the state, or shall give the inmate the means to procure transportation to that location.

History: Emerg. cr. eff. 5-15-86; cr. Register, September, 1986, No. 369, eff. 10-1-86.

DOC 309.50 Segregated account funds. (1) Funds received for inmates on work or study release shall be credited to a segregated account.

(2) Collection and disbursement of funds received under sub. (1) shall be governed under ch. DOC 324.

(3) Funds received by inmates for enrollment in programs within the institution and funded by the institution shall be placed in a segregated account. Inmates shall be required to pay the costs of tuition and books from these funds. If an inmate refuses to do so, it may be grounds for removal from a program.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.51 Funds for legal correspondence and copying. (1) Correspondence to courts, attorneys, parties in litigation, the inmate complaint review system under ch. DOC 310 or the parole board may not be denied due to lack of funds, except as limited in this subsection. Inmates without sufficient funds in their general account to pay for paper, photocopy work, or postage may receive a loan from the institution where they reside. No inmate may receive more than \$200 annually under this subsection, except that any amount of the debt the inmate repays during the year may be advanced to the inmate again without counting against the \$200 loan limit. The \$200 loan limit may be exceeded with the superintendent's approval if the inmate demonstrates an extraordinary need, such as a court order requiring submission of specified documents. The institution shall charge any amount advanced under this subsection to the inmate's general account for future repayment. An inmate may be permitted to retain in the inmate's general account an amount of money specified, in writing, by the bureau of adult institutions that is not subject to repayment of the loan.

(2) The costs to inmates of engaging in correspondence described in sub. (1) may not exceed the following:

- (a) Fifteen cents per page of photocopy; and
(b) Two cents per sheet of paper.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; am. (1), r. and recr. (2), Register, December, 1989, No. 408, eff. 1-1-90.

DOC 309.52 Canteen. (1) (a) Each institution shall maintain a canteen accessible directly or indirectly to inmates to facilitate purchase of property approved under s. DOC 309.35. Institution staff may consult with the inmate population in selecting canteen stock.

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(b) The division of adult institutions shall establish, in writing, a maximum allowable amount of money that may be spent during a specified period of time. The division should adjust this amount periodically to reflect the impact of inflation on purchasing power.

(c) A current list of approved and available merchandise, giving the price of each item, shall be conspicuously posted at each canteen. Copies shall be made available to inmates who do not have direct access to the canteen.

(d) Institutions shall permit inmates to purchase approved personal property not carried in the canteen. The procedures to be followed shall be written and available to inmates. The procedures shall permit purchases from a sufficient number of enterprises to ensure a reasonable selection and a competitive price.

(2) Each institution canteen shall maintain an identification and book-keeping system for withdrawal of funds from the inmate's general account for purchases made through the canteen. No canteen shall use money as a means of exchange.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.55 Compensation. (1) PURPOSES AND APPLICABILITY. (a) Except as provided under sub. (7), this section shall govern compensation for inmates participating in approved work and program assignments while confined in a correctional institution. This section does not apply to corrections industries or the prison farms. Inmates participating in work and program assignments are not employees of the state.

(b) The purposes of this section are:

1. To provide uniform and fair compensation standards to encourage and reinforce positive inmate behavior;
2. To enable inmates to make purchases from the canteen and accumulate funds to assist them upon their release;
3. To encourage inmates to complete their assignments successfully;
4. To promote institutional order by providing inmates with an incentive for good behavior; and
5. To encourage inmates to develop skills that will be useful in helping them to become reintegrated into the community upon release.

(2) DEFINITIONS. In this subsection:

(a) "Full performance level" means the maximum level of performance expected on a work assignment or program assignment other than school or vocational training in terms of skills exhibited, output achieved, responsibility, diligence and effort shown, and level of supervision required.

(b) "Program assignment" means a placement in a school, vocational training or other program to which the inmate has been assigned by a program review committee in accordance with ch. DOC 302.

(c) "Range" means the ranking established by an institution for a work assignment or for a program assignment other than school or voca-
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tional training, based on the skill and responsibility required for the assignment.

(3) **ELIGIBILITY.** Except as provided under sub. (7), only inmates participating in approved work and program assignments while confined in a correctional institution shall be compensated.

