

ANVIL MOUNTAIN CORRECTIONAL CENTER



INMATE HANDBOOK 2013
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Anvil Mountain Correctional Center

PRISONER HANDBOOK

December 2013

This handbook was considered current at the time of revision and printing. However, when changes are made in policy or procedures, memos will be distributed to the prison population until the changes can be incorporated into the handbook.


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TABLE OF CONTENTS

Introduction	Page 5
AMCC Mission	
Admission	Pages 6-7
Booking Process	
Orientation	
Security	Pages 7-8
Search and Shakedown	
Personal Search	
Institutional Search	
Shakedown	
Counts	
Substance Abuse Screening	
Communications	Pages 8-13
Request for Interview (Cop-Out)	
Orientation	
Telephone	
Visiting	
Mail	
Privileged Mail	
Prisoner Rights, Privileges and Activities	Pages 13-18
Access to your Attorney	
PREA (Prison Rape Elimination Act)	
Access to Media	
Grievances	
Grievances Procedure	
State of Alaska Ombudsman	
Absentee Ballot Voting	
Marriage	
Access to Legal Material and Law Library	
Library	
Recreation	
Religious Activities	
Rules and Discipline	Pages 18-22
Major Infractions (B)	
High-Moderate Infractions (C)	
Low-Moderate Infractions (D)	
Minor Infractions (E)	
Penalties for Infractions	
Disciplinary Report	
Disciplinary Hearing	
The Adjudication Phase	
The Dispositive Phase	
Appeal of the Disciplinary Decision to Superintendent	
Appeal of Superintendent's Decision to Director	
Restoration of Forfeited Statutory Good Time	
Segregation	Pages 22-23
Administrative Segregation Rights, Privileges and Opportunities	
Prisoner Requesting Administrative Segregation	
Punitive Segregation	
Classification	Pages 23-24
Classification Procedures	

Security and Custody Levels	
Records	Page 25
Time Accounting	
Access to Records	
Fiscal	Pages 25-28
Inmate Fund Account	
Outside Banking Transactions	
Submitting Forced Savings Request to Deputy Director	
Work and Job Assignments	
Work Performance/Responsibility	
Photocopies	
Prisoner Incentive Program	
Commissary	
Indigent Commissary	
Personal Property	Pages 28-30
Personal Property	
Items Authorized for Retention	
Transfer of Personal Property	
Grooming, Clothing and Bedding	Page 30
Sanitation and Safety Inspections	
Meals and Food Service	Pages 31
Health Care	Pages 31-32
OTC Medical-type Items, Vitamins	
Informed Consent	
Medical and Dental Problems	
Counseling	
Programs and Education	Page 32-33
Adult Basic Education	
G.E.D. Courses	
Post Secondary Education	
Other Education Offerings	
Substance Abuse Program	
Health and Life Safety	Pages 33-34
Fire Safety and Survival	
Hazardous Material (Haz/Mat)	
Blood Borne Pathogens	
General Provisions	Page 34
Notary Public	
Release and Temporary Release	Pages 35
Temporary Release	
Halfway House	
Furlough	
Transportation upon Release	
Housekeeping Standards	Pages 35-36
DO'S.	Page 36-37
DON'TS	Page 37-38
Local Transportation in Nome	Page 38
Directions to Facility	Page 38

INTRODUCTION

Department of Correction's Mission

"The Alaska Department of Corrections enhances the safety of our communities. We provide secure confinement, reformatory programs, and a process of supervised community reintegration."

Department of Correction's Vision

"We are trained professionals committed to a safe, open and respectful organization. We are dedicated to public safety and will always respect the rights and dignity of victims of crime. Offenders in our charge will be treated in a safe and humane manner, and will be expected to enhance their ability to reform every day."

Mission Statement

The mission of Anvil Mountain Correctional Center (AMCC) is to protect the public, recognize and protect victim's rights, provide a safe and healthy environment for staff and prisoners alike while promoting habilitation and providing housing and services in a fiscally responsible manner.

AMCC, a Level II facility, protects the public by housing minimum, medium and close custody male and female sentenced and unsentenced prisoners in a secure setting with supervision consistent with a prisoner's custody classification.

AMCC recognizes the rights of victims by ensuring proper victim notification of prisoner events as required by state law.

AMCC ensures a secure, safe, sanitary, and healthy environment by adherence to American Correctional Association (ACA) Standards for Adult Local Detention Facilities.

Program opportunities at AMCC include adult educational instruction and work programs. Classes in Adult Basic Education (ABE), General Equivalency Diploma (GED), parenting, Re-entry, Criminal Attitudes Program (CAP), anger management, and substance abuse counseling are available to the prisoner population. Vocational opportunities are provided that includes carpentry, small engine repair and Marine Safety/Drill Instructor. Safety courses are provided in CPR/First Aid. The facility coordinates with members of the community to provide periodic culturally relevant classes. AMCC's work programs include custodial, culinary, laundry, and building maintenance positions. Prisoner recreation and leisure activities include exercise, reading materials, board games, puzzles, and media outlets such as television and video viewing.

The facility endeavors to provide quality reformatory and habilitative opportunity for its prisoner population and to partner with local community entities and programs in an effort to increase the likelihood of a prisoner's success upon release to those communities serviced by AMCC.

ADMISSION 22 AAC 05.005

Booking Process

Upon admission to AMCC, you will be pat-searched, fingerprinted, photographed, DNA collected if applicable, and assigned an offender identification number (Offender Number). Your clothing and personal property will be inventoried and secured in the facility's Property Room. You will sign all booking records and receive a copy receipt of your money and personal property.

- **AMCC IS A TOBACCO FREE FACILITY.** Institutional staff will dispose of tobacco, matches, and disposable lighters at the time of admission.
- Before being escorted to your assigned housing area, you will be strip-searched. If the searching officer has probable cause to believe you are concealing contraband within your body, you may be isolated from general population.
- After the booking process is completed, you will be assigned to the unclassified dorms. You will be classified and housed according to your custody level.
- After the booking process is completed, you will be allowed to make a phone call to your attorney and any relative or friend. If you are assaultive, combative, or non-compliant during the admission process, you will be restricted from phone use until you comply with institutional rules.
 1. Calls to your attorney may not be monitored or recorded; however, all personal calls from prisoners are subject to monitoring and/or recording.
 2. Contact with an alleged victim(s) of a crime, or a crime against a person, or a crime that involves domestic violence, before appearing before a judge or magistrate, is a class B Misdemeanor (AS11.56.755).
- You will be given a health screening by medical staff. If they are unavailable security staff will perform a remand screening. Medical staff will complete the health screening within 24 hours of incarceration. If you have no communicable diseases or other significant health problems, you may be housed in the general population. Upon request, you will be afforded an in-depth health appraisal within 14 days. If you have received an institutional health appraisal within the previous 90 days, a new appraisal may not be needed.
- After admission, you will be given basic personal hygiene items: toothbrush, toothpaste, and a comb. Feminine hygiene items are available in the female housing unit. "Body wash", which is a combination of shampoo and soap, is available in each housing unit. You will also receive clothing, towels and bedding.
- After admission, if you are transferred to another State institution you will be able to take your personal hygiene items with you. If you were transferred from another State institution and were not allowed to bring your property with you, hygiene items will be provided to you.
- If you have a problem or need information, ask a staff member.
- The Inmate Handbook containing the facility/Department rules and basic information will be given to each inmate upon admission.
- An orientation video for newly admitted inmates will be shown every Friday morning at 8:00 a.m.

Orientation Policy 811.08

All newly admitted inmates are required to watch the orientation video. See Inmate Activity Schedule for day of the week and time the video will be aired. The video includes information about the following subjects:

- Rules and Discipline
- Work
- Housekeeping & Sanitation
- Educational Opportunities
- Medical Program
- Fire and Safety
- Correspondence and Visiting
- Property and Currency
- Classification Procedures
- Recreational Programs & Library Procedures
- Religious Programs
- Interpersonal Relationship During Incarceration
- Specialized Programs available
- Community Programs & Furlough
- Pre-Release Planning
- Commissary
- NCAG Sales
- PREA

SECURITY 22 AAC 05.045

Search and Shakedown

Searches promote and maintain the security of the institution and the safety of prisoners and staff. No search is permitted merely as a form of harassment.

Personal Search

There are three types of personal searches that are conducted. Failure to comply with a direct order to submit to a search will be grounds for disciplinary action.

- **Pat (frisk) search** is one conducted with your clothes on and may occur at any time. Removal of coats and shoes will be required.
- **Strip search** is one conducted with all your clothes off and may occur any time there is reason to conclude you may have contraband on your person. A strip search will be conducted:
 1. Upon initial remand
 2. Upon entry to a facility
 3. Upon transfer from another facility
 4. When returning from court or any appointment
 5. After every contact visit (personal, professional and attorney)
 6. After returning from any activity involving the use of tools
 7. When returning from any outside work detail
 8. When admitted to a segregation housing unit
- **Body cavity search** is one conducted by health care staff and may occur when probable cause exists to believe you have contraband concealed in one of your body cavities.

Institutional Search

Searches of living quarters may be conducted at any time and/or upon reasonable suspicion that your living area contains contraband. Random searches are conducted through out all institutions.

Shakedown

A complete and thorough search of any area in the institution may be conducted at any time. This may require a strip search of any prisoner in that area. Officers will take reasonable precautions not to damage your property during searches or shakedown of your living area.

Counts

There will be several inmate counts conducted daily. Intentional interference with an inmate count is considered a high moderate infraction and violators will be subject to disciplinary action. The two types of inmate counts are:

- **Informal Counts:** Conducted at any time throughout the day and night while inmates are working, during recreation, programs, etc. Informal counts may be called at any time by the Shift Supervisor.
- **Formal Counts:** Conducted by security staff at specific times and designated locations.
 1. During **all** Counts, inmates will stand by **their assigned bunk**, unless assigned to a work detail, i.e., in the kitchen, assigned to an outside work detail, or in an approved program activities outside of the housing units.
 2. You will not move from your assigned bunk until the count in your area has cleared. Do not attempt to talk with the officers while they are conducting a count, unless it is an emergency. Interfering with a count will lead to disciplinary action.
 3. If engaged in a “Legal” phone call, during an **informal count**, you may remain on the phone, but may not move until count clears.

Substance Abuse Screening

Collection of urine specimens does not require a signed consent form.

A urine analysis may be conducted at anytime during your incarceration. If you refuse to provide a urine sample when directed to, you will be subject to disciplinary action for violating 22 AAC 05.400(c)(16). For purposes of program assessment, refusal to provide a urine sample may be used to indicate a positive test result.

If you have a positive test result, you may request retesting of your urine sample from an independent laboratory approved by the Department. The institution shall provide this retesting at its expense. If the test results document positive results for use of contraband, the institution may recover the costs of the retest from the inmate through the disciplinary process.

