

Title: Small Victories

Presented by: Todd E. Hiivala #363687
Green Bay Corr'l Institution
P.O. Box 19033
Green Bay, WI 54307-9033

Subject: GBCI Business Office implementing an arbitrary requirement that inmates include BOTH the addressee's complete name and address on money disbursements used for postage on greeting cards, manila envelopes, and regular envelopes exceeding one ounce.

Background: Several years ago GBCI banned purchases and/or receipt of loose stamps from family & friends--a long-standing prison custom. Since that time inmates have been forced to purchase "stamped" or "embossed" First Class envelopes either through the canteen or from the DOC's contracted property vendors. In doing this however, prison officials created a problem where greetings cards and manila envelopes are concerned (they don't come embossed; or at least the prison doesn't sell embossed versions), and where an envelope's contents exceed one ounce. Officials were thus forced to allow inmates to attach to an overweight envelope, greeting card or manila envelope a DOC-184 Disbursement Request (see Doc. 1 below) to pay the postage. But processing countless of these disbursements, just for postage sake, was more than inherently lazy prison staff were willing to do.

The solution: attempt to discourage inmates from using postage disbursements by requiring them to include thereon the addressee's name. As the receipts for these disbursements are routed to inmate cells, it's a common occurrence that staff deliver them to the wrong inmate, the wrong cell, or to an inmate's cellmate when he may not be present. The "unofficial" reason for requiring this was that it was necessary so in case the disbursement became separated from the envelope it could then be matched back up.

Over time this discouraged some inmates from writing or sending greeting cards to family & friends for fear of risking another inmate coming into possession of their correspondents' names. But overall this stratagem failed to curtail inmate use of postage disbursements and relieve Business Office staff of having to process so many.

Business Office staff then doubled-down and took this a step further by requiring both the addressee's name and their address on the disbursement, again claiming it was necessary in case envelope and disbursement became separated (as if having both the inmate's and addressee's name wasn't already enough to identify which envelope it belonged to). Thus staff would make correspondents even more vulnerable by requiring their residential information be on the disbursements along with their names. And it worked! Inmates were now genuinely discouraged from and understandably hesitant to send greetings cards, manila envelopes containing documents or First Class letters with more than a few pages of correspondence in them. That is, until I wrote and finally managed to get the attention of a reasonable DOC official at the Madison headquarters.

This practice has now been stopped, although we are still required to place the addressee's name on all postage disbursements.

Documentation:

DOCUMENT 1 - Disbursement Request form (DOC-184)

DOCUMENT 2 - June 10, 2015 Memo from GBCI Business Office Supervisor instituting the requirement of personal address in addition to the addressee's name.

DOCUMENT 3 - Letter to Business Director in DOC Headquarters regarding the arbitrary practice. (2 pgs.)

DOCUMENT 4 - Letter from GBCI Warden indicating the practice of requiring the addressee's name on the disbursement will continue, but that the address will no longer be required. (copied to the Business Office)

[NOTE: The Warden claims all along it was about investigating mail fraud--a convenient out, or cover-up for Business Office staff laziness.]

DOCUMENT 5 - Interview/Information Request ("kite") to the Warden requesting the change be posted and the inmate population notified of same.

[NOTE: It took me writing him for him to finally notify other inmates that the requirement was lifted.]

DOCUMENT 6 - Memo/Posting from Business Office Director informing the inmate population that the requirement is lifted.

[NOTE: The veiled threat and retaliatory intent expressed in the last sentence, where inmates are warned that if everything isn't perfect--every "t" crossed and "i" dotted--on the disbursements they will be rejected & returned (i.e., that their mail will be obstructed).]

Summary:

What the foregoing demonstrates is that in their zeal to restrict, restrict, restrict inmates in everything from their correspondence to their education and self-rehabilitation, prison officials often cut off their toe to spite their foot, making things more difficult for themselves in the process. Moreover, that their solutions to such self-created problems are further burden(s) upon inmates and their families; that they're unconcerned about the security of our family & friends' personal information. In this case, had I not pursued this and been fortunate enough to contact a reasonable, rational and mature DOC official, hundreds (maybe 1000s!) of inmate family members' and friends' residential information would still be vulnerable, and GBCI officials would have no reservations about this practice.

