

# **WILDWOOD PRE-TRIAL FACILITY**








































**5 Chugach Avenue  
Kenai, Alaska 99611-7098**















## **PRISONER HANDBOOK**

**November 2013**

**Robert Hibpshman, Superintendent  
Steve Richard, Assistant Superintendent**


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- Attachments:**
- WPTF Organizational Chart*
  - WPTF State Issue For Males/Females*
  - WPTF Cleanliness Inