

LEVEL ONE HANDBOOK

ISSUED/REVISED

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GENERAL

This handbook is issued to you so that you have a clear understanding of the rules in this Unit. This handbook also explains the privileges that you have and may earn in this Unit and institution.

When you are released from this Unit, you must return this handbook to the Unit staff. The handbook must be in the same condition as when you received it. Any damage to this handbook may result in a conduct report.

SPECIFIC REGULATIONS

1. Yelling or loud noises or disruptive behavior is prohibited. No yelling or loud talking.
2. At all times when you are out of your cell you will be restrained and a hands on escort will be utilized. You will be expected to obey all direction given to you regarding the restraining and escort process.
3. You will be responsible for keeping your cell clean.
4. Transfer of property or items from one inmate to another is prohibited.
5. You may not tape or attach anything to any surface or window of your cell.
6. You may not cover your cell door window, air vents, camera lens, trap, or light at any time.
7. Your mattress must stay on your bed at all times. You must lay on the bed with your head towards the toilet.
8. You may not pound or kick on your door, window, or wall.
9. You may not damage or alter your cell in any manner.
10. You are not permitted to flush bags, wrappers, bedding, garbage, or any other items other than bodily waste and toilet paper down your toilet.
11. You may not tamper with your trap, locks, cell door, lights, light switch, intercom, vent, window, camera, shower, sink, or toilet.

SMCI LEVEL PROGRAM PROCESS

The Supermax Correctional Institution (SMCI) Level Program Process is designed to encourage your positive adjustment while at SMCI and provide an opportunity for your successful return to a less restrictive institution. The goal is to provide a controlled increase in privileges and responsibilities in order to promote acceptable conduct. This is accomplished utilizing a process that provides individuals a chance to attain levels while at SMCI and placement in a less restrictive institution.

Your behavior can change your Level status at any time. If you engage in negative conduct it may result in a demotion of your Level status. You may be demoted at any time due to negative behavior and you will remain there until reviewed by the review team. You may also be promoted to a higher Level based on positive behavior. The recommendation to demote or promote will be made by the review team.

Upon arrival at SMCI you may be placed on Alpha Unit. You may remain there for an evaluation of program needs, behavioral issues, adjustment, medical needs, and other areas of concerns. Upon completion of this evaluation, you will be assigned to an appropriate level.

PROGRAM LEVEL SERIES

Level 1: This level of the incentive program will be a minimum of 30 days in duration. Level one inmates may remain on Alpha Unit. Inmates assigned to this level will not have electronic equipment, will not participate in programs, and will have the fewest privileges.

Privileges:

- Canteen: Limited- See order sheet for Level one
- Phone calls: One 6 minute call per month
- Visiting: Pursuant to DOC 309.16
- Property: See property section in this handbook

Level advancement: You must demonstrate appropriate behavior standards for Level one before being considered for level two. Reviews will occur each week. The Unit Manager and team will review your performance and adjustment and make decisions for movement to the next level or retention in level one. ***If you are returned to Level 1 from a higher level you may be there a minimum of 45 days. If returned to Level 1 for a 3^d time you may be there for a minimum of 60 days.

Level 2: Inmates demonstrating appropriate performance in level 1, may be promoted to Level 2. At this level, inmates may begin participation in programs.

Privileges:

- Canteen: Expanded- see order sheet for level 2
- Phone calls: Two 6 minute calls per month
- Visiting: Pursuant to DOC 309.16
- Property: Expanded- As allowed in Level 2 handbook

- Library privileges

Level advancement: Inmate performance and behavior may be reviewed for promotion to Level 3 after 90 days in level 2.

Level 3

Privileges:

- Canteen: Expanded- see level 3 order form
- Phone calls: Two 12 minute calls each month
- Visiting: Pursuant to DOC 309.16
- Property: Expanded- As allowed in level 3 handbook (subscriptions may be received w/ approval)
- Electronics: Television
- Hobby: in cell hobby activity
- Access to in-cell community service activity
- Library privileges

Level advancement: When you have not received any major dispositions in the past 12 months, have actively participated in recommended programming, and have maintained Level 3 status for a minimum of 6 months you may be considered by the Unit team for advancement. You will be required to meet with the Transitional Review Group prior to advancement.