At Green Bay, Wisconsin, 12 November 2016



DEPARTMENT OF CORRECTIONS
 Division of Adult Institutions
 DOC-184 (Rev. 10/2011)

DISBURSEMENT REQUEST

SOLICITUD DE DESEMBOLSO

WISCO
 Administrative
 Chapter DOC

OFFENDER REQUEST - To be completed by the offender. Please print or type all items except your signature
SOLICITUD DE OFENSOR - Debe ser completado por ofensor. Por favor imprima todo excepto su firma

OFFENDER NAME <i>NOMBRE DE OFENSOR</i>	DOC NUMBER <i>NUMERO</i>	FACILITY NAME (Abbreviate) <i>Instalación (Abrevie)</i>	HOUSING UNIT/FLOOR/CELL <i>UNIDAD / PISO / CELDA</i>
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PAY TO NAME <i>NOMBRE A QUIEN SE PAGUE</i>	STREET ADDRESS <i>DIRECCION DE CALLE</i>	CITY <i>CIUDAD</i>	STATE <i>ESTADO</i>	ZIP <i>ODIGO POSTAL</i>
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REQUEST FOR: *SOLICITUD PARA:*

<input type="checkbox"/> 1 - Copies <i>Copias</i>	<input type="checkbox"/> 4 - Photos <i>Fotos</i>	<input type="checkbox"/> 8 - Savings Withdrawal <i>Desemboiso de Ahorros</i>
<input type="checkbox"/> 2 - Shipping/Freight <i>Envio /Carga</i>	<input type="checkbox"/> 5 - State ID Photo <i>Foto ID del Estado</i>	<input type="checkbox"/> 9 - Property Purchase (reason required)* <i>Compra de Propiedad (requiere razon)</i>
<input type="checkbox"/> 3 - Postage <i>Posta de Correo</i>	<input type="checkbox"/> 6 - Savings Bond Purchase <i>Compra Bonos de Ahorro</i>	<input type="checkbox"/> 10 - Other (reason required)* <i>Otro (requiere justificacion)*</i>
	<input type="checkbox"/> 7 - Savings Deposit	<input type="checkbox"/> 11 - Route Check to: <i>Envie cheque a:</i>

FUNDING SOURCE: *FUENTE DE FONDOS*

REG - Regular Account *Cuenta Regular*
 WR - Work Release Account *Cuenta de Trabajo*
 REL - Release Account *Cuenta de Liberacion*
 Legal Loan *Prestamo Leg*

*REASON FOR REQUEST (Must complete if you choose 9 or 10 above)
 *RAZON POR LA SOLICITUD (Debe completar si escoje casillas 9 o 10 arriba)

INDIVIDUAL ITEMS REQUESTED <i>Articulos Individuales Solicitados</i>	AMOUNT <i>CANTID</i>
	\$
	\$
	\$
	\$

OFFENDER SIGNATURE <i>FIRMA OFENSOR(A)</i>	DATE SIGNED <i>FECHA DE FIRMA</i>	OFFENDER ID VERIFIED <i>ID DE OFENSOR CHEQUEADO</i>	Staff Initials: _____ Total Amount Requested <i>Suma Total Solicitada:</i> \$ _____
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DECISION - To be Completed by Department Staff Only
DECISION- Debe ser Completada por Empleados Solamente

DISBURSEMENT APPROVED BY SIGNATURE:	DATE SIGNED	No Check: <input type="checkbox"/> DMV Acct. <input type="checkbox"/> Other: _____ Deliver Check to: _____ Release Date (if REL acct is requested) _____
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SUPERVISOR APPROVAL SIGNATURE (If required)	DATE SIGNED	CHECK#	DATE PAID
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REQUEST DENIED BY SIGNATURE	DATE SIGNED	REASON REQUEST WAS DENIED
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6-10-15

MEMORANDUM

STATE OF WISCONSIN
DEPARTMENT OF CORRECTIONS

DATE: June 10, 2015
TO: GBCI Staff and Inmates
FROM: M. Eiting, Financial Program Supervisor
RE: Disbursement Requests - Postage



Starting Monday, June 15th, all disbursement requests for postage must include the mailing address that matches the address on the envelope being mailed. Any disbursement request for postage without the proper mailing address will be returned to the inmate.

GBCI LAW LIBRARY

Todd E. Hiivala #363687
Green Bay Corr'l Institution
P.O. Box 19033
Green bay, WI 54307-9033

Jackie Kuhn, Business Director
Division of Adult Institutions
3099 E. Washington Ave.
P.O. Box 7925
Madison, WI 53707-7925

Re: Risk to family personal information

1 September 2016

Dear Ms./Mrs. Kuhn,

I am writing to inform you of the fact the GBCI Business Office is requiring inmates utilizing Disbursement Requests (DOC-184) for postage to include thereon the full name and address of the addressee, thus unnecessarily risking their family & friends' personal information falling into the wrong hands. I'm respectfully requesting that you intervene in this matter, and see that this requirement is discontinued.

