

# TABLE OF CONTENTS

<b>INTRODUCTION</b>	1
<b>ADMISSION AND ORIENTATION</b>	1
<b>DISCIPLINARY PROCEDURES</b>	3
Prohibited Conduct for Prisoners	3
Disciplinary Hearing	6
Penalties for Infractions	7
Suspended Penalties	8
Disciplinary Appeal Process	8
Restoration of Statutory Good Time	9
<b>INSTITUTIONAL LIVING</b>	
Conduct	10
Disruptive Prisoner Groups	11
Personal Hygiene/Appearance	11
Haircuts	12
Laundry	12
Cell Sanitation	13
Food Service and Storage	14
Offender Trust Account	15
Loans	16
Photocopies	16
<b>SEARCHES</b>	17
Prisoner Searches	17
Cell and Common Area Searches	18
Searches of Religious Items	18
Drug Screening	19
<b>SAFETY &amp; SECURITY RULES AND PROCEDURES</b>	20
Lockdown	20
Count	20
Emergency Procedures	20
Security Devices	21
Restraints	21
<b>PRIVELEGES AND ACTIVITIES</b>	21
Supplemental Law Library (Annex)	21
General Library	23

## SCCC Segregated Prisoner Handbook

Recreation	23
Religion	24
<b>PRISONER PERSONAL PROPERTY/COMMISSARY</b>	<b>24</b>
Commissary	24
Indigent Prisoners	25
Annual Package	26
House I Supply Bags	26
Property Allowed upon Admission	26
Allowable Property while in Segregation	27
Books and Magazines	27
Electronic Items	28
Abandoned/Excess/Contraband Property	28
Property Storage	30
<b>Segregated Population SCCC Authorized Property List</b>	<b>31</b>
Clothing List	31
Electronic Equipment List	30
Religious Items/ Jewelry List	32
Miscellaneous Personal Property List	32
Consumables List	32
Stationary List	33
<b>PROGRAMS AND EDUCATION</b>	<b>33</b>
Notice of right not to participate in programs	33
In-cell Hobbycraft	34
Education	35
Work Assignments	35
<b>HEALTH CARE</b>	<b>35</b>
Prisoner's Medical Rights	35
Medical and Dental	36
Eye care	37
Mental Health	38
<b>PRISONER COMMUNICATION</b>	<b>38</b>
Mail	38
Written Communication with Staff	40
Telephones	40
Visiting Information	43
Visiting Rules	45

## SCCC Segregated Prisoner Handbook

Visitor's Questions and Contact Information	48
Segregation Population Visiting Hours	48
Visitor's Hours for Segregation Prisoners	48
Transportation/ Accommodations for Visitors	48
<b>GENERAL ADMINISTRATIVE INFORMATION</b>	49
Blue Box	49
Classification Procedures	49
Classification Appeals	50
Administrative Segregation	50
Grievance Procedures	51
Grievance Appeals	52
<b>INDEX</b>	54

# SCCC Segregated Prisoner Handbook

## **INTRODUCTION**

This handbook provides each prisoner with general information and a standard for acceptable behavior for Spring Creek Correctional Center's House One and the other segregated areas. All prisoners are expected to read and adhere to the regulations, institutional rules, and procedures. It is the prisoner's responsibility to be aware of any DOC or SCCC rules not stated in this handbook. Institutional rule changes will be incorporated to this handbook biannually. Prisoners are required to follow the most current rules of the institution, even if the rule changes have not yet been reflected in this handbook.

The most current SCCC Prisoner Handbooks, Alaska Administrative Code, Alaska Department of Corrections (DOC) Policies and Procedures (P&Ps) and Spring Creek Correctional Center Standard Operating Procedures (SOPs), excluding any Restricted Access P&Ps and SOPs, are located in the Law Library – Annex.

All prisoners admitted to segregation will receive a copy of this Handbook, unless the prisoner has an Individual Determination Restriction for no paper.

Nothing in this handbook is to be construed to prevent this facility from responding to those occasional instances where substantial threats to the security of individuals or this facility exist.

## **ADMISSION AND ORIENTATION**

Prisoners are admitted to segregation for three reasons. They have had a classification hearing determining they are maximum custody, a disciplinary hearing determining the prisoner will serve punitive segregation or for administrative reasons out line below.

A prisoner will be administratively segregated if he has not been classified since initial admission to the institution, or has not yet had a physical examination. If the prisoner is incapacitated. If he is suffering or suspected of suffering from a communicable disease. If it is prescribed segregation by a physician, physician's assistant, or mental health professional based upon his or her mental or

physical condition. If the prisoner requests the segregation in writing and it is approved. This request may be denied if the prisoner does not have a valid security or medical reason. The prisoner is detained as a non-criminal hold under A.S. 47.30.705 or A.S. 47.37.170. If the prisoner is being held as a material witness under a court order. When the prisoner presents a substantial and immediate threat to the security of the facility. If it administratively is determined the prisoner requires protective custody. Lastly if the prisoner presents a substantial and immediate threat to the public and no less restrictive alternative addresses the problem.

SCCC will not administrative segregate a prisoner for more than 24 hours unless the Superintendent or his designee determines in writing that the prisoner is a substantial and immediate threat to himself, others, or the security of the facility and sets out the facts that justify continuing segregating the prisoner until a classification hearing is held.

All prisoners admitted to House One will be strip-searched and issued segregation clothing and bedding. All prisoners will receive a supply bag consisting of SCCC Segregated Prisoner handbook, Cell and Property Inspection sheet, Request for Interview forms, Medical Request for Interview forms, a Prisoner Grievance Form, SCCC House I Property Request form SCCC 811.05P, basic hygiene items, pen, paper and envelopes.

A prisoner will inspect his cell for any damage or missing items and note it on the inspection sheet form. The prisoner will sign the Cell and Property Inspection sheet certifying he received a SCCC Segregated Prisoner handbook, clothing, linen, and mattress. If damage is noted by an officer to the cell and it is not noted on the inspection sheet the prisoner can have disciplinary action initiated against him.

All personal items a prisoner may wear or carry into House One not authorized for retention will be seized and sent to property. The prisoner will be given a copy of the Property Seizure Report-Receipt.

When segregated prisoners are under escort to or from House One for any reason (i.e. medical appointment, visiting, dental, telephonic hearing, etc.) they will be dressed in designated Segregated clothing, underwear, socks, and tennis shoes. During cold weather conditions, House One jackets and watch caps will be provided for the prisoner's use. No personal coats are allowed while in House One.

## **DISCIPLINARY PROCEDURES**

### **Prohibited Conduct for Prisoners**

#### **22 AAC 05.400 Prohibited Conduct for Prisoners**

Major Rule Violations, 22 AAC 05.400(b):

1. homicide;
2. assaulting a staff member or visitor;
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;
9. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$1,000.00 or more; and,
10. committing a class A or unclassified felony offense.

High-Moderate Rule Infractions, 22 AAC 05.400 (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. intentionally misusing prescribed medication, e.g., hoarding medication or taking another person's medication;
9. adulterating food or drink;
10. participating in an organized work stoppage;
11. possessing staff clothing or unauthorized civilian clothing;
12. counterfeiting, forging any signature, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or possessing or using such a document in a way that threatens the security of the facility;
13. giving or offering a bribe to an official or staff member;
14. threatening another person with immediate bodily harm;
15. 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;
16. refusing to provide a urine specimen when requested by a staff member;
17. spitting, spraying, wiping or throwing urine or fecal matter on or at a staff member;
18. intentionally providing a false statement during a classification, disciplinary or grievance process, or to an investigator of a municipal, state, or federal agency;
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, 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 the 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. threatening another person with future bodily harm;
7. possessing 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/program 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 security or orderly administration of the facility;
14. tattooing or self-mutilation, other than suicide attempts;
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, exchanging, or accepting anything of value from any person without the 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, 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. committing a misdemeanor offense.

Minor Infractions, 22 AAC 05.400(e):

1. gambling or possessing unauthorized gambling paraphernalia;
2. possessing 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 facility's written rule after the Superintendent approved the rule and the prisoner was provided notice of it.

22 AAC 05.400(f):

Planning or attempting to commit, or aiding or encouraging a prisoner to plan or attempt to commit an infraction described in (b) - (e) of this section is considered the same as a commission of the infraction itself.

## **Disciplinary Hearing**

Disciplinary Hearings for segregated prisoners are held in House I. If a prisoner refuses to follow officer's directions or displays inappropriate and/ or threatening behavior en route or during the disciplinary hearing, it will be regarded as refusal to participate and the prisoner will be escorted back to his cell. If a prisoner refuses to participate in the hearing, the hearing will be held with out him and a

decision will be based off of the incident report alone. A segregated prisoner can not call other prisoners to a disciplinary hearing. If the prisoner wishes to have other prisoners for witnesses he needs to submit the question(s) in writing to his Hearing Advisor. The Hearing Advisor will question the requested prisoner(s) and bring the results to the hearing. Prisoners have the right to decline to be witnesses.

## **Penalties for Infractions**

Only a disciplinary committee/hearing officer may impose sanctions on a prisoner if convicted of a disciplinary infraction. The committee/hearing officer will impose at least one, and may impose all of the following penalties on a prisoner for violating any of the rules in sections B, C, D or E above. 22 AAC 05.470(a) If the prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing officer will impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties; 22 AAC 05.470(d).

**Reprimand;** 22 AAC 05.470 (a) (1).

**Suspended Activities:** Suspension of participation in activities described in, and except as limited in section F (2) (d) below for a period of up to 20 days for a minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high-moderate infraction, and up to 90 days for a major infraction; 22 AAC 05.470(a) (2).

**Confinement:** Confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for up to 20 days for a low-moderate infraction, 40 days for a high-moderate infraction, or 60 days for a major infraction; 22 AAC 05.470(a)(3).