COMMUNICATIONS 22 AAC 05.510

Request for Interview Cop-Out

If you have a question about operational procedures, ask a staff member. You will either be given an answer or be told how to go about getting one.

The most common way to get information is to submit a Request for Interview form “**Cop-Out**”. Request for Interview forms are available in your housing unit or on the morning supply cart.

- Make sure you complete all information on the form to include your name, Offender Number, date and housing unit
- Fill in the name of the staff member (or position, if you don't know the name) to whom you are directing the question
- Ask your question so that the staff member can understand what you need. **Do not use profanity.**
- Place your Request for Interview in the locked mailbox provided in your housing unit. It will be picked up within 24 hours, and distributed to the appropriate staff member.

You will receive a verbal or written answer as soon as possible, usually within a few working days. The shift officer may answer your request form. If the staff member cannot answer your

question, the Request for Interview may be forwarded to someone who can. In that case, your answer may be delayed.

Telephone

- Telephones are available for use by the general population from 0615 hours to 2145 hours.
- If you are housed in the segregation unit, you must request phone calls in writing by using a Request for Interview.
- Phone calls may be restricted by an "**individualized determination**" because it has been determined you pose a safety or security risk.
- **Cell phones, calling cards, Time and Charges calls** are not permitted while incarcerated in this facility. Collect calls are permitted during the first hour of incarceration to secure bail and in the event of a family emergency to call and speak to family members.
- If you are serving punitive segregation, your phone calls are restricted to attorneys and/or legal calls only.
- If you have immediate family members who are prisoners in an Alaska State institution, the Superintendent may authorize limited telephone contact between incarcerated, immediate family members only.
- Phone calls to attorneys are not restricted, but they should be made during normal work hours to increase your chances of contacting the attorney.

Securus - The Alaska Department of Corrections has a monitored telephone system in all of its correctional facilities for use by prisoners. The Regulatory Commission has approved the system, vendor, and the long distance rates.

- When a prisoner places a call, a recorded message is played to the recipient advising them that the call is from an inmate in a correctional facility.
- The recipient is then provided with the option to accept or reject the call. This allows a person who does not wish to speak to the prisoner to hang up the phone without ever having to speak with the prisoner.
- The system allows correctional staff to monitor and record prisoner telephone calls to assist in controlling illegal or non-approved telephone activities.
- **The Department does not monitor or record conversations between prisoners and their attorneys, Ombudsman’s Office or privilege organizations. Refer to Policy 810.01 for list of privilege organizations.**
- Local calls are free. All long distance calls must be placed using the Securus phone system. The following is a table of charges for day, evening and night/weekend rates.

Local Calls	No charge for Local Calls			
In-State Rate Mileage Charges (full rate)	Surcharge			
Initial connect charges (all calls)	\$1.55	Day	Evening	Night/Weekend
First minute 0 - 34 air miles		.34 ¢	.27 ¢	.17 ¢
Each additional minute		.13 ¢	.10 ¢	.07 ¢
First minute 65 - 94 air miles		.42 ¢	.34 ¢	.21 ¢
Each additional minute		.21 ¢	.17 ¢	.11 ¢
First minute 455 + air miles		.60 ¢	.48 ¢	.30 ¢
Each additional minute		.39 ¢	.31 ¢	.20 ¢
Out-of-State Rates (full rate)	Surcharge			
Initial connect charge (all calls)	\$3.95	Day	Evening	Night/Weekend
Each additional minute		.89¢	.89¢	.89¢

Securus can be contacted at **1-800-844-6591** to set up an account. Persons outside the institution may also visit www.securustech.net

Sometimes, during a call from a prisoner, a person may exceed the amount of time he or she has made advance payment for. If that occurs, Securus will not terminate the call but will allow it to be completed and will carry over the charge to be deducted from the next prepayment made.

Below is an explanation of common reasons prisoners are not able to make collect calls to some telephone numbers.

Local Exchange Block In these cases, Securus has placed a block on the number the prisoner wants to call because no billing account has been set up for that number. The owner of the phone should contact Securus and set-up the account.

High Toll Block In this case, Securus has placed a block on the number the prisoner wants to call because a large number of collect charges have accrued. In order to control the size of unpaid collect charges, Securus placed a limit on the amount of unpaid charges. Securus should be contacted and arrangements made to remove the block by paying for the charges. A way to avoid this in the future is to prepay for a larger amount of call time.

Answering Machine Deny The system will **not** permit a call to go through to an answering machine.

Collect Call Restriction Some Alaskans do not allow collect calls to be made to their telephones and have asked their local telephone company to restrict all collect calls.

Pin Block on Site Prisoner has been restricted from calling a particular number.

3rd Party and Call Forwarding Many Alaskans have extra options on their telephones such as 3rd party calling and call forwarding. Use of, or access to, these types of options are not allowed. When a prisoner uses one of these options, the telephone number will be **permanently blocked**.

Cell Phone Securus phone system is unable to call or access cell phones. Your family and friends must have a home phone to receive calls from you.

If a number is blocked, by the owner of the phone the owner must contact Securus to get the phone unblocked. If the phone is blocked by AMCC the owner of the phone must come to AMCC with a copy of their phone bill to request the number be unblocked. The block will be investigated and the owner will be informed of the status.

Visiting

There are two kinds of visiting offered, **Secure** and **Contact**. Generally, you are entitled visits from anyone, except:

- Visitors who have been released from incarceration within the past 60 days,
- Visitors on probation or parole conditions,
- Barred visitors, those who will jeopardize the safety, security, or order of the institutions
- Visitors whose safety might be jeopardized by the visit.
- Visitors without valid photo identification
- Minor children of the prisoner who are not accompanied by parent or guardian unless otherwise approved by the Superintendent.
- Minors who are not family members of the prisoner may not visit without being accompanied by their parent or legal guardian.
- **Burden of proof of minor's parental or legal guardianship shall be that of the visitor.**
- If you have a "**No contact order**" from the court, or probation/parole conditions restricting contact, you cannot visit with the restricted individuals.

If you are denied a visit with anyone, you will receive written notice stating the reason(s) why. You may grieve a denial directly to the Director of Institutions; through the grievance process (see Grievance Procedures). **Policy 808.03**

All visitors must clear a security check to be approved for contact visits. You will be responsible for submitting a visitor application for those persons you wish to have visit. You must provide names, birthdates, and addresses for your prospective visitors. Inmates will be limited to a maximum of ten approved visitors (not to include children).

Extended Visits

The Shift Supervisor may approve extended visits for situations such as families traveling long distances or for professionals required extended hours of contact.

Secure Visiting

Monday thru Friday 8:00 am to 11:15 am
Monday thru Sunday 7:30 pm to 9:00 pm

Contact Visiting

Saturday, Sunday & holidays 8:00 am -11:00 am
Saturday & holidays 1:00 pm - 4:00 pm
Saturday, Sunday & holidays 7:30 pm – 9:00 pm

Attorney, Clergy, and Official Visitors (Any day of the week)

Monday thru Friday 8:00 am to 11:15 am
weekends and holidays 8:00 am 10:30 am
Monday thru Sunday 1:00 pm to 4:00 pm
Monday thru Sunday 7:30 pm to 10:00 pm

Mail

- You are not restricted on the amount of mail you may send and/or receive; however, you may not use the mail to conduct a business without written approval of the Superintendent.
- If you are indigent, the Department will pay postage for you, up to five pieces of mail per week. Each piece may weigh up to one pound. Indigent mail is for personal and/or legal/privileged mail only. **You may not use this provision to send out excess personal property.**
- If you are not indigent and wish to use the mail system, you will have to purchase stamps from the first available commissary.

Outgoing mail must show your **full name** and the full name and address of AMCC (no initials or acronyms):

Your full name
Anvil Mountain Correctional Center
PO Box 730
Nome, Alaska 99762

- If you do not write this information on your outgoing mail, it will be returned to you.
- You must place outgoing mail in the locked mail box provided in your housing area. A designated staff member will pick it up once a day.
- A staff member will scan, but not read, all your outgoing and incoming personal mail to determine if it contains:
 1. Plans for criminal activity or threats of physical harm against a person
 2. Plans for sending contraband into or out of the facility or other activities prohibited under statute
 3. A code not understood by the scanner;

4. Soliciting for gifts, money, credit or contractual purchases without approval of the Superintendent
5. Information that, if communicated, would create a risk of mental or physical harm to someone
6. Materials prohibited as outline in **22 AAC 05.510(b)**.

If scanning reveals that your mail falls into one of the categories above, staff may read it. You will be given a written notice within two working days that it was read and why.

The only exceptions to the scanning rule are:

- Staff may read mail you **receive** from another prisoner. If staff reads your mail from another prisoner, you will receive written notice that it was read and that any future mail from that prisoner may be read without giving you another notice.
- If you have been designated an escape risk, staff may read all your mail, except "**Privileged mail**", without giving you any notice. You are an escape risk: if you are serving a sentence for escape, if in the preceding seven years you have escaped or tried to escape from a correctional facility, if escape plans were found in your possession, or if staff has documented that you have demonstrated escape-oriented behavior (for example, if you were overheard planning an escape).

Privileged mail

- **Privileged mail** may only be opened in the presence of the prisoner, and only to search for contraband. If there is substantial doubt as to whether or not the mail is in fact "Privileged mail", such as mail received from an unknown official-sounding organization, the mail may only be opened in the presence of the prisoner and only to search for contraband, unless at that time it is determined not to be privileged mail.
- **Outgoing privileged mail** may not be searched for contraband, or read for content, but is subject to verification by correctional staff in the prisoner's presence that the ultimate intended recipient is the privileged addressee. Upon verification, the letter will be sealed and a staff member will initial the seal. Mail to or from the following persons or organizations are privileged:
 1. Governor of Alaska;
 2. Attorney General of Alaska;
 3. Members of the U.S. Congress for Alaska;
 4. Alaska Legislators;
 5. Any Alaska or U.S. Court;
 6. Commissioner, Alaska Department of Corrections;
 7. Chairman, Alaska Board of Parole;
 8. Ombudsman for State of Alaska
 9. Any attorney licensed to practice in the U.S.;
 10. Physician of record for the prisoner;
 11. Division of Occupational Licensing;
 12. Alaska Human Rights Commission;
 13. Any organization that assists persons in the exercise of their legal rights, such as the American Civil Liberties Union, National Prison Law Project, or Alaska Legal Services Corporation;
 14. DOC Grievance and Facility Standards Administrator;
 15. SOA American with Disabilities Act Coordinator (Division of Rehabilitation, Department of Labor).
 16. Alaska Native Justice Center
 17. Division of Elections
- Your mail will be delivered to you within 24-hours of receipt. Packages will be delivered within 48 hours of receipt. This period does not include weekends and holidays.