Find enclosed copies of two (2) DOC-184 forms I recently used to cover postage for manila envelopes mailed-out to family members. Consider that due to current GBCI Business Office requirements, all of the following information is on a single piece of paper:

- My name, DOC and cell number.
- My legal signature.
- My family members' names.
- My family members' complete home addresses.

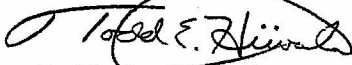
Thus if the carbon of my DOC-184s, which are sent us through the institutional mail, were to go to the wrong cell/inmate (which happens regularly at this facility), another inmate would now possess not only my name and signature, but my family members' names and home addresses! In a prison setting, where robbers, rapists and worse might potentially come to mistakenly possess these receipts and information, it is an unnecessary risk to my family to require all this on a disbursement.

The excuse advanced by the Business Office is that in the event the disbursement became separated from its envelope during mail collection & processing, they wouldn't know which envelope it went with. But such a scenerio doesn't justify requiring our families' whole addresses be on the disbursement. If we JUST put our family member's name on the disbursement, because the same name is on the envelope it is/was attached to, were it to fall off it could easily be matched back up. It is therefore a hollow excuse, and an unjustified risk to our family members' personal information.

I'm asking that you please contact the Business Office at this facility and direct staff to cease requiring inmates to include their families' complete home/street addresses on disbursements for postage.

Thank you for your time and assistance in this matter, and your response would be most appreciated.

Respectfully,



Todd E. Hiivala

enc: x2 DOC-184 (copies)

cc: Carol M. Hiivala
Terry D. Hiivala
File

Scott Walker
Governor

Jon E. Litscher
Secretary



Mailing Address
Green Bay Correctional Institution
2833 Riverside Drive
Post Office Box 19033
Green Bay WI 54307-9033
Telephone (920) 432-4877

State of Wisconsin
Department of Corrections

October 10, 2016

To: Todd Hiivala #363687

From: Scott Eckstein, Warden

Re: DOC-184 Requirement for Postage Disbursements

I have been asked to respond to your correspondence, dated September 1, 2016, written to the DAI Business Director Kuhn regarding requirements for DOC-184 postage disbursements.

After reviewing the process, GBCI will continue to require that the name be included on the disbursement request; we will no longer require the address. The reason this was put in place was to be able to research fraudulent claims on postage disbursement. Mailroom staff will still be able to verify that the individual is the same on the disbursement request as well as on the envelope.

This will prevent other inmates from getting personal address information if the disbursement is given to another inmate in error.

cc: DAI Administrator Schwochert
Business Office
Mailroom
File-A090101

10-12-16

INTERVIEW / INFORMATION REQUEST SOLICITUD PARA INFORMACION / ENTREVISTA

I Request This Interview Information
Solicito esta Entrevista Información

Reason Razón: **Warden Eckstein,**

I both appreciate and respect your 10/10/16 decision to stop requiring inmates to use their families' addresses on postage disbursements.

As this affects ALL GBCI inmates, I'm wondering if you would post the change in procedure as a memo on Channel 8. This would also ensure staff--including cell hall staff--are on the same page and don't continue refusing to process outgoing mail that doesn't have addressed disbursements.

Thank you for your assistance.

Name/Nombre TODD HIIIVALA

Number/Número 363687

Assignment/Asignación I-NEEDS

Housing/Vivienda NCH, D-64

DO NOT WRITE BELOW THIS LINE/NO ESCRIBA DEBAJO DE LA LINEA

Name Nombre	No.	Date Fecha

Information Requested/Información que solicita

You will be interviewed
Será entrevistado
Will not be interviewed
No será entrevistado

Signed
Firmado _____

Dept. _____

Scott Walker
Governor

Jon E. Litscher
Secretary



Mailing Address
Green Bay Correctional Institution
2833 Riverside Drive
Post Office Box 19033
Green Bay WI 54307-9033
Telephone (920) 432-4877

State of Wisconsin
Department of Corrections

Date: October 14, 2016

To: GBCI Staff and Inmates

From: Amy Basten, Management Services Director

Re: Disbursement Requests – Postage

It is no longer required on the DOC-184 disbursement requests for postage to include the mailing address that matches the address on the envelope.

Inmates are still required to include on the disbursement request the name or company that the mailing is going to.

* Any disbursement that is not filled out completely will have the mailing rejected and will be returned to the inmate.

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