



**WILDWOOD TRANSITIONAL PROGRAM**  
**11 Chugach Avenue**  
**Kenai, Alaska 99611**










































**PRISONER HANDBOOK**

**November 2013**

**Robert Hibpshman, Superintendent**  
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WILDWOOD TRANSITIONAL PROGRAM

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Wildwood Transitional Program  
Building 11 & 15  
Prisoner Handbook

This prisoner handbook has been established for the Wildwood Transitional Program (WTP) according to 22 AAC 05.400 and departmental policy 809.01, Prisoner Handbook. WTP is comprised of Buildings' 15 and 11 and is a minimum security facility within the Wildwood Correctional complex, which includes a sentenced medium facility and a pre-trial facility. These rules and regulations are for the benefit of inmates transferred to this minimum facility as well as staff members. Compliance with these procedures will assure an orderly operation and enhance the safety of both staff and inmates. Each WTP inmate is given a copy of the WTP Prisoner Handbook upon arrival, and a copy is available in the Law Library area at Building 11. Knowledge of the rules and regulations of this prisoner handbook is the responsibility of the inmate. Because of the minimum security status of the facility, inmates who commit C-level or above infractions, fail a urinalysis testing, or who are found guilty of a low-moderate infraction are transferred to either the pre-trial or sentenced facility (see Discipline section). The table of contents is listed in alphabetical order. Contact the WCC Facilities Standards Sergeant if you have questions regarding this prisoner handbook.

**Building 15** is a 62-bed facility that houses minimum custody inmates. The building is very basic with -bunked rooms, a bathroom and shower area, a dayroom, and a correctional Post Office.

**Building 11** houses the dining area, telephones, visiting, attorney visiting, laundry, library, and law library for Building 15 inmates. The SS Office, Medical, Education, and Probation offices are also located in this building.

**Rules Listed Below Will Be Strictly Adhered To At All Times**

1. **Americans with Disabilities Act (ADA)**: Inmates who seek accommodations for a disability or access to services and programs should contact the Facility Standards Sergeant.
2. **Barber**: Haircuts are on Sundays from 1015 - 1345 hours in Building 11. Only an Institutional approved barber is allowed to give haircuts. The barber is not allowed to give designer style haircuts such as a mohawk or shave patterns, numbers or letters into the hair.
3. **Cable Television** is provided in Building 15 and 11. TV's are turned on after morning inspection and turned off upon lockdown each night. After 2200 hrs. the televisions are required to either be plugged into headphones or turned onto closed caption mode. The televisions must be silent as to not disturb those who are sleeping at that time.
4. **Commissary**: Commissary can be ordered once per week from the WTP commissary sheet provided by General Sales. It will be ordered on Sunday evening and will usually be distributed on Thursday (you must have sufficient funds available by 1000 hours on Tuesday). There is a weekly limit of \$45.00 on commissary not including items from the special commissary list. You are only allowed to order \$250.00 from the special commissary list four times per year. If you wish to know how much money you have on the books, you can submit a cop-out or wait until Sunday afternoon when the Post Officer will have account balances. When submitting your commissary order, you must include your prisoner ID number on the form or your order will be returned and not processed, and you will have to wait for the following week to order commissary again. If you have insufficient funds your commissary will be returned to the vendor. When you sign for your commissary, you are signing a Release of Liability as well for any items of property. Per policy, consumable items, such as food, are not considered property. Special Commissary is no longer

available with the occasional exception of items that may be required for medical purposes. .

AM/FM radios and headphones can only be purchased through regular commissary. Your prisoner ID number will be engraved on the radios and headphones.

5. Possession of **contraband**® is a violation of both the institutional rules and the State criminal code. Contraband is defined as:

- a. Weapons including firearms, explosives, knives, hacksaw blades, tear gas, dangerous chemical agents, or any tool or other object which may be used as a weapon or from which a weapon may be fashioned or used in a manner other than for the specifically approved use within the institution.
- b. Alcohol, including wine, distilled spirits, home brew and any other type of alcoholic substance except where specifically approved for institutional purposes, or where contained in medications which have been prescribed by proper authority and where controlled and administered by proper authority.
- c. Any drug paraphernalia or narcotics, drug, medication or controlled substances, in any form or within the urine or blood of a prisoner, except medication which has been prescribed and used in accordance with instructions prescribed by proper authority.
- d. Any item 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.
- e. Items in a prisoner's possession which:
  1. Are not issued to the prisoner by the institution;
  2. Are in excess of the quantity allowed for retention or issue;
  3. Have not been authorized for retention in the institution;
  4. Has been altered from its original manufactured condition.
- f. Tobacco of any type or quantity, matches, matchbook strikers or rolling papers found in the facility.
- g. Dice, unless they are used in conjunction with board games, Backgammon, Yahtzee, or any other commercial game product.
- h. Any other article which directly threatens the security of the institution or which the Superintendent has designated as contraband.

6. **Count Schedule** will be as follows, 7 days a week:

0300	Formal, no movement count
0600	Formal, no movement count
1000	Formal, no movement count
1400	Formal, no movement count
1800	Formal, no movement count

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2200	Formal, no movement count
2400	Formal, no movement count--LOCKDOWN

All inmates are required to return to their cell in Building 15 at the 10:00, 1400 and 1800-hour counts with the exception of:

- a. Inmates who have appointments in Medical, Education or Probation.
- b. Maintenance workers who are working outside of Building 15-11 compound.
- c. Inmates in the visiting area.
- d. Waivers may be considered for night workers and an inmate with a physical disability.

At the 2200 count inmates, all inmates must be in their assigned rooms at Building 15.

The midnight count signifies lockdown, seven nights a week. After count is cleared, inmates may leave their assigned rooms only to use the bathroom. "Using the bathroom" consists of using the toilet or urinal only and washing your hands afterward. Inmates found in the bathroom for other than using the toilet after lockdown may be subject to disciplinary action for being in an unauthorized area.

\*\*\*Note: Kitchen workers or maintenance workers who are on an early work schedule that day may have access to the dayroom prior to 0600 hours before going to work. Other counts will be conducted at scheduled and unscheduled times as deemed necessary. At all times, inmates must adhere to staff's directives regarding count.

7. ¶ The following daily schedule will be adhered to:

<u>Weekdays</u>	
0300	Count
0600	Count
0630	Doors open for movement between Bldg. 15 & 11
0630 – 0715	Breakfast
1000	Count
1130 – 1215	Lunch
1400	Count
1630 – 1715	Dinner
1800	Count – all inmates return to Bldg. 15 for count
1830 – 2130	Visiting (Monday – Friday)
2200	Lockdown for Building. 11 & yard
2400	Building 15 Lockdown & Count

<u>Weekends and Holidays</u>	
0300	Count
0600	Count
0630	Doors open for movement between Bldg. 15 & 11
0630 – 0715	Breakfast
1000	Count
1045 – 1345	Haircuts in Building 11

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1130 – 1215	Lunch
1300 – 1500	Visiting (weekends & holidays)
1400	Count
1630 – 1715	Dinner
1800	Count
1830 – 2130	Visiting (weekends & holidays)
2200	Lockdown for Building 11 & yard
2400	Building 15 Lockdown & Count

**\*\*Ending times for counts are an approximation. They generally clear within 15 to 20 minutes although they sometimes take longer. Remain in your room or in the designated count area until an officer indicates that count is clear.**

8. **Meals will be served in Building 11's dining area during the following hours, seven days a week:**

Breakfast	0630 to 0715
Lunch	1130 to 1215
Dinner	1630 to 1715

For sanitation, INMATES ARE REQUIRED TO WASH THEIR HANDS PRIOR TO MEAL SERVICE, including food service workers, who must wash their hands prior to working in the kitchen area. Please do not request or take more food than you can eat. Throwing away vast quantities of food off of your plate only cuts the food service budget in the long run, and in turn, provides less quantity and variety for you to choose from.

All special diet requests, such as vegetarian, non-pork, etc., must be addressed via cop-out to the Facilities Standards Officer for approval. Conversely, to be taken off of a special diet, submit a cop-out to the FSO to discontinue it. An inmate on a special diet observed eating from the regular line, i.e., items not on their special diet, will be removed from the special diet and an incident report will be written to document the deviation for future reference.

Other than the above hours the dining area is open for preparing commissary foods and/or drinks during the day, but you must clean up after yourself. Counters, microwaves, sinks, etc., must be sanitized after preparing food or washing personal containers. Trash must be disposed of and personal dishes or cups must be taken to your room when you are finished.

Any food prepared in the dining room must be eaten in the dining room; you cannot take it to Building 15 to eat.

9. **Directions to Facility:**  
Wildwood Transitional Program  
11 Chugach Avenue  
Kenai, AK 99611-7098  
(907) 260-7200

Wildwood Correctional Complex is located a bit less than three and a half (3.5) miles north of the city center of Kenai. The "city center" is the area of the intersection of Bridge Access Road and the

Kenai Spur Highway with several stores/restaurants nearby e.g. Arby's, Wal-Mart, Safeway, Carl's Junior, and McDonalds. Tell your visitor to continue on the Kenai Spur Highway and look to the right for Wildwood Drive just past the Spenard Millwork Supply building. The three-story building that is the sentenced side is very obvious from the highway. Tell your visitors when they enter onto the property past the stone gates and Wildwood sign to veer to the left and follow the signs to get to Building 11 where Wildwood Transitional Program is located. ERA Aviation, Grant Aviation and Peninsula Airways service Kenai from Anchorage. There is no bus service in the twin cities of Soldotna and Kenai but there are several taxicab companies.

10. **Discipline:** DOC Policy and Procedure 809.02, Prohibited Conduct and Penalties, through 809.07, Restoration of Forfeited Statutory Good Time, address disciplinary matters and can be accessed on the Digital Inmate Law Library (DILL) computer in the Law Library. The following are general disciplinary rules as found in the Alaska Administrative Code under 22 AAC 05.400.

**A. Classifying Rule Infractions**

The Department classifies rule infractions as either major, high-moderate, low-moderate, or minor infractions. The Department considers a prisoner to have committed the infraction itself if the prisoner plans or attempts to commit, or aids and encourages a prisoner to plan or attempt to commit an infraction in section B, C, D or E below. Prohibited conduct for prisoner in state institutions is governed by b, c, d, e, of this section. Violations shall be punished as either major, high or low moderate, or minor infractions.

**B. Major infractions include the following:**

1. homicide;
2. assault upon a staff member or a visitor;
3. escape or evasion from custody;
4. setting a fire;
5. rioting;
6. assault by a prisoner upon another prisoner under circumstances which create a substantial risk of serious physical injury;
7. threatening or intimidating a witness of an official proceeding;
8. possession, use, or introduction of weapons or escape implements;
9. stealing, destroying, altering or damaging government property, or property of another in an amount of \$1000 or more; and
10. commission of a class A or unclassified felony offense.

**C. High moderate infractions include the following:**

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;
4. wearing a disguise or mask;
5. stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$100 - \$999.99.



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6. tampering with or blocking a locking or security device;
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 excess money, tobacco, camera, sound or video recorders;
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, 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 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 substance abuse specimen when requested by a staff member;
17. Spitting, or throwing bodily fluids or fecal matter on or at a staff member
18. intentionally providing a false statement before a classification or disciplinary committee/hearing officer or to an investigator in a grievance, classification, or disciplinary matter;
19. refusing to obey a direct order of a staff member;
20. misusing the telephone, e.g., making intimidating, obscene, harassing or threatening phone calls; making a three-way-call or using a call-forwarding service.
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.

**D. Low moderate infractions include the following:**

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 assignment as instructed by a staff member, or refusing

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to perform a work / program assignment for an alleged medical reason 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 members of the public who are visitors;
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.

**E. Minor infractions include the following:**

1. gambling or possessing unauthorized gambling paraphernalia;
2. possessing unauthorized prisoner clothing;
3. failing to follow posted safety rules, except as described in D (10).
4. Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of less than \$50; and
5. failing to follow a facility's written rule after the Division Director approved the rule and the prisoner was provided notice of it.

**F. Penalties for Infractions**

1. Only a disciplinary committee/hearing officer may punish a prisoner after it convicts him or her of a disciplinary infraction.
2. The committee/hearing officer shall impose at least one, and may impose all of the following penalties on a prisoner for violation any of the rules in sections B, C, D, E above. If the prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing office shall impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties.
  - a. Reprimand;
  - b. Suspended Activities: Suspension of participation in activities described in, and except as limited in (d) below for a period of up to 20 days for 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;

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**c. 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, 60 days for a major moderate infraction;

**d. Suspension While in Punitive Segregation:** Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation and may otherwise be suspended for the periods described in (b) above, except that participation in the activities described in sections (1)-(4) below for a prisoner who is otherwise entitled and not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity.