**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 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 or game unless approved for purposes of appeal.
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:** Restitution for the amount of property damage or theft, the cost of medical care and related costs for injuries, or for costs incurred from a missed scheduled health care appointment due to a prisoner's willful failure or refusal to keep the appointment.

**Suspended Penalties:** The committee/hearing officer may suspend the penalties it imposes above, except for the forfeiture of contraband money, for up to one year, contingent on the prisoner complying with reasonable conditions that the committee/hearing officer places on the prisoner. If the prisoner violates any of the conditions during the suspension period, the committee/hearing officer may impose the suspended penalties after a hearing; 22 AAC 05.470(c).

### **Disciplinary Appeal Process**

At the conclusion of a disciplinary hearing the Disciplinary Hearing Officer will give the prisoner a Summary Finding of Disciplinary Committee/ Hearing Officer form 809.04B that contains the Disciplinary Committee/Hearing Officer's findings and the imposed sanctions.

The prisoner will indicate his intention to appeal or not appeal.

The prisoner will be sent an Appeal of Disciplinary Action form, which he will sign for. The prisoner has three working days from receiving the form to complete his appeal statement and put it in the blue metal box. All initial Appeal of Disciplinary Actions will be reviewed by the Superintendent. The Superintendent has 10 working days to return an answer to the prisoner's appeal.

A prisoner convicted of a Major infraction can appeal the Superintendent's decision to the Director of Institutions. Once the DOC appeal process has been exhausted a prisoner has 30 days to submit an appeal to the Alaska Superior Court, for more details review Policy and Procedure 809.06 Disciplinary Appeals.

### **Restoration of Statutory Good Time**

Up to 100 percent of forfeited good time may be restored, at the discretion of the Department, upon determination that a prisoner has met a minimum period of clear conduct, and other factors specified in Policy 809.07 Restoration of Forfeited Good Time since the most recent disciplinary infraction. Clear conduct is defined as a period of time without a violation of a disciplinary rule, except minor infractions (E level infractions) for which guilt was established through the disciplinary process.

A prisoner is presumed to be eligible for restoration of forfeited good time under the schedule set forth below, unless the Superintendent or Chief Classification Officer (in cases involving prisoners incarcerated outside Alaska) determines that restoration would be inappropriate.

If the most recent infraction is a low-moderate (D level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 90-day period of clear conduct, and 100 percent of the previously forfeited good time after 180-days of clear conduct.

If the most recent infraction is a high-moderate (C level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 180-day period of clear conduct, and 100 percent of the previously forfeited good time

after a 360-day period of clear conduct.

If the most recent infraction is a major(B level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a one-year period of clear conduct, and 100 percent of the previously forfeited good time after a two-year period of clear conduct.

Prisoner may get Application for Restoration of Forfeited Statutory Good Time form 809.07A from their Probation Officer. The form will be submitted to the blue metal box in the Housing Unit. The Superintendent will review the application and the prisoner's file and indicate the decision concerning the restoration, amount, and timing of any restoration on the application form, setting forth the specific reasons supporting the decision. Any decision to deny immediate restoration of the entire amount of good time will be forwarded to the Director of Institutions for review. The Director's decision is final and can not be appealed. Upon final decision the prisoner will receive a copy of the form.

## **INSTITUTIONAL LIVING**

### **Conduct**

All prisoners assigned to segregation are responsible for abiding by the rules and regulations outlined in the SCCC General Population Prisoner Handbook, SCCC Segregated Population Prisoner Handbook and all other posted rules.

Prisoners have the responsibility to recognize, respect, and not interfere with the rights of others, both staff and prisoners. Prisoners may expect to be treated respectfully, impartially and fairly by all staff. Staff will expect the same in return.

Strict compliance with "orders" and "directions of staff" is mandatory. It is not necessary for staff to say, "This is a direct order" for orders and directions of staff to be considered a direct order.

The calling of a staff member by a first name or nickname is not permitted. Staff are to be addressed in a respectable manner, i.e.,

Mr. /Ms. or Officer (Last Name) or by his/her title.

Prisoners are not allowed to enter any cell they are not assigned without permission of the House One Staff.

### **Disruptive Prisoner Groups**

A validation process will be initiated if any prisoner is identified as an affiliate or member of a disruptive group or gang. Once validated, a prisoner's activities will be closely monitored. Should his actions be perceived as posing an immediate and substantial threat to the security of the institution, he will be administratively segregated and it will be recommended the prisoner's matrix score be reviewed for consideration of a custody increase.

### **Personal Hygiene/Appearance**

A prisoner must maintain appropriate personal cleanliness and grooming consistent with SCCC 806.02 Prisoner Hygiene, Grooming and Sanitation. Prisoners are given the opportunity to groom and dress as they wish as long as their appearance does not conflict with the institution's requirements for safety, security, identification, and hygiene. Prisoners whose grooming and personal hygiene endangers their health or the health of others will be referred to medical and can be placed on Individual Determination Restriction.

Prisoners assigned to segregation are required to wear designated House One clothing and suitable footwear when out of their assigned cell. While working, they may wear specialty clothing and gear suitable for the assigned job.

Prisoners will be required to be appropriately clothed, at the minimum wearing shorts (not underwear) or pants, while in their cells unless an Individual Determination Restrictions dictates other wise. Prisoners will not wear clothing in any way that would be a threat to the security of the institution, to include signaling Security Threat Group activity (flagging).

All prisoners will be expected to shower at least three (3) times per

week. Showers may be limited to twenty (20) minutes, which will allow all prisoners reasonable access.

Razors for segregated prisoners will be maintained in the staff office, and will be marked by room number. Razors will be exchanged when used. Should a razor be destroyed by the prisoner, he will not be another one issued until the following week. A prisoner who is on Suicide protocols or Individual Determination Restriction can be denied use of a razor.

Fingernail and toenail clippers are also available upon request from House One Staff for use in the shower. Clippers are not to be used to cut anything except finger and toe nails.

Razors, fingernail and toe clippers all must be returned immediately upon completion of their use. Misuse of these items can result in an Individual Determination Restriction and disciplinary action.

## **Haircuts**

Prisoners must have clean and appropriately groomed hair. Haircuts are available on the third Saturday of every month. Prisoners will submit a Request for Interview form to request to be placed on the list.

## **Laundry**

Personal and state laundry will be placed into a mesh laundry bag(s) issued by staff, and will be cleaned and returned the following day. State issued blankets, sheets and pillowcases may be exchanged on the module's laundry day, on a one for one basis. Exchange of unusable or clothing that does not fit properly will take place on Saturdays. Prisoners wishing to exchange state issued clothing or towels must submit a Request for Interview form to the Housing Unit Supervisor no later than Friday. Any destruction of state issued clothing or bedding by a prisoner may result in disciplinary actions and/or Individual Determination Restriction.

House One Laundry will be cleaned in house using the following schedule:

Module:	Pick-Up:
A Module	Thursday
B Module	Friday
C/L Modules	Monday
D Module	Tuesday

### **Cell Sanitation**

Prisoners are required to keep their cells and living areas clean, neat, and orderly at all times. Cells will be inspected for cleanliness by staff. Failure to follow sanitation rules may result in disciplinary action.

The walls, ceilings, windows, or floors of cells will not be covered. No items, including pictures and other materials, will not be taped, glued or hung on walls, doors, ceilings, lights or windows of the cell. Writing or drawing on the walls or doors of the cell is prohibited. All materials will be stored in the shelves provided when not in use by the prisoner.

Rags, spray-bottles, foxtail brooms, dustpans and sponges are available for cleaning cells. Prisoners will request from the Control operator to be placed on the list for cleaning supplies. No cleaning materials are to be kept in prisoners' cells, nor are they to be taken to the showers.

Trash will be deposited in trashcans within the module. Toilets are equipped with trap-pins in the sewer lines and are not to be used to dispose of trash. If clothing or trash must be removed from the sewer line in a prisoner's cell appropriate disciplinary action may be taken.

Prisoners are responsible for cleaning the cells prior to moving out.

## **Cell Inspections**

Cells are subject to inspection at any time, but will be inspected and searched at least once a week.

Any prisoner who has not exited his cell for a consecutive three (3) day period will be required to vacate his cell, at which time staff will conduct a health and security inspection on that cell. If unsanitary conditions are found, the prisoner will be given a directive to clean his cell. A prisoner who refuses to clean his cell will be removed from the cell. The cell will be cleaned, excess and/or unauthorized property will be removed, and disciplinary action may be initiated.

## **Food Service and Storage**

State issued “sporks” are to be returned after each meal. All institutional food items must be consumed or disposed of during the day in which it is served.

Prisoners requesting to be placed on a special diet will submit a Request for Special Diet form to the appropriate person (Chaplain, Medical, Probation Officer and/or Food Service) for approval.

Prisoners who have been granted special diets will not receive a standard meal tray. If a prisoner wishes to change back to a standard meal tray he must submit a new Request for Interview form to the appropriate person.

Prisoners are allowed to store consumable items, purchased from commissary, in their cell. These consumable items must be within the limits set down in Property Limits.

Prisoners may not hoard any institutional food item. Any institutional found in excess of allowable limits in cells are subject to be disposed of. Prisoners may, on holidays and weekends, keep one snack (i.e. piece of fruit). The snack must be consumed before the next meal. This means if the snack was served on Saturday brunch, it must be consumed by Saturday dinner.

Institution Food Service utensils/items (i.e. bowls, cups, sporks, trays, etc.) will not be retained in the cells. Violators will be subject

to an Individual Determination Restriction and/or disciplinary action.

## **Offender Trust Account**

Offender Trust Account (OTA) is a statewide function. Therefore, any prisoner transferred to Spring Creek Correctional Center will continue to receive statements. Once a month all SCCC prisoners will receive a copy of their OTA statement. Discrepancies on their monthly statement must be brought to the attention of Offender Trust Account Clerk within fifteen calendar days after receipt.