- There are limits on the amounts and kinds of property you may possess in your living area and in storage. Some items must be purchased from an approved vendor; others may be purchased only through the commissary.
- All packages coming into the institution, no matter who sends them, must be **pre-**approved. If a package is not pre-approved, it will be returned to the sender. All items are subject to search and final approval once received at the institution.
- Paperback books will be purchased through **Amazon.com**. No third party vendors permitted.
- Homemade cards or drawings will be approved on a case by case basis.
- Glued label stickers or laminated items are not allowed.
- Postage stamps are available on commissary and will not be accepted if sent via the mail.
- Magazine will be purchased through the commissary program; however, reading materials that incites violence, theft, destruction of facility property, aid in escape, obscene or shows frontal nudity, or which describes or shows procedures for brewing alcohol, tattooing, or the manufacture of drugs, weapons, explosives or tattoo implements are restricted. The Property Officer shall review each magazine, book, on an issue-by-issue basis.

PRISONERS RIGHTS, PRIVILEGES, ACTIVITIES AAC 22.05.545

- Prisoners will be treated as human beings with respect, impartiality and fairness. Prisoners will be afforded freedom of religious affiliation and voluntary religious worship, access to health care, nutritious meals, appropriate bedding and clothing, regular showers, exercise periods, hygiene items, heat and ventilation applicable to State standards.
- Prisoners may visit and correspond with their family, friends and with members of the news media in accordance with facility rules and regulations.
- Prisoners are encouraged to participate in substance abuse treatment, education, vocational training and work opportunities as available. Access to these activities may be limited based on the prisoners' custody status, prisoner's institution behavior and program attendee/participation criteria.
- A prisoner has the right to refuse to participate in any counseling rehabilitation, vocational educational, pre-release program, or psychological/psychiatric treatment. Prisoners also have the right to refuse participation in recreational or other activity, or contacts with the media, visitors or legal representatives. Exceptions are when the medical condition of the prisoner or public health concerns requires immediate intervention or when the prisoner lacks the capacity to give consent as determined by a physician.

PREA (Prison Rape Elimination Act) is a “zero tolerance” law created to eliminate sexual violence in prisons. Sexual violence is the forcing of unwanted sexual activity by one person on another by use of threats or coercion.

- Sexual activity of any nature in prisons or jails is not permitted.
- All prisoners have a fundamental right to safety, dignity, and justice the same as individuals living at liberty in the community.
- Standards have been established, rules put into effect, and protocol implemented in the prison setting to reduce the possibility of sexual violence as well as to create a means for prisoners to report sexual violence.
- Medical and mental health services are available to help prisoners recover from the emotional impact of sexual violence.
- If you experience it or see it, report it immediately, do not rely on someone else to report it. You can speak directly to a staff member you trust, put a cop-out in the mailbox located in the quad or call the **AMMC PREA Hotline @ 443-8822** (AMCC - Booking Office) at any time.

Access to your Attorney

- Your attorney(s) may send you a FAX message to (907) 443-5337. FAX messages must be on the attorney's letterhead and be properly addressed using your full name. Please note: FAX messages from your attorney are not considered legal/privileged mail and will be read before delivery. **AMCC will not send faxes out for inmates.**
- Your attorney or attorney's representative may visit you between 8:00 a.m. and 10:00 p.m., except during meal service. You can conduct a private conversation with your attorney or the attorney's representative and exchange or review legal documents without interference by correctional staff. Staff may however search documents for contraband.

Access to Media

Contact with the news media is voluntary. You have a right not to be interviewed, photographed, or recorded. You must sign a **Release and Permission for News Media Contact Form** before being interviewed or photographed.

Grievances

You may file a grievance about any matter **except the following**:

- Classification decisions addressing security or custody levels, facility placement, work and program eligibility and assignments, or furlough.
- Disciplinary decisions.
- Medical charge disputes **Policy 807.07**
- Administrative transfers
- Any other administrative procedure, which has its own appeal process.
- Alaska Parole Board procedure or decisions.
- Court procedures or decisions.
- Claims on a continuing issue the prisoner is actively litigating in the courts.
- Decisions on whether or not an emergency grievance is an emergency.
- Unrelated issues that should be submitted in separate grievances.

You may use the Grievance process without fear of reprisal. However, if you intentionally provide a false statement in connection with a grievance, you may be subject to disciplinary action.

- There are two channels of review that Grievances follow; **Standard** and **Health Care**.
- Grievances about anything except medical follow the **Standard** channel review:
 - 1 Facility Standards Officer – Level 1
 - 2 Superintendent – Level 2
 - 3 Director – Level 3

If you are not satisfied with the decision of the Director and you feel that your grievance has not been handled according to department policy, you may request review by writing a letter not to exceed two pages and send it in a sealed envelope to the Standards Administrator. The address is:

Sherrie Daigle, Standards Administrator
Department of Corrections Office of the Commissioner
P.O. Box 112000
Juneau, AK 99811-2000

The Standards Administrator will review the documents and, decide if there exist unresolved issues. The Administrator will work with the Director to resolve the issues. If an agreement cannot be reached, the Administrator will resolve the issue with the Deputy Commissioner or Commissioner. The Administrator will respond directly to the prisoner within 20 working days. This decision is the final administrative action by the Department on the grievance.

- Grievances about allegations of inappropriate health care will follow the **Health Care** route review:
 - 1 Facility Standards Officer in consultation with medical staff – Level 1
 - 2 Health Care Administrator – Level 2
 - 3 Medical Advisory Committee – Level 3
- **The decision of the Medical Advisory Committee is the final administrative action on the grievance by the Department.**
- **Emergency** grievances (of a life-threatening nature) will be handled immediately. You must notify staff verbally or in writing of the emergency. This includes threats to the security of the facility or issues that may cause imminent harm to any person.
- **Grievances against staff** will be forwarded directly to Superintendent and will follow the **Standard** channel of review.
- Before filing a formal grievance you are required to attempt an **informal resolution**. This should be done by speaking directly with the staff member aware of or directly involved with the incident.
- If those communication attempts fail to resolve the problem, you must complete a **Cop-Out (Form 808.11A)** to address the issue and place it in the locked mailbox in your assigned living unit. If the response to the Cop-Out does not resolve the issue, the prisoner may then choose to submit a formal grievance.

Grievances Procedure

- You must file a grievance within 30 calendar days after the date of the incident. If it is later than that, your grievance may be rejected or “screened” back to you.
- The grievance must be filed on a **Prisoner Grievance form (Form 808.03C)**. You can get this form from any officer, the law library or off of the supply cart. You must fully complete the form.
- Write your complaint as clearly as possible, include details and dates.
- Grieve only one issue or problem at a time.
- If the form is not filled out completely, your grievance may be screened back to you.
- You may attach up to two additional pages of narrative/information to your grievance.
- Print or write neatly so your grievance can be read.
- *Do not use curse words in your grievance* unless such words were spoken by someone else and it is the subject of your grievance. You are expected to treat staff with the same respect that you want yourself. A prisoner is expected to participate in good faith in the grievance process.
- Place the completed grievance form into the locked mailbox located in your housing unit.

A designated officer will pick up grievances at least once every 24 hours.

The Facility Standards Officer may “**screen**” it back to you:

1. If it’s not a valid grievance;
 2. If it concerns non-grievable issues,
 3. If it uses cuss words,
 4. If it’s been answered before to you or someone else,
 5. If it’s being investigated on behalf of another prisoner,
 6. If the form is not complete, etc.
- The prisoner can correct the deficiency that caused a grievance to be screened and resubmit the grievance. The grievance shall be considered timely if resubmitted within 2 working days of receipt of the screening form.
 - See Policy 808.03 for review of timelines for grievance response.

State of Alaska Ombudsman

The Alaska State Ombudsman investigates complaints against State agencies and their employees. If a problem is determined, the Ombudsman may recommend a solution. The Office of the Ombudsman is a non-partisan, neutral, fact-finding agency and takes no sides in a dispute. Their job is to determine whether state government actions are fair and reasonable. Before filing a complaint with the Ombudsman, you must complete the grievance process or the appeal process for those issues that have their own appeal process, i.e. Disciplinary and Classification. You must include copies of all your appeal paperwork with your Ombudsman Complaint Form before they will open a complaint. Information about how to file an Ombudsman complaint and the complaint forms are on the supply cart. Ombudsman complaints MUST be filed in writing, but they will accept telephone calls from inmates, but complaints must be filed in writing. **NOTE:** The Ombudsman cannot review matters that are being managed by the court system. Complaints to the Ombudsman should be mailed to:

Alaska Office of the Ombudsman
333 W 4th Avenue, Suite 305
Anchorage, AK 99501

Absentee Ballot Voting

PROCEDURE FOR OBTAINING AND CASTING AN ABSENTEE BALLOT:

It is the responsibility of the prisoner who wishes to vote in a state or federal election to follow these steps in order to obtain and cast an absentee ballot. The Division of Elections determines whether or not a prisoner is eligible to vote.

- Write to the Division of Elections to request an application for an absentee ballot as well as a voter registration form if needed. The address is:

Division of Elections
Absentee and Petition Office
619 East Ship Creek Ave., Suite 329
Anchorage, Alaska 99501-1677

- After receiving the application for an absentee ballot, it is the responsibility of the prisoner to fill out the application and mail it to the address that is indicated.
- After receiving the absentee ballot, it is the responsibility of the prisoner to follow all instructions, including meeting all deadlines, in order to submit the ballot in a timely manner.
- Mail to and from the Division of Elections is considered privileged mail. However, facility staff are not required to take steps outside normal procedure to expedite mail to the Division of Elections.
- A prisoner who wishes to vote in a local or municipal election must write to the City Clerk to request an absentee ballot. A prisoner who is a resident of another state must write to that state's Secretary of State to request information as to how to obtain an absentee ballot.
- A person who is convicted of a felony involving moral turpitude is disqualified from voting in a State or municipal election until the person's unconditional discharge, per AS33.30.241.
 1. Felony involving moral turpitude includes those crimes that are immoral or wrong in themselves such as murder, manslaughter, assault, sexual assault, sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury, perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terroristic threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, sex trafficking, criminal mischief, misconduct

- involving a controlled substance or an imitation controlled substance, permitting an escape, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography.
2. “Unconditional discharge” means that a defendant is released from all disability arising under a sentence, including probation and parole;
- The procedures for restoring your voting rights upon unconditional release are explained in Policy 808.08.

Marriage Policy 808.10

Prisoners under the jurisdiction of the Department of Corrections may be permitted to marry while incarcerated; however, each request shall be considered and determined on an individual basis.

Access to Legal Materials and Law Library

- You will have access to the Digital Inmate Law Library (DiLL) within one working day of your request, unless there are unusual circumstances.
- You may receive assistance from the law librarian to show you how to use the law library, to help with your legal research, or help prepare your legal pleadings.
- Department polices can be accessed through the DiLL or through submitting a request to the facility Compliance Sergeant or Education Coordinator.
- If you want help from a specific prisoner who is not a law librarian in the institution, you must get permission from the Superintendent beforehand via a Cop-Out form.
- If the criminal or civil law materials you need to conduct your legal research are not accessible on the DiLL, you may request them from the Compliance Sergeant or Education Coordinator.
- Copies of requested research are the property of the Department and must be left in the law library for others to use.
- If you want copies of your own, you must pay for them.
- The Law Library has one properly functioning typewriter. Typing paper and carbon paper used to prepare legal filings are available through the Education Coordinator.
- If your access to a typewriter is denied because of, "Individual Determination Restrictions", you will be allowed access to a pencil and paper with which to prepare legal pleadings and correspondence.

Library

The library and law library are located in the Learning Center. A wide variety of materials are provided for the purpose of education, research, enrichment, and enjoyment. However, law materials and most reference books are on reserve and may not be removed from library. Library activities are listed in the Inmate Daily Activity Schedule posted in each Quad and are announced over the intercom.

Recreation

AMCC offers inmates indoor and outdoor recreation. If weather permits, outdoor recreation will normally be offered instead of indoor recreation. The outdoor yard is divided into two zones; one for men and one for women. The zones are divided by a ten-foot wide boundary zone into which inmates are not allowed to enter.

- Recreation is offered a minimum of seven (7) hours a week, normally one (1) hour a day. However, when scheduling conflicts occur you will have to choose between recreation, work or programs.

- Prisoner participation in specific recreation activities may be restricted due to security or medical restrictions. If you fail to follow these set restrictions during recreation, you may lose your recreation privileges and be subject to disciplinary action.
- “**Anything goes**” or “**combat**” basketball resulting in injuries or fights are **prohibited**. Overly aggressive play, behavior, or language will result in disciplinary action to include restitution, punitive segregation, and/or loss of privileges.
- Recreation activities are listed in the Inmate Daily Activity Schedule posted in each Quad and announced over the intercom.

Religious Activities

AMCC will ensure that each inmate is provided the freedom to exercise his or her religious beliefs and practices and has access to religious resources, services, publications, and counseling.

- The Nome Ministerial Association, made up of ministers, priests, and lay leaders from local churches, provides religious services and programs to the inmates of AMCC.
- Weekly programs may include Bible Study, Sunday services and Catholic Mass.
- Individual spiritual counseling can be requested in writing from a specific faith community. The Volunteer Chaplain may be available for individual counseling.
- Religious activities are listed in the Inmate Daily Activities Schedule posted in each Quad and announced over the intercom.

RULES AND DISCIPLINE 22 AAC 05.400

You will be held responsible for your individual actions while under the jurisdiction of the Department of Corrections. Rule infractions will be reported and acted upon. The local District Attorney will be informed if you commit an infraction which is a violation of a felony criminal statute. If the District Attorney files a criminal complaint against you, the Superintendent may postpone any disciplinary action until the criminal prosecution is over.

Planning or trying to commit, or aiding or encouraging another to plan or try to commit an infraction, is considered the same as a commission of the infraction itself.

Major Infractions (B) 22 AAC 05.400(b):

1. Homicide;
2. Assaulting a staff member or visitor to include spitting, spraying wiping or throwing bodily fluids or fecal matter;
3. Escape or evasion from custody;
4. Setting a fire;
5. Rioting;
6. Assaulting another prisoner under circumstances that create a substantial risk of serious physical injury;
7. Threatening or intimidating a witness in an official proceeding;
8. Possessing, using, or introducing weapons or escape implements to include cellular telephone or wireless communication device and any other object that maybe used to facilitate an escape;
9. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$1,000.00 or more;
10. Spitting, spraying, wiping or throwing bodily fluids or fecal matter on or at another person, including when providing a urine sample;
11. Committing a class A or unclassified felony offense.

High-Moderate Infractions (C) 22 AAC O5.400(c):

1. Fighting (e.g., mutual combat);
2. Extortion, blackmail, or protection, such as demanding or receiving favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing;
3. Engaging in sexual acts with others or making sexual proposals or threats or sexual statements towards any staff or prisoner;
4. Wearing a disguise or mask;
5. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$100.00 - \$999.99;
6. Tampering with or blocking a locking or security device, speaker, lights, doors or windows;
7. Possessing, using, or introducing any contraband, except that described in section B(8) above, that directly threatens the security of the facility, including but not limited to money, tobacco, unauthorized drugs, cell phones, camera, sound or video recorders or transmitters;
8. Smoking;
9. Intentionally misusing prescribed medication, e.g., hoarding medication or taking another person's medication;
10. Adulterating food or drink;
11. Participating in an organized work stoppage;
12. Possessing staff clothing or unauthorized civilian clothing;
13. Counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or possessing or using such document in a way that threatens the security of the facility;
14. Giving or offering a bribe to an official or staff member;
15. Threatening another person with immediate bodily harm;
16. Engaging in a group or individual demonstration or activity that involves throwing of objects, loud yelling, loud verbal confrontation, or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility;
17. Refusing to provide substance abuse specimen when requested by a staff member;
18. Intentionally providing a false statement before a classification, or disciplinary committee/hearing officer or to an investigator in a grievance classification or disciplinary matter;
19. Refusing to obey a direct order of a staff member;
20. Misusing the telephone, including but not limited to, making intimidating, obscene, harassing or threatening phone calls; making three way or call forwarding calls;
21. Encouraging others to engage in a food strike;
22. Refusing or failing to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel;
23. Intentionally interfering with a prisoner count; and,
24. Committing a class C or B felony offense.

Low-Moderate Infractions (D) 22 AAC 05.400(d):

1. Indecent exposure;
2. Stealing, destroying, altering, or damaging government property or another's property resulting in damages from \$50.00 to \$99.99;
3. Unauthorized use of mail or telephone;
4. Lying or providing a false statement to a staff member under circumstances other than those described in section (c) (18) above;
5. Giving or loaning property or anything of value for profit or favors if it threatens the security or order of the facility;

6. Threats to another of future bodily harm;
7. Possession of anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
8. Malingering or feigning an illness, injury, or suicide attempt;
9. Missing a prisoner count, unexcused absence or tardiness from work or an assignment, failing to perform/work as instructed by a staff member or refusing to perform a work/program assignment for alleged medical reasons without being excused by health care staff;
10. Failing to abide by posted sanitation rules or failing to comply with the posted rules for personal grooming and cleaning quarters;
11. Being in an unauthorized area;
12. Using equipment or machinery without specific authorization or contrary to instructions or posted safety standards
13. Using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with the security or orderly administration of the facility;
14. Tattooing or self-mutilation, other than attempts at suicide;
15. Unauthorized communication or contact with the public or visitors to include but not limited to personal contact, mail, phone system or through a third party;
16. Giving or exchanging, or accepting anything of value from another person without prior Superintendent's prior approval if it threatens the security or order of the facility;
17. Threatening damage to or theft of another's personal property;
18. Kicking, shouting, or banging, or engaging in any other persistent nuisance noise or activity;
19. Willfully failing or refusing to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent; and
20. Commission of a misdemeanor offense.

Minor Infractions (E) 22 AAC 05.400(e):

1. Gambling, or possession of unauthorized gambling paraphernalia;
2. Possession of unauthorized prisoner clothing;
3. Failing to follow posted safety rules, except as described in section D(10) above;
4. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of less than \$50.00; and,
5. Failing to follow a written rule after the Superintendent approved rule and the prisoner was provided notice of it.

Penalties for Infractions

The Disciplinary Hearing Officer shall impose at least one, and may impose all of the following penalties if you are found guilty:

- Reprimand.
- Suspension of participation in activities described in 22 AAC 05.470(b) for a period up to 20 days for a minor infraction, up to 40 days for a low-moderate, up to 60 days for a high-moderate, and up to 90 days for a major infraction.
- Confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for periods not to exceed: 20 days for a low moderate, 40 days for a high moderate and up to 60 days for a major infraction.
- Suspension while in Punitive Segregation: Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation and may otherwise be suspended for the periods described in F(2)(b) above, except that participation in the activities described in sections (1)-(4) below for a prisoner who is

otherwise entitled and not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity:

1. participation in education programs or group religious services;
 2. contact visitation;
 3. secure visitation other than with immediate family members (e.g., spouse, parents, children or siblings);
 4. telephone calls, except to an attorney or the office of the ombudsman; A.S. 33.30.231(a)
 5. use of any electronic device;
 6. recreation, except for one hour of exercise per day;
 7. reading material, except for religious or legal matter, or educational materials if the prisoner is enrolled in a course;
 8. eating in a community dining area; and,
 9. use of the commissary. 22 AAC 05.470(b).
- Restitution for the amount of property damage, theft, or, in the case of an injury, for the amount of medical care related costs, or for costs incurred from a missed scheduled health care appointment due to a prisoner's willful failure or refusal to keep the appointment. This includes placing a hold on your worker's compensation payments, withdrawal of money from your account, or requiring you to work without benefit of compensation;
 - Forfeiture of up to 90 days statutory good time; for a low moderate, 180 days statutory good time for a high-moderate and 365 statutory good time for a major infraction.

Disciplinary Report

You will receive a copy of any Incident Report written about you within five working days after the alleged infraction or the date upon which you were identified as a suspect in the alleged infraction, whichever occurred later. If an ongoing investigation is likely to be jeopardized, you will be given a copy of the report when the investigation is finished.

The report must include:

- The citation of the rule allegedly violated
- The details of the incident
- A description of the disposition of the physical evidence, if any
- The identification of any known witnesses
- If the allegation is based on the testimony of an anonymous informant, a note of that will be included

Disciplinary Hearing

If an Incident Report is scheduled for disciplinary action, you will be notified. You are entitled to the assistance of an advisor to assist with coordinating your presentation at a disciplinary hearing, unless the infraction is a minor infraction.

You do not have to accept the help of an advisor and can present your own defense if you wish; however, advisors are trained in the disciplinary process and can help you understand the process.

The Adjudication Phase

The Hearing Officer will consider the facts and evidence connected with the alleged infraction(s), to determine whether you have committed the infractions alleged. Except for minor infractions, the proceedings must be recorded.

The disciplinary report will be read into the record by the Hearing Officer:

- You will be asked if you admit or deny each of the infractions alleged.
- If you admit guilt, the dispositive phase will begin.
- If you deny the charge, you and/or the Hearing Officer may present your witness and evidence.

The Dispositive Phase

The Hearing Officer will consider your case record information and program assessments and to decide what sanctions to impose.

You or your advisor may present evidence or information to mitigate punishment. After consideration of your statements and evidence, the hearing officer will inform you, on the record, of the decision and of your right to appeal. **You must declare your intent to appeal at this point in the hearing.** The appropriate district attorney will be notified when an unsentenced inmate is found guilty of rule violations. The field Probation Officer will be notified when inmates who are or will be on their case loads are found guilty of rule violations.

Appeal of the Disciplinary Decision to Superintendent

Minor, Low-Moderate, or High-Moderate Infraction disciplinary action may only be appealed to the Superintendent.