- (1) participation in education programs or group religious services;
- (2) contact visitation;
- (3) secure visitation other than with immediate family members (e.g., spouse, parents, children, or siblings);
- (4) telephone calls, except to an attorney or the office of the ombudsman;
- (5) use of any electronic device;
- (6) recreation, except for one hour of exercise per day;
- (7) reading material, except for religious or legal matter, or educational materials if the prisoner is enrolled in a course;
- (8) eating in a community dining area; and
- (9) use of the commissary.

**e. 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.

- (1) The prisoner is entitled to some documentation, or explanation, regarding how the amount of restitution has been determined.
- (2) The Department may put a hold on a prisoner's work compensation payments, withdraw money from a prisoner's account, or require a prisoner to work without pay.
- (3) If the prisoner owes restitution at the time of release, the Department will deduct the remainder of the money owed from the prisoner's offender account. If the restitution is still not paid off, the Department will keep the hold on the system and reinstate it if the prisoner is incarcerated again.

**f. Forfeiture of Statutory Good Time:** Forfeiture of up to 90 days statutory good time for a low-moderate infraction, up to 180 days statutory good time for a high-moderate infraction, and up to 365 days statutory good time for a major infraction.

**G. Suspended Penalties.** The committee/hearing officer may suspend the penalties it imposes under section F 2 above, for up to one year, contingent on the prisoner complying with reasonable conditions that the committee/hearing office 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.

1. At the hearing, the disciplinary committee/hearing officer shall:
  - a. determine whether the prisoner violated the condition of suspension during the suspension period;
  - b. give the prisoner written notice of the committee/officer's findings and decision; and
  - c. impose any portion of the suspended penalty as deemed appropriate.
2. The committee/hearing officer may address new infractions at the hearing and impose the suspended penalty as part of the dispositive phase of the hearing.
3. If the prisoner appeals the committee's/hearing officer's findings under these procedures, the institution shall stay the prisoner's penalty until the departmental appeal process is completed.

**H. Amendments to Rules/Notice.** The Director of Institutions must approve an amendment to the rules described in section E 5 above. The amendment is effective only after such approval and the superintendent gives the facility's prisoner population reasonable notice.

- I. Staff Members are not required to preface orders or directives with "this is a direct order." Inmates may be written up for the C-19 infraction if they fail to comply with any directive, without the quoted language.

⇒ Inmates who commit a high moderate infraction or fail a urinalysis test or are found guilty of a low-moderate infraction at WTP are immediately transferred out of the minimum facility to the sentenced or pre-trial facilities where their disciplinary will continue.

Any time an inmate is found guilty of a high moderate or more serious infraction of the institutional rules, that person may be scheduled for appearance at the next meeting of the classification committee for a re-scoring of the custody matrix and a custody status review for potential increase of the individual's custody. Although this may occur for those individuals as indicated, it does not mean it will be an automatic increase in custody status. Rather, all factors concerning an individual's situation will be taken into consideration before a recommendation is made one way or the other.

Inmates opting to have a staff advisor will be contacted by that person at least 36 hours prior to the scheduled hearing. You may take the initiative to contact your advisor before they contact you. Failure to meet with an advisor will not result in a dismissal but it may result in a postponement.

Inmates scheduled for a hearing must be available when they are scheduled to appear, and must remain available until their hearing is conducted, unless a disciplinary committee member excuses them. Occasionally hearings must be postponed. When this happens, you will receive a written notice.

Should an inmate choose not to appear at his hearing and he had solicited the assistance of an advisor, that advisor will appear on his behalf. All inmates must keep in mind, however, that staff advisors are not "attorney substitutes" and that they are not required to act in that capacity. The basic function of an advisor is to ensure that the inmate's due process rights are being met at disciplinary hearings. The advisor will assist the inmate and help coordinate the inmate's presentation at the hearing. If requested after advising the inmate of his rights, the advisor shall interview witnesses, advise the inmate how best to proceed, prepare examination of witnesses scheduled to appear at the hearing, and file the inmate's witness list 24 hours before the hearing. Also, if an inmate chooses not to appear at his hearing having requested an advisor and witnesses, the witnesses will be excused except as requested by the Disciplinary Board Hearing Officer. Upon a guilty finding at a Disciplinary Hearing, an inmate has the option to appeal the decision and penalty. For that purpose, a recording of the hearing may be requested via cop-out to the Disciplinary Chairman. The inmate should also submit an Offender Trust Account form made out to the institution for \$5.00 along with the cop-out. If the recording is returned within the required time, the OTA will be destroyed. Exceptions may be made for indigent inmates.

Those serving time in administrative segregation will not have that time credited toward a punitive segregation penalty.

Inmates with pending "C" or "B" level Incident Reports or "C" or "B" level convictions from any institution may not participate in Open Houses or Potlatches or any other public event for six months after the date of the infraction.


Except for losing statutory good time, inmates will be notified as to when their penalties will begin and end. Inmates who have lost certain privileges should continue to utilize those privileges until they receive a memo from the Assistant Superintendent stating when the penalty period is to commence.

What follows is a list of the standard penalties that may be imposed by the Disciplinary Hearing Officer in most circumstances. When privileges are addressed, the following privileges may be suspended: contact visitation, gymnasium, hobbycraft facilities, loss of radio/stereo/TV privileges and commissary. Other privileges may also be considered. In all cases, the Disciplinary Hearing Officer will exercise his/her discretion in imposing penalties and they will fall within the guidelines established in 22 AAC 05.470. This includes the taking of statutory good time.

DISCIPLINARY STANDARDS - Revised 3/98		
Citation	Standard	Sanction
C1	14	PS
C2	14	PS
C3	7	PS
C4	14	PS
C5	open	PS & Rest.

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C6	20	PS
C7	14	PS
C8	7	PS
C9	14	PS
C10	30	PS
C11	7	PS
C12	14	PS
C13	7	PS
C14	10/20	PS
C15	20	PS
C16	14	PS
C17	21	PS
C18	10	PS
C19	20	PS
C20	7/20	PS & Phone
C21	7	PS
C22	14	PS
C23	14	PS
C24	open	PS
<hr/>		
D1	5	PS
D2	open	PS & Rest.
D3	5	PS
D4	5	PS
D5	3	PS
D6	5/10	PS
D7	7	PS
D8	7	PS
D9	5	PS
D10	5	PS
D11	5	PS
D12	5	PS
D13	10	PS
D14	7	PS
D15	5	PS
D16	5	PS
D17	3	PS
D18	7	PS
D19	3	PS
D20	open	PS
<hr/>		
E1	14	Priv. Susp.
E2	14	Priv. Susp.
E3	14	Priv. Susp.
E4	14	Priv. Susp. & Rest.
E5	14	Priv. Susp.

11.  The fax machine is available on a limited basis for attorney-inmate communications. It is your

responsibility to inform your attorney of the Wildwood Transition Program fax number: 260-7296 and the following guidelines:

- a. The fax must be on attorney letterhead, and they are limited to legal matters.
  - b. The fax is not confidential.
  - c. The fax message must be not more than two pages only (this includes the cover sheet).
  - d. The messages will be delivered once per day, except weekends and holidays when no messages will be delivered. If the message requires immediate response, the reasons for the immediate response should be clearly stated on a request for immediate delivery.
  - e. Faxes will be forwarded to the Facilities Standards Sergeant and could result in the fax being returned to the attorney if they fail to meet the above criteria.
  - f. No personal faxes may be received and no faxes of any kind may be sent out.
12. **☛ Fire Drills:** Periodically, staff will conduct fire drills that may involve evacuation of Building 15 or 11 or both. In the event a drill is being conducted, and you are in Building 15, take one of your blankets and exit your room in an orderly manner. Staff will direct you where to go. Inmates will, to the extent possible, remain grouped together in the evacuation area. Do not converse with prisoners from other areas. Your cooperation is important and, in the unlikely event of a real fire, your cooperation may mean the difference in your survival or lessen the possibility of severe injury.
- Per fire safety regulations, inmate room doors must remain closed when not in use for entering and exiting. A room door may be propped open temporarily for buffing or cleaning purposes, but the door must be closed when the job is complete.
13. The only **food items** **☛ permitted in the living units** are those sold through commissary or dried fish received via mail. A microwave is available for use in Building 11; however, food prepared in the microwave must be eaten in the dining area of Building 11. Inmates may have in their possession up to one box of Sugar Twin brand artificial sweetener that may be purchased at commissary. Sugar is unauthorized in any amount in inmates' rooms. All vendor and commissary containers, boxes, bags, etc., must be discarded when empty or used up; they are not to be used as storage containers.
14. **☛ Gate Money:**  
 Effective October 1, 2003, per the Department of Law, Attorney General's Office, the Department of Corrections is not required to issue "gate money" to felons at the time of their release.
15. **☛ The Grievance Procedure** has been established to provide a means for every prisoner to have his individual grievance reviewed and resolved. Prisoner grievances at Building 15 are processed by Facility Standards Officer (FSO) Howland and Facility Standards Sergeant (FSS) Milburn. The grievance policy (DOC 808.03) requires that you make an attempt to informally resolve an issue prior to filing a formal grievance. Submit a cop-out to the staff in question; if a cop-out doesn't resolve the issue, you may file a formal grievance. You must attach a copy of your informal resolution response with the grievance. If you do not attach a copy of your informal response, your grievance will be screened back to you. The exceptions to this requirement are emergency grievances, as defined in 808.03 C, and allegations of staff misconduct, as defined in 808.03 B. 4. Blank grievance forms are available in Building 15 and in the law library at Building 11. See DOC

Policy and Procedure 808.03 available on the Digital Inmate Law Library (DILL) or the Facility Standards Officer for more information. Submit your grievance in the drop box, labeled as such, located in Building 11 outside of the Law Library.

16. ¶ The following restrictions and rules apply regarding use of the Building 14 Gym for recreation:
- a. A sign-in and sign-out sheet will be maintained in the lobby of Building 11. All inmates must sign out and sign in when requesting to use the gym.
  - b. When going to the gym, you must carry the tennis shoes you are planning to wear while there. Street shoes and dark soled shoes are prohibited for use in the gym.
  - d. Sweatpants or gym shorts can be worn in the gym, but when going to and from the gym, inmates must wear their institutional pants over their gym clothes.
  - e. No food or drinks other than water will be allowed in the gym.
  - f. Use of the gym can be terminated by a supervising officer and will be included with the list of activities that are subject to suspension as a result of disciplinary action.
  - g. radios are authorized in the gym.
  - h. The gym schedule is subject to change due to seasonal or staffing variations. .
17. ☹ Horseplay between inmates is prohibited and is subject to disciplinary action.
18. ¶ Identification Badges and Institutional Clothing: For purposes of identification during routine and/or critical activities such as dispensing medications, transfers, releases, prisoner movement, etc., inmates are required to wear their clip-on prisoner ID badge at all times outside of their assigned room. The ID badge identifies the inmate by name, photo, DOB, and prisoner ID number. Inmates who destroy their badge or the badge of others will be charged with replacement cost of \$8.00 each and will be written up for a C-6, "Tampering with or blocking a locking or security device". Inmates will also be charged \$8.00 for replacing lost badges or badges that are not returned upon release or transfer.
- All inmates must be clothed in prison-issue institutional pants that designate their correct crime classification whenever they are outside of Building 15, to include Building 11 and enclosed fence area. The exception to this rule is Kitchen whites, which can be worn to and from work.
- ‡ When working outside the fence inmates must be clothed in their prison-issue institutional pants and shirt.
19. ☹ Indigent Status: A prisoner who has less than \$ 20.00 presently available in his or her account and who has no more than \$ 50.00 in his or her account during the preceding 30 days. A prisoner with more than \$50.00 in his or her account during the preceding 30 days will still be considered indigent if no more than \$50.00 remained in the account after mandatory deductions (that is,





restitution, fines, child support enforcement orders, violent crimes compensation payments, or civil judgments) or deductions made for educational materials or courses, counseling, or health care.