There are two methods family/friends can deposit money to a prisoner's account. Money orders or cashier's checks with prisoner's name and Offender Number can be mailed in. The sender's name and address must be on the money order or cashier's check as well the envelope or it will be treated as unacceptable mail. Sending cash through the mail is not recommended. Personal checks are not accepted and will be returned to the sender at the prisoner's expense or destroyed.

The second method is to have a family member/friend drop off cash, money order or cashier's check at the facility. The person will receive a copy of the Offender Trust Account receipt.

Prisoners are never allowed to accept money directly or indirectly from other prisoners, people under DOC supervision, or people on the visiting barred list.

Prisoners are only allowed to send a check to immediate family subject to approval. If a prisoner wishes to send money a family member a Prisoner Personal/Money Transaction form 302.12D must be filled out. A stamped, addressed envelope must be attached to the form.

Prisoners, who are in arrears for child support, are subject to the Child Support Enforcement Agency (CSEA), under Alaska Statutes, P & P's, and Federal Regulations. CSEA has the authority to deduct monies from prisoner accounts.

Prisoner outside checking accounts are not allowed. Outside banking 'Saving Accounts' must be pre-approved by the

Superintendent or his designee. Prisoners may maintain an outside savings account only under the following conditions: a prisoner must register the account number and the name of the bank with the Assistant Superintendent; a minimum balance of twenty-five dollars must be maintained in the institutional prisoner account, all banking transactions, deposits and withdrawals, must be pre-approved in writing by the Assistant Superintendent.

These transactions must be submitted on a Prisoner Money Transaction form 302.12D and routed to the Assistant Superintendent for review and approval. Outside Bank accounts will be considered when determining indigent status.

## **Loans**

Exchanging, loaning, or selling of personal property is prohibited by 22 AAC 05.400 (d) (15). Any personal property items, determined to have been, exchanged, loaned or sold will be considered contraband and will be dealt with as per P & P 811.05, disciplinary action may result.

Prisoners are not allowed to “fish” or make “fishing” lines to retrieve items from other prisoners. Prisoners caught “fishing” can receive an incident report and possible Individual Determination Restriction.

## **Photocopying**

If a prisoner requires a photocopy and has funds available, a Personal Materials Copies Request 808.12B or Legal Copies Request form 808.12A, and a signed Commissary Request form 302.11A and the paperwork needing to be copied must be submitted to the Housing Unit Supervisor. If a Legal Copies Request form is submitted an active case number will be included. The price is fifteen cents (\$.15) per single sided copy.

Indigent prisoners requesting copies of current legal work to be mailed out must submit a Legal Copies Request form, a signed Commissary Request form, and pre-addressed envelope(s) with a privileged addressee's address.

Indigent prisoners will be allowed to keep one (1) copy (either the original or a copy) of legal material for their own records. All other originals and/or copies will be shown to the prisoner and placed in the appropriate envelope in staff presence. Staff will sign the back of the envelope verifying intended recipient is privilege correspondence. No copies of Departmental Policies and Procedures, Standard Operating Procedures, Handbook, Alaska Administrative Codes, etc. will be provided.

**Approval of the Housing Unit Supervisor is required prior to any copies being made.**

## **SEARCHES**

Prisoners, housing units, individual cells, program and work areas are subject to be searched at any time. Staff will confiscate contraband and excess property found during a search. Prisoners will comply with the instructions of the officer during a search. Failure to comply will result in the prisoner being placed in segregation for being a threat to the security of the institution, and possibly an Individual Determination Restriction and disciplinary action.

### **Prisoner Searches**

A pat-search is a clothed body search. All prisoners are subject to mandated and random pat searches at any time. Coats and hats will be removed for the pat search. Pockets will be emptied and, upon request, shoes will be removed. Prisoners will be pat-searched after leaving the recreation yard shower, and law library. Prisoners are subject to be pat-searched after returning to their cell from their job assignment.

Strip searches are visual searches of an unclothed prisoner. Strip searches may be conducted, per 22 AAC 05.067 (1) Upon initial admission; (2) Upon apprehension from an escape or attempted escape; (3) Upon initial admission to segregation; (4) Upon re-entry to a facility after leaving the security perimeter or grounds; (5) At the

conclusion of a contact visit; (6) Upon returning from a classroom or area where tools were present or in use, or other similar circumstances; (7) Upon return from the grounds of a facility which are accessible for the introduction of contraband, and other similar circumstances; and (8) At any time there exists a reasonable basis to conclude the prisoner is in possession of contraband. Anytime a prisoner leaves House I, he will be strip searched when he returns.

### **Cell and Common Area Searches**

Prisoners do not have the right to be present during the search of their living area or work area. If a prisoner is present during an inspection, he must cooperate with staff. Prisoner's cells will be randomly searched at least once a month.

Be aware that cells and modules are always subject to be searched. Prisoners will full cooperate when their cell is being searched. Prisoners will not try to remove items without the officer's permission from the area being searched.

### **Searches of Religious Objects**

All searches of religious objects will be conducted in a professional manner which reflects respect and sensitivity for sacred objects, practices and participants. Medicine bags are subject to inspection by having the prisoner empty the contents of the bag into the open palm of his hand. The prisoner will hold the bag open, which will allow staff to inspect inside with a flash light. Refusal of a prisoner to allow staff to search the medicine bag will result in the loss of this privilege.

### **Drug Screening**

Prisoners' use of unlawful or unauthorized drugs, including alcohol, presents a serious threat to the safety, security, and orderly administration of an institution. The department has a "zero tolerance" for usage, possession, and selling drugs and alcohol.

A prisoner may be directed to submit a urine specimen on a "random" basis in the course of random testing of a segment of the

entire prisoner population of an institution.

The prisoner will be informed of the underlying reason for the selection (i.e., spot check, routine or random) and will be ordered to submit a urine specimen. If the prisoner refuses to submit a specimen, the prisoner will be informed that an incident report will be prepared for disciplinary action. If the prisoner again refuses to submit the specimen, an incident report will be prepared and the prisoner will no longer be permitted or required to submit a urine specimen pursuant to this specific request.

If the prisoner is on medication that he believes may have caused him to test positive, he should request a list of medications is he on from medical. Once the prisoner receives the list, he should forward it to Security to be cross-referenced.

A prisoner may request that a positive result be retested by an independent laboratory, approved by the department. There is a list of independent labs is posted in the House I Law Library-Annex. The prisoner must request alternate testing with a Request for Interview (cop-out) and two (2) signed Commissary Request forms SCCC 302.11a to pay for the cost of the retest and shipping. The forms must be placed in a blue metal box within 48 hours of receiving the disciplinary report. The blue metal box is located in the House I Recreation Sallyport. Failure to submit all the completed forms within the allotted time period will result in the prisoner's request for a retest being denied.

## **SAFETY AND SECURITY RULES AND PROCEDURES**

### **Lockdown**

Emergency lockdowns may be ordered at any time. Prisoners in segregation must remain in their cells, As a general rule, all prisoner's daily schedule and certain privileges and rights are suspended, to include such activities as recreation, and showers. Privileges and activities will be restricted only to the degree necessary to protect the security of the facility, other prisoners, and staff. The length of time an area is locked down is determined by

the continued behavior of the affected prisoners and security need.

## Count

Formal counts are taken eight (8) times daily. (Refer to Daily Schedule for times) No prisoner will distract the officers taking count, or interfere with the count process in any way. This includes talking to the officer conducting the count, placing blankets, papers, towels or any other type of covering around bunks or either cell window in such a manner that blocks the view of the counting officers. **Officers are required to see enough skin to verify that they are viewing the prisoner when counting. Blocking Security Devices**

## Emergency Procedures

During emergencies, staff may direct prisoners to evacuate to another area. Evacuation routes are posted in every prisoner housing unit and throughout the facility. It is the prisoner's responsibility to be aware of these routes during emergencies to expedite any evacuations.

Periodical fire and emergency drills will be conducted. Prisoners may be required to participate in lockdown and/or mock evacuation drills. Prisoners must move quickly and quietly and obey staff's orders. Prisoners who fail to comply with instructions will be considered a security risk and dealt with accordingly.

A prisoner attempting to escape is subject to being shot any time after breaching the inner-most security fence; "NO WARNING SHOTS WILL BE GIVEN".

## Security Devices

Tampering with, covering or blocking any security device, locking devices, life support systems and fire control systems or devices is prohibited conduct and will result in disciplinary action and/or administrative action. Security devices are defined as security lights, windows, vents, intercoms, tray slots or any other devices used by officers to maintain security.

There is an intercom located on the wall of each cell. When a prisoner needs to communicate with the control room operator, the prisoner will press the button only once. Prisoners will not cover the intercom speaker in any manner.

## **Restraints**

All Segregated prisoners will be in appropriate minimum restraints when out of their cell. Prisoners may be unrestrained ONLY when performing their assigned jobs. Segregated prisoners are to have NO CONTACT with other prisoners while unrestrained.

All hand restraints will be applied behind the back. Max custody prisoners who are eligible for programs will be restrained in belly chains while programming. All restrained prisoners will be escorted by staff in a "hands on" manner to insure prisoner safety, and maintain control. Staff may use additional restraints as needed to maintain control of the prisoner on a case by case basis.

All segregated prisoner out of House I will be in belly chains, leg irons, and escorted by two officers when not secured.

## **PRIVELEGES AND ACTIVITIES**

### **Supplemental Law Library (Annex)**

The House One Law Library- Annex and typewriter are to be used for prisoner legal work only. Letters to friends, family and businesses, Request for Interview forms, Commissary Request forms, loan applications, schoolwork, poetry or any other use of the typewriter that is not for legal purposes is forbidden and will result in disciplinary action. If a prisoner is unsure whether the work is legal or not, the prisoner should contact Facility Standards Officer prior to entering the law library.