You may not grieve a disciplinary action, so your appeal must include your relevant points about the D-Board decision, sanctions or both.

The Superintendent will provide you with a written decision to affirm, reverse, reduce, or suspend the penalty or to send the matter back to committee.

Appeal of Superintendent's Decision to Director

If the Superintendent denies your appeal, you may appeal to the Director of Institutions, if the infraction was a **Major Infraction**. The Director will review your appeal and will prepare a written decision to affirm, reverse, reduce, or suspend the penalty or to send the matter back to committee. The Director is the final level of appeal.

Restoration of Forfeited Statutory Good Time Policy 809.07

A prisoner is presumed to be eligible for restoration of forfeited good time, (unless the Superintendent or Chief Classification Officer in cases involving prisoners incarcerated outside Alaska determines that restoration would be inappropriate), as outline in the schedule below. In order to be eligible for restoration you must have demonstrated satisfactory progress in faithfully observing the rules (Good Conduct) of the facility and served the applicable period of time since the occurrence of the infraction:

1. 30 days for a low-moderate infraction, as described in 22 AAC 05.0400
2. 60 days for a high moderate or major infraction as described in 22 AAC 05.0400

SEGREGATION 22 AAC 05.485

There are three types of segregation, **Administrative, Punitive, and Ad Seg 10**. When available, segregated prisoners will be housed in single cells. Administrative, and Punitive Segregation prisoners will be dressed in orange uniforms and Ad Seg 10 dressed in red uniforms. All segregated prisoners will be offered a shower and recreation daily. You must take the shower and recreation when offered as neither will be offered a second time during the day.

Administrative Segregation Rights, Privileges and Opportunities

- If you are placed in administrative segregation, you will be given a hearing within 3 working days to determine if your placement is justified.
- If you remain in administrative segregation after the initial hearing, you will be given a classification review hearing every 30 days.
- If you are Ad Seg 10 you will be given a classification review hearing every 4 months.

- If you are placed in administrative segregation on an emergency placement, the Superintendent will review the placement within 24-hours and determine the need for continued segregation placement. If placement occurs on the weekend or holiday the shift supervisor will determine continuation segregation and the Superintendent will review the placement the next business day.
- In administrative segregation, you are entitled to the basic rights, privileges and opportunities available to prisoners in the general population. This does not apply if an "**Individual Determination of Restrictions**" is imposed that restricts participation in the specific right, privilege or opportunity presents a threat to the order or security of the facility. This means that you are entitled to recreation, use of DiLL or access to law library materials, mail, telephone access, visitation, and practice of your religion, etc.
- It does not mean that you are entitled to as much personal property in your cell as prisoners in general population, or that other incidental privileges available to the general population will be available to you while you are in segregation. The following items are not authorized in the segregation area: **gym shorts, sweats, thermal wear, radio and headset, nail clippers and KOP medication.**

Prisoner Request for Administrative Segregation

The Department does not have to hold an initial classification hearing if you request placement in administrative segregation. You will be released from segregation when you request it. This does not apply if you meet the requirements for emergency placement and placement is invoked. You may be denied placement in administrative segregation if you cannot show a valid security or medical reason for requesting it. Wanting a private room is not sufficient reason for placement in segregation. You will be required to furnish information to document the reason you are requesting administrative segregation. Staff will use their professional judgment regarding your request. Upon your request to go back to general population the move will be made as soon as possible.

Punitive Segregation

Prisoners will be allowed only the following personal items while in punitive segregation:

- Writing materials - pencils, paper, envelopes and stamps
- Religious books
- If currently enrolled in an education class, you may have class work material.
- Hygiene items – one item of each deodorant, toothbrush with holder, toothpaste, comb, hairbrush, shampoo, conditioner, hand lotion soap, shaving cream, shower shoes and a cup.
- While in punitive segregation, you may only order hygiene items or stationary items from commissary if you have funds available in your account.

CLASSIFICATION 22 AAC 05.200

Classification Procedures Policy 700.01

You have a right to a classification hearing in the following circumstances or if any of the following actions are possible.

- Initial classification will be completed upon remand to a correctional facility. You may appeal to the Superintendent any factual errors or changes in status within three (3) working days. The Superintendent shall render a decision on the appeal within five (5) working days after the appeal is submitted. The Superintendent's decision is final.
- Reclassification will occur after the first year of incarceration and shall be completed every year thereafter for an annual classification review, and six months prior to release, or at any time at the discretion of the Superintendent. You may appeal the reclassification decision to the Superintendent of the holding institution within five (5) working days of the prisoner's receipt of the decision. The Superintendent shall render a decision on the appeal form within

five (5) working days after the appeal is submitted. A copy of the decision shall be provided to you within three (3) working days of the decision. The Superintendent's decision is final with the exception of out-of-state transfer decisions which are appealable to the Director of Institutions.

- Designation: Designations will be completed following the inmate's sentencing:
 1. Short-term designations will be completed for inmates sentenced to 366 days or less. You may appeal the short-term designation decision to the Director of Institutions within ten (10) working days of the prisoner's receipt of the decision. The Director shall render a decision on the appeal form within fifteen (15) working days after the appeal is submitted. A copy of the decision shall be provided to you within three (3) working days of the decision. The Director's decision is final.
 2. Long-term designations will be completed for inmates sentenced to 367 days or more. A prisoner may appeal the long-term designation decision to the Director of Institutions within ten (10) working days of the prisoner's receipt of the decision. The Director shall render a decision on the appeal form within fifteen (15) working days after the appeal is submitted. A copy of the decision shall be provided to the prisoner within three (3) working days of the decision. The Director's decision is final.
- Administrative transfers: Central Classification has the authority to initiate administrative transfers based on the need to manage population, facilitate prisoner access to court, medical and rehabilitative programs and services, and for other legitimate administrative objectives. A prisoner may appeal an administrative transfer decision within five (5) working days of the prisoner's arrival at the designated facility. The appeal shall be forwarded to the Chief Classification Officer who shall render a decision on the appeal form within ten (10) working days after the appeal is submitted. The decision of the Chief Classification Officer is final.
- Out-of State transfer: A prisoner may be transferred to an institution outside the State of Alaska which is operated by the Federal Bureau of Prisons, a state, county, city or municipality or a private entity if a determination is made that the prisoner's rehabilitation or treatment would not be substantially impaired by the transfer. An appeal of an out-of-state transfer decision shall be submitted to the Institutional Probation Officer within five (5) working days of the day the prisoner receives written notice of the Central Classification decision. The Director shall provide a response within fifteen (15) working days after the submission of the appeal and the response shall state that the Director's decision is the final agency decision which may be appealed to the Alaska Superior Court within thirty (30) days.
- Three (3) working day review of placement in administrative segregation, and every:
 1. Thirty (30) days for continued placement in administrative segregation;
 2. Four (4) months for continued placement of Ad Seg 10 inmates;
- Termination of a furlough.
- An increase in custody level.

Probation Officers will review your institutional file when you arrive to complete your classification. If you are unsentenced your classification should be completed within five (5) days of remand. If sentenced your designation will be completed within five (5) days of the completion of your Time Accounting Record if you are sentenced to 366 or less; fifteen (15) days following the completion of your Time Accounting Record if you are sentenced to more than 366 days. Thereafter, you will be scheduled for an annual reclassification. See Policy 700.01 for details.

On the back of the Appeal of Classification Action form is a description of your right to appeal and the appeal process. Appeal forms can be obtained from your Probation Officer. Probation Officers are assigned case loads based on the alphabet. Your written cop-out request will be forwarded to the appropriate Probation Officer based on your last name.

Custody

Your custody level will determine your housing assignment, the type of institution in which you may be assigned and amount of supervision you need within the institution. Your custody level is based on your current offense, your history, whether you have any pending detainer(s), and your responsibility and behavior while incarcerated. Your custody level is used to decide, which programs you may participate in, and which privileges you may have.

RECORDS 22 AAC 05.090

Time Accounting Policy 600.01

A Time Accounting Record will be initiated and maintained for you by the department. The Records Sergeant is responsible for calculating the sentenced offender's time accounting. If you have 60 days or more to serve, you will be given a copy of your time accounting record within thirty (30) days after your sentencing date. If you have less than 60 days to serve after sentencing, you will be given a copy of the time accounting record as soon as administratively possible. Questions regarding Time Accounting should be submitted on a Request for Interview to the Records Sergeant.

Sentence computation:

remand date + sentence imposed – statutory good time = release date.

Access to Records Policy 602.01

The prisoner, prisoner's attorney, the attorney's agent, the Ombudsman or other authorized persons may be granted access to the prisoner's case record upon request and approval by the Superintendent.

FISCAL 22 AAC 22.05.105

Inmate Fund Account Policy 302.12

- All funds received are deposited into your Inmate Fund Account. Your Offender Number is used to identify your account. This includes the money you came in with, money given to you by a visitor, received through the mail, and/or as compensation for working in a paid inmate job (i.e., Inmate Gratuities).
- If the family member or friend sends you money you must advise them to send money orders not cash through the mail. Also, remind them to fully complete Money Orders or Cashier Checks sent to you, including your full name.

NOTE: *Checks will ONLY be accepted if they are Certified, or issued by the State of Alaska, U.S. Government, Corporate Dividends, refunds from vendors, postal money orders, certified checks or payroll checks.*

- There is a ten (10) day waiting period before funds will become available. **All personal checks will be returned to sender.**
- You will be given a receipt for all funds received while at AMCC. Inmate gratuities are credited directly to your account and no receipt is issued. However, monthly statements are issued which show what was deposited and what was spent from your account.
- Providing you have money on your 'books' (in your account), you may disburse money up to \$250.00 with Superintendent or designee approval, to an individual. Offender Trust Account slips, along with a stamped, addressed envelope, must be placed in locked mail boxes no later than lockdown on Thursday night. Submit the request to the Property Officer.

- Checks will be written once per week, normally on Fridays.
- If you are found guilty of committing a disciplinary infraction or crime involving damage to property or injury to a person, your funds may be frozen pending resolution of the matter and you may be required to pay restitution as imposed by the Disciplinary Hearing Officer and/or Judge. After resolution of the matter, your account will become available. While your funds are frozen, you will be considered "**Indigent**". The Superintendent may sign checks against your account for the above stated purposes.
- No inmate will be extended a loan from the Inmate Fund Account.
- No inmate may transfer funds to another inmate's Fund Account.

Outside Banking Transactions Policy 302.12

- Outside banking transactions require the written approval of the Superintendent. Sentenced prisoners may have outside savings accounts under certain circumstances. Inmates attempting to engage in outside banking activities without the express written approval of the Superintendent will be subject to disciplinary action.
- When you are released from jail or transferred to a non-state facility, all monies due to you will be paid by either cash or check. Checks will be mailed to you. Upon release, ensure that the facility has your current mailing address.
- If you are being transferred to another state facility, your money will remain on your offender account.
- Inmates furloughed to CRC placement, will only receive "**Funds available**". "***Forced Savings***" ***amounts will be paid and mailed upon release from state custody.***
- You will not be required to make payments for the cost of medical care, dependent support, or court-ordered fines, restitution or judgments directly. Required payments will be made from your account by the Department.