20. **\* Inmate Work Program:** There are a limited number of in-house job assignments at WTP, mostly janitorial and food service. If you wish to be considered for a job, turn in a request (cop-out) to the Shift Supervisor. Workers will be chosen at the Shift Supervisor's discretion. There are also a limited number of maintenance jobs outside of the minimum compound area, and these will be posted for inmates to apply. Inmate workers will be paid for actual hours worked. If it is determined that you are not performing your duties in accordance with the job requirements, or for good cause, you may be fired.
- a. **Work History File:** The Post Officer maintains a work history file on each inmate assigned to Building 15. This file contains information relating to the inmate's job assignments and terminations. This information is furnished to Probation Officers for inmate classification and Parole hearings.
  - c. **Hiring Process:**
    - 1. Inmates meeting the criteria specified in a job announcement and willing to perform the duties outlined, need only submit an application to the Post Officer or the SS.
    - 2. Upon selection of an applicant, the supervisor returns all completed applications to the Post Officer. The supervisor will ensure that an inmate Job Form is completed including having the inmate sign. The Job Form lists the job you have, along with the pay rate and the date of hire.
  - d. **Food Service Workers**


State-issue kitchen whites will be provided for inmates employed as servers in Building 11's dining area. Inmates are allowed to wear their kitchen whites to and from work only; they are not to be worn lounging around watching TV or working out, in the exercise yard, etc.
  - e. **Pay Raises:** If you are housed at WTP long enough and it is warranted, supervisors may recommend an inmate for a pay raise at three (3) month intervals. After the 3-month period, if a pay raise is authorized, it will start on the 1<sup>st</sup> day of the month following the 3-month period. When the maximum hourly wage is attained for a particular duty field, pay increases cease.
  - f. **Sick Call:** You are responsible for notifying your job supervisor or the Shift Supervisor if you are sick and unable to work. You must then go to Medical to obtain a medical excuse. If you have a medical condition that limits you, you are also required to obtain a Restriction from the Medical Department. You must do this even if you have documentation from previous facilities.
  - g. **Terminations:** Correctional Officers, non-correctional supervisors in other departments, such as Maintenance, have the authority to terminate an inmate from his job.
  - h. **Disabled inmates:** All effort will be made to provide disabled inmates with jobs.
  - i. **Wage Deductions:** All prisoners employed by the Institution's work program will have his

wages and/or gratuities disbursed for various needs in the amounts determined to be appropriate by the Commissioner of the Department. DOC Policy and Procedure 304.01, which specifies this policy, may be accessed via the DILL. The Alaska Legislature recently passed a law that makes money derived through prisoner wages and gratuities subject to lien or attachment.

21.  **Laundry Facilities:** All inmates are responsible for keeping themselves and their clothing in a sanitary condition. Washers and dryers are available in Building 11 for use by those housed in Building 15. Detergent is provided and dispensed automatically--do not add additional soap materials to the laundry equipment. Remove clothing from washers and dryers upon cycle completion. Inmates may use the laundry room from 0700 to 2015 Monday through Friday, with the exception of Tuesday evening at 6:00 P.M. when the laundry room will be closed for cleaning. On weekends the hours are 1030 to 2030. If you leave your clothes in the laundry room overnight the facility will not be responsible for their condition or their return to the proper owners. For your own protection and to prevent loss or damage, do not leave your clothes in the laundry room overnight.

22.  **Legal Assistance:** The Digital Inmate Law Library (DILL) is available to prisoners daily from 7:30 am to 9:00 pm seven days a week in Building 11. A Request for Interview (cop-out) may be submitted to the Law Librarian at WCC to help with legal research. To use the DILL computer or the law library typewriter, you must sign up at the SS office before using the equipment. Access to the DILL system is restricted to 2 hours per day. This is a quiet area for reading and research. A CD player and a cassette player are available for listening to your legal CD's or cassette tapes. If you need to use this equipment, submit a request for interview to the education coordinator. There is not equipment available for DVD disc viewing. Typewriters are available in the law library for legal filings related to your present case only. Typewriters are not to be used for civil cases you are filing, grievances, classification materials, disciplinary, furlough appeals or personal letters.

You may ask for assistance from an inmate other than the law librarian. Before asking for help from a specific inmate, you must obtain written permission from the Superintendent or his designee. If you are the inmate providing this assistance and find it necessary to possess legal material of the inmate you are helping, you must obtain written permission from the Superintendent or his designee. A prisoner that is providing any legal assistance cannot charge, demand, or receive payment of any kind for his services.

23.  WTP's **Library** is located in the same area as the Law Library and is available to inmates during the normal days and operating hours of Building 11. This is a quiet area for reading and studying. The library inventory is maintained with donations from individuals and local businesses. Inmates can donate books or magazines to the library, but they must be sent through the education coordinator for approval. Inmates may check out 1 to 3 books at a time, to take to Building 11. Books should be routinely rotated so others may have a chance at reading them.

24.  The **mailing address** for inmates is as follows:

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YOUR NAME & ACOMS #  
Wildwood Transitional Program  
11 Chugach Avenue  
Kenai, Alaska 99611-7099

**Information regarding outgoing and incoming prisoner mail:**

- a. Outgoing mail must be routed through the institutional mailbox and must be there by 0800, Monday through Friday for pick-up. Outgoing prisoner mail will be stamped and addressed properly according to USPS guidelines for more efficient delivery. You will receive a Notice Regarding Outgoing Prisoner Mail for:
  1. Envelopes with any artwork or additional writing other than the delivery or return addresses.
  2. Envelopes that have the stamp, address or return address in an unusual place other than USPS guidelines for addressing mail. This includes having stamps placed in the upper right hand corner of the envelope oriented squarely to the corner for proper cancelling.
  - 3.
- b. The sending prisoner's name, prisoner ID (ACOMS #) and the institution's full name and return address must be on all outgoing mail. Mail not satisfying this requirement will be returned to the inmate or may be stamped with the appropriate information by the mail clerk.
- c. All outgoing prisoner mail must be submitted unsealed. The exception is privileged mail, which is submitted unsealed when given to an officer. He or she will verify, in the sending prisoner's presence, that the ultimate intended recipient is the privileged addressee. The letter may then be sealed and the officer will place his or her initials on the back of the envelope. See below for the definition of privileged mail.
- d. First class postage will be paid by the institution for up to five letters a week weighing up to 1 pound, per prisoner if the prisoner is indigent. For these purposes, the week runs from Monday through Sunday, excluding holidays. Mail must be deposited in the institutional mailbox as noted in paragraph a. above. Special requests for certified return receipt postage will not be honored.
- e. Outgoing mail should be postage paid with personal stamps. The only exception to the use of stamps will be for large envelopes or packages that may be paid with Offender Trust Accounts. Scales for weighing mail are located in the SS Office.
- f. All incoming and outgoing mail, publications or packages will be inspected for contraband and prohibited content per DOC Policy 810.03, and inmates will receive notice if their mail is not delivered or returned to the sender because of those reasons. Mail or packages without a return address will be disposed of within 30 days of receipt unless a forwarding address and postage is provided. Mail or packages that have a strong odor of perfume (which conceals other odors) or has lipstick or other unknown substances on the outside of

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the envelope or package will be returned to the sender unopened. Letters and/or drawings written or drawn with any type of marker, gel pen, glue, puffy paint with sparkles, etc., are unauthorized, as well as mail containing newspaper or magazine clippings, bookmarks, plastic cards, stamps, stickers, or other unauthorized items, etc. You will be given notice to disburse the items within 30 days or they will be disposed of. Contact the Facilities Standards Sergeant or Post Officer if you have questions regarding mail. Below are two examples of prohibited content:

**NOTE:** All publications, including magazines, books or newspapers, must be ordered and received directly from an approved vendor or publisher. All books ordered must be new books as we will not accept any used books. Prisoners must have sufficient funds to pay for any order in advance. Family and friends may order publications for delivery to a prisoner directly from an approved vendor or publisher which are listed below. Any deviation from the approved vendor list requires the approval of the Superintendent. Newspaper subscriptions to the Peninsula Clarion and Anchorage Daily News are not allowed, because they are provided by the inmate council. Approved vendors for books include: Edward R. Hamilton Booksellers, Barnes & Noble, Border Books, Amazon, Christian Book Distributors, Music Dispatch, Daedalus Books and Music, River City Books in Soldotna, Good News Bookstore in Fairbanks, Kings Treasures Bookstore in Kenai and Musicians Friend. Magazines may be ordered from any verifiable publisher, but will be screened for appropriate content

\*Policy 810.03, Procedures E. Prohibited Mail, paragraph (4) prohibits any mail that shows frontal nudity, exposed female breast(s), and genitalia of either gender.

\*Policy 810.03, Procedures H. Publications, Musical Compact Discs and Electronic Games, paragraph (3) prohibits musical media that have an affixed parental advisory label indicating "explicit content" and electronic games rated "Adults Only", "Mature" or otherwise labeled with descriptors indicating the inclusion of content that is unacceptable.

Mail is checked for prohibited content if the mail contains written material prohibited under 22 AAC 05.510b (obscene, as defined in 22 AAC 05.660).

Prisoners may send or receive "privileged" mail in sealed, uncensored envelopes. If you receive privileged mail, you will be required to open it in an officer's presence so that it can be inspected for contraband; the officer will inspect the envelope for contraband also. Officers may inspect outgoing privileged mail in your presence as well by confirming that the contents are intended for the same person/entity as the letter is addressed to. It can then be sealed by the inmate and initialed by the officer. See below for clarification of "privileged mail"

**Privileged Mail**

- 1) Alaska Human Rights Commission
- 2) Alaska legislators
- 3) Any attorney licensed to practice in the United States
- 4) Any court in the United States
- 5) Attorney General of Alaska

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- 6) Chairman, Alaska Board of Parole
  - 7) Commissioner, Department of Corrections
  - 8) Division of Occupational Licensing
  - 9) DOC Grievance and Facility Standards Administrator
  - 10) Governor of Alaska
  - 11) Members of the U.S. Congress for Alaska
  - 12) Ombudsman for the State of Alaska
  - 13) Physician of record for the prisoner
  - 14) State of Alaska Americans with Disabilities Act Coordinator (Division of Rehabilitation, Department of Labor)
  - 15) An organization, such as the American Civil Liberties Union, Alaska Native Justice Center, National Prison Law Project, Alaska Innocence Project, or Alaska Legal Services Corporation, that assists persons in the exercise of their legal rights.
  - 16) Division of Elections
  - 17) Alaska Native Justice Center
25. **📖 Magazines** can't be left untended on desks, beds, under mattress, etc. If you're not reading the magazine, put it away in the bin or locker so it doesn't get confiscated. The exception to this is television program guides, devotional pamphlets and class course materials. The purpose of all this, is to keep the rooms looking neat and uncluttered. Excess magazines may be donated to the Library. Magazines found in rooms in excess of the allowed amount on the List of Authorized Property (page 24) will be confiscated.
26. **📄 Material Safety Data Sheets:** MSDS sheets are available for review at the Shift Supervisor's office. In addition MSDS sheets are available for the cleaning products wherever they are located within the facility.
27. **⚕ Medical:** Nursing, medical, dental, and psychological care is available to all inmates. Nursing staff (onsite or offsite) is available 24 hours a day, 7 days a week for evaluation and assessment of inmate health concerns.

**Sick Call** is conducted at Building 10's medical office on Monday, Wednesday and Friday and scheduled by appointment. Submit a Request for Health Care form located outside the medical area door in Bldg. 11 and place the completed form in the file outside the door. An appointment date and time will be set and the form will be returned to you. On the appointment date you will be escorted to Building 10 for sick call. You are expected to be present at the Building 11 dayroom 5-10 minutes prior to your appointment time to be escorted over to Bldg. 10. If you are late for the escort, your appointment may be cancelled

**Medication Call:** (at the Medical Office Door in Building 11 Open for 15 minutes)

Everyday

0800 and 2000 hours

Medications such as Tylenol, Motrin, aspirin and Maalox are given out free of charge at the

morning medication call. Inmates who request these medications at the afternoon and evening medication calls will be charged \$5.00, whether the request is for 1 day or up to 3 days (9 consecutive med calls, including the morning med calls).

Cold tablets such as Aprodine or CTM tablets, are not free of charge at morning med call. Inmates will be charged \$10.00, whether the request is for 1 med call or up to 9 consecutive med calls in a 3 day period.

If taking prescription medications, you have two med calls available to you. When you go to medical for oral medications, you must have a cup of liquid and your inmate identification with you. You must swallow your medication in the presence of the nurse at the window. You will be required to open your mouth and show your empty cup after swallowing the medication in order for the nurse to ensure it was swallowed. Failing to do so may result in a high moderate infraction and possible discontinuation of your medications.

Dental care is available at Building 10 by submitting a Request for Health Care form as you do for sick call. The dental staff is normally here every other weekend but that is subject to change. Medications, including blister packs, must be kept locked in your locker and not left out in the common areas of your room. Medications that are left out could result in a write up or a loss of self-administering privileges. Hoarding medications is against house rules and will result in a disciplinary write-up. Pursuant to state law, health care and drugs can be charged to inmates. See DOC P&P 807.07 for further details. Emergencies are handled as they arise 24 hours a day, 7 days per week and will take precedence over routine scheduled sick calls. This may result in the re-scheduling of appointments.

28. **\$ Money Matters:** Inmates may disburse funds to pay bills, attorney fees, donations to charity, etc., by submitting an Offender Trust Account disbursement form. Fill out the disbursement form completely, including the reason for the disbursement and sign and date it. For paying bills, submit a payment stub with the OTA. A check will be issued from your account to pay the bill, attorney fee, etc. If you have court ordered restitution to pay, see your PO to get money automatically disbursed from your account each month.