Level 4:

Privileges.

- Canteen: Full list-see Level 4 order form
- Phone calls: Four 12 minute calls per month
- Electronics: Television
- Library: Expanded list
- Visiting: Pursuant to DOC 309.16
- Hobby: In-cell hobby
- Access to in-cell community service activity
- Participation of group programming
- Property: As allowed in Level 4 handbook (subscriptions may be received w/ approval)

Level advancement: After 120 days at Level 4 with successful performance, advancement, and program participation you may be considered for Level 5.

Level 5: Level 5 is the final level of the incentive program. Inmates who earn this have the opportunity for the highest level of privileges available at SMCI.

Privileges:

- * Canteen-Full list-see Level 5 order form
- Phone calls: Four 20 minute calls per month
- Electronics: Television
- Library: Open library list
- Visiting: Pursuant to DOC 309.16
- Hobby: In-cell hobby

- Access to in-cell and out of cell community service activity
- Property: As allowed in Level 5 (subscriptions may be received w/ approval)
- Participation in group activity
- Meals: May be taken in small groups

Advancement: After 90 days at Level 5 with successful performance, adjustment, program participation, and group interaction you may be recommended for PRC to consider return to a less restrictive Maximum-security institution.

BARBER

If you desire to have your hair cut, submit a written request to unit staff. Haircuts will be scheduled on a rotating basis. Haircuts will be allowed no sooner than every 6 weeks.

Haircuts will be consistent with hairstyles that are currently available for the non-institutionalized population. Haircuts that identify an inmate with a specific gang or group, as determined by the institution, will not be permitted.

Hair must be sufficiently clean, as determined by the barber, or it will not be cut. Inmates without sufficiently clean hair will need to submit another request to have their hair cut. No facial hair will be cut by the barber. The barber will not give permanents, dye hair, or provide similar services.

CANTEEN

You will be allowed to complete a canteen order once a week. The maximum weekly spending limit is \$32.50 (If canteen is scheduled five times during a month, the weekly limit is \$26.00) or the regular account balance on your statement, whichever is less.

The Unit Staff will distribute canteen statements and order forms on Tuesday. You must complete the canteen order form and return it with the canteen statement with the daily mail pickup. Tuesday. Lost or damaged statements will not be replaced. Crumpled, torn or defaced statements will not be processed.

You are responsible for accurately completing the form based on the most current canteen price list and on the monies available in your account per the canteen statement issued (you are responsible for noting any disbursements not deducted from your statement and spend accordingly). If you attempt to overspend your regular account during the week of canteen or order excessive or not allowed items, you may receive a conduct report.

Canteen will be distributed on Saturday. The officer will verify that all items have been received or any discrepancies. In the case of a discrepancy in your order you will be notified by the Business Office of any resolution decided upon.

You are prohibited from purchasing items from the canteen for the purpose of sending items out of the institution. Canteen items may be purchased for personal use only.

CELL CLEANING

You will be given the opportunity to use cleaning supplies once per week in your cell. If you would like your trap sprayed you may request it. You will be responsible for informing the Officer who picks up your breakfast tray that day if you intend to clean your cell. If you do not inform the Officer at that time, it will be taken as a refusal. You will be given a toilet brush with cleaner on it to clean your toilet. The Officer will retrieve the brush through the lower trap door when you have completed your cleaning.

You are required to maintain your cell in an orderly fashion, including cleaning the floor and walls. Ventilation areas and cell door windows must be clear of all articles.

There will be no scratching, marring, drawing, painting, pasting or taping on walls, floors, ceiling, fixtures, bedding, or defacing of any kind in any cell. Officers will regularly inspect your cell for any damage to "state" property and, if necessary, will initiate a conduct report, which may result in restitution being ordered.