Prisoners wishing to use the House One Law Library will submit a Request for Interview form. The Request for Interview form must be submitted at least one day prior to requested access to the library. Staff will notify a prisoner when it is their turn to go to the House

One Law Library. If a prisoner refuses to go at that time, his name may be removed from the list that day.

Prisoners will have approximately one (1) hour per day to use the Law Library. If additional time is needed it may be scheduled after everyone else has finished, time permitting and with the approval of the Housing Unit Supervisor.

Prisoners found to be misusing or abusing the House I Law Library computer or typewriter may receive an Individual Determination Restriction deny use of the library and equipment and disciplinary action will be taken.

Punitively segregated prisoners may have access to a typewriter in their cell for up to one (1) hour at night. A Request for Interview form must be submitted at least one (1) day before the typewriter is needed.

Prisoners requiring assistance from the APS Prisoner Law Librarian may submit a Request for Interview form. The APS Prisoner Law Librarian will meet with the prisoner in morning at the APS secure visiting as scheduling permits.

### **General Library**

A variety of paperback books are delivered to House One periodically by the Education Coordinator, and distributed to the modules. All prisoners except those on punitive segregation and those on an Individual Determination Restriction for paper will be allowed to exchange books when on their scheduled recreation time out of their cell.

Prisoners may donate personal book and magazines to the SCCC Library by attaching a signed Property Disbursement form.

### **Recreation**

Prisoners will be given one hour in the recreation yard. All prisoner recreation will be completed by institutional lockdown at 2300 hours unless exigent circumstances exist.

Every morning the House I prisoners will be contacted by the Control Room Officer and offered recreation and/or shower unless unusual circumstances arise or they are on an Individual Determination of Restriction. When contacted, the prisoner will have the opportunity to accept or decline these activities. Failure to respond or communicate with the Control Room Officer is considered a refusal and the prisoner will not be placed on the schedule for that day.

Prisoners may not have recreation on the first day they are placed in House One. The day following placement in House I, the prisoner will be afforded the opportunity to participate in the rotating recreation schedule.

When coming in from and going out to the Segregation recreation yard all prisoners will be pat searched and a hand-held metal detector may be utilized. Prisoners will comply with staff directions during the escort. Prisoners are not allowed to take anything to the recreation yard.

Prisoners are not allowed to bring any personal items, besides the clothes they are wearing, to the recreation yard. When in the outside recreation yard, prisoners will not climb on the fences or attempt to communicate with prisoners in the main yard. Prisoners will not damage or abuse recreational equipment. Any misuse of recreational equipment or areas and/or failure to follow posted rules or verbal orders of staff will result in disciplinary action and subsequent restriction of recreation privileges. **Recreation will be terminated for any violation of these rules.**

During the months approved by the Housing Units Supervisor prisoners are allowed to wear a sweat suit underneath House One Clothing, but only during outside recreation. When weather conditions dictates, prisoners will be issued coats, hats and gloves, these items will be returned after the prisoner finishes recreation.

Outside recreation will be canceled when the outside temperature is 20 degrees Fahrenheit or colder (to include wind chill) outdoor. If there is an emergency outside recreation will be canceled.

There will be no recreation or other activities during meal service times.

## **Religion**

Prisoners wishing to speak with the Chaplain will submit a Request for Interview form “cop-out” addressed to the Chaplain, only the Departmental Chaplain and Institutional Chaplain are allowed in House One. Prisoners wishing contact with other volunteer chaplains may submit a Request for Interview to the Shift Supervisor. If approved, the attorney visiting room will be used in the APS Building.

## **PRISONER PERSONAL PROPERTY AND COMMISSARY**

### **Commissary**

Commissary and Special Commissary items purchased from an outside vender monitored by the Institutional Commissary Department. Items available to General Population prisoners are not always available to House One prisoners due to security concerns of the unit. A House I Commissary Order form allows a prisoner to purchase hygiene items, food, stamps and stationary products. A House I Special Commissary Order Form allows a prisoner to purchase clothing, electronics, and other items that need to be inventoried by the Property Department.

All House One prisoners will only be allowed to order items from the House One Commissary Order form. Punitive Segregation Commissary may be limited to one (1) order a month. Punitive Segregation prisoners may only order deodorant, shampoo, conditioner, soap, toothpaste, shave cream, stamps, and stationary products as approved by the House Supervisor.

Maximum Custody prisoners and Administratively Segregated prisoners who are not on punitive segregation may order from the House One Special Commissary Order form.

Prisoners will be furnished with commissary order forms once per week; forms must be turned in the same day. The orders should be

delivered the next Tuesday evening.

All commissary order forms must have the prisoner's name, mod, and Offender number listed legibly. A prisoner's order will not be processed if he has insufficient funds or did not completely and legibly fill out the form.

All items bought from commissary will be stored in their original container(s). Containers must be disposed of when empty. Containers will not be used to store items other than those originally purchased in them.

Storage of consumable food items will be limited to the amount that would fit in one (1) banker's box. This is to include commissary items, and all other pre-approved food kept in prisoner's cell. Excess consumable food items are considered contraband and may be seized.

### **Indigent Prisoners**

An indigent prisoner has less than \$20.00 presently available in his account and who has had no more than \$50.00 in his account during the preceding thirty (30) days. A prisoner with more than \$50.00 in his account during the preceding thirty (30) days will still be considered indigent if no more than \$50.00 remained after mandatory deductions (restitution, fines, child support enforcement orders, violent crime compensation payments, or civil judgment(s) or deductions made for educational materials or courses, counseling, or health care.

### **Annual Packages**

A prisoner may receive a package from family or friends through an approved vendor once a year during his birthday month. All items must be in compliance with the Segregation Annual Package Inventory Form. If any item in a package is not authorized, the entire package and all its contents may be returned at "prisoner's expense".

### **House One Supply Bags**

House I Supply Request slips will be handed out and picked-up at the prisoners' door on Thursday nights. Prisoners identified as indigent, will receive a similar supply bag once per week upon request. Non-indigent prisoners must request to receive Request for Interview forms, pink Medical Request for Interview forms and other forms as needed in the weekly supply bags, but are required to purchase their own hygiene items. House One combs and toothbrushes will be issued to all House One prisoners through the use of the House One Supply Request form.

Supply bags are delivered to the prisoner the following morning. Toilet paper will be distributed to all prisoners on Friday evenings.

### **Property Allowed upon Admission**

- 1) Watch,
- 2) Wedding band, and
- 3) Religious medallion with necklace
- 4) Institutional shoes or low/medium tennis shoes and shower shoes properly identified with the prisoner's name and OBSCIS number

All prisoner identification Cards will be seized and sent to Property.

Prisoner personal hygiene products will be sent over from the prisoner's housing unit to be distributed to the prisoner within twenty four (24) hours of entry. The hygiene items will be inventoried on the SCCC H-1 Hygiene Issue form prior to being distributed to the prisoner. The prisoner will sign SCCC H-1 Hygiene Issue form for the items.

### **Allowable property while in segregation**

After the prisoner's initial classification the prisoner may submit via House One Property Request Form 811.05E to the Housing Unit Supervisor allowable property to be issued from Property. A prisoner is allowed to make one (1) request from the Property Department involving property and hygiene items that are stored in Property. All subsequent property and hygiene needs will be filled

through Commissary Orders. Please note no food items will be sent to House I.

All the items that the prisoner chooses to have in his possession must fit into one (1) property box. This does not include approved legal material that is equivalent to one (1) banker box in their cell.

All House One prisoner bedding, linen and pillow will be institutional, no personal items are allowed. All clothing quantities of institutional and personal property are combined to comply with SOP 811.06 Prisoner Personal Property Attachment B. All personal socks, t-shirts, and underwear must be white only.

### **Books, Magazines, Newspapers**

The institution may not limit or restrict a prisoner's receipt of paperback books and magazines from family and friends through the mail. SCCC may limit the number or disallow newspapers, books and magazines that a prisoner keeps in his living area because of disciplinary sanctions, fire, safety, security, or health reasons, or an Individual Determination Restriction (IDR). In addition, all newspapers, books and media must meet the guidelines set in P&P 810.03 Prisoner Mail.

Magazines with changed pages (i.e. torn) will be seized as altered. Newspaper clippings will be considered one article for the purposes of allowable property amounts.

An administrative segregated or maximum custody prisoner may retain no more than (5) books in his cell. No hardbound books will be allowed except for a Bible or Koran and only after approval of the Housing Unit Supervisor.

### **Electronic Equipment**

Personal TVs and gaming equipment are not allowed in Segregation. Monday through Friday excluding Holidays, module televisions may be turned on only after breakfast has been completed. Weekends and Holidays the television may be turned on after 0800. The television will be turned off at 2300 every night. Staff

or Mod workers only will change channels, adjust volume or adjust position of televisions. Privately owned televisions are not allowed. A compact disc player is available for prisoner's use to review tapes of disciplinary and classification decisions and approved legal compact discs. A Request for Interview to the House One Supervisor is required prior to use in the House I Library Annex.

### **Abandoned/Excess/Contraband Property**

When prisoner's property is seized the prisoner will be given a copy of the Property Seizure Report-Receipt. The prisoner will have ninety (90) days from the date of the seizure to disburse the property. If the prisoner is unwilling or unable financially, or refuses to provide a mailing address for disbursement of the property, the property will be disposed of through approved methods, including destruction of the property

Prisoners are responsible for their own personal property. It is the responsibility of the prisoner to notify the Property Department via Request for Interview (cop-out) when their property has been seized in the possession of another prisoner so that the contraband may be disbursed per P&P 811.05 Prisoner Personal Property. The Department of Corrections will not be responsible for the repair or replacement of personal property lost, stolen, damaged or destroyed. Furthermore the Department of Corrections will not be liable for damage to personal property resulting from staff inspection of such property.

The intent of the property department is to provide temporary secure storage for items not authorized for personal retention. Items not authorized for personal retention must be disbursed within ninety days (90) days. Secure storage may not be used as a means to rotate items such as cassette tapes, etc.

The only exception will be legal materials which must be approved by the assistant superintendent.

If the prisoner has no personal clothing for release he may, at the discretion of the Property Officer, keep one wallet with ID, one pair pants, one shirt, and one coat in storage.

Personal property in excess of allowable limits is more than 3 three plug-in items per prisoner or that can not be properly stored in a locker or other designated storage areas in the prisoner's cell will be seized as "excess property". Per Policy and Procedure 811.05 Prisoner Personal Property ninety (90) days after property has been declared as 'excess' it will be considered abandoned and disposed of in accordance with Departmental procedure.

The equivalent of one property box of consumable items can be stored in a prisoner's cell. This includes commissary items, SCCc-op store items and all other consumable foods authorized for retention in their cell, even if the items meet the allowable limits per individual item. Excess perishable food items will be considered contraband and disposed of.

Because of fire codes, only the equivalent of one property box of current ongoing, legal material will be allowed for retention in the cell per prisoner. If the legal material is in excess of this amount it will be seized and sent to property for storage. Prisoners may send a Request for Interview form to the Property department for periodic exchanging of excess current legal materials, as they are needed.

Policy & Procedure 811.05 Personal Prisoner Property states all items, including legal material, a prisoner wants transferred at the time of movement **must** fit in the same personal property box. The prisoner is allowed to decide which items he wants in the transfer box from the property he has in his cell (combination of legal material and items authorized for transfer).

Prisoners transferring out of the institution have the following options for the disposition of excess property: prisoners may ship excess personal property "**at their own expense**" to friends or relatives, authorize individuals to pick up excess personal property at the institution, or they may dispose of the property. A Prisoner Property Disbursement form SCCC 811.05 G will be used for this purpose.

Any personal property not claimed after 90 days after prisoner has left institution will be disposed of as abandoned property per policy

811.05 Prisoner Personal Property. The SCCC Property Department is **not** responsible for notifying any prisoner when property has been disposed of.

**Property Storage**

The Property Department will temporarily secure a prisoner’s property when the prisoner is admitted to segregation. If the prisoner is housed in segregation for more than 180 days, he will be given a thirty (30) days notice to disburse or dispose of excess or unauthorized property.

The Property Department will store for a period of ninety (90) days excess or unauthorized property of prisoners admitted to the Segregation Unit classified as Maximum custody. If the items are not disbursed they will be disposed of as abandoned. ‘

**Segregated Prisoner Property List**

P=Punitive Segregation A=Administrative Segregation M= Maximum Custody

**Clothing**

Item	Description	P	A/M
Eyeglasses		1	1
Shoes	Shoes maximum value \$100; Shoes will be 5” or less from bottom of heel to top of shoe; white, black, light grey, or tan colors only more than 80% of shoe must be approved color. no boots allowed	1	1
Shower Shoes	Tan, white, or light grey; plastic only.	1	1
Socks	White or light grey	3	3
Sweat Pants	Light grey only; cotton material	1	1
Sweat Shirts	No hood or pockets; Light grey; cotton material	1	1
Undershirt	White only	3	3
Underwear	White only	3	3

**Electronic Equipment –**

Item	Description	P	A/M
Battery	commissary	0	8
Battery Charger	(plug in only, no cords)	0	1
Calculator	Pocket size only; no programmable memory capabilities; maximum value \$20	0	1
Compact Discs, Music	Music only; CDs must be pre-recorded commercial; No Parental Advisory - existing music compact discs only. Will not be allowed to order new music cds.	0	25
Clock	Wind up/battery	0	1
CD player	Clear plastic (portable only). Existing only. Will not be allowed to order new CD player.	0	1
Headphones	clear	0	1
MP3 Player	Clear – Approved Vendor only.		1

**Religious / Jewelry Items**

Item	Description	P	A/M
Bible/Koran/other religious book		1	1
Medicine Bag	2 ½ “ wide 2 ½ “ long	1	1
Religious Headwear	Pre-approval from Chaplain or designee	1	1
Religious Medal/ Necklace Prayer beads		2	2
Ring-wedding no stones	Value must be under \$100	1	1
Watch	Value must be under \$100	1	1

**Miscellaneous Personal Property**

Item	Description	P	A/M
Bowl with lid		0	1
CD wallet		0	2
Cup	Clear plastic; maximum size 12 oz	0	1

Paperback books/Magazine/Newspaper		0	5
Personal Letters, Cards	No larger than 8 ½ X 11	0	20
Personal Paperwork	Nor more than 3” inches	0	
Photo Album	Photos only, no more than 100 photos total in albums; no metal binders; not to exceed 8 1/2” and 11”	0	1
Photos – loose	Not to exceed 8 ½” by 11”	0	25

**Consumables- all items listed in this section plus all food items must fit in one banker’s box**

Item	Description	P	A/M
Brush	Plastic only no handle	1	1
Comb Plastic	Plastic only no handle	1	2
Contact Lens Cleaner		1	1
Denture Bath		1	1
Deodorant		1	1
Eye Drops		1	1
Floss loop	One container with a 30 count	1	1
Hair pick	No handle	1	1
Hair ties		6	6
Lip Therapy		1	1
Lotion		1	1
Magic Shave		1	2
Mirror		0	1
Poli-grip cream		1	1
Q-tips		1	1
Shampoo/Conditioner	1 of each item	2	2
Shaving cream		1	1
Soap bar		1	1
Soap dish		1	1
Toothbrush	State issue only	1	1
Toothpaste		1	1
No more than 1 of any type (not brand) item of miscellaneous hygiene products sold on House I Commissary list, but not listed here.			

**Stationary**

Item	Description	P	A/M
Address Book		1	1
Envelope	Box; legal or personal size	1	2

Note book, writing tablet/legal pad		1	2
Postage Stamp		20	20
Typing Paper	20 sheets state issue only		

**PROGRAMS AND EDUCATION**

Prisoners with Individual Determination Restrictions for two (2) man, full restraints status are only allowed to attend programs in accordance with their Individual Determination Restrictions.

**Notice of right not to participate in programs**

Freedom from discrimination is a basic right extended to all prisoners. Programs, activities, services or assignment shall not be denied or granted to any prisoner based upon discrimination;

Prisoners have the right to refuse to participate in any discretionary counseling, rehabilitation, vocational, educational or pre-release program, recreational or other activity.

The Alaska Department of Corrections may require a prisoner to participate in a program ordered by the sentencing court. Failure to complete required, non-discretionary programs may result in disciplinary action, hindrance of custody level reduction, and the sentencing court being notified of the nonparticipation in court-ordered or recommended program(s).

**In-Cell Hobbycraft**

In-cell Hobby craft is only allowed in House I. Only Maximum Custody prisoners with the approval of the House One Supervisor will be allowed to participate. Maximum Custody prisoners who have an Individual Determination of Restriction or are on Punitive Segregation will not be allowed in-cell hobby craft privileges. This is an administrative decision and does not require a guilty finding at a disciplinary hearing. Prisoners participating with in-cell Hobbycraft are subject to all rules established by the Hobbycraft Supervisors and the Housing Unit Supervisors.

To qualify a prisoner must be free of any infractions involving illegal substances (tobacco, drugs, and etcetera) for a period of twelve months. Prisoners must be infraction free of guilty finding in a “major” for a period of twelve months. Prisoners must be infraction free of guilty finding in a “high moderate” or lower infraction for a period of six months. The prisoner must be employed. Final approval will be determined by the Superintendent or his designee

Prisoners eligible for in-cell Hobby Craft may order art supplies only from the approved vendor catalogs available in House One. A prisoner must use the appropriate order form, stamped addressed envelope, and money transaction form, attached to a request for interview form to the House One Supervisor.

The art items allowed are:

- Pastels 12
- Charcoal 12
- Color Pencils 12
- Drawing Pad 1 Maximum size 11” x 14”
- Vinyl type erasers 1

**All loose paper must be kept in the portfolio. All pencils and colors must be kept in their original containers.**

**Education**

Educational classes will be approved on an individual basis. Prisoners who are actively involved in an education program when placed in segregation may continue to participate in the program with the permission of the Housing Unit Supervisor and the Education department. It will be written work only.

**Work Assignments**

Work assignments are available in House One on a limited basis. Maximum Custody prisoners are allowed to do the following jobs recreation yard cleaner, laundry worker, shower cleaner and legal librarian. If interested in a work assignment, submit a Request for Interview form to the Housing Unit Supervisor. All work assignments

are subject to the Housing Unit Supervisor's approval based on the overall behavior and any security threat the individual prisoner presents. Prisoners on punitive segregation can not apply for a work assignment.

## **HEALTH CARE**

### **Prisoner Medical Rights**

Prisoners have the right to refuse medical, psychological or psychiatric treatment (except when the prisoners' medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent.

Prisoners have the same general rights as any other Alaska citizen concerning examinations, treatments and procedures governed by Informed Consent. However, at the discretion of the health care provider, Informed Consent is not used in certain circumstances i.e. an emergency which requires immediate medical intervention for the prisoner's safety, emergency care if the prisoner can not understand the information given, or public health matters, like communicable disease treatment.

When a prisoner chooses to refuse treatment, an Informed Waiver of Medical Treatment (Form 20-807.08B) must be completed by the prisoner at the Medical Department. A member of the Medical/Dental staff will witness the prisoner's signature by signing the form in the space provided.

### **Medical and Dental Care**

There are medical and dental personnel who handle all routine medical and dental problems. A Physician's Assistant is scheduled Monday through Friday for routine medical issues. A Physician's clinic is scheduled at least one day per month to conduct examinations for those referred by the health care staff. Dental staff are available at minimum two days a week.