Submitting Forced Savings Requests to the Deputy Commissioner

In cases of **extreme hardship**, monies may be disbursed from a prisoner's mandatory forced savings account prior to release. Disbursements due to hardship will be at the sole discretion of the Deputy Commissioner.

- The inmate will need to submit a written request to their Probation Officer of the amount, identifying what is to be done with the funds, and why.
- The Probation Officer will submit a memo indicating these same details and anything else at their discretion. The inmate's written request will be attached.
- The memo and request will be mailed to the Deputy Commissioner.
- After the decision is made by the Deputy Commissioner, a copy of the decision page attachments will be sent to the PO and Superintendent.
- A copy of the decision page and attachments submit with request will be mailed to that inmate.

Work and Job Assignments

While you are incarcerated at AMCC, you may be required to work as directed by AS.33.30.191. Work assignments at AMCC fall into two categories:

- Established positions, which specific individuals are assigned to on an on-going basis are covered by scheduled gratuity payments. All inmates not assigned to an established position are subject to perform work in accordance with Institutional Standard Operating Procedures AM-812.01.
- Special Work Assignments. These duties are not normally covered by any gratuity payment schedule and are utilized on an as needed basis.

- Inmates requesting to go to work should submit a cop-out to the Shift Supervisor or other supervising staff member (i.e., Food Service or Maintenance Foreman) to have their name added to the Inmate Job Waiting List.

NOTE: *You may be required to perform uncompensated labor as needed.*

Work Performance/Responsibilities

- When assigned to a work position you will be expected to perform the duties as assigned to the best of your abilities. Carelessness, laziness, shirking, or faking illness will not be tolerated. Failure to perform assigned tasks promptly and properly shall be cause for termination and possible disciplinary action.
- Kitchen workers are responsible for depositing their soiled kitchen uniforms in the Laundry everyday. During “call-backs” from the kitchen, workers will receive their clean issue of kitchen whites. The exchange of kitchen clothing will be completed on a one for one basis (i.e. you turn in one soiled shirt; you get back one clean shirt). If shoes need replacing, you can turn them in at the laundry and receive clean ones. Kitchen workers will not be allowed to have two pairs of shoes.
- It should be noted that work performance, attitude, and general institutional conduct will be considered in evaluating persons for various program, housing assignments, furloughs, etc. These factors also play an important part when being considered for discretionary parole.
- AMCC maintains established inmate job positions in the following areas: maintenance, custodial, institutional laundry, culinary, librarian, and general labor duties.
- Compensation (Prisoner Gratuity Payments) for each position is governed by Institutional Standard Operating Procedure AM-812.02.
- All inmate workers will be responsible for turning in time sheets. Inmate workers are also responsible for maintaining an accurate listing of hours and having the time sheet signed by the Post Officer supervising their work area. Inmate workers scheduled for release, wishing to get paid for their hours worked upon release; need to write “**RELEASE**” on their timesheet and place their timesheet in the locked mailbox the evening prior to their release.
- **WORK ETHICS** - Be available for the escorting Officer when you are scheduled for work. You may be asked to work at unscheduled times. It is your responsibility to keep your time sheet current and have the supervising staff verify your time and work. It is also your responsibility to turn your timesheet in on time. Kitchen Stewards will turn in timesheets for all inmates working in Food Service positions. Admin. Assistant will turn in timesheets for all inmates working in Admin. Custodian positions. It is your responsibility to conduct yourself in a safe manner to utilize safety equipment, and report any safety hazards. It is the responsibility of the Inmate worker to follow facility rules at ALL times and set a good example for other inmates.
- **TERMINATION** - If you refuse to work for other than medical approved reasons, you will be subject to immediate termination and probable disciplinary action. If you wish to quit for any reason, you must submit a “Cop – Out” to the designated Supervisor. **If you are fired from a position, you will be placed on a 90 day do not hire list.**
- **TRANSFERS** - If you wish to work in another inmate position, you must submit a “Cop – Out” to the Shift Supervisor.

Photocopies

Request for copies must be submitted on “**Legal**” or “**Personal**” copy request forms to the Property Officer. The Officer will make copies once per week at a cost of 15 cents per copy. Prisoners who are **indigent** are authorized legal copies only.

Prisoner Incentive Program – PIP

Prisoners shall be allowed to possess personal property dependent on their phase status

Phase I

All newly remanded prisoners, pretrial detainees and those serving 365 days or less will be considered Phase I:

1. No Personal clothes are allowed.
2. Personal property limited to items listed on Authorized Property List.
3. Commissary purchase not to exceed \$25.00 per week.
4. Special Commissary – if approved by the superintendent to purchase an AM/FM radio and headset.
5. Special Commissary will be offered during the first week of Regular Commissary in April, August and December.
6. Commissary purchases from approved AMCC Commissary Programs only.

Phase II

All sentenced prisoners. 366 days or longer, that has no B or C guilty findings for the proceeding 90 days or prisoners currently employed in the institution.

1. Personal property limited to items listed on the Authorized Property List.
2. Personal clothing limited to items listed on the Authorized Property List.
3. Commissary not to exceed \$50.00 per week.
4. Special commissary of \$250.00 up to three times annually.
5. Special Commissary will be offered during the first week of Regular Commissary in April, August and December.

Phase III – Will not be available at Anvil Mountain Correctional Center.

Commissary

Commissary is a privilege used to purchase items not provided by the institution. The commissary program is available every week unless inclement weather delays delivery. (*Commissary slips must be turned in by lockdown the day issued.*)

- Total purchases before city sales tax, may not be more than your current Phase Level.
 1. If you go over you Phase Level limit, your commissary will be **“Denied”**
 2. If you order over any of the item limits your commissary will be **“Denied”**
- Commissary slips not completely filled out with the below listed information will be **Denied:**
 1. Full name written legibly,
 2. Phase Level,
 3. Offender Number,
 4. Quantity of items ordered,
 5. Quad in which you reside in,
 6. Current date.
- Prisoners on PS status or newly placed on PS status that already ordered commissary will have items that are not stationary items or hygiene related seized and placed in their secured property until released from punitive segregation.
 1. A Property Seizure Form will be completed.
- Commissary items listed with an Asterisk ** will require your offender number engraved on the item for retention in the institution.

Indigent Commissary

Indigent commissary may be ordered once weekly. Forms must be submitted by lockdown **Thursday** of each week. Indigent commissary items are limited to a hair comb, pencils, shaving cream, toothbrush, toothpaste, envelopes and writing paper.

An indigent prisoner is someone who has less than \$20.00 presently available on his/her account and who has had no more than \$50.00 in his/her account during the preceding thirty (30) days.

A prisoner with more than \$50.00 on his/her account during the preceding thirty (30) days will still be considered indigent if no more than \$50.00 remain after mandatory deductions (restitution, fines, child support enforcement orders, violent crime compensation payments, or civil judgments) or deductions made for educational materials or courses, counseling, or health care.

PERSONAL PROPERTY 22 AAC 05.035

Personal Property Policy 811.05

- All personal property and institution issued property is to be maintained neatly in the plastic property tub attached under each bunk. Property amounts in excess of that which can be stored in this tub are prohibited.
- You are not permitted to transfer ownership or possession of property from one inmate to another. If you do, you will be subject to disciplinary action.
- You may not buy, sell, trade, or loan your property to another. If you do, you will be subject to disciplinary action.
- Inmates found in possession of items that are not theirs (i.e. radios, commissary, etc.) will be subject to disciplinary action. Such items will be seized and disposed.
- Property in your possession is your responsibility. (You must sign a Prisoner Release of Liability for any personal property retained in your possession within the institution).
- Inmates may only have a total of five magazines in their cell or storage box.
- Magazines that are obtained and taken into the housing units become institutional property.
- Food/drink items that are open or perishable will not be transferred, or stored.
- Sweatpants, sweatshirts and gym shorts, as well as sweatbands for head and wrists are intended for use during gymnasium recreation only.
- Secure storage (Property Room) is intended for holding property that is not authorized for possession, but will be needed upon release such as: street clothes, coats, boots, wallet, and identification papers, etc. Secure storage may also be used to provide temporary storage (90 days) for unauthorized items pending dispersal. Secure storage will not be used as a means to rotate otherwise authorized items; this practice is prohibited by department policy.
- If there is special reading material item, i.e. a Bible or institution education material that you want to keep and take with you upon release you must have advance approval from the Superintendent.
- Family members may order up to five paperback books through the approved vendor, Amazon.com (No third party vendor) and have the books shipped directly from vendor to the inmate.

Items Comm = Commissary Purchase Ind = Individual Determination by Property Officer	Quantity Allowed		Supply Source	Items Mail = Received via US Mail Service ** = Prescribed or authorized by Medical and Superintendent	Quantity Allowed		Supply Source
	Phase I	Phase II			Phase I	Phase II	
Clothing				Stationary Items			
Athletic Shoes	0	1 pr	Comm	Address Book (No metal parts)	1	1	Comm
Gym shorts, Gym use only	0	1	Comm	Colored Art Pencils	0	36	Comm
Sweat suit-shirt/pants Gym use only	0	1 each	Comm	Greeting Cards	12	12	Comm
Shower Shoes	1 pr	1 pr	Comm	Envelopes	1 Box	1 Box	Comm
Shoes	1 pr	1 pr	Inst	File Folder (Accordion Envelope)	2	2	Comm
Tee Shirts	0	3	Comm	File Folders (Manila)	100	100	Comm
Thermal Underwear (Top & Bottom)	0	1 each	Comm	Notebook Paper (Sheets)	200	200	Comm
Hygiene Items				Pencils (Wood)	12	12	Comm
Clearasil	1	1	Comm	Photo Album (No metal)	1	1	Comm
Conditioner/Shampoo	1/1	1/1	Comm	Postage Stamps	25	25	Comm
Contact Lens Cleaner	2	2	Comm	Sketch pad 9X12" (No metal)	0	1	Comm