No items are to be thrown out of the cell. Staff will pick up garbage.

Blankets, sheets, pillow and pillowcases will remain on the bed at all times. You will sleep on the bed, not the floor.

When you are moving to another cell you will be required to clean the room before your departure.

CLINICAL SERVICES

If you are experiencing emotional problems you should contact the Unit Crisis Intervention Worker or Social Worker with your specific request.

EDUCATION

You will not be involved in educational programming while on Level 1 unless you are federally mandated to be.

ELECTRONICS

You will not have electronic on Level 1. A television may be provided in the higher levels.

EXERCISE

You will be offered the opportunity to use the Exercise Module for a minimum of four hours per week. The time offered will be at the officer's discretion. If you are offered exercise time and refuse you will lose that period of leisure time activity.

The Exercise Modules are open air and will reflect the outside air temperature. There is no recreation equipment in the Exercise Module. You will be searched when going to and coming from the Module. You will be offered exercise when morning meal containers are picked up.

FILE REVIEWS

The Records Office houses the Social Service and Legal files. If you would like to review your Social Service and Legal files, submit an Interview/Information Request to the Records Office. You will be added to the list in the order your request is received. You can request a file review once every 6 months.

INMATE COMPLAINTS

First and second step complaint forms are available on the Unit and may be obtained from staff when they pass out supplies. Envelopes for first step complaints are also available. Completed first step complaint forms should be sealed and given to the officer when mail is collected. They will be delivered to the Inmate Complaint Examiner. Second step forms should be addressed and sent directly to the address on the top of the form.

INTERCOM COMMUNICATION

There is an intercom in your cell. If you press the button it will indicate to the Officer at the Officer station that you need to talk to him/her. The Officer will speak to you over the intercom. The intercom is to be used for emergencies only. An emergency would be a situation that requires immediate Officer assistance to insure safety.

LEGAL LIBRARY

A legal starter kit is available on the Unit for use. If you wish to use it you must submit an interview request to the Unit Sergeant. Access will be on a rotating basis, in order the requests are received. The legal starter kit is set up in a room on the Unit so use of the room is considered out of cell time. You will be allowed to use the room for a period of time equivalent to one exercise module session. This will be in lieu of time in the Exercise Module on a session per session basis. The legal starter kit will provide you with information needed to request further materials from the institution's Legal Library.

All requests for legal materials should be made via an Interview Request form and citations should be as exact as possible, containing correct titles, volume numbers, and page numbers so that materials may be located quickly. The library staff will not perform legal research nor will it respond to overly general reference requests.

All legal materials are loaned for 3 days. You may request maximum of 2 items per day and 10 per week. You may have no more than 4 items checked out from the Law Library at any time. Failure to comply with the return procedure may result in a conduct report being issued.

Legal materials will be loaned to inmates in the order which requests are received.

If you should lose, damage, or mutilate any legal materials, which have been checked out, you will be held responsible and a conduct report will be issued. If found

guilty of the offense you may be charged restitution and/or lose your library/law library privileges. You will be searched when going to and coming from the law library.

You may request copies of standard legal forms. This non-mandated service may be provided in quantities deemed appropriate by the Librarian. These forms are to be used only for the purpose for which they were designed and any other use may result in the issuance of a conduct report and permanent suspension of privilege.

LEGAL LOANS

If you are indigent and would like to request a legal loan you may do so by contacting the Unit Manager. Legal loans may be used to purchase legal supplies. It may also be used for legal postage and copies of legal materials. If you have been approved for a legal loan, legal supplies may be obtained by sending a disbursement request along with a completed order for to the Program Director for. Legal supplies obtained by legal loans may only be used for legal work.

LEGAL PROPERTY

You may keep no more than one 20"x 20"x 20" box of legal materials in your cell.