If a prisoner desires to be seen by medical or dental staff, he must

submit a pink Request for Interview form in one of the wooden boxes in a module. A nurse will review the request and answer the Request for Interview form or place the prisoner's name on the pink Spring Creek Medical Department List. Prisoners scheduled for dental are on the white Dental List. Prisoners seen will be charged a co-payment fee of \$4.00 for medical and dental services. Refer to P&P 807.07 Prisoner Responsibilities for Health Care for details.

The control room will notify House I prisoners when they are scheduled to go to medical. If a prisoner refuses his scheduled appointment, he must submit a new pink Request for Interview form and be wait to be rescheduled.

**If a prisoner is having a medical emergency, he should immediately tell a staff member.**

All prescription medication must be approved by institutional medical Physician's Assistant or Doctor. Nursing staff can not prescribe medication.

There are different methods prescribed medication is administered.

House I med call is at approximately 1000, 1400, and 2100. The on-duty nurse will bring the medication to the prisoner's cell. The prisoner should standing by the door with a glass of water. The nurse and officer escorting the nurse will observe the prisoner take the pill. Prisoners found not taking their medication and/hording will face disciplinary action.

Prisoners can be prescribed a PRN, or as needed prescription. A prisoner would request the prescription from the control before the nurse has started disbursing medication.

Self-Medication Keep on Person is when prisoners are issued medical supplies to keep in his cell. Any medical supplies (for example braces and lotions) that require a medical pink card will be distributed by the nursing staff during medication distribution times. An item issued from medical will have a "Pink Card" issued with it or the item will be seized.

## Eye Care

The optometrist is scheduled twice year. If a prisoner wishes to have an eye exam he must submit a pink Request for Interview form stating the need.

If a prisoner has current eye exam (within one year) they are allowed to purchase at their expense a pair of eye glasses through medical. No contact lenses will be approved. Prisoners may request to have family members send in their prescription eyeglasses. A Request for Interview form must be submitted to the Prisoner Services Sergeant requesting approval for the glasses to be mailed in. Any prescription glasses mailed in without prior approval will be returned at the prisoner's expense.

When approved prescription eye glasses are received (whether through the optometrist, prisoner order, or prisoner family member) they will be issued by the Property Department.

## Mental Health

Spring Creek Correctional Center has Mental Health Clinicians available for monitoring and supervising acutely and chronically mentally ill prisoners. They also provide services to the general population, specifically cognitive thinking errors, Anger Management Group Treatment, Values Clarification, and crisis intervention. Limited short term individual therapy is available on an individually determined basis. The Mental Health staff can be contacted via a Request for Interview form.

**If at any time you are having suicidal or self-destructive thoughts/feelings contact a staff member immediately!**

## PRISONER COMMUNICATION

### Mail

The prisoners must place general and prisoner to prisoner mail unsealed into the locked module mailboxes. Privilege mail will go to the Housing Unit's office. An officer will verify the letter is going to the addressee. The officer will seal the letter date and sign their name on the back of the letter, and drop it off in the privilege mail box in the office. All outgoing mail is collected nightly following the 2300 hours lockdown.

All outgoing prisoner mail will have the institutional return address for prisoners marked clearly on the envelope. Letters that are not marked this way will be returned to the prisoner.

Prisoner's Name  
Spring Creek Correctional Center  
P.O. Box 5001  
Seward, Alaska 99664

All mail must have correct postage affixed at the time it is placed in the mailbox. It is a violation of federal statute to reuse a stamp. A prisoner that has to mail an oversized letter, out of country letter, or special request, such as a return receipt, can attach a commissary slip to the addressed letter for postage.

Indigent prisoners may mail, at the Department's expense, up to five pieces of mail per week, legal or otherwise, weighing up to one pound each. (see Indigent Supplies for the qualifications as an indigent prisoner) Each piece of mail must have a commissary slip filled out and attached to the letter. The Superintendent may consider requests of heavier pieces of mail. This does not include the shipping of excess property.

Prisoners may not use the mail system to engage in a business, or to participate in games of chance, such as contests, sweepstakes, lotteries, etc. Prisoners can not enter into contracts, i.e. buy now pay later magazine subscriptions. Prisoners are not allowed to have mail drops or outside P.O. Boxes.

General and Prisoner to Prisoner Incoming mail will be delivered after the 1810 count clears everyday, excluding Sundays, and federal Holidays, in the prisoner's module.

The officer will open the privileged mail in front of the prisoner and look for contraband. If no contraband is found the prisoner will sign Mail & Distribution Tracking Sheet and receive the letter.

Home made items or cards, gummed label stickers, perfumed/scented and unidentified substances on mail or laminated items are not authorized to be sent in to prisoners. Prisoners are not allowed to have anything that can be used as identification. Prisoners will not be issued anything depicting nudity. Any thing that is prohibited per SCCC 811.05 Prisoner Personal Property and Policy and Procedure 810.03 Prisoner Mail, Publications, and Packages will be seized.

All prohibited mail will be handled as outlined in SCCC 810.03 Prisoner Mail, Publications, and Packages. Prisoners will receive a

copy of the Notice of Non Acceptable Mail or Parcel form SCCC 810.03C stating the reason the mail was rejected. The prisoner will also sign the Mail & Distribution Tracking Sheet SCCC 810.03E to verify he received a copy. The prisoner will sign original Notification of Non-Acceptable Mail form communicating what he would like done with the mail. If no response is given in the time frame the letter will be disposed of.

### **Written Communication with Staff**

When prisoners communicate with SCCC staff members in written form only DOC or Institutional approved forms may be utilized. Prisoners must place their first and last name, housing module designation and Offender Number on all forms leaving the module. Responses may be delayed if this information is not included. All communication with staff will be placed in the locked boxes in each module. Any communication that contains profanity, vulgarity or statements that are intended to be insulting and/or degrading will be returned unanswered and may result in disciplinary action .

## Telephones

SCCC may limit, monitor, or record prisoners' telephone calls to preserve security and order in the institution and to protect the public.

Long distance calls will be collect using the automated system in place. The authorized numbers to be accessed must be to a stationary physical location, not an electronic location. Telephone numbers to be cell phones will be blocked.

The phones may be used from 0600 hours to 2150 hours daily, excluding meal services. Telephones may be secured at any time, at the discretion of the Superintendent or his designee for security purposes. The telephones are subject to be turned "off" automatically, at the discretion of the Superintendent or his designee, for security purposes.

Accommodations will be made to ensure access to telephone communication by disabled prisoners. Upon request, Telecommunication Device for the Deaf (TTD) or similar equipment will be made available to prisoners with hearing/speech disabilities.

Prisoners must contact the control each day to have their name placed on the phone list. To request a telephone call for a specific time a Request for Interview form must be submitted to the Housing Unit Supervisor. The approved requests will be given priority as scheduling allows.

Prisoners are allowed personal telephone calls of approximately **fifteen (15) minutes** in duration as scheduling allows. Prisoners making long distance calls may request extended phone time by submitting a Request for Interview to the Housing Unit Supervisor. The Housing Unit Supervisor will determine the duration of the call.

All requests for privileged telephone calls must be submitted by a Request for Interview form at least one day before the call is to be placed. The request must include the attorney's or other privilege entity's name, the complete telephone number including the area code, and the time and date the call is requested. Staff will make the call as close to the requested time as possible. Security staff will dial the number, and verify a connection is made to the

attorney prior to handing the receiver to the prisoner. If the attorney is not available to take the call or does not wish to speak with the prisoner staff will inform the prisoner. No messages will be left with any party on the telephone.

The cell door or tray slot will be secured to prevent the prisoner from touching the dial pad on the telephone. When the phone has been authorized for a legal call and that call has been completed, no personal calls may be made with the phone until authorized by staff. Prisoners with an Individual Determination Restriction and/or Punitive segregation prisoners are allowed to make privileged calls only.

To ensure an attorney's number will be recognized by the automated phone system and the call will not be monitored and recorded, prisoners must send a Request for Interview form to the Security Sergeant with the name of the attorney, the name of the office, and the phone number (including the Area Code).

Any Court order or condition of probation/parole restricting contact with an individual or class of individuals will be honored. The Superintendent may authorize calls between family members at his discretion. Prisoner-to-prisoner calls are prohibited, unless the other prisoner is an immediate family member and the call has been approved by the Assistant Superintendent. Except as specifically authorized by the Superintendent (e.g., telephonic Court or administrative agency hearing where the judge or hearing officer authorizes the prisoner to participate telephonically from prison), any call that directly or indirectly uses one of these following features will be prohibited; three-way calls, call-forwarding, collect long-distance calls made through an operator rather than through the automated phone system in place, calls to toll-free numbers, calls to numbers which special, additional charges apply (i.e. 900 #s), calls using calling cards or personal identification numbers, or calls billed to credit cards or third parties, wireless connections, as well as variable, fixed or remote call forwarding. Prisoners are not to use any form of voice mail, recorded messages, nor deliver messages for other prisoners.

Abuse or illegal use of telephone privileges, such as making

intimidating, obscene, harassing, or threatening phone calls, may result in restriction or loss of telephone privileges, and/ or disciplinary, civil or criminal actions. An Individual Determination Restriction (IDR) for loss of personal telephone privileges will be determined by the Superintendent or designee. An Individualized Determination Restriction will be in place when reasonable grounds exist to believe that the prisoner's telephone use threatens the facility security, the safety of a person, the protection of the public, or other actions that constitutes telephone abuse.

Time and charges calls must be submitted on a Request for Interview form to the Assistant Superintendent. The request must contain: the area code, phone number, what the issue or reason is for the telephone call, and must have a Commissary Request form 302.11A attached to the Request for Interview form. Each of these requests will be approved or denied on a case by case basis. All calls must be justified. Only one time and charges call will be allowed in a sixty (60) day time frame excluding immediate family members who are incarcerated. Time and charges calls will only be allowed if funds are available on the prisoner's Offender Trust Account. These time and charges telephone calls are not routinely approved.