Contact Lens Drops	2	2	Comm	Clear Sheet Protectors	6	6	Comm
Contact Lens Solution	2	2	Comm	Make-up (Females Only)			
Dental Floss	2	2	Comm	Eye Shadow			
Denture Adhesive Cream	2	2	Comm	Eye-brow Pencil	0	1	Comm
Denture Cleaner	1box	1 Box	Comm	Foundation Powder	0	1	Comm
Denture Cup (Plastic)	1	1	Comm	Lipstick	0	1	Comm
Deodorant (Solid stick type)	2	2	Comm	Mascara			
Ear Plugs	1 pr	1 pr	Comm	Jewelry & Personal Accessories			
Eye Wash (No Visine)	1	1	Comm	Bible/Koran	1	1	Ind
Hair Brush/Comb	1/1/	1/1	Comm	Bowl	1	1	Comm
Hair Comb/Pick (No pointed handle)	1	1	Comm	Cup (institution)	1	1	Inst
Hair Food	1	1	Comm	Cup (Plastic)	0	1	Comm
Hair ties - pony tail holder (No barrettes)	6	6	Comm	Coffee-maker cone	0	1	Comm
Lip Balm	1	1	Comm	Dictionary- Pocket	1	1	Comm
Lotion	1	1	Comm	Magazines	5	5	Comm
Magic Shave	1	1	Comm	Personal Letters	20	20	Mail
Nail Clippers (No file)	1	1	Comm	Photos (Loose)	5	5	Mail
Noxzema	1	1	Comm	Religious Medallion/Necklace	1	1	Ind
Powder Body/Foot	1/1	1/1	Comm	Spoon/Spork (Inst or Comm)	1	1	Comm
Q-tips	1pkg	1pkg	Comm	Wedding Band (Plain Band)	1	1	Ind
Sanitary Napkins/Tampons	3 pkg	3 pkg	Comm	Cereal Bowl w/lid	1	1	Comm
Shaving Cream	1	1	Comm	Paperback Book	5	5	Ind
Soap	2bars	2bars	Comm				
Soap Case (Plastic)	1	1	Comm				
Styling Gel/Pomade	1	1	Comm	Appliance & Accessories			
Toothbrush	1	1	Comm	Alarm Clock	0	1	Comm
Toothbrush Case	1	1	Comm	Calculator	0	1	Comm
Toothpaste	1	1	Comm	Headphones (Button or foam type)	1	1	Comm
Tweezers	1	1	Comm	Radio (Am/Fm Walkman type) W/Supt Approval	1	1	Comm
Recreation & Entertainment Items							
Board Game - Checkers	0	1	Comm	Board Game - Backgammon	0	1	Comm
Board Game - Chess	0	1	Comm	Cards, Playing (deck)	1	1	Comm
Board Games - Scrabble	0	1	Comm	Dominos	0	1	Comm
Medical Items							
Contacts with Case	**	**	Ind	Reading Glasses (Personal or Comm)	1 pr	1 pr	Comm
Dentures with Case/Cup	1	1	Ind	Prosthetics or other medial Items	**	**	Ind

Transfer of Personal Property

If you transfer to another facility your personal property that will fit into a 10 1/2" x 12" x 15" box will accompany you. All other property must be dispersed or disposed of at your expense.

GROOMING, CLOTHING, AND BEDDING 22 AAC 05.125

- You may have any hair or beard style you want providing you keep it clean. If length or cleanliness becomes a safety, health or sanitation problem, you may be required to shorten and/or clean it.
- If you have long hair and are assigned to a work area near machinery or in the food service areas, your hair must be covered with a hair net, hard hat or other appropriate covering.
- If your appearance changes because of growth or removal of facial hair, length hair or hair color, you will be photographed again for identification purposes.

- You will be given an opportunity to shower at least 3 times per week. If you are assigned to special jobs like food service, health care, or sanitation or mechanical services, you are required to shower daily.
 - You will be given an opportunity to use a razor daily.
 - Hair clippers will be issued as follows:
 - A-Quad – Monday and Thursday Night
 - B-Quad – Tuesday and Friday Night
 - C-Quad – Wednesday and Saturday Night
 - D-Quad and M/I – As needed by cop-out request
 - You must keep your living area clean at all times.
 - You must dress in accordance with the security standard of the institution.
 - At a minimum, you will be provided with:
 1. Two sets of clean uniforms
 2. Three sets of underclothes (Underwear and socks)
 3. A clean, undamaged mattress and pillow
 4. Two towels, two sheets, a mattress cover, a pillowcase, and two blankets unless documented individual health or safety is at risk
 5. One pair of shoes.
 - Clothing exchange will be offered twice a week as follows:
 - A-Quad – Monday and Thursday
 - B-Quad – Tuesday and Friday
 - C-Quad – Wednesday and Saturday
 - D-Quad – Tuesday and Friday
- Segregation Unit – daily
- All clothing exchange will be completed on a one for one basis. (i.e. you turn in one shirt you get one shirt in return).
 - Blanket exchange will be offered once a month. Inmates in segregation are provided one set of clothing and exchanged daily.

Sanitation and Safety Inspections

Sanitation and safety inspections of the facility will be conducted daily to ensure a high degree of cleanliness, sanitation and safety is maintained throughout the facility. The Shift Supervisor will conduct the inspection at approximately 0730 hours. The Shift Supervisor and the Superintendent will conduct a formal inspection every Friday morning.

MEALS AND FOOD SERVICE 22 AAC 05.115

You will receive three nutritious and well-balanced meals every 24-hours; two will be hot meals. On Saturdays, Sundays, and holidays you will be given two hot meals and a snack. No more than 14 hours will go by between the last and next meal/snack.

Special religious, medical, and vegetarian meals will be made available to the extent reasonably possible. The Superintendent, or designee, on a case-by-case basis must approve vegetarian and religious diets. Medical diets are available only when prescribed by medical staff. Refer to the Inmate Activity Schedule posted in each Quad's bulletin board for meal time.

HEALTH CARE 22 AAC 05.120

When you were booked, you were asked many questions by the medical staff about your medical history. This was done to help us provide you with proper medical care.

In the event of a Medical Emergency, inform a staff member immediately. (An emergency is a direct threat to or serious injury); otherwise, routine medical requests will be placed in the locked mailbox for evening pick-up.

The "Med Cart" will be made available three times a day. Medications will be dispensed as prescribed. Non-prescription medications will also be offered at these times for three (3) days. Non-prescription medications needed beyond three (3) days will need physician approval. Those requesting oral medication must bring a drink with them to the Med Cart. All oral medications must be taken in the presence of staff, unless otherwise directed.

You will be charged five dollars (\$5.00) co-pay for each medical visit you initiate as outlined in P & P 807.07. These include visits to medical staff, mental health clinician, optometrist, physician, psychologist, or dentist.

NOTE: If you have been instructed by medical personnel not to participate in sports activities and ignore the directive and get injured or get hurt in a fight with another inmate, etc., restitution may be imposed if you are found guilty at a disciplinary hearing.

NOTE: If you don't have money in your account, you will be given medical care and an authorized deduction will be placed on your account until paid.

OTC Medical-Type Items, Vitamins

Cold/Allergy medication previously available on the Med Cart must now be purchased on commissary.

Informed Consent

You have the same general rights as any other citizen concerning examination, treatments, and procedures governed by Informed Consent. However, at the discretion of the health care provider, Informed Consent is not used in certain circumstances such as an emergency, which requires immediate medical intervention for your safety, or public health matters, such as communicable disease treatment.

Medical and Dental Problems

Medical and dental services are available to handle all routine medical and dental problems. Sick call with a doctor or physician's assistant is conducted weekly. If you have a chronic or serious illness such as a heart condition, diabetes, epilepsy, etc., or you were on medication before you were arrested and you have not told anyone yet, tell the shift supervisor or medical staff immediately. Institutional medical staff must receive approval for all prescription medication.

Counseling

In addition, spiritual counseling and several other counseling resources are available at AMCC. These include:

1. Institutional Probation Officers: Provide one-on-one pre-release counseling as requested.
2. Mental Health Counselor: A mental health counselor is available for mental health services.
3. Vocational counseling is available from the Education Coordinator and the Nome Job Service.

To request mental health counseling, submit a Request for Interview Form to "**Medical**", stating why you would like to meet with a mental health counselor.

PROGRAMS AND EDUCATION 22 AAC 05.300

AMCC's Learning Center offers inmates a variety of self-improvement programs and opportunities. The availability of these programs changes from time to time, depending on financial resources and staff considerations. Information regarding current available programs

is posted in each housing quad, announced over the public address system, or other appropriate means. Program offerings will normally include the following:

Adult Basic Education

The Learning Center is open and available for Adult Basic Education classes at posted times.

GED Courses

Resources are available for inmates to obtain an adult high school diploma or a General Education Diploma while at AMCC. This is a self-initiated program open to those without a high school diploma. The Education Coordinator will schedule tutoring for students to prepare to take the GED. The Education Coordinator will schedule GED testing.

Post Secondary Education

This is college level instruction that affords inmates the opportunity to earn a certificate or degree in an available field of study. Instruction will be offered via audio conference. The Alaska and Ohio University as well as other universities courses are available at the student's own expense. Financial aid may be available from Native Corporations, Alaska Job Service, Federal Student Aid or the University Student Aid.

Other Education Offerings

Pre-release Programs	Non-Credit Post Secondary Education
Mini-Vocational Courses (Posted as available)	Correspondence/Independent Study Courses
Criminal Attitude Program (CAP)	

For further information concerning these programs, contact the Education Coordinator.

Substance Abuse Program

Substance Abuse Treatment is offered daily. Submit a Cop-Out to your Probation Officer for enrollment in the program.

A.A. meetings are held weekly when a facilitator is available.

HEALTH AND LIFE SAFETY 22AAC05.050

While AMCC is equipped with fire detection and suppression equipment (*i.e., sprinklers, fire extinguishers, etc.*) it is important that all inmates be prepared to evacuate the building in an orderly and safe manner in the event of an actual emergency. Therefore, fire and emergency evacuation drills will be conducted periodically by institutional staff.

- When an emergency drill is announced, follow instructions of staff and move towards the appropriate exit to which you are directed in an orderly manner.
- **MAKE SURE THAT YOU PUT ON SHOES AND TAKE A BLANKET WITH YOU.** These precautions are required as you may be evacuated outside the building.
- **DO NOT TAKE PERSONAL PROPERTY WITH YOU.**

Interfering with an emergency drill or orders given by staff during an actual or simulated emergency, or the disregard of any fire safety codes will result in disciplinary action.

Fire Safety and Survival

By observing some simple rules and using common sense, you can greatly decrease the likelihood of a fire:

- Do not modify any electrical appliances, e.g., coffee pot, radio, radio power converters, etc., as this greatly increases the risk of electrical shocks/fires.
- Maintain adequate clearances of all fire exits *i.e.,* no buffers, cleaning supplies, chairs or boats are to be stored within 36" (three feet) of **ANY** exit.

- Your actions in a fire can save your life and others. Prompt action is critical in all emergency situations.
- Summon help first! For example, use the intercom and announce, “This is an emergency – there is a fire!” **Make sure to give location of the fire!** If you do not have access to the intercom wave a white towel, so the control room officer can see you and direct an officer to your area.
- Prepare for the evacuation, put on shoes and blanket. Assemble in the dayroom of your housing unit.
- Evacuate the area as instructed by staff.
- In a fire, **smoke** usually kills not the heat. If a fire was to break out, expect the entire building to rapidly fill with smoke. Try to place yourself where you will breathe the least amount of smoke possible. Often this can be accomplished by **crawling** out of the area. (Stay low – close to the floor, smoke rises). Being prepared is the key to surviving any emergency.
- Know the primary, secondary, and alternate evacuation routes that are posted in each housing unit. ***Understanding the evacuation process and evacuation routes can save your life.**
- Maintain adequate clearances of all exits. **Nothing may be** stored within 36" (three feet) of any exit.
- Maintain clean and sanitary living quarters.
- Properly store all personal property.
- **Smoking** is not permitted anywhere inside or outside the facility.