LEGAL ROUTE

If you wish to have another inmate help you with legal issues you may do so through the use of the legal **route**. No personal property such as blank forms, personal letters or blank envelopes may be passed. The contents must be strictly of a legal nature. Please refer to SMCI Policy and Procedure 302.00

LEGAL SERVICES

Reasonable efforts will be made to ensure adequate legal services are available to indigent inmates. Usually these legal services will be provided by outside agencies such as LAIP. Service providers may include lawyers, law students, and aides supervised by lawyers and paraprofessionals. LAIP services are available. LAIP representatives will be here approximately every 6 weeks. To request this service send an Interview/Information Request to the Program Director. A selection of law books, statutes, and legal materials are available for use from the Unit law library. Inmates may borrow case sites and obtain copies of legal forms from the Institution Law Library.

Sentencing portions of your court transcripts may be reviewed through the Records Office, if available at the institution, by submitting an Interview request to the Records Office.

Requests for photocopies of legal materials will be submitted to the 3^d shift Sergeant. You will be charged 15 cents per page. An Interview Request stating your desire to have photocopies made should be submitted to the Unit Sergeant along with a Disbursement Request. If you need copies made from your file submit those requests with a signed disbursement to the Records Office.

LIBRARY BOOKS

Library books will not be provided in Level 1. Library books may be provided in higher levels.

LINEN EXCHANGE

Linen exchange will take place once a week. This will be done on a one for one basis. Linens are to be handed in free of knots. If there are knots in any piece of linen your dirty linen will be returned to you and you will not receive clean ones. It is your responsibility to make sure there are no knots in the linens you are turning in to exchange. Blanket exchange will be done quarterly.

MAIL/CORRESPONDENCE

The address for your friends and family to send mail to you is listed below. All out going mail must also include this information in the return address.

Your name and inmate number
Supermax Correctional Institution
P.O. Box 9900
Boscobel, WI 53805

In accordance with Administrative Code 309, incoming and outgoing correspondence between inmates will be monitored. All outgoing correspondence must be left unsealed, with the exception of mail defined in DOC 309.04(3). Mail from the following will not be read: an attorney, the Governor of Wisconsin, members of the Wisconsin Legislature, members of the United States Congress, The Secretary of the Department, the Administrator of the Division, the Attorney General or Assistant Attorney General of Wisconsin, an investigative agency of the federal government, the Clerk or Judge of any state or federal court, and the President of the United States. Correspondence sent to you by your attorney will not be read, but will be opened by an officer in your presence.

Correspondence clearly labeled, as part of the inmate complaint review system is exempt from being opened for inspection.

Letters ready for mailing should be slid through the door to be picked up by Officer staff. Mail will be picked up at 10:00pm. Any mail that will not fit through door must be handed out during regular service before 10:00pm. NO traps will be opened for mail pick up after 10:00pm. Mail will be delivered to the Unit Monday-Friday.

Embossed envelopes may be purchased from the SMCI Business Office. You may purchase up to 25 per week by submitting a disbursement request payable to SMCI. The cost of each envelope is \$0.40 ea. Family and friends may purchase envelopes by sending a correspondence addressed to the SMCI Business Office P.O. box 1000 Boscobel, WI 53805 that includes: the return address of the sender, the inmate's name and number, the number of envelopes to be purchased, and a money order (bank or post office) for the exact amount owed. Money orders should be made payable to Supermax Correctional Institution. Cash or personal checks will not be allowed and will be returned to the sender without processing. The cost is \$.40 per embossed envelope.

Interview/Information Requests may be obtained when supplies are passed. These requests should be used for any needed correspondence with institution staff/departments.

MEALS

Officers will deliver all meals to your cell. When meals are delivered you will be required to stand in the middle of the cell with the cell light on in full view of the Officer. You will be required to wear trousers during meal delivery/pickup. The Officer will instruct you when you may move to the trap door and retrieve your meal tray. Failure to do this will be considered as a meal refusal. You will be responsible for returning all eating utensils, trays and food containers after the meal. Meal times (these are approximate and may need to be altered according to institution needs) Meals will be announced over PA.

Breakfast-6: 30am

Dinner- 12:00pm

Supper- 5:30pm

MEDICAL SERVICES

Your health care needs will be evaluated upon intake. This includes medical, dental, and optical.

If you require non-emergency medical attention you must complete a health request and submit it with the daily mail. Medical co-pay is required (except for emergency medical situations) when you request to be seen by Health Services Unit Staff. If you feel you need to see medical/dental/optical staff immediately (emergency type situations) bring your problem/concern to the attention of Unit staff.

MEDICATION

Medication will be delivered to your cell. When it is time for medication distribution it will be announced over the PA. You are expected to stand at your door with the cell light on if you want your medication. You will be wearing trousers during med. Pass. You will give your name and number as requested.

You will be required to step to the center of the cell and the nurse or officer will place the medication contained in a cup on your trap. You will proceed to the door only when directed and take the medication while being observed by staff. You will open your mouth for inspection upon request. You will set the cup on the trap and move to the center of the cell. The cup will be retrieved and the trap shut.

Any refusal to follow orders will be considered a refusal.

Ointments/creams/and all other non-prescription items will be passed with the AM medication round only. A one- day supply will be issued.

MOVEMENT

Anytime you are out of your cell you will be placed in restraints and a hands on escort will be used by a minimum of two officers. You must be fully dressed (shirt, pants, socks, shoes, underwear) any time you leave your cell. You will be required to kneel for application of leg restraints.

NOTARY

If you need something notarized send an Interview/Information Request to the Records office. You will be required to wear trousers when Notaries are present.

PHONE CALLS

You will be allowed one 6-minute call per month. If you wish to make a phone call you must request it in writing by completing a Request To Make Telephone Call form DOC-245, in full. These forms may not be altered in any way. The person to be called must be on your approved visitor list. Phone calls will be done at designated times.

Request for emergency or attorney phone calls must be submitted to the Unit Social Worker. When making the request include the following information: 1. Name of person receiving call 2. Their phone number 3. Reason for call. Prior to any emergency call the Social Worker will verify the situation via the information provided on the request. Emergencies are denoted in DOC 309.58(2) as "including but not limited to critical illness or death of a close family member of an inmate."

Attorney phone call requests must be submitted to the Unit Social Worker for review and verification. Permission for attorney phone calls will be given: 1. When the active case has a statutory time limit that would expire 2. When you are unable to write

If your attorney would like to speak to you by phone, they may call the institution to arrange a phone call. A time and date will be set up for your attorney to call you. If you are on a back of cell restriction or adjustment status you will not be allowed to make phone calls.

PRC

If you have a regular recall for PRC, the Unit Social worker will meet with you. You have the right to see PRC. The Social worker will make note of whether an inmate wants to see PRC or want to waive their appearance. The PRC coordinator schedules what day you will be seen. You will be seen within the month of your regular recall.

PROPERTY

The following property items are allowed in Level One.

Clothing-State issued only

- One (1) pair of socks
- One (1) underwear
- One (1) T-shirt
- One (1) pull- over shirt
- One (1) pull-on pants

Linen-State issued only

- One (1) washcloth
- One (1) towel
- Two (2) bed sheets
- Two (2) blanket
- One (1) pillowcase
- One (1) mattress
- One (1) pillow

Hygiene Items- State issued

- One (1) roll of toilet paper
- One (1) bar of soap
- One (1) state issued toothbrush-exchanged quarterly
- One (1) tube of toothpaste
- One (1) comb
- One (1) denture adhesive*
- One (1) denture cleaner*
- One (1) denture brush*
- One (1) denture cup*

Jewelry

One (1) approved wedding ring (must be married and the ring must be worn on finger)

Personal Property

- One (1) pair prescription eyeglasses
- Denture or partial plate and container
- Legal materials-limit one 20"x20"x20" box (2 shopping bags)
- First class mail-limit of 25 personal letters
- Address book 4" x 2 %" (or any soft-cover address book)
- Acetaminophen tablets (12)*