(4) **EXCEPTIONS.** No compensation may be paid under this section to an inmate who:

(a) Participates in a work release program approved under ch. DOC 324, unless the inmate participates in a work or program assignment in a correctional institution in addition to the work release program;

(b) Participates in a work or program assignment while assigned to the assessment and evaluation program at Dodge correctional institution;

(c) Refuses any work or program assignment;

(d) Is voluntarily unassigned; or

(e) Is placed in one of the following segregated statuses:

1. Voluntary confinement under s. DOC 306.045, unless the inmate requested placement in this status upon the recommendation or approval of the security director for the purpose of ensuring the inmate's personal safety and the inmate was receiving pay immediately prior to placement in voluntary confinement;

2. Administrative confinement under ch. DOC 308, if the inmate was not receiving pay immediately prior to that placement and is not participating in an approved work or program assignment while in administrative confinement;

3. Observation under ch. DOC 311, if the inmate was not receiving pay immediately prior to that placement and is not participating in an approved work or program assignment while in observation status;

4. Adjustment segregation under s. DOC 303.69;

5. Program segregation under s. DOC 303.70; or

6. Controlled segregation under s. DOC 303.71.

(5) **WORK ASSIGNMENT PAY PLAN.** (a) Each institution shall rank its work assignments on a scale of one to 5 based on the level of skill and responsibility required by each assignment. Range 5 shall include work assignments requiring the most skill and responsibility and range one shall include work assignments requiring the least. The department shall ensure that the ranking of comparable work assignments within an institution is consistent. The range of the work assignment shall determine the pay rate for the full performance level of the work assignment.

(b) The number of work assignments an institution may have in each range may vary to meet institutional needs, but an institution may not exceed the total allocation of work assignment funds made available to it on the basis of the percentages in Table 309.55.

Table 309.55

**BASIS FOR ALLOCATING WORK ASSIGNMENT FUNDS TO
AN INSTITUTION**

| Range | Percentage of Funds |
|--|---------------------|
| Range 5 | 5% |
| Range 4 | 20% |
| Range 3 | 20% |
| Range 2 | 30% |
| Range 1 | 20% |
| Special categories listed under sub. (7) | 5% |

(c) Compensation for inmates in work assignments shall be computed on an hourly basis. The department shall determine an hourly pay rate for the full performance level of each range. The hourly pay rate for work assignments requiring more skill and greater responsibility shall be higher than the hourly pay rate for work assignments requiring less skill and responsibility.

(d) The department shall set hourly pay rates for weekend and legal holiday work which are higher than the full performance level pay rates determined under par. (c).

(e) Institutions may vary compensation rates for inmates working in comparable work assignments at less than the full performance level based on individual work performance. If an inmate is compensated at less than the full performance level pay rate under this paragraph, the inmate's supervisor shall evaluate the inmate's performance in writing at least once a month until the inmate is paid at the full performance level pay rate. The criteria to be used in evaluating the inmate's work performance include, but are not limited to, the following:

1. Attitude toward fellow employees and staff;
2. Initiative and ability to perform assignments with minimal supervision;
3. Punctuality and attendance;
4. Quality of performance of assigned duties;
5. Diligence in applying one's self to an assignment and willingness to acquire and apply job skills;
6. Conduct as it relates to the job assignment; and
7. Improvement.

(f) Each institution may establish a probationary period, not to exceed 6 months, during which an inmate may be compensated at a lower rate of pay than the full performance rate for the work assignment. The pay rate may not be lower than the pay rate 2 ranges below the full performance level of the work assignment.

(g) In exceptional circumstances, such as an inmate demonstrating a substantial improvement in effort shown or output achieved, the superintendent, upon the recommendation of the inmate's supervisor, may

compensate an inmate working above the full performance level at a higher pay rate than the full performance rate for the work assignment.

(6) **PROGRAM ASSIGNMENT PAY PLAN.** (a) The department shall establish a single uniform pay rate higher than the pay rate for range one of work assignments for all inmates whose primary program assignment is to a school or vocational training program and who are adequately performing their school or vocational training assignments. An inmate's supervisor shall periodically evaluate the performance of an inmate participating in a school or vocational training assignment. Criteria to be used in evaluating program performance include, but are not limited to, skills exhibited, output achieved, responsibility, diligence and effort shown, and level of supervision required. To the extent necessary because of the unique requirements of a school or vocational training assignment, the supervisor shall establish additional reasonable criteria consistent with the necessary skills and responsibilities of that assignment. An inmate who does not meet the established performance criteria for an adequate performance level shall be compensated using the pay rate for a range one work assignment.

(b) Each institution shall rank and establish pay rates for the full performance level of program assignments other than school or vocational training. The department shall ensure that the ranking within an institution of comparable program assignments other than school or vocational training is consistent. An inmate's supervisor shall periodically evaluate the performance of an inmate participating in a program assignment. Institutions may vary compensation rates based on individual performance evaluations for inmates working at less than the full performance level in comparable program assignments other than school or vocational training.

(c) Each institution may establish a probationary period, not to exceed 6 months, during which an inmate may be compensated at a lower pay rate than the pay rate established for adequate performance of the school or vocational training assignment or full performance of the program assignment that is not school or vocational training. The probationary period pay rate may not be lower than 2 ranges below the adequate performance level of the school or vocational training assignment or the full performance level of the program assignment that is not school or vocational training.

(d) Compensation for inmates in program assignments shall be determined on a daily basis. For purposes of determining daily pay for inmates in program assignments:

1. Full-time vocational training and school programs are equivalent to 7 hours a day;
2. Full-time program assignments other than vocational training and school are equivalent to 8 hours a day;
3. Half-time programs are equivalent to 4 hours a day; and
4. Quarter-time programs and programs which are less than quarter time are equivalent to 2 hours a day.

(7) **SPECIAL CATEGORIES.** (a) Unless otherwise specified in this section, the department shall establish a uniform compensation rate less than that for range one work assignments for inmates who are:

1. Involuntarily unassigned;
2. In sick cell status;
3. In hospital placement, including inmates transferred to mental health or medical facilities;
4. Unable to perform work assignments, such as elderly or disabled inmates, and not otherwise assigned under this section; or
5. In voluntary confinement status if that status was requested by the inmate upon the recommendation or approval of the security director for the inmate's personal safety and the inmate was receiving pay immediately prior to the placement in voluntary confinement.

(b) An inmate who is in sick cell status or hospital confinement as a result of injury sustained in a job-related accident shall be compensated at the rate he or she was earning in his or her previous status.

(8) STATUS CHANGES. An inmate in temporary lockup shall be compensated at the rate earned in his or her previous status. An inmate in administrative confinement or observation status and eligible for compensation under this section shall receive the rate earned in his or her previous status.

(9) LOCKDOWNS. An inmate who has a work or program assignment shall be compensated for the period of any lockdown required for search of an institution pursuant to ch. DOC 306, unless the lockdown is precipitated by the misconduct of any inmate, in which case, under s. DOC 306.14 (2), only those inmates allowed to work to perform necessary housekeeping chores shall be compensated.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81; r. and recr. Register, June, 1989, No. 402, eff. 7-1-89.

DOC 309.56 Inmate telephone calls. (1) The department of corrections shall encourage communication between inmates and their families, friends, government officials, courts, and people concerned with the welfare of inmates. Communication fosters reintegration into the community and the maintenance of family ties. It helps to motivate inmates and thus contributes to morale and to the security of inmates and staff.

(2) Inmates may be permitted to phone individuals on the approved visiting list as provided under s. DOC 309.12 and others as provided in this chapter.

(3) Each inmate shall be permitted to make a minimum of one telephone call per month. Where resources permit, more than one telephone call may be allowed and is encouraged.

(a) Telephone calls not made during the month may not be banked for use at a later date.

(b) The inmate may be prohibited from calling if in segregated status, but may be permitted to make calls under s. DOC 309.57 or 309.58 (2).

(4) Long distance calls shall be made collect unless payment from the inmate's general account is approved.

(5) Calls shall not exceed 6 minutes in duration, without permission.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

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DOC 309.57 Telephone calls to attorneys. (1) Inmates may call attorneys regarding legal matters with the permission of the appropriate staff member. Such calls may be made regardless of the inmate's security status.

(2) An inmate's telephone calls to an attorney are not subject to the maximum limit in number, and an attorney's name need not be on the inmate's approved visiting list.

(3) An inmate's telephone calls to an attorney shall be made collect unless payments from the inmate's general account is approved.

(4) Staff shall give permission for calls to attorneys for the following reasons:

(a) To allow an inmate to return a call from an attorney;

(b) When there is a statutory time limit that would be missed and the inmate needs to convey information to the attorney;

(c) When it appears to staff that a call to an attorney is in the best interest of the inmate;

(d) When an inmate is unable to write; or

(e) When an emergency exists.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.58 Incoming and emergency calls. (1) Because of the difficulty of reaching inmates for incoming calls, a person calling an inmate should be asked to leave a message. The message shall be delivered to the inmate as soon as possible.

(2) In the case of emergencies, including but not limited to critical illness or death of a close family member of an inmate, a special telephone call may be permitted regardless of the security status of the inmate or the number of calls already made during that month.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.59 Calls between inmates. (1) An inmate shall be permitted to make telephone calls to his or her spouse, parent, or child committed to another Wisconsin correctional or mental health institution. Such calls shall be permitted only after prior arrangements through appropriate staff have been made. Calls under this section shall be paid for from the account of the inmate originally requesting the call.

(2) Calls under this section are subject to the limits under s. DOC 309.56 (3).

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

DOC 309.60 Procedure for approval. (1) Each institution shall make a written policy available to inmates that contains a specific procedure for requesting telephone calls and that sets time limits for the calls. The procedure shall be consistent with this chapter.

(2) The superintendent may make exceptions to any limits on inmate calls consistent with the policy of this chapter.

History: Cr. Register, October, 1981, No. 310, eff. 11-1-81.

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DOC 309.61 Religious beliefs and practice. (1) **GENERAL PRINCIPLES.** (a) The department may not discriminate against an inmate or an inmate group on the basis of the inmate's or group's religious beliefs. The department recognizes that religious beliefs can provide support to inmates which may aid in their adjustment to institutional life and can lead to development of community ties which may aid in the inmates' successful reintegration into the community upon release.

(b) Inmates may pursue lawful religious practices required or encouraged by their respective religions which are consistent with their orderly confinement, the security of the institution and fiscal limitations.

(c) The department may not require inmates to participate in religious activities and may not maintain information concerning an inmate's religious activities other than records required for administrative purposes.

(d) To the extent feasible, institutions shall make facilities and other resources available to inmates for religious practices permitted under sub. (2).

(2) **INMATE PARTICIPATION IN RELIGIOUS PRACTICES.** (a) An inmate who wants to participate in religious practices that involve others or that affect the inmate's appearance or institution routines shall submit a written request to the superintendent for permission to participate in specific religious practices. The request shall include a statement that the inmate professes, or adheres to, a particular religion and shall specify the practices of the religion in which the inmate requests permission to participate.

(b) Upon receipt of the request, the superintendent, with the assistance of the chaplain or designated staff person with appropriate religious training, shall determine if the request is motivated by religious beliefs.

(c) In determining whether the request is motivated by religious beliefs, the superintendent may consider:

1. Whether there is literature stating religious principles that support the beliefs; and
2. Whether the beliefs are recognized by a group of persons who share common ethical, moral or intellectual views.

(d) In determining whether the request is motivated by religious beliefs, the superintendent may not consider:

1. The number of persons who participate in the practice;
2. The newness of the beliefs or practices;
3. The absence from the beliefs of a concept of a supreme being; or
4. The fact that the beliefs are unpopular.

(e) If the superintendent determines that the request is not motivated by religious beliefs, he or she shall deny the request.

(f) If the superintendent determines that the request is motivated by religious beliefs, he or she shall grant permission to participate in practices that are consistent with orderly confinement, the security of the institution and fiscal limitations.

(g) The superintendent shall establish guidelines consistent with this section to govern inmate participation in religious practices and the guidelines shall be posted in a conspicuous place or distributed to all inmates.

(3) RELIGIOUS SERVICES AND PRAYERS. To the extent feasible, each superintendent, upon the recommendation of the chaplain or designated staff person with appropriate religious training, shall arrange the institution's schedule so that inmates may attend religious services, pray or meditate at the times prescribed or encouraged by their religion.

(4) CHAPLAINS. (a) The superintendent may employ one or more chaplains to coordinate and supervise the institution's religious programs.

(b) The chaplain shall hold services, provide counseling and provide other pastoral services or shall arrange for other qualified persons to provide these pastoral services.

(c) The chaplain or designated staff person with appropriate religious training shall develop and maintain close relationships with religious resources from outside the institution and shall encourage religious groups from outside the institution to take part in institution religious activities.

(d) The superintendent, upon the recommendation of the chaplain or designated staff person with appropriate religious training, may permit representatives of religious groups from outside the institution to visit inmates, hold services, provide counseling, perform marriages and provide other services commonly provided by chaplains. The superintendent may compensate these representatives.

(5) RELIGIOUS LITERATURE. Religious literature transmitted through the U.S. mail or otherwise distributed shall be delivered to inmates unless the security director has reasonable grounds to believe that the literature will jeopardize the safety of the institution or that the literature promotes illegal activity.

(6) SYMBOLS. Inmates may wear garments, religious medals and other symbols required by their religion, unless this interferes with the identification of inmates or the security of the institution.

(7) DIETARY LAWS. (a) Upon request of an inmate, the superintendent shall provide the inmate with a list of the contents of each meal in advance of the meal.

(b) To the extent feasible, institutions shall plan meals so that an inmate may maintain a nutritious diet while complying with dietary restrictions prescribed by the inmate's religion.

(c) An institution may accommodate inmate requests for special foods for religious observances.

History: Emerg. cr. eff. 6-16-86; er. Register, January, 1987, No. 373, eff. 2-1-87.