Hazardous Materials (Haz/Mat)

All cleaning materials can be hazardous to your health if not used correctly. All containers are labeled with instructions for use and First Aid. **READ & HEED!** All cleaning bottles and refill containers are color-coded to ensure that the right cleaning supply is used to refill them.

- **Do not mix cleaning solutions** (Cleaning solutions are issued pre-mixed in spray containers or other authorized containers.
- Use required personal protective equipment (i.e. rubber gloves or other equipment as needed).
- Be cautious using these solutions and avoid exposing others.
- Read and follow all labeling on the products you use. If you have **any** questions about the proper use and precautions to take with a product, ask any staff member. *(Do not use any chemical until you understand its proper use and precautions).*
- First Aid:
 1. **EYES** - Quickly flush with large volumes of water and call for help. Hold eyes open and keep flushing until staff tells you to stop *(at least 20 minutes).*
 2. **SWALLOWED PRODUCT** -Get help immediately. *(Do not induce vomiting unless instructed to do so by staff).*
 3. **CONTACT WITH SKIN** - If concentrate comes into contact with skin, or if burning or irritation occurs from exposure, immediately flush area with plenty of water and call for help.

Bloodborne Pathogens

A Blood borne Pathogen is any disease that may be contracted through exposure to bodily fluids, i.e., urine, blood, fecal matter, or any other bodily secretion. These diseases include HIV (Aids), Hepatitis B, and others. To lessen your chances of contracting (getting) one of these diseases you should use Universal Precautions, i.e., **treat ALL bodily fluids as though they are infectious.** Protect yourself and avoid high-risk activities, such as:

- Contact with contaminated sharp objects, i.e., needles, razors, or anything that can pierce, puncture, or cut your skin,
- Fights,
- Tattooing,
- Ear piercing,
- If you are exposed to another person's bodily fluids, the sooner you wash, the less chance you have of becoming infected.
- If there is a bodily fluid spill in your area, do not clean it up. Notify staff and they will issue equipment and give instruction on how to clean the contaminated area.
- Always use **Universal Precaution procedures**: Wear disposable gloves and clean contaminated surfaces with 10% bleach solution, which may be obtained from any staff member. Bag any items contaminated with blood, vomit, urine and/or feces in **red** biohazard bags supplied by staff.

(If you have any questions about Bloodborne pathogens ask a staff member)

GENERAL PROVISIONS 22 AAC 05.600

Notary Public

Notary service is available at AMCC. A Request for Interview form should be submitted to the Shift Supervisor requesting documents to be notarized. The notary will respond to your request in a reasonable amount of time.

RELEASE AND TEMPORARY RELEASE 22AAC 05.580

Temporary Release

A pretrial inmate can only be granted temporary release by the court. Sentence Inmates may apply for Short Duration Furloughs as outlined in Policy 818.13.

Halfway House

Placements in the halfway house are approved based on criminal history, custody level, inmate institutional behavior and prior halfway house behavior.

Furlough

Furlough to a treatment center or halfway house for treatment/employment is a possibility for sentenced felons who meet the halfway house criteria. See Policy 818.02

Transportation Upon Release

AMCC will provide a ride to the airport or to town for inmates who **do not** have money for taxi fare. The Department of Corrections will pay the cost of return transportation for state prisoners to the community of the original site of arrest within Alaska or to an authorized alternative destination. Cost of return transportation to an alternate destination shall not exceed the cost of transportation to the site of arrest. Request for alternative destination must be completed at least two work days before actual arrest. Transportation will be arranged for the earliest available means after release. If you were arrested out of Nome, and you decide to delay your travel to a later time you will have to pay your own way to the point of arrest.

HOUSEKEEPING STANDARDS

You are responsible for contributing toward the cleanliness of your assigned living unit, common's area, dorms, and cells.

1. All housing units will be inspected daily by the Shift Supervisor. The male quad with the highest score for that day will receive an additional hour of rec in the afternoon. "D" Quad must match or beat the highest male quad for extra rec.
2. **All inmates** are required to stand by their bunks for inspections. The Quad with the highest weekly scores (Shift Supervisor & Superintendent scores) will receive coffee and popcorn that weekend.
3. Failure to follow Posted Sanitation Standards will subject you to disciplinary action.

DORMS & SINGLE ROOMS CLEANING STANDARDS:

1. Bunks must be made with sheets and blankets neatly tucked under the mattress. The blanket covering the bed should be straight, free of lumps and folds. The pillow will be placed at the head of the bunk. Extra blankets will be folded neatly and laid at the foot of the bunk.
2. Bunks are to be neatly made by 0700 Monday through Friday and by 1200 on weekends and holidays. Bunks are to remain neatly made until 1800 hours each day. Inmates may lie down upon their beds and cover themselves with extra blanket, but beds must remain made all day between the hours stated.
3. Inmates may lie down on their beds and cover themselves with the extra blanket but their beds must remain made all day per general population requirements.

DESKS AND SHELVES: Desktops and shelves must be clean and free of dust, dirt, and clutter. Magazines, books, and calendars are to be stored out of sight. 2 family photographs may be on display.

SINK / TOILET: Will be cleaned daily. **Note: toilets are not trash receptacles.**

FLOORS: Will be free of dust, dirt, spills or marks and mopped daily.

WALLS: Will be kept clean. **DO NOT** write, draw, or cause any other type of markings on the walls.

VENTS: Vents will not be covered at anytime.

PICTURES: Photos are limited to five (5) loose pictures or photo album as provided in the Authorized Personal Property List. Photos or articles from magazines **MAY NOT** be pasted on walls or bunks.

PROPERTY: Property will be properly stored in each individual's property box, or on a shelf and/or desk. Towels or clothing can be hung on clothing hooks provided for each inmate. Shoes shall be placed neatly under the bunk.

ARTICLES OF CLOTHING/LINENS/ETC.: Clothing or linens will not be permitted to be used as covers for windows or vents or to block light. No clothes or linen be hung from the end of the bunk or from the upper bunk.

DOORS TO DORMITORIES AND CELLS: Doors to the dorms and cells are to remain in the fully open position at all times with only two exceptions:

1. Dorm and cell doors will be secured after lock down, for institutional lock-down counts, or as required by staff.
2. Inmates assigned to a cell may secure their door when they are out of the Quad on work assignments, recreating in the gym, or attending the Learning Center.

DO'S

- DO Read your handbook – All of it
- DO Address all staff by their title i.e. Officer Smith
- DO Promptly obey all orders given to you by staff.
- DO Stay in you assigned area.
- DO Respect the property of others.
- DO Keep you hands off other people.
- DO Keep you feet off tables, chairs, walls and desks.
- DO Keep your body, clothes, living and work areas clean.
- DO Ask for help if you feel threatened.
- DO Waive a white towel if you need immediate help when on lockdown in a cell or dorm.
- DO Keep common living areas clean.
- DO Clean with 10% Bleach in common living areas to kill germs.
- DO Keep your personal area clean and orderly.
- DO Follow the rules of the facility.
- DO Listen when announcements are made and act accordingly.
- DO Cover your mouth and nose when you cough or sneeze.
- DO Wear institutional clothing as intended, pants pulled up, t-shirts tucked in, and shoe with heels up.
- DO Wear socks, underclothes, shoes, and uniform top and pants any time you are outside your dorm or cell.
- DO You may wear your gym shorts or sweatshirts and pants to the gym for recreation.
- DO Take care of issued property. Intentional destruction, alteration or disposal of issued property will result in disciplinary action.
- DO Take your medication when issued to you. ***Hoarding medication will result in disciplinary action.***
- DO Wear a kitchen cap if you work in the kitchen, to avoid hair in the food.
- DO Wash your hands after using the restroom and before handling food.
- DO Have your bunk made and your living area clean and organized before the morning Shift Supervisor inspection.
- DO Keep all clothing and property on hooks, shelf or property box.
- DO Be quiet in the hallways.
- DO Stay in your bunk when the lights have been turned off for the night, unless you are up to use the bathroom.

DON'TS

- DO NOT Take more than one food tray when meals are served.
- DO NOT Run in the housing units or on the staircase.
- DO NOT Sleep with your head covered by a blanket or towel.
- DO NOT Hang blankets or towels around your bunk to block out the light.
- DO NOT Argue with staff.
- DO NOT Steal, destroy or damage anything.
- DO NOT Physically abuse, bully, curse or tease other people.
- DO NOT Beg, borrow, trade, barter or gamble with other prisoners.
- DO NOT Sit, stand, put your feet on or lie on the dayroom tables.
- DO NOT Sit on stacked chairs, **ONLY ONE CHAIR PER PRISONER.**
- DO NOT Tamper with any locking device.
- DO NOT Stand in or block any doorway, or intentionally block the view of a staff member.
- DO NOT Keep in your possession rubber bands, paper clips, thread or string.

DO NOT Tape or stick anything to the walls, doors, bunks, tables, chairs, windows, property storage containers, or cups.
DO NOT Place your hands inside your pants.
DO NOT Tilt back while sitting in a chair.
DO NOT Cover or hang anything from air vents.
DO NOT Pass notes.
DO NOT Wear kitchen hats outside the kitchen work area.
DO NOT Take anything, including food, drinks, eating utensils, cups or bowls from the kitchen.
If you bring your coffee or coffee cups to the kitchen they will remain in the kitchen.
DO NOT Visit with others along the way to where you are being escorted.
DO NOT Move away from your bunk while officers are conducting count.
DO NOT Block the view of your bunk in anyway.
DO NOT Take blankets, pillow, or mattress to the dayroom.
DO NOT Make water bags.
DO NOT Share your razor, cup, eating utensils, hygiene items, clothes or bedding.
DO NOT Yell, or be loud, or disruptive.
DO NOT Turn doorknobs on hallway doors as you are being escorted from location to location.
DO NOT Display anything on the wall above the desk. You may display personal photos or drawing on the wall space above your head on your bunk.
DO NOT Be disruptive or loud when being escorted down the hallway.
DO NOT Flush food, trash items or clothes down the toilet.
DO NOT Enter into contractual agreements without the Superintendent's approval.
DO NOT Use linens or clothes to cover tables, doors, or handrails.
DO NOT Lean back in the chairs.

Local Transportation in Nome:

- Checker Cab 443-5211
- Mr. Kab 443-6000
- Easy Cab 443-3000

Directions to Facility:

From the airport travel east on Seppala Drive. Turn left on Center Creek Road. The facility is located on the left at 3.5 miles Center Creek Road.