Ibuprofen tablets (12)*
Antacid tablets (2 rolls)*
Two (2) pads of paper*
One (1) pack of carbon paper*
Twenty- five (25) envelopes*
Five (5) legal size manila envelopes*
One (1) pocket dictionary
One (1) Bible, Koran, or equivalent religious book-must be soft covered
One (1) pair of shower shoes*
Religious items approved by the Chaplain in accordance with DOC 306 may
be allowed
* Items must be ordered from canteen
**Items must be ordered form business office
* * *Inmates will be issued a pen insert only
****Requires HSU approval/must be ordered from canteen

You will be allowed to make a one- time request for property from your property items when you arrive at SMCI. Send this request to the Property Sergeant. When your property arrives on the unit it will be given to you. If you are returned to Level 1 from a higher level you will be allowed to submit a one-time property request to the Unit Sergeant. NO other property requests will be processed. Property in Adjustment status will be in accordance with 303.69.

RELIGIOUS

Religious counseling and activities are provided for religions recognized by the DOC as enumerated in DOC 309 IMP 6. The institution Chaplain will coordinate these services. If you are interested in religious services contact the Chaplain via interview request.

Religious counseling will be provided by the Chaplain at the cell front.

Religious programming will be available through closed circuit television for step three inmates.

The institution has a small amount of religious texts (Bibles, Koran, etc.) that can be checked out for use. The books are the property of the institution and must be returned. All books must be soft covered. Religious item approved by he chaplain in accordance with DOC 309 may be allowed.

RESTRICTIONS

To provide a safe environment restrictions may be placed on inmates who act out in a manner that prohibits staff from performing their duties. Security Supervisors may place inmates on restrictions when a conduct report is written. The Security Director will review the restriction and give inmate formal notice if he/she concurs.

SHOWERS/CLOTHING EXCHANGE

Showers will be made available three times per week. You will have a 30-minute period to take a shower. The water will run for 10 minutes.

On shower days you will also be able to exchange your dirty cloths for a set of clean cloths. Cloths will be exchanged on a one for one basis. Dirty cloths will be exchanged. After showers are complete dirty towels and washcloths will be exchanged for a clean one on a one for one basis.

You may use a razor to shave and a nail clipper during shower time if requested. You will be required to return the razor and nail clippers in the same condition as they were given. (You will be given a new razor on the 1st and 15th of each month) Fingernails will be kept trimmed and will not extend past the end of the finger. Dental floss will be issued upon request during shower periods. You must return it following the shower period.

SOCIAL SERVICES

If you are in need of social services fill out an interview request and send it to the Unit Social Worker. Be as specific as possible.

SUPPLIES

Supplies will be passed three times per week. If you need toilet paper, soap, toothpaste, and forms you will be responsible to get them at this time. Supplies will be handed out on a one-for-one basis, meaning you exchange an empty to get a new supply (toilet paper roll, toothpaste tube). If you are low on toilet paper and will not make it until the next supply night, remove your paper from the roll and get a new roll. There will be no stockpiling of DOC forms. This will be monitored during searches and inspections. If you have excess forms it will result in a warning on your behavior log and excess forms will be confiscated at the officers discretion.

VISITS

All visits at SMCI will take place via video visitation. There will be no face to face visits. When someone on your approved visiting list comes to visit they will be assigned to a video visitation booth in the gatehouse. You will remain on the Unit. Via video camera and monitor their image will be transferred to a monitor in the Unit where you will be and your image will be transferred to the monitor in their visitation booth. If your attorney comes to visit and needs you to sign documents there are attorney visit booths on the Unit for this purpose. You will be required to be dressed in shirt, pants, socks, underwear, and shoes during the visit. You are to remain seated during the visit.

You will be allowed the minimum number of visits for your status as mandated in Administrative Code 309.16. Any questions or concerns related to visiting should be directed to Program Services.

Hours for visiting are as follows:

Tuesdays and Thursdays-8:00am to 11:00am

Saturdays and Sundays- 8:00am to 4:00pm

Holidays- 8:00am to 4:00pm