**Money Disbursements to Others:** Money disbursements or other items of value to be disbursed may be sent out only to verifiable family members. To accomplish this, submit a Relationship Verification for Money/Gift Disbursement form to your Probation Officer; forms are available from the Post Office. You will receive a copy back showing approval or not, and the original will be forwarded to the Post Officer. If approved, you may then submit an OTA to the Post Officer to start the disbursement process. If you do not have an approval on file in the Post Office, your OTA will be returned to you. **\*\*You must submit a cop-out to the Superintendent for approval of any disbursements to other than family members or if the disbursement is for a large amount of money or a donation.** An institutional check will be issued for OTA's that are approved, and the normal distribution method for these disbursement checks is by mail. In exigent situations a person may be approved to pick up the check at the reception window at Building 10 during normal business hours.

You do not have to receive prior approval to receive money from family and friends. However, you may not receive money from prisoners who have been released or from another prisoner's visitors

or family. If the same person sends money to two or more prisoners, the money will be returned. Anything suspicious with money coming in will be referred to the Security Officer for further review and then may be returned to sender.

Per policy, money orders, cashier's checks, and Native corporation checks are held for 10 days before being placed on an inmate's account for the funds to clear; federal, state, and city government warrants are not subject to this hold. Wildwood Correctional Center will not accept, nor be responsible for cashing personal checks written to or by inmates.

There may be no credit card or contractual purchases made. You may not enter into any "future credit arrangements" without prior approval by the Assistant Superintendent or designee. ("Credit arrangements" include ordering merchandise, magazine subscriptions, authorizing services, etc. without paying in full in advance.) The Assistant Superintendent or designee must approve exceptions to these policies.

Any banking transactions, such as withdrawals, deposits, or other transactions, must have the prior written approval of the Superintendent. If a money order is received from a bank without prior approval, you will receive a mailing notice to disburse the money order within 30 days or it will be disposed of (shredded). Unauthorized money orders must be disbursed back to the bank or to an immediate family member. The use of personal bank credit cards is strictly prohibited. There is no exception.






An inmate may not give or loan money to nor borrow money from another inmate or another inmate's family for any reason. This includes buying commissary items for another inmate or paying for the cable hook-up for another inmate's television set. See departmental policy 302.12, Prisoner Accounts, for additional information on inmate funds.

29. ~~Native Foods~~: Alaska Native foods will be permitted on special occasions such as potlatches and other times as resources and appropriate regulatory agencies permit and with the approval of the Superintendent. If the kitchen facilities are required to prepare Native foods, all of the food must be inspected by a Department of Environmental Conservation (DEC) Sanitarian. In order to comply with this requirement, DEC must be notified at least one week in advance of receipt or utilization of wild or Native foods to schedule a date and time for inspection of those foods before utilization by institutional food service personnel.
30. ~~Notary~~ service is available via cop-out. Usually you will have your document notarized the day the cop-out is received, although you should plan ahead and consider that it may take longer.
31. ¶ Complaints with the Ombudsman's office must be in writing. They no longer accept telephone calls. Complaints may be filed only after you have filed a grievance and have exhausted all appeals within the Department of Corrections. When submitting a complaint, you must include documentation that you have attempted to resolve the issue previously. Instructions and forms are available in the Law Library.
32. § OTA Funds: Effective October 01, 2002, all OTA funds, including Forced Savings, will be subject to attachment for child support arrearage. Remember, this only applies to those prisoners who have:
1. Active child support withholdings orders that show outstanding arrearage (i.e. back payments are due); and

## 2. Forced Savings

**Funds Due Upon Release or Furlough:** When you are released at the end of your sentence, you will receive all the funds from your Funds Available and Forced Savings accounts. The first \$500.00 of your balance will be paid in cash and any remaining balance will be paid in the form of a check on the day you are released.

When you leave WCC or WTP on furlough you will only receive the funds from your Funds Available account. This money will be sent to the furlough center by mail in the form of a check approximately 5 days after you leave WCC/WTP. You will not receive your Forced Savings money until you are released from the center at the end of your sentence. It will be your responsibility to contact WCC upon release from the furlough center to request your Forced Savings balance be mailed to you. Remember the cost of postage to mail your property to the furlough center is paid from you funds available account before the funds are mailed to you.



33.  **Outside Recreation** times during the seasons will be posted in the Building 15 and 11 Post Offices. Changes to yard hours usually occur in the spring and fall when changes are made to daylight savings time. The yard is usually open from 0730 - 2100 hours during the fall/winter months, and 0700 - 2130 hours in the spring/summer months. Outside recreation may be suspended whenever weather is inclement. Furniture and State owned blankets may not be taken outside; however, blankets are authorized to be taken outside during emergencies or fire drills.
34.  Whenever the **outside temperature** drops to 10° F. or colder, windows must remain closed. Failure to do so may result in an Incident Report.
35.  All **institutional paperwork** should be filled out properly with requested information, such as clearly printed name, prisoner ID, and room number. This includes Cop-outs, Offender Trust Accounts, property forms, job requests, etc. Paperwork that does not have the room number on it will be returned unprocessed. In Bldg. 11 there are locked boxes for inmate correspondence, such as cop-outs, mail, legal mail, property requests, and grievances.
36.  **Photocopies** are available at \$.15 per copy. Complete a Legal Copies Request form (808.12A) or a Personal Materials Copies Request form (808.12B) and an Offender Trust Account form for the total number of pages and cost. Place the request, the OTA and the materials you wish to have copied in the cop-out box. The cost applies to legal paperwork as well as personal. Indigent inmates will have a hold placed on their accounts. Indigent inmates must coordinate with the Facility Standards Sergeant if they anticipate a large volume of work to be done. See DOC P&P 808.12 for further information.
37.  **Policy Issues:** Please be advised of the following policies:
- a. Every inmate is entitled to report and file in writing any grievance, whether or not it alleges a violation of a regulation. Matters concerning discipline or classification may not be the subjects of a grievance. Cop-outs and grievance forms shall be readily available to inmates. Inmates shall not be required to fill out a cop-out to request a grievance form. All cop-outs shall be reviewed by the Superintendent or his designee or other individual where an inmate specifically addresses a cop-out to that individual. No retaliation shall be taken against an






inmate for filing a cop-out or grievance. See DOC Policy and Procedure 808.03 for more information.

- b. A prisoner has the right to refuse to participate in any counseling, rehabilitation, vocational, educational, or pre-release program, psychological or psychiatric treatment (except when the medical condition of the prisoner or public health concerns require immediate intervention or when the prisoner lacks the capacity to give consent as determined by a physician), recreational or other activity, contact by the media, visitors or legal representatives. However, it is to be noted that a prisoner may be required to participate in a program ordered by the sentencing court.
- c. The Digital Inmate Law Library (DILL) is open to inmates every day from 0730 – 2100 hours.


### 38. PROGRAMS & RELIGIOUS SERVICES


  **GED:** The education department offers residents the opportunity to complete their General Education Development (GED) requirements while they are incarcerated. For further information you should contact the Education Coordinator.

**Alcoholics/Narcotics Anonymous:** This program is the traditional AA/NA program that is used nationwide. Volunteers from the Kenai Peninsula AA or NA groups come in to the facility and hold meetings for the inmate population. The meetings are scheduled on a regular basis. Contact the education coordinators for further information.

   **RELIGIOUS SERVICES:** Chaplains, priests, rabbis, etc. are available on request to help fill your religious needs. They are also available for individual counseling or personal or family problems. Requests should be addressed to John Parmenter, Institutional Chaplain.

In addition, religious visitation can be scheduled in advance for 1400 to 1500 hours and 1500 to 1600 hours, Mondays through Fridays. Religious visits at regular visiting hours must be scheduled on the day of the visit. It will not be possible to schedule a religious visit at regular visiting times in advance.

 **MENTAL HEALTH CLINICIAN:** The Mental Health Clinician provides psychological services for inmates with major mental illnesses as well as those inmates experiencing crisis. Referrals for psychological testing and evaluations are also provided.

 **PROBATION OFFICERS:** Each inmate assigned to Building 15 is assigned a Probation Officer who is responsible for:

- Classification, both initial and review;
- Assisting inmates in establishing and meeting goals;
- Providing referrals to the Mental Health Clinician when personal and crisis counseling is indicated;
- Assessing educational needs, referring to appropriate source and encouraging participation;
- Attempting to find appropriate training, referring and encouraging;
- Assessing and referring qualified inmates to WCC's LLSAT program.

Acting as a staff advisor at disciplinary hearings;  
 Preparing parole reports;  
 Presenting cases to the Parole Board;  
 Preparing furlough applications;  
 Preparing interstate reports;  
 Processing Electronic Monitoring Applications.

In most cases, during the last months of an inmate's incarceration, the Probation Officer is responsible for working with a prisoner on his release plan. This includes the following:

- Assisting the inmate in the preparation of his release plans (30 - 60 days prior to release date).
- Assisting with contacting state agencies, businesses, and community organizations that may meet post- release needs.
- Locating and referring inmates to halfway houses and/or substance abuse programs.
- Advising inmates of probation and/or parole conditions.
- Providing prior notification to both the field probation offices and the Parole Board of pending releases.
- The Alaska Department of Corrections (DOC) shall develop an Offender Management Plan (OMP) and Individual Reentry Plan (IRP) for all sentenced felony offenders who score above minimum risk upon initial screening. The OMP shall be based upon the offender's assessed needs; it will guide and promote activities, referrals, and internal Departmental communications necessary for successful community reintegration. The OMP shall encompass all aspects of supervision of an offender by the DOC from the time of sentencing to the completion of the imposed sentence, which may include probation and/or parole. The Department shall strongly encourage offender participation in programming and pre-release preparation as an essential component of successful reintegration into the community. Offenders who complete the requirements of the OMP shall be considered favorably when they become furlough eligible

**CLASSIFICATION:** Classification seeks to match inmates to appropriate levels of security and custody, to establish the need for special programs and services through individual assessment and accumulation of information on a system-wide basis, and to establish policies, criteria, responsibilities, and procedures for the implementation of a rational, consistent, and equitable correctional system. An inmate's probation officer will help with any classification questions.

### 39. **PROPERTY (Authorized):**

**Prisoner Incentive Program- Prisoners shall be allowed to possess property dependent on their phase status.**

1. Phase I shall include all newly remanded prisoners, pre-trial detainees and those serving less than a year and those in segregation. Prisoners in Phase I shall be allowed to possess only the property on the Jail and Pretrial Authorized Property List (811.05C) and shall not be allowed personal clothing.
2. Phase II consists of sentenced prisoners serving 366 days or longer, which do not have any B or C guilty findings in the proceeding 90 days. Prisoners in Phase II shall be allowed to possess the following property:
  - a. Personal Clothing as listed on the Prison Authorized Property List (811.05D).

- b. Personal property not to exceed items listed on the Prison Authorized Property List (811.05D).
- c. A personal music device approved by the Director of Institutions.
- 3. Phase III consists of prisoners who have been in Phase II for six months with no B or C guilty findings. Prisoners in Phase III shall be allowed to possess the following property:
  - a. The same property as prisoners in Phase II, as listed on Prison Authorized Property List (811.05D).
  - b. A television if the prisoner has met the requirements of AS 33.30.015(d):
    - (1) Is not classified as administrative segregation maximum;
    - (2) Either is incapable of obtaining or has attained a high school diploma or general education development diploma or the equivalent;
    - (3) Is actively engaged in an educational, vocational training, or employment program.
    - (4) Has satisfied or is on regular and current payment schedule for all restitution orders entered by the court as part of the prisoner's sentence and, if applicable, is actively engaged in a treatment plan or counseling, psychiatric, or rehabilitation program ordered by the court or the department as part of the prisoner's sentence; and
    - (5) Pays for the expense of providing the television, the utility fee and the expense of providing any cable/satellite service.
- 4. Prisoners are responsible to request phase adjustments via a request for interview (808.11a) to their Probation officer or other identified staff member as indicated by the Superintendent, upon:
  - a. Initially meeting minimum standards for a Phase change; and
  - b. Successful completion of the required waiting period following a disciplinary infraction.

### Phase I-Prison

All newly remanded prisoners, pre-trial detainees, segregated prisoners and those serving 365 days or less will be considered phase I which includes the following:

1. No personal clothing.
2. Commissary limit of \$25 per week.
3. Special commissary if approved by the superintendent to purchase AM/FM radio and headset.
4. Property not to exceed items listed on form 811.05 C.
5. Commissary from Jail commissary list only.