It is not SCCC's policy to accept incoming messages for prisoners, except under exceptional circumstances, such as an immediate family member's medical emergency or death in the family. The family member's condition must be verified by a law enforcement agency, hospital, coroner, or funeral home.

## **Visiting Information**

SCCC encourages prisoner visitation because strong family and community ties increase the likelihood of a prisoner's success after release. It is the prisoner's and visitors responsibility to conduct themselves properly during visits, not to accept or pass contraband, and not violate the law or visiting regulations. Visitation for a prisoner's visitor(s) is a privilege, not a right. The violation of visiting rules by a prisoner and/or his visitor(s) may result in the temporary or permanent loss of visiting privileges for the visitor(s) and could

result visiting restrictions and/or disciplinary actions for the prisoner and/or criminal charges for the prisoner and visitor(s).

This is a general overview of visiting at SCCC. For more detailed information about SCCC visiting procedures refer to SOP SCCC 810.02 Visitation.

All contact visiting, must be pre-approved and visitors must be on the prisoner's approved Visitors List. Even if the visitor is approved on another SCCC prisoner's list, the visitor must complete a new Visitor Application form SCCC 810.02A to visit different prisoner. Visitor Application form may be obtained from the housing modules.

Prisoners must submit a completely filled out Visitor's Application form for all visitors, no matter what the age of the visitor. The application must include: date of birth, social security number, driver's license or identification number and state of issue, relationship, complete mailing and physical address, home and work telephone number. If one section is not filled out there must be an explanation of why. All incomplete Visitors' Application forms will be returned to the prisoner.

Potential visitors who are presently on probation or parole must obtain written approval from the Superintendent and their Probation Officer prior to a visit. Permission for this type of visit is not routinely granted.

When a Visitor's Application form is processed and approved, staff will mail to the prospective visitor a "Visiting Authorization" letter along with a copy of "Visiting Rules and Hours" and "Prisoner Phone System" handout. The prospective visitor will have three weeks to sign and return the Visiting Authorization letter. If the letter is received back in the allowable time period, the prisoner will be notified of the visitor's addition to their list. If however, the "Visiting Authorization letter" is not returned within the allowable time period or returned by the U.S. Post Office as "undeliverable", the visitor will be denied and the prisoner will be notified.

If the visitor has not been denied and is not on the approved list,

they **may** be allowed a one (1) time one (1) hour secure visit, space permitting and with the approval of the Shift Supervisor. The visitor must fill out an "Authorization for Visiting Clearance.

In the case where approved visitor(s) will be traveling an extended distance, such as from a bush community or out of State, extra visiting time may be granted at the discretion of the Shift Supervisor on a case-by-case basis, based on space and staff availability.

When the prisoner is expecting a visit from an approved visitor of this type he and desires an extended visit approval needs to be requested from the Assistant Superintendent at least forty-eight (48) hours prior to the desired visit, utilizing a Request for Interview form.

Any prisoner that receives a positive urinalysis test for illegal controlled substances or refuses or fails to provide a specimen for urinalysis testing, or found to be in possession of illegal controlled substances or drug paraphernalia, to include tobacco products, will be identified as a security risk and will be placed on an Individual Determination Restriction (IDR) for secure visiting.

Individual Determination Restrictions are not connected to any Disciplinary Board findings. If a prisoner feels that the IDR is not justifiable he can request to have it lifted by the Assistant Superintendent. If the Assistant Superintendent denies the request it can be appealed through the grievance process.

Prisoners housed in the segregated housing have more limited visiting times and space than General Population prisoners. Maximum custody prisoners and administratively segregated prisoners, other than those on Individualized Determinations Restriction or have a restriction by Court order or condition of probation/parole with an individual or class of individuals, will be allowed contact visiting but must remain in restraints.

Prisoners on Punitive Segregation will be limited to one (1) hour "secure visits" with immediate family members only. Prisoners on an Individual Determination Restriction "two man full restraints" will not be allowed contact visits. Their restraints will remain in place during secure visiting, except for one freed hand for use of the

telephone.

## Visiting Rules

**Address/name changes:** Visitors must report change of address and name change information to the visiting officer at the first visit following the change.

**Prisoner Attire:** Prisoner(s) in visiting will be required to wear approved clothing, to include: underwear, short sleeve undershirt, institutional issued clothing of appropriate size, shoes and socks. The undershirt will be tucked into the pants at all times during visiting. There will be no sweat clothes or jeans worn under the state clothing. No jewelry other than religious medallions and wedding band will be allowed to be worn by the prisoner in visiting. Prisoners must wear a shoe that covers their foot; they can not wear shower shoes into visiting.

**Visitor Attire:** Garments should be conservative and modest. Proper underclothing must be worn. Clothing worn into visiting must remain on. Visitors with inappropriately revealing or suggestive clothing such as, sleeveless garments, tube tops, bare midriffs, scrubs, shorts, cutoffs, mini skirts, spandex, low cut or see through clothing **will not be permitted to visit**. Visitors are not allowed to wear multilayered clothing that could be used to conceal contraband, such as jackets, coats, hats. These items should be left in the provided lockers or the visitor's vehicle. A female visitor should wear a blouse, t-shirt, shirt, or sweater, and slacks, jeans, skirt, or dress. Skirts and dresses must be no shorter than 1" above the knee. Men should wear shirts, sweaters, or tee shirts and trousers or jeans. Shoes will remain on the feet. Slides or flip flops style shoes are not allowed. Shoes must secure on feet and cover heel.

**Cell phones and electronic devices:** Cell phones, I-Pods, PDAs and other electronic devices are not allowed in the visiting area.

**Children:** Approved minor visitors who are family of a prisoner and escorted by an approved adult family member or are a nonfamily member of the prisoner but are escorted by a approved parent or guardian are allowed to visit. Family must meet the guidelines set out in SOP 810.02 Visiting.

An order of the court prohibiting a prisoner from visitation with minors during probation applies during incarceration. Children **must never** be left unattended on facility grounds. Escorting parents/guardians must supervise and provide appropriate control of their children. Unruly children may be cause for termination of the visit. Prisoners will not discipline visiting children. Corporal punishment, generally defined as any measure intended to be injurious to an individual, is prohibited during visits. Children will not sit on a prisoner's lap. There is a video/play area available for children. Children will remain with their parents/guardians unless escorted by their parent to the play area. When children leave the play area they will be escorted by their parents back to their assigned seating.

**Cleaning visiting area:** Prisoners and their visitors will cleanup their assigned area at the end of the visit.

**Court ordered visiting:** All prisoner court ordered visiting restrictions will be enforced.

**Prisoner and Visitor Conduct:** All prisoners and visitors must abide by the facility rules, Policy 810.02 Visitation, Standard Operating Procedure SCCC 810.02 Visitation, and instructions of staff members. Prisoners and visitors will follow all instructions of staff promptly. The supervising staff member has the discretion to terminate a visit for any disturbance. During an emergency or disturbance, we may ask that all visitors leave the facility immediately. SCCC will not tolerate disrespect or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical altercations towards staff members, prisoners, or visitors; or improper use or abuse of state property. Breastfeeding is not permitted in the visiting room. Prisoners and visitors may not visit with other prisoners or their visitors, unless it is an approved prisoner function. Persons under the influence of alcohol or drugs will not be permitted to visit. If someone is with a person under the influence, they will also have to leave the premises.

Visiting privileges will be suspended or revoked for disruptive behavior or violation of visiting rules.

**Contraband:** It is a crime to promote or introduce contraband into a correctional facility and punishable by up to five (5) years imprisonment and \$50,000 fine (AS 11.56.375). Contraband means any of the following items that have not been specifically approved, authorized, or prescribed by the proper authorities for a prisoner to obtain, make, or possess: (1) weapons, including firearms, explosives, knives, hacksaw blades, tear gas, dangerous chemical agents, or any tool or other object that may be used as a weapon, from which a weapon may be fashioned, or that is intended to be perceived as a weapon; (2) controlled substances, the possession of which is punishable by either criminal or civil penalties, and any other type of medication; (3) alcohol, including wine, distilled spirits, home brew, and any other type of alcoholic substance; (4) cameras, sound or video recorders, or any electronic or mechanical receiving or transmitting equipment; (5) any article, including keys, tools, electronic or mechanical devices, and identification information, intended to be used as a means of facilitating an escape; and (6) any other article, including money, toiletries, books, food, mail, and pictures, that is introduced, taken, or conveyed into a facility, or made, obtained, or possessed in a facility in a manner intended to frustrate or evade detection. Contraband includes any item that is exchanged between visitor and prisoner without the Superintendent's approval.

**Maintaining current visitor information:** Visitors must report any new arrests or pending charges to the visiting officer at the first visit following the arrest or new charge.

**Movement during visit:** Prisoners and their visitors are to remain in their assigned seating during their visit unless authorized by staff. All chairs will be spaced apart and may not be moved from their position. Neither prisoners nor visitors can leave the visiting room then return except for approved restroom procedures or for an administrative need. Once a visitor has left the lobby area, he/she will be viewed as terminating their visit and will not be allowed to return until the next appropriate visiting period.

**Physical Contact:** During contact visiting, visitors and prisoners are limited to a brief embrace and kiss upon the beginning and end of the visit. Holding hands or any other physical contact will be cause for termination of the visit. Undue delay in leaving the prisoner visiting area after visiting has ended will lead to suspension or revocation of visiting privileges.

**Search:** All prisoners will be pat searched into visiting. All prisoners will be strip searched after a contact visit and pat searched after a secure visit. All visitors and their possessions in SCCC facility are subject to search. Refusal to allow an authorized search by staff will result in a denial of visiting. Staff may pat search visitors before and after visitation.

**Secure Visiting:** The Institution may, with cause, restrict a prisoner's contact visiting. Secure visitation booths prohibit physical contact. Conversations in the secure booth are recorded.