### Phase II-Prison

All sentenced prisoners, 366 days or longer, that have no B or C (1, 2, 3, 7, 14, 16 or 17) guilty findings for the preceding 90 days are eligible for phase II. Prisoners cannot move to phase II until they have met the 90 day criteria.

1. Personal property limited to items contained on property list 811.05 D.
2. Personal clothing as indicated on property list 811.05 D.
3. Commissary limit of \$50 per week.
4. Special commissary of \$250 up to 2 times annually; includes basic MP3 player.

### Phase III-Prison

Prisoners may move to phase III after being at phase II for six months with no B or C (1, 2, 3, 7, 14, 16 or 17) guilty findings.

1. Personal clothing as indicated on property list 811.05D.
2. Commissary limit \$75 per week.
3. Special commissary \$250 up to 3 times annually; includes TV if prisoner has met the requirements set out in AS 33.30.015 for possession.

Upon conviction for either a B or indicated C level infraction, prisoners will lose their electronics as follows:

**B-Level write-up:** Reduce to phase I limits with loss of electronics for 180 days.

**C-Level write-up:** Reduce to phase I limits with loss of electronics for 90 days.

All segregated prisoners are limited to phase I criteria until released from segregation and standards are met for movement to phase II or phase III

Prisoners are responsible to notify the identified staff member, as indicated by the Superintendent, when their sanctions are complete.

**Note:** The Superintendent may allow pre-trial detainees to move to Level II prior to sentencing based on behavior, employment and programming.

—ANYTHING IN EXCESS OF THIS WILL BE CONFISCATED—

**Clothing:** Clothing will be clean and in good repair. T-shirts may only have a very small logo (other than Club tees). They may not have inflammatory or obscene logos or unauthorized club or gang logos. Baggy sweatpants and shorts will be confiscated. All clothing must be worn high enough to be around your waist.

Sweat shorts and/or gym shorts must be of the same gray cotton type of material as sweat shirts or bottoms. The shiny nylon shorts, even though gray, are unauthorized. Tear-away gym type pant, wind pants etc., are unauthorized. A shirt and a pair of pants or gym shorts (gym shorts only, no boxers, briefs, or boxer briefs) must be worn whenever you are outside of your room. Do not go to or from the shower in your underwear (includes boxers, briefs, boxer briefs), topless, or with only a towel wrapped around you or you will receive a write-up. Shoes or slippers **must be worn** with socks in all common areas of the building, including the hallways, dayrooms, and bathrooms, however, only shoes are allowed in Building 11.

● **Commissary:** Most property purchases from your account must be ordered from prisoner commissary or inmate club sales (see exceptions for gift and publications). Certain items may be ordered from a vendor other than commissary, but must be purchased from your Offender Trust Account by submitting a Publication & Property Request form (811.05c). Should a property item being ordered on commissary result in an amount in excess of that allowed on the list above, the inmate will be given notice to disburse or dispose of items over the limit. Per policy, personal property does not include commissary food or other consumables.

**Disposal of Unwanted Property:** If you wish to dispose of any of your inventoried property, you must do so at the Post Office in front of the Post Officer. You will also need to complete a Prisoner Property Disbursement form at that time.

● **Gifts:** The only property items family or friends may send in as a gift upon prior approval, are prayer rugs and religious necklaces or eyewear, such as contact lens. To get approval for prayer rugs or a religious necklace, submit a Publication & Property Request form to the Property Officer. These items may also be purchased via your OTA from an approved vendor.

**NOTE:** Gifts that are authorized to be sent in by family or friends must be purchased from an approved vendor. A gift purchased in this manner may not be removed from the vendor's premises,

and must be sent by the vendor directly to the institution—no exceptions.

**NOTE:** A gift received that contains more than the number of items approved, items that do not meet the uniform requirements, or the package contains items that are not approved, you will have 30 days to send the incorrect items away, otherwise they will be disposed of. If the package arrives postmarked before the date the Post Officer approved your request, it will be returned to the vendor.

### Subscriptions & Publications:

Subscriptions for the Peninsula Clarion and the Anchorage Daily News are not allowed as the Inmate Council provides these subscriptions. Subscriptions for other in-state or out of state newspapers are allowed; however, they must be mailed from the vendor. You will be given notice to disburse a newspaper that is mailed to you from someone other than a vendor.

**Indigent Supplies:** Indigent inmates are eligible to receive envelopes, paper, pencil, soap, shampoo, razor, toothbrush, toothpaste and comb by submitting a cop-out to the Shift Sergeant. An approved indigent supply request which are good for one (1) week and supplies are given out as needed (no hoarding of soap, etc.) from the Post 15 Officer. Be specific on your cop-out regarding which items you are requesting. If you buy disposable razors on commissary or if you own your own personal razor, you are required to turn the old blade into the Post Office where it will be disposed of in a sharps container.

**Institutional Linen/Clothing Issue:** The following is a list of state linen and clothing that is issued to each inmate in housed at Building 15. State issued underwear, socks, linen and towels are dyed green. Inmates will also be issued a locker lock and room key from their Post Officer.

3 twin blankets	2 gold or blue scrubbie shirts	1 jacket
2 twin sheets	2 gold or blue scrubbie pants	1 laundry bag
1 pillow	3 briefs	2 towel
1 pillow case	1 pr. Blue sneakers (slip-on)	3 pr. socks

Any institutional items in excess of the above amounts will be considered unauthorized property will be seized. Only unservicable state clothing, sheets and pillowcases can be exchanged, if needed, and will be done on a one-for-one basis. Also, institutional blankets are to be used only as blankets, not as rugs, pillows or mattress covers. Institutional blankets are to remain inside Building 15 at all times with the exception of emergencies and fire drills.

**Jewelry:** Limitations specify that the only jewelry in your possession includes the following:

- a. A plain wedding band (no gemstones or nuggets).
- b. No more than two (2) religious necklaces (with no gemstones and not to exceed 2" in length or width; in addition, the neck chain's width cannot exceed 1/8 of an inch).
- c. A personal wrist watch.
- d. Earrings (1 pair unadorned stud-type, no rings or hoops).

The value of each item may not be more than \$100. Wildwood will not pay any claims for more than that amount. If you have jewelry valued at more than \$100, you must disburse it within 90 days. Pierced earlobes are the only place where studs may be worn. Body piercings may not be adorned or kept open

with things, such as, the teeth of a comb.

**Legal Paperwork in Room:** Do to space limitations, inmates are only allowed the equivalent of one transfer box of legal paperwork in their rooms.

**Medications (kop),** including blister packs, must be locked in your locker, not left lying around in your room. Hoarding medication is also not allowed.

**Padlocks:** The only padlocks inmates are permitted to have in their possession are those issued by the Post Officer for the room lockers. If lost, replacement locker padlocks cost \$15.00, and this amount will be charged to the inmate the padlock was assigned to. If only the padlock key is lost, the inmate will be charged \$5.00 for a replacement key.

**Postage Stamps:** Stamps must be purchased through commissary; they may not be received in any other manner. The postage meter is used for indigent mail or you may submit an OTA to the Mail Clerk for mailing larger packages.

**Prior Approval:** All property coming into Building 15 must have prior approval of the Post Officer. Only the Superintendent or his designee may approve incoming property that is not on the property list, i.e., identification card. Inmates requiring medically necessary items, such as special shoes, should submit a cop-out to Medical for prior approval before contacting the Post Officer.

**Razors and Disposable Cartridges:** If you buy disposable razors on commissary or if you own your own personal razor, you are required to turn the old blade into the Post Office where it will be disposed of in a sharps container.

**Release or Transfer:** Upon transfer to another institution, one box of property will be taken with you. Prior to release or transfer, inmates will turn in all property, including keys, issued to them by Wildwood Transitional Program. Locker locks, keys, clothing, linen, and laundry bags must be turned in to the Post Officer. Inmates will be charged for any state issued property that is not returned upon their transfer or release. Charges will be collected from either funds to be given to the inmate upon release or taken from gratuity money owed the inmate. The room occupied by the inmate will be cleaned by the inmate and inspected for cleanliness by the post officer prior to departure. Release will be at 7:00 a.m. unless the sentence or travel arrangements dictate otherwise. The Post Officer will schedule an appointment with you prior to your release to assist in inventorying and packaging your property.

Excess inmate personal property left at Wildwood Correctional Center after a transfer or release may be shipped at the inmate's expense to the new institution or to family or friends. See the Building 15 Post Officer to arrange an authorized individual to pick up excess personal property at the institution. The Excess Property Notice and Prisoner Property Disbursement form shall be used for this purpose. Excess personal property that is not dealt with through these procedures within 90 days of transfer is deemed abandoned, and shall be disposed of through proper departmental procedures.

If the property is to be mailed, an Offender Trust Account for postage and insurance must be attached to the Property Disbursement. Property scheduled to be picked up through visiting must be listed on a Property Disbursement, with the name of the person to receive it, and it must be signed by the inmate. The person receiving the property will sign for accepting the disbursement.

**Scrap Materials:** Inmates will not be allowed to use any materials belonging to Wildwood Correctional Center or Building 15 or 11 for their own personal use. This includes, but is not limited to "scrap" wood, metal or fabric, etc. Inmates are also unauthorized to make rolled 'paper spears' from paper.

**Seized Property:** Property seized will be considered unauthorized property and will be processed in the following manner:

- a. If there is any disciplinary action concerning the seized property, the property will not be disposed of until such action is completed.
- b. Property that is seized but is later determined not to be contraband (as defined in the Prisoner Handbook) will be returned to the inmate at the institution's expense as soon as it is determined to be authorized personal property of the inmate in question.
- c. Personal property of an inmate (with the exception of weapons, escape implements, unauthorized drugs or cash) that is determined to be contraband may be sent at the prisoner's expense to a place of the prisoner's choosing or be picked up by an authorized individual. Such contraband personal property not otherwise disposed of will be retained for 60 days and then destroyed.
- d. Items in a prisoner's possession which have been determined not to be the personal property of that inmate will be retained for 90 days and then destroyed, unless the rightful owner of the property claims the property and can prove lawful ownership. If lawful ownership is verified, the item will be placed in the owner's stored property.
- e. Legal materials that are seized as containing contraband will be returned to the prisoner after disposition of the contraband.

The Post Officers are instructed to verify proper ownership of property during their shakedown of rooms. If they discover items that are not properly inscribed, transferred or disposed of, they will be seized and disposed of in accordance with the Seized Property section above and DOC policies and procedures.

**Unauthorized Transactions:** Inmates may not give, loan, exchange, sell to or receive property from another inmate or another inmate's family. You may not buy commissary or store items for another inmate or loan or borrow books or magazines.

40. **Room Cleanliness Standards:** Living areas at Building 15 will be kept clean at all times. The Post Officer will go over the condition of the room when you move in and again when you move out. Any damages to the room will be reported to the SS and funds removed from your account prior to your release or transfer to pay for them. The following standards will be used as guidelines to judge room cleanliness.

- a. Rooms must be clean and ready for inspection by 8:00 a.m. on weekdays. All rooms are subject to inspection at any time to ensure cleanliness standards are being maintained. The Post Officer will post an inspection sheet each morning on the bulletin boards located outside the post offices. All prisoners are expected to check this inspection sheet daily and

make all indicated corrections as soon as possible. A prisoner may be called back to his room at anytime to bring his room into compliance with institutional rules and standards

- b. All beds must be neatly made. During the day you may sleep on top of the neatly made bed under one blanket only. The bed may not be used for stacking or hanging any items at all. Only night janitors who have worked the previous night may fully utilize their beds.
- c. All clothing, other than shoes, will be placed in the locker or tub provided. Clothing will be neatly stacked, folded or placed on hangars located inside the lockers. Dirty clothing may be placed in laundry bags and located on the wall coat hooks or in your locker. The laundry bags may not be left on the floor, in chairs or on desktops nor may they be stacked in a corner or on a bed.
- d. The desks in the room must be kept clean and clutter free. All items located on the desks will be neatly ordered and will not hang over the edges of the desk. Desks that staff determines are cluttered must have enough removed from them to eliminate the overcrowded appearance.
- e. Rooms will be swept and mopped daily. Cleaning will always include the edges, corners and under any item covering or located on the floor. Debris cleaned up in the rooms will be placed in the appropriate containers, not simply swept into the janitors' closets. It is expected that floors will be buffed on a regular basis; however, rooms may only be buffed between the hours of 0700 and 2200. When indicated on the room inspection sheets, floors will be stripped and waxed. Towels and blankets are not to be used as rugs on the floor as it is a safety hazard.
- f. No signs at all may be placed on the window or door. Room heaters will be kept clean and free of dirt or debris. Nothing may be placed on the heaters. When the outside air temperature reaches 10° F. or colder, bottom windows will be kept closed.
- g. The room lights will be kept clean and free of dust or dirt with nothing attached to them.
- h. The lockers will be kept clean and in good order. Nothing may be placed on top of the lockers. The locker doors will be kept closed at all times and locked when not in use. Nothing may be outside or hanging from the lockers. All items located in the lockers will be stacked and ordered neatly. If a locker is determined to be cluttered, enough items must be removed to give a neat appearance. Excess items will be returned to the property office for disposition. Excess property that has to be removed by staff will be confiscated and disposition will be determined through the disciplinary process.
- i. The trash can will be emptied once daily prior to inspection. The trash can will be kept clean and neat.
- j. Each room has a TV and clock radio. Do not hang or attach anything to the TV or take the clock radio out of the room for use in other areas. Any damage to the room or contents will result in an incident report and a hold will be placed on your account. TV's, radios and lights may not be left on while unattended.



- k. The walls of the room will be kept clean and washed—no writing or marking on them. Special attention will be paid to the area around the light switch and wall sockets. Wall sockets and light switches will not be blocked or covered. Nothing may be attached to the walls or door anywhere in the room.
- l. The windows and windowsills will be kept clean and dust free. The screens will also be kept clean. Nothing may be attached, poked through or hung from the windows, screens. All flat areas of the room such as ledges and locker tops, etc. must also be kept clean and dust free.
- m. Photographs, calendars, drawings, etc. must be placed inside lockers when not in use. They may not be posted or displayed anywhere except two photos and a small non-graphic calendar may be posted inside the locker. The only time the aforementioned items can be removed is when the prisoner is reading or reviewing the material. Once finished, all items must be returned to either the locker.

Rooms are inspected daily for compliance. Infractions may be dealt with through the disciplinary process. Remember—you are responsible for the contents of your room!

**STANDING ORDERS FOR BUILDING 15 ROOMS AND HALLWAY:**

- The security night light in each room must be on at all times.
  - Do not cover or tamper with the security light.
  - Do not allow anything to hinder the light from illuminating the room, like hanging something from the bunk.
  - No yelling or loud behavior in the hallway or dayroom.
  - Do not remove screens from window.
41. Any **room keys and locks** that are signed out to an inmate are his responsibility. A \$5.00 fee will be deducted from the inmate's funds for any reported lost, stolen, unreturned, or misplaced room or locker keys. To replace a key, submit an Offender Trust Account form to the Shift Supervisor. If your locker padlock that is assigned to you is not returned to your Post Officer upon your release or transfer out, you will be charged \$15.00 for replacement. **Key fobs** may be no longer than three (3) inches long. Anything over that length may be confiscated.
42. **Room Visitors:** Inmates may visit one another in each other's rooms subject to the following restrictions:
- a. If floor officer notices that an inmate is receiving visits from another inmate with whom that inmate never socializes, the post officer will consider this suspicious and investigate the matter.
  - b. You may not visit in another room at all for any length of time after 2400 hours (midnight lockdown) seven days a week. This includes standing in the doorway and visiting.
43. Random, unannounced and warrantless **searches** of the inmate's person or room may be conducted at any time in order to recover or discover contraband or improper activity. Staff

conducting the searches will keep in mind your rights to authorized personal property. They will also avoid unnecessary force, embarrassment or indignity to you. You will be issued a Property Seizure Form for any property seized. CO's are not required and therefore may not return the room to its original condition following a shakedown (an example being the bed will not be remade).

44. Tampering of any sort with the ~~of~~ **security cameras** poses a threat to the security and orderly administration of the institution. Such activity will result in immediate placement in administrative segregation, followed by disciplinary action.
45. **Segregation** entails isolating an inmate from general population for a variety of reasons. If the Department has reasonable cause to believe that conditions exist which, if verified, justify placement of an inmate in **Administrative Segregation**, and if these conditions present a substantial and immediate threat to self, others, or the security of Building 15, the inmate may be immediately placed in administrative segregation at either the pre-trial or sentenced facility. Inmates in administrative segregation shall be entitled to the rights, privileges and opportunities available to inmates in the general population per policy, unless an individualized determination is made that participation in the specific right, privilege or opportunity presents a threat to the order and security of the facility. Further information regarding Administrative Segregation may be found in Departmental Policy 804.01.
46. **§ Sentence Computation:** Submit a Request for Interview to the TAAC Officer for questions regarding your time accounting record, such as prior service credit, statutory good time, etc.
47. **⊗ Sewing** kits are available to purchase on commissary for the repair of personal clothing as Wildwood Correctional Center does not employ a sewing attendant. Personal clothing is not to be altered or sewn in such a way that it is significantly changed, such as making a hat out of sweat clothing material.
48. **⊗ Smoking:** Wildwood Correctional Center is a completely non-smoking/non-tobacco facility. Anyone found in possession of any amount or type of tobacco, rolling papers, the paper used to cover toilet paper rolls, matches, fabricated matches, altered batteries, or any tobacco related products or paraphernalia will be subject to disciplinary proceedings. Any evidence of cigarettes including burnt matches or ashes is also unauthorized and subject to the same disciplinary action. Inmates found with any amount of these types of materials will be subject to an Incident Report for violation of 22 AAC 05.400 C-7. If the item is found in a common area of the room, all inmates living in that room may be subject to disciplinary action.
49. **★ Staff respect:** Each inmate shall treat all prison staff members with respect.
50. **☒ Telephones:** The Alaska Department of Corrections has installed a telephone system in all of its correctional facilities that is designed specifically for use by prisoners. This system is also being utilized at the Hudson Correctional Facility in Hudson Colorado. This system was obtained through a competitive bid process that resulted in a contract being awarded to Securus Technologies of Dallas, Texas, which maintains similar systems across the country. The Alaska Regulatory Commission was involved throughout the process and has approved the system, vendor, and long distance rates. When a prisoner places a call, a recorded message is played to the recipient which advises them that the call is from an inmate in a correctional facility. The

recipient is then provided with the option to accept or reject the call. This allows a person who does not wish to speak to the prisoner to hang up the phone without ever having to speak with the prisoner.

The system allows correctional staff to monitor and record prisoner telephone calls to assist in controlling illegal or non-approved telephone activities such as phone scams, threatening calls to victims and witnesses, and efforts to introduce contraband into correctional facilities. The Department does not monitor or record conversations between prisoners and their attorneys and has entered all numbers from the state attorney directory into the system to restrict monitoring and recording of these numbers. The Department needs the assistance of Alaskan attorneys to keep this listing current. Attorneys that change telephone numbers or add new numbers should telephone Sergeant David Cleveland at (907)260-7200 or send him a fax message at (907)260-7289 to advise him of any such changes. The only state agencies allowing free calls, which are not monitored or recorded, are the public defender agencies and the Office of Public Advocacy. Calls to some organizations, such as the Alaska Bar Association and the ACLU, are not free, and it's their decision whether or not to set up an account with Securus.

Local calls are free. All long distance calls must be placed collect with the exception of the Red Rock Correctional Center which also allows prisoners to use prepaid calling cards. Charges for collect calls vary as to whether they are to locations in or out of Alaska and depending on the distance.

Collect calls go on the recipient's regular phone bill in areas in which Securus can execute a billing agreement with the local telephone company through Correctional Billing Services (CBS), a division of Securus Technologies. Due to technology issues, many local Alaskan telephone exchanges are not able to provide with billing services. Persons in these areas who wish to receive collect calls from Alaska prisoners must set up a billing account with Securus and make advance payment (pre-paid account) for the amount of time he or she wishes to speak with the prisoner. To set up an account, Correctional Billing Services should be contacted on its toll-free number 800-844-6591 and which is in operation from 6:00 AM to 8:00 PM Alaska time. For more information on the inmate telephone system, CBS pamphlets are available in the Law Library.

Sometimes during a call to a prisoner a person exceeds the amount of time he or she has made advance payment for. If that occurs, CBS does not simply cut off the call but allows it to be completed and carries over the charge to be deducted from the next prepayment made.

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

**Local Exchange Block.** In these cases, CBS has placed a block on the number the prisoner wants to call because no billing account has been set up for that number. CBS should be contacted and an account set up.

**High Toll Block.** In these cases, CBS has placed a block on the number the prisoner wants to call because a large number of collect charges have accrued. In order to control the size of unpaid collect charges, CBS places a limit on the amount of unpaid charges. CBS should be contacted and arrangements made to remove the block by paying for the charges. The way to

avoid this in the future is to prepay for a larger amount of time.

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

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

**Pin Block on Site.** These prisoners have been restricted from calling a particular number.

**3<sup>rd</sup> Party and Call Forwarding.** Many Alaskans have extra options on their telephones such as 3<sup>rd</sup> party calling and call forwarding. Use of, or access to, these types of options is not allowed by Alaska prisoners. When use of these is found, the telephone number will be blocked permanently.

**Cellular telephones.** Inmates may call cell phones as long as the cell phone they are calling is physically located out of the state of Alaska. Calls to local cell phones are unauthorized and will result in the local cell phone number being blocked permanently.

WTP's Building 11 inmate telephones will be turned off from 2200 hours to 0615 daily (after count clears). Local and long distance collect calls are the only authorized types of calls. Third party calls and credit card calls are strictly prohibited. Calls are limited to fifteen minutes except for Monday through Friday during the day when calls are limited to 30 minutes (to facilitate calls to attorneys). In the event of significant telephone abuse, the telephone hours may be further restricted. Phones will be turned off on transfer days or when security issues arise.

1-800 telephone calls are not allowed on the inmate telephone system. An inmate requesting to place an '800' call must request it on a cop-out to the WCC Asst. Supt. and state the reason for the call. All long distance calls must be made collect. If the person or business you are calling will not accept collect calls, you will have to correspond via US mail. This includes all businesses and agencies. The institution will make arrangements for telephonic court appearances but all other attorney calls must be made collect. Time and charges calls may be authorized on an individual basis in the case of a verified family emergency, such as serious illness, injury requiring hospitalization, or death in the family; no other time and charges calls are authorized. See the Facilities Standards Sergeant for time and charges calls.

While using the phones, you must remain standing. This prevents undue stress on the phone cord that may ultimately create a safety hazard. No chairs allowed while using the phones.

51. **Unauthorized Areas:** Ⓞ Inmates are not allowed in certain areas of the yard near entry gates or where visitor vehicles are parked. Inmates are not allowed in the back areas of Building 15, unless authorized for work detail. Inmates are to stay at least 6' from the perimeter fence enclosing the WTP facility. In Building 11, inmates are only allowed in areas designated by the SS or Post Officer on duty.
52. **Unauthorized Communications:** 🐾 Prisoners being transported to or escorted outside the Wildwood Correctional Center perimeter fence must not communicate with anyone except in accordance with the purpose for which they are being transported or escorted. Likewise, inmates must not communicate from the prison yard to the public who may be on the other side of the fence.

Doing so may result in an incident report for violation of 22AAC 05.400 D-15. It is also unauthorized to communicate with inmates in other recreation yards in the complex.

53. **Urinalysis Testing:** Random, unannounced and warrantless drug screening may also be conducted to discover or confirm contraband usage. Refusal by inmates to submit to urine sampling is a serious threat to the security and orderly administration of the institution. A disciplinary report will be written on all refusals under 22 AAC 05.400 C-16.

Upon being notified that a urine sample is to be collected, the inmate may not leave the supervising officer(s) for any reason. Failure to remain in the eyesight of the officer(s) will be considered as a refusal to submit a urine specimen and disciplinary action will follow. Inmates will be allowed to consume 8 to 16 oz. of water as directed by staff. A "sufficient sample" of urine must be produced such that the sample fills a urine bottle to the 30 ml (1 oz.) line. Anything less will be considered a refusal to provide a sample. If an inmate is unable to urinate after a two-hour period, he will be written up for refusal to submit to urine sampling. Inmates may not give a portion of a sample, wait a while, give a portion more, etc. The sample must be collected at one time only. It is a shared responsibility of both the staff member taking the sample and the inmate to ensure that the UA sample is identified correctly as being that inmate's sample. The inmate must initial the label bearing his prisoner ID number.

Inmates who test dirty for a UA, who refuse to provide a UA sample, or who are found in possession of or trafficking in illicit drugs/tobacco will be transferred out of WTP and lose all contact visiting privileges for a period of one year, at which time their visiting status will be subject to review. The review will include a request for a UA and a negative result. In the event a second offense should occur, the inmate's contact privileges will be restricted indefinitely. The loss of contact visiting will take effect at the same time as the urine is found to be dirty, the inmate refuses to provide a sample or the contraband is found. If the D-Board finds the accused innocent, contact visits will be reinstated. The loss of contact visits as the result of these types of occurrences is independent of the Disciplinary process. It is strictly a security measure. Hobbycraft privileges and some maintenance jobs will be in jeopardy as well under these circumstances.

A Department of Corrections policy states that an inmate who has been charged with 22 AAC 05.400 C-7, as the result of a urine sample showing positive for contraband drugs, may have the urine sample in question independently tested. The prisoner must request independent testing within 48 hours of receiving the disciplinary report. To request that the sample be sent out for independent testing, the following is required:

Submit a cop-out to the Disciplinary Officer requesting:

1. That a postponement of the disciplinary hearing is requested depending on the outcome of independent analysis of the urine sample in question.
2. State which laboratory you wish to have the sample sent to.
3. Attach a signed Offender Trust Account form for the cost of the testing.

a.	Redwood Toxicology 3650 Westwind Blvd Santa Rosa, CA 95400	-	\$20.00 (price includes shipping)
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- b.      Worksafe Laboratories, Inc.      -      \$65.00 (flat fee)  
           300 W. 36<sup>th</sup> Avenue, Suite A  
           Anchorage, AK 99503

The facility will provide shipping and retesting fees for all prisoners. If the test is returned as positive, the facility will recoup the cost of the retest directly from the prisoner including accessing his account. Upon receipt of the request for a retest, a hold will be placed on the inmate's account. Since mail courier DHL no longer services the USA, the State of Alaska utilizes FEDEX for shipping UA samples to Worksafe. The cost for sending a sample for independent testing to Anchorage is \$8.16 for the Standard Overnight Rate (a package of 1 pound or less) per FEDEX.

54.      Visiting hours are from 1830 to 2130 hours in the evening Monday through Friday at Building 11. Monday evenings from 1830 to 2130 is set aside for adult only visiting where visitors may not bring children. On weekends and holidays the hours are 1300 – 1500 in the afternoon and again from 1830 – 2130 hours in the evening in addition there is visiting from 0900 – 1000 on Saturday available for adult only visiting time where visitors may not bring children.. No personal radios are allowed in the visiting room. Inmates will not have any items in their possession other than an ID card, a room key, and/or wedding band when visiting. The inmate will return all other items to his room. Due to overall security concerns, the Shift Supervisor may cancel all or a portion of visiting. All inmates are required to be dressed in institutional state-issued clothing and shoes during contact visiting or disciplinary action may follow. Additionally, inmates are not to wear personal clothing underneath state-issue during visiting.

Contact visiting is the only type of visiting at WTP. You must submit for approval the names of all visitors, including children, with whom you wish to have contact visits. Contact Visitor Approval Request forms for this purpose are located in the post offices, and you will receive a copy of your request once it is processed. Requests that are not filled out correctly or those that are missing required information will be returned denied. Contact Visitor Approval Requests should be in the distribution box near the SS Office no later than 0800 on Monday to get your visitors approved for the upcoming weekend. Most requests received early in the week are processed by Friday, which is when the Offender/Visitor condition is updated. If you submit a person's name that is on the state-wide barred list or who is barred locally, that person may not visit at all. You will be limited to a maximum of ten approved visitors (not to include minor children). You must renew your visitor list annually from the date of the original approval. You may remove or add visitors to your list, once every 90 days. A visitor will only be approved for one prisoner's visitation list. A person who is an immediate family member may be placed on the list of another prisoner. Any other person requesting to be on two prisoners visiting lists requires the approval of the Superintendent.

Contact visiting will be denied if:

- You get a visitor who isn't on your approved list for contact visits; or
- You get a visitor who isn't on your list but is on another inmate's list.
- Your visitor has drug charges within the past five (5) years;

▶ If an inmate's visitor was not approved for a contact visit because of past drug charges, he may submit a cop-out to the Superintendent for review.

Dress requirements for male and female visitors include the following:

- ◆ Shirt, t-shirt, pants or jeans must be worn. Female visitors are allowed to wear a skirt and blouse or a dress of modest in length.
- ◆ Proper footwear must be worn, however, no sandals, flip-flops or thong-type shoes are allowed in visiting.
- ◆ No hats or headcoverings allowed in the visiting area.
- ◆ No sweatpants, sleeveless shirts, or tank tops.
- ◆ Cut-offs, shorts, beach-type clothing, or provocative or revealing clothing such as mini-skirts, mini-dresses, low-cut blouses, tube tops, low-cut pants and see-through blouses are not acceptable.

Visitors wearing attire that is considered inappropriate either because it does not meet the criteria set out above, or because it is deemed unacceptably tight or low cut and revealing, may have their visits denied.

Inmates may request a two hour extended visit when their visitor(s) will be traveling distance in excess of fifty (50) miles. Inmates must submit the request to the Shift Supervisor, and the case of a weekend or Monday holiday the request must be submitted by Wednesday. Such visits will not be approved on successive days or for more than one period per day. Other requests for special visits such as in the case of an emergency must also be submitted to the Shift Supervisor.

Please inform your visitors that the local cab companies are the only manner of transportation to the facility if they are not in their own vehicles. The Kenai/Soldotna area does not have public transportation otherwise. If your visitors have access to their own transportation, inform them the facility is located approximately 2.5 to 3 miles north of the city center. A sign marks Wildwood Drive on the right and the correctional complex is clearly visible from the highway. The telephone number is 260-7200 if they need further direction.

General Contact Visitation rules for prisoners and visitors are as follows:

- A. Visiting may be denied for the following reasons:
1. Previous violation of visiting rules.
  2. Security requirements of the institution.
  3. Space availability at the institution.
  4. Disruptive conduct on the part of either the visitor or the prisoner.
  5. Health problems within the institution requiring medical segregation.
  6. Prisoner's or visitor's refusal to submit to an authorized search.
  7. The prisoner or visitor is under the influence of alcohol or drugs.
  8. Unless a family member, the visitor has been released from a State Correctional facility within the past 60 days.
  9. The visitor has outstanding wants/warrants.
  10. A court order precludes visitation.

If the visitor is under the supervision of probation, parole or community corrections he/she must first obtain approval from his/her supervising Probation Officer and the WCC

**Superintendent.**

- B. All visitors to the institution must present proper picture identification, i.e., State driver's license, professional I.D., etc. An adult accompanying a minor must present a copy of the minor's birth certificate prior to visitation.
1. A minor visitor who is a family member of a prisoner must be accompanied by an adult who is either an immediate family member or is approved by the Superintendent. A minor family member must be a brother, sister, son, or daughter (full, step, or half).
  2. If the visitor is under the age of 18 and is not a family member of the prisoner, a parent or legal guardian must accompany the visitor.
  3. If accompanied by a guardian, the guardian must have court papers that give proof of guardianship.
  4. In the case of a visitor under the age of 18 who has attained majority status either by virtue of marriage to the prisoner or as an emancipated minor, items 2 and 3 do not apply. Appropriate documents must be presented to verify their status.
- D. Visitors to this institution may not have in their possession or use any cameras, cell phones, tape recorders, or any other sound or visual recorders without the prior approval of the Superintendent.
- E. Visitors may not smoke inside Building 11.
- F. Unless exigent circumstances exist, visits may be for a minimum of one hour. After one hour, visitors may be asked to leave in order to allow room for more visitors if there isn't enough space for new visitors. If a visit is terminated due to lack of space, the visitor may return at a later time, if time allows, in order to begin another visiting period. No more than three people may visit an inmate at any one time (exceptions to this may be authorized by the Shift Supervisor).
- G. Visitors may not bring in any items for use during the visit. However, at the discretion of the Shift Supervisor, non-Polaroid photographs may be taken into the visiting room for viewing by the inmate. The visitor must take all photos with him or her at the conclusion of the visit.
- H. Visitors and prisoners may not exchange any object.
- I. As provided by Statute, every visitor may be searched. All visitors, including attorneys and religious volunteers, will be screened with the hand held metal detector prior to commencing their visit with a prisoner. Refusal to be screened/searched will result in denial of the request for a contact or a secure visit at that time and for the remainder of the day. Purses, coats, and hats, etc., will be secured outside the visiting area. Attempted introduction of any contraband will be reason to terminate the visit, and criminal charges will be filed with the Alaska State Troopers. Pocketknives, Leatherman tools or any type of self-defense item, tobacco products, lighting materials, cell phones, computers, cameras, and recording devices, must be secured in the visitor's vehicle as these items are not allowed within the secure perimeter of the institution.



- J. Inmates receiving contact visits may briefly embrace at the beginning and end of the visiting period, but not for extended periods of time. For security reasons, kissing, holding hands with visitors, or having a child sit on a prisoner's lap is not authorized. Petting and other sexual activities are prohibited. Violation of the above will be reason for termination of the visit.
- K. Visitors will not have access to any of the facilities outside of the approved visiting areas and visiting room.
- L. Children needing to go to the restroom must be accompanied at all times by their parent. Small children will be allowed to sit on a visitor's lap. Visitors who bring children must remain mindful of other visitors and inmates and keep their children from being disruptive.
- M. Inmates will be strip-searched after contact visiting.
- N. No food, drinks, candy or gum allowed.

**Property allowed through Visiting:**

Inmates may disburse property during regular visiting hours. Only cash or reading or prescription eyeglasses will be accepted during regular visiting hours. Legal CD's containing audio and/or digital photos or legal cassette tapes may be received from visiting attorneys or the court system.

55. **⚖️ Rights and Privileges:** The Department will safeguard the legal rights of prisoners and will allow each prisoner:

- A. An opportunity to communicate with the court by methods including:
  - 1. Personal contact with attorneys.
  - 2. Personal contact with legal representatives.
  - 3. Unrestricted and uncensored legal correspondence.
  - 4. Legal assistance.
  - 5. Allow access to the court for transmitting of correspondence, documents and filings.
  - 6. Ensure the absence of reprisal or penalty for any prisoner seeking judicial relief.
- B. Provide facilities that afford private and appropriate legal contact. These facilities shall include:
  - i. Access to uncensored telephone and mail services for exchange of legal communication.
  - 2. Access to a law library and legal materials.
  - 3. Use of writing materials and supplies.
  - 4. A private area for attorney visitation.
- C. Prisoners have certain rights relative to the conditions of their confinement that have been recognized and are mandated. These rights include:

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1. Single or double cell occupancy and/or supervised dormitories.
2. Clean and orderly surroundings.
3. Adequate toilet, bathing and laundry facilities.
4. Adequate lighting, heating and ventilation.
5. Compliance with state, federal and local fire and life safety laws and regulations.
6. A wholesome, properly prepared, nutritionally adequate diet.
7. Health care services comparable in quality to those locally available to the general public.
8. Access to both indoor and/or outdoor recreational opportunities and equipment.
9. Access to clergy, religious advisors, publications and related services that allow prisoners to adhere to legitimate religious practices.
10. Visitation with legal representatives and other visitors in a visiting area which is limited only by those institutional requirements necessary to maintain order and security.
11. Communication and/or correspondence between prisoners and other persons and organizations limited only as necessary to maintain order and security.
12. The institution shall not place limits upon the volume of a prisoner's incoming and outgoing mail except that limits may be placed on mail used by a prisoner to conduct business activities.
13. The institution shall provide postage for up to five pieces of mail, legal or otherwise (weighing up to one pound each, 1st class only, no certified or return receipt unless approved by the Superintendent), per week for any prisoner who is determined to be indigent. This is not intended to apply to the shipment of excess personal property. Once the limit of five pieces has been met, the institution will not provide postage for any other mail that week. The postage week is from Saturday to Friday.
14. Books and magazines sent to the prisoner are subject to inspection for contraband and a determination that the material would not aid in escape or incite violence, and is not obscene as defined in 22 AAC 05.660 or P&P 810.03.
15. Each prisoner, except those in punitive segregation, shall be permitted to complete telephone calls. Prisoners in punitive segregation may make phone calls to their attorneys only.
16. Pre-trial detainees, except those in punitive segregation, shall be eligible for participating in education programs, religious services, and counseling unless an individual determination has been made that some restriction is necessary.
17. Freedom from discrimination is a basic right extended to all prisoners. Programs, activities, services, or assignment shall not be denied or granted any prisoner based upon discrimination.
18. A safe environment shall be maintained for prisoners.
19. Personal choice regarding grooming and appearance shall be limited only by institutional requirements for safety, identification, hygiene, or security.
20. Each prisoner shall have access to a Prisoner Handbook that sets forth institutional rules, procedures, and prisoner conduct.
21. Prisoners shall be permitted access to broadcast media through radio.
22. Prisoners shall be permitted to visit with news media representatives once media access request procedures have been completed.
23. Every prisoner confined to an institution is entitled to report and file a grievance in accordance with established procedures.
24. All prisoners shall be permitted access to an institution's law library or contents.

25. Each prisoner accused of a violation of institutional rules shall be afforded an impartial hearing before a disciplinary sanction may be imposed.
26. The Prison Rape Elimination Act of 2003 aims to curb prison rape through a zero tolerance policy. Inmates are encourage to "Break the Chain of Silence" and report to a staff member any incident of sexual abuse or assault.