**Segregated Prisoners:** Prisoners housed in the segregated housing have limited visiting times and space. (See approved visiting hours.) Prisoners in punitive segregation will only be allowed a one (1) hour secure visit with immediate family member.

**Termination of visiting privileges:** Visitation privileges may be terminated at the discretion of the superintendent or designee for any length of time, including permanently, for violation or attempted violation of any state or federal law, any Policy and Procedure, SOP, memoranda, or failure to follow staff instructions. Visitors who are on the barred list must be removed by the Director of Prisons.

**Tobacco-free facility-** All Alaska DOC facilities are tobacco free. Visitors must not bring any form of tobacco into the institution.

**Visiting parking /lobby area:** Lockers are provided for visitor's use, but it is strongly urged that all visitors come to the prison with only a minimum amount of items. SCCC is not responsible or liable for any item left in a visitor's vehicle or SCCC locker. Any items left in the lockers, or elsewhere on facility grounds are left at the owner's own risk. Pets are not permitted in the facility or to be left in vehicles on the facility grounds. No visitors or their guests are allowed to wait in the facility or parking lot for more than fifteen minutes before and after approved visiting times. There will be no loitering on the facility grounds, to include the lobby area or parking lot, waiting for visits to be completed. Visitor's "rides" will have to wait off facility grounds until the visit has been completed.

**Weapons:** Weapons of any sort, to include pocket or utility knives, are not permitted to enter the facility.

### **Visitor Questions Contact Information**

For visitors with requests for directions or in need of answers to questions about visiting call Spring Creek Correctional Center main telephone line at 907-224-8200 or submitted in writing to

Spring Creek Correctional Center  
Attention Visiting Sergeant  
PO Box 2109  
Seward, AK 99664

### **General Population Visiting Hours**

Contact/Secure Visiting 1300 to 1600 hours Sunday - Saturday  
Contact/Secure Visiting 1830 to 2100 hours Friday-Sunday/Holidays

Note: Visiting hours are subject to change or cancellation to accommodate institutional, security, or space requirements.

### **Transportation to Spring Creek Correctional Center**

For the most current information on accommodations, and different means of transport to and in Seward a visitor should contact Seward Chamber of Commerce at 224-8051.

**GENERAL ADMINISTRATIVE INFORMATION****Blue Box**

Appeal of Disciplinary Action forms, Appeal of Classification Action forms, Prisoner Grievance forms, and Prisoner Grievance Appeal Statement forms will be placed, by the prisoner, in the locked blue metal box located in the sally port during their recreation time. Staff will not deliver paperwork to the box. A Compliance Officer/Sergeant will make a collection once each day, excluding holidays, logging the date the form was received.

**Classification Procedures**

Classification procedures are guided by the principles of placement in the least restrictive setting consistent with maintaining the security and order of the facility, the special needs of the prisoner, and other available resources of the department and the institution.

Initial classification will occur within 30 days after a sentenced prisoner's arrival at the designated facility or within 60 days after sentencing and commitment, whichever occurs first. A prisoner must be given a hearing before a classification committee to determine the prisoner's security and custody status and program needs and is entitled to at least 48 hours' advance written notice of a classification hearing.

A prisoner has a right to a classification hearing under any of the following circumstances:

1. initial classification of a sentenced prisoner; 22 AAC 05.241
2. classification review and/or reclassification; 22 AAC 05.241
3. transfer to an institution or facility outside Alaska; 22 AAC 05.241
4. transfer to a mental health or psychiatric facility; 22 AAC 05.241
5. administrative transfer to another institution or facility; 22 AAC 05.241
6. placement in administrative segregation and every thirty days for as long as the prisoner is in administrative segregation; 22 AAC 05.241

7. termination of a furlough; 22 AAC 05.241
8. return from out-of-state placement, in-state restitution center, or other contract facility;
9. any increase in custody level; 22 AAC 05.241
10. every 120 days after the date of an unsentenced prisoner's initial classification, so long as the prisoner is unsentenced; and
11. any classification action as may be determined by the Commissioner or designee to be the subject of a hearing.

## **Classification Appeal**

Appeal of Classification Action form must be placed in the blue boxes located in the Housing Units and APS Gym. Once an appeal has been filed and received, a written response will be generated within these time frames:

- ❖ Appeal to Superintendent – response within 5 working days
- ❖ Appeal to Director of Institutions – response within 15 working days
- ❖ Appeal to the Deputy Commissioner for Operations – response within 15 working days.

For additional information review Policy and Procedure 760.01 Appeal Procedures

## **Administrative Segregation**

Administratively segregated prisoners will get a classification hearing within three working days of the emergency placement. A recommendation will be forwarded to the Superintendent from the classification hearing chairman. The Superintendent has five working days to make a final decision on the recommendation.

The classification committee will hold review hearings within 30 days after the first hearing and every 30 days thereafter for as long as the prisoner remains in segregation. At this hearing, the institution must demonstrate that conditions still justify segregating the prisoner. The Superintendent will review each classification and make a decision on the recommendation.

The Superintendent will release a prisoner from segregation under

the following conditions:

1. after the Superintendent's review of placement and a determination that the prisoner no longer meets the requirements;
2. the prisoner has been appropriately classified after initial admission to the institution;
3. after the prisoner completes the requisite health screening and physical examinations; or
4. after reviewing the classification committee/hearing officers' recommendations, the Superintendent determines that the prisoner no longer meets the criteria set out above.

## **Grievance Procedures**

A prisoner may file a Prisoner Grievance for any alleged action violating the Department's regulations, statutes, policies, or procedures stated in the SCCC General Population Prisoner Handbook that does not already have a separate appeal process. A prisoner found to abuse the grievance system may be subjected to both a restriction on filing grievances and/or disciplinary action.

A Prisoner Grievance form must be submitted by the prisoner within 30 calendar days from the date the incident occurred or from when the prisoner has knowledge of the incident. To begin the process a prisoner must try to informally resolve an issue by submitting a Request for Interview form to the appropriate staff before filing a formal grievance. If the Request for Interview form fails to resolve the problem informally, the prisoner may then submit a Prisoner Grievance form outlining the issue in one of the blue metal boxes.

The Prisoner Grievance form will be initially reviewed by the Facility Standards Officer. After the Prisoner Grievance form is reviewed, it will either be screened back to the prisoner or sent on for further investigation. A screened grievance is a grievance that is rejected or returned for correction due to content or completion deficiencies.

For more specific information refer to Policy and Procedure 808.03 Prisoner Grievance .

## Grievance Appeal

Prisoners may appeal the Screened Grievance decision. The prisoner must state in writing on the Request for Interview Form why the screening is incorrect, attach it to the grievance and the screening form, and return it to the Facility Standards Officer within two working days after receiving the screening decision.

A prisoner may appeal a Facility Manager's/Director's grievance decision. Within two working days after receiving the Facility Manager's/Director's decision, the prisoner must complete and place a Prisoner Grievance Appeal Statement in one of the blue boxes. This statement must only address the subject and relief sought in the initial grievance. No additional information may be submitted.

A prisoner who believes a grievance was not handled consistent with policy may seek review by the Standards Administrator after the Director renders a decision. Within twenty (20) working days after receiving the Director's decision, the prisoner must request a review by writing a letter, not to exceed two pages, and include their copy of the grievance and grievance appeal and send it as privileged mail directly to the Standards Administrator. The review by the Standards Administrator serves as the final administrative action of the Department on the grievance.

All Prisoner Grievance Forms and Prisoner Grievance Appeal Statements will be placed BY THE PRISONER in the blue metal box located House 1 recreation yard sally port.

# SCCC Segregated Prisoner Handbook

## Index

Abandoned/Excess/Contraband Property	28	Property Storage	30
Administrative Segregation	50	Recreation	223
Admission and Orientation	1	Religion	24
Allowable Property upon initial Admission	26	Religious Items/ Jewelry List	32
Allowable Property While in Segregation	27	Restoration of Statutory Good Time	9
Annual Package	26	Restraints	21
Blue Box	48	Safety and Security Rules and Procedures	20
Books and Magazines	27	Searches	17
Cell and Common Area Searches	18	Searches of Religious Items	18
Cell Sanitation	13	Security Devices	21
Classification Appeals	50	Segregated SCCC Authorized Property List	31
Classification Procedures	49	Segregation Population Visiting Hours	47
Clothing List	31	Stationary List	33
Commissary	24	Supplemental Law Library (Annex)	21
Conduct	10	Suspended Penalties	8
Consumables List	31	Telephone	40
Count	20	Transportation/ Accommodations for Visitors	48
Disciplinary Appeal Process	8	Visiting Hours	42
Disciplinary Hearing	6	Visiting Information	43
Disciplinary Procedures	3	Visiting Rules	48
Disruptive Prisoner Groups	11	Visitor's Questions and Contact Information	48
Drug Screening	19	Work Assignments	35
Education	35	Written Communication with Staff	40
Electronic Equipment List	30		
Electronic Equipment	28		
Emergency Procedures	20		
Eye care	37		
Food Service and Storage	14		
General Administrative information	48		
General Library	23		
Grievance Appeals	52		
Grievance Procedures	51		
Haircuts	12		
Health Care	35		
House I Supply Bags	26		
In-cell Hobbycraft	34		
Institutional Living	10		
Introduction	1		
Laundry	12		
Loans	16		
Lockdown	20		
Mail	38		
Medical and Dental	36		
Mental Health Counseling	38		
Miscellaneous Personal Property List	32		
Notice of right not to participate in programs	33		
Offender Trust Account	15		
Penalties for Infractions	7		
Personal Hygiene/Appearance	11		
Photocopies	16		
Prisoner Communication	38		
Prisoner Personal Property	24		
Prisoner Searches	17		
Prisoner's Medical Rights	35		
Privileges and Activities	21		
Programs and Education	33		
Prohibited Conduct for Prisoners	3		
Property Allowed upon Admission	26		

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