56. **Voting & Civil Rights**

- A. Conviction of a crime involving moral turpitude automatically revokes a person's right to vote in all municipal, state, or federal elections.
- B. Felony involving moral turpitude is defined as those crimes which are immoral or wrong in and of themselves, such as, but not limited to, murder, sexual assault, robbery, kidnapping, incest, arson, burglary, theft, and forgery per AS 15.60.010 (8); any completed offense, or any felony attempt or solicitation to commit:
  1. Arson in the First Degree;
  2. Arson in the Second Degree;
  3. Assault in the First Degree;
  4. Assault in the Second Degree;
  5. Assault in the Third Degree;
  6. Bribery;
  7. Burglary in the First Degree;
  8. Burglary in the Second Degree;
  9. Criminal Mischief in the First Degree;
  10. Criminal Mischief in the Second Degree;
  11. Criminal Possession of a Forgery Device;
  12. Criminal Simulation;
  13. Criminal Use of a Computer;
  14. Criminally Negligent Homicide;
  15. Coercion;
  16. Commercial Bribe Receiving;
  17. Commercial Bribery;
  18. Concealment of Merchandise;
  19. Criminal Possession of Explosives;
  20. Defrauding Creditors;
  21. Distribution of Child Pornography;
  22. Endangering the Welfare of a Minor;
  23. Escape in the First Degree;
  24. Escape in the Second Degree;
  25. Escape in the Third Degree;
  26. Extortion;
  27. False Accusation;
  28. Falsifying Business Records;
  29. Felonies Involving Imitation Controlled Substances;
  30. Felonies Relating to Interference with Voting, Elections, or Voter Misconduct;
  31. Felonies Relating to Title, Registration, etc., of Motor Vehicle;

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32. Forgery in the First Degree;
33. Forgery in the Second Degree;
34. Fraudulent Use or Obtaining a Credit Card;
35. Harming a Police Dog in the First Degree;
36. Hindering Prosecution in the First Degree;
37. Incest;
38. Interference with Official Proceedings;
39. Issuing a Bad Check;
40. Jury Tampering;
41. Kidnapping;
42. Manslaughter;
43. Misapplication of Property;
44. Misconduct by a Juror;
45. Misconduct Involving Controlled Substance in the First Degree;
46. Misconduct Involving Controlled Substance in the Second Degree;
47. Misconduct Involving Controlled Substance in the Third Degree;
48. Misconduct Involving Controlled Substance in the Fourth Degree;
49. Murder in the First Degree;
50. Murder in the Second Degree;
51. Offering a False Instrument for Recording;
52. Perjury;
53. Perjury by Inconsistent Statements;
54. Permitting an Escape;
55. Promoting Contraband in the First Degree;
56. Promoting Prostitution in the First Degree;
57. Promoting Prostitution in the Second Degree;
58. Receiving a Bribe;
59. Receiving a Bribe by a Witness or Juror;
60. Riot;
61. Removal of Identification Marks or Unlawful Possession;
62. Robbery in the First Degree;
63. Robbery in the Second Degree;
64. Scheme to Defraud;
65. Sexual Abuse of a Minor in the First Degree;
66. Sexual Abuse of a Minor in the Second Degree;
67. Sexual Abuse of a Minor in the Third Degree;
68. Sexual Assault in the First Degree;
69. Sexual Assault in the Second Degree;
70. Sexual Assault in the Third Degree;
71. Tampering with a Witness in the First Degree;
72. Tampering with Physical Evidence;
73. Tampering with Public Records in the First Degree;
74. Terroristic Threatening;
75. Theft in the First Degree;
76. Theft in the Second Degree;
77. Unlawful Exploitation of Minor; and
78. Unlawful Furnishing of Explosives;

- 79. Possession of Child Pornography;
  - 80. Promoting Gambling;
  - 81. Possession of Gambling Records.
- C. An individual convicted of a felony involving moral turpitude who is unconditionally discharged from confinement shall receive written notification prior to release of the restoration of the right to register to vote.
- D. Unconditional discharge is defined as being released from all supervision arising from a conviction and sentence, including court, probation and parole jurisdiction.
- E. The absentee ballot may be requested from the district in which the person is registered to vote. Addresses for the various districts are available from the Facilities Standards Sergeant.

**PROCEDURE FOR OBTAINING AND CASTING AN ABSENTEE BALLOT:**

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

1. Write to the Division of Elections to request an application for an absentee ballot as well as a voter registration form if needed. The address is:  
 Division of Elections  
 Absentee and Petition Office  
 619 East Ship Creek Ave., Suite 329  
 Anchorage, Alaska 99501-1677
2. After receiving the application for an absentee ballot, it is the responsibility of the prisoner to fill out the application and mail it to the address that is indicated.
3. After receiving the absentee ballot, it is the responsibility of the prisoner to follow all instructions, including meeting all deadlines, in order to submit the ballot in a timely manner.
4. Mail to and from the Division of Elections is considered privileged mail, however facility staff are not required to take steps outside normal procedure to expedite mail to the Division of Elections.
5. A prisoner who wishes to vote in a local or municipal election must write to the City Clerk to request an absentee ballot. A prisoner who is a resident of another state must write to that state's Secretary of State to request information as to how to obtain an absentee ballot.

**Prison Rape Elimination Act (PREA)**

Sexual Misconduct is conduct of a sexual nature that is directed by offenders toward other offenders, by offenders toward staff, or by staff toward offenders. An "offender" is anyone under the care, custody and supervision of the Wildwood Correctional Center. "Staff" or "staff member" is anyone employed by, contracted by or volunteering for the Wildwood Correctional Center. Sexual misconduct includes, but is not limited to the following acts or attempted acts:

1. Sexual contact (i.e. petting) and/or intercourse (i.e. penetration)
2. Requiring or allowing an offender to engage in sexual contact, sexual intercourse, or other sexual conduct for any reason (e.g., the sexual gratification of a staff member).

3. Any action designed for sexual gratification of an offender or staff member, such as masturbating in front of another person
4. Making or encouraging obscene or sexual advances, gestures or comments or exposing genitalia, buttocks or female breasts.
5. Touching of self in a sexually provocative way
6. Initiating any form or type of communication of a sexual nature
7. Influencing or making promises regarding safety, custody, parole status, privacy, housing, privileges, work assignments, program status, etc., in exchange for sexual favors. This includes an exchange of anything of value between staff and inmate or inmate and inmate.
8. Threats, intimidation or retaliation

**Inmate-on-Inmate Sexual Abuse** is when one or more inmates engage in sexual conduct, including sexual contact, with another inmate against his or her will or by use of threats, intimidation or other coercive actions. Inmate-on-Inmate Sexual Abuse is a form of "Prison Rape" under the Prison Rape Elimination Act of 2003.

**Staff-on-inmate Sexual Abuse/Assault** is engaging in, or attempting to engage in a sexual act with any inmate or the intentional inappropriate touching of an inmate with the intent to abuse, humiliate, harass, arouse or gratify the sexual desire of any person. Sexual acts or contacts between an inmate and a staff member, volunteer or contract personnel regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions.

**Steps you can take to reduce the possibility of sexual assaults:**

- . Choose your associates wisely. Look for people who are involved in positive groups and activities
- . Avoid being alone
- . Do not accept gifts or favors from others. Most gifts come with a string attached
- . Do not accept an offer from another offender to be a protector
- . Avoid borrowing and becoming indebted to someone
- . Find a staff person with whom you feel comfortable discussing your concerns about sexual misconduct
- . Be alert! Substances such as drugs and alcohol weaken your ability to stay alert and make good judgments
- . Be direct and firm if others ask you to do something you do not want to do
- . Trust your instincts. If you sense a situation is dangerous, it probably is

**What to do if you are assaulted:**

**Report sexual misconduct**

Sexual misconduct (by staff or offenders) is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct. When it is experienced or seen, report it immediately.

To make sure that sexual misconduct is reported, WildWood Correctional Center has several ways to do so with confidentiality. Offenders may use the reporting method with which they are most comfortable, cop-out, direct to a staff, or to the State Trooper 907-262-4453.

Find a staff member (e.g. security officer, medical personnel, chaplain, etc.) with whom you are comfortable and tell them what happened. As part of their job, staff is required

to report any allegations, ensure offender safety and maintain confidentiality. Send a confidential Request for Interview Form to the Lieutenant.

#### **Reprisals**

No reprisals of any kind shall be taken against an inmate or employee for good faith reporting of sexual abuse or sexual threats.

#### **Seek medical attention**

If the sexual incident was recent, you will be asked to consent to a sexual assault exam by a qualified health care professional. Your consent is needed for this type of exam. Even though you may want to clean up after the assault, it is important that you advise staff immediately or as soon as practical and be seen by medical staff before you shower, wash, drink or change clothing, or use the bathroom. Medical staff will examine you for injuries that may or may not be obvious to you.

They may also perform further examinations to gather physical evidence of the assault and to check for sexually transmitted diseases. You have the right to refuse any examination however, if you have been the victim of sexual misconduct, it is critical you allow staff or medical professionals to collect as much evidence as possible

You can receive medical attention for any injuries without submitting to a sexual assault examination. The medical care is for the purpose of treating injuries and keeping you healthy. Medical information gathered during treatment is confidential.

You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release. You also have the right to receive support services.

Any form of sexual misconduct is degrading and may result in psychological distress. Victims should seek appropriate treatment. Mental health staff within the institution is available to help offenders recover from the emotional impact of sexual assault.

#### **What happens to reports of sexual misconduct?**

##### **Investigation**

All allegations of sexual misconduct, sexual harassment, over-familiarity and retaliation will be investigated.

Retaliation is intimidation to prevent an offender from filing a complaint or participation in an investigation of sexual misconduct. WCC prohibits anyone from interfering with an investigation, including by intimidation or retaliation against witnesses or victims. Any form of retaliation should be reported to the superintendent or investigator.

##### **Possible outcomes of an investigation**

A thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses and documentation.

After the investigation is completed, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true
- There is insufficient evidence to conclude the allegation is true
- The allegation is unfounded. This means that the evidence shows that the person reporting the sexual misconduct made a false allegation. If the investigation proves that the allegation is false, the person who made the allegation is subject to corrective action, including discipline.
- There is not enough evidence to prove that the allegation is true, but there is evidence to prove that another law, policy or rule was violated.

Anyone who sexually abuses or assaults an offender or staff member will be disciplined

and may be criminally prosecuted. Discipline and criminal prosecution are more likely to be successful if the abuse is reported immediately; but regardless of when the assault occurred, it should be reported.

**If you are a survivor of sexual assault, you have suffered a traumatic experience. Survivors experience feelings of:**

- Vulnerability
- Powerlessness
- Loss of masculinity
- blame
- Fear
- Sadness
- Shame
- rage/anger
- Confusion
- Self-doubt

**Part of the Trauma**

The survivor may experience includes:

- Nightmares
- Insomnia
- Anxiety
- Frequent crying
- Eating disorders
- Lack of concentration
- Sexual dysfunction or hyper sexuality
- Antisocial and criminal behavior
- disturbing sexual fantasies
- Substance abuse
- Phobias
- Lifestyle disorganization

**Coping Skills: Ideas to help begin the healing**

- Write in a journal
- Exercise
- Poetry
- Music
- Reading

**Talk/Write to a trusted friend**

**Safety Guidelines to Consider**

- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it feels wrong, LEAVE.
- Body language. You are judged within three seconds of someone first seeing you. Walk with certainty, head up high. Learn good posture.
- Don't ask for things. Some inmates have access to things you may need or want; however, many seek favors of some kind in return. Placing yourself in debt may lead to a request to an expectation of sexual favors for repayment.
- Avoid high-risk places. There are blind spots in every facility, on the yard and in the units. These are places where it is difficult for the officers to see. Learn these



places and avoid them.


No one has the right to pressure anyone to engage in sexual acts. Inmates should not tolerate sexual assault or pressure to engage in any sexual behavior. Under Alaska laws, one cannot legally consent to sexual activity with anyone else while incarcerated. Therefore, it is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an offender. A staff member would be committing a criminal offense by participating in any sexual activity with an offender. It is not appropriate for an offender to approach a staff member in a sexual manner; this type of behavior is prohibited and corrective action will be taken to stop such behavior from occurring.

#### IMPLEMENTATION:

The Wildwood Transition Program (WTP) Prisoner Handbook is effective as of the date signed by the Director of Institutions.

11-25-13

Date



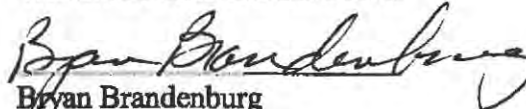
Robert Hibpshman

Superintendent

Wildwood Correctional Center

12/17/13

Date



Bryan Brandenburg

Director of Institutions

Department of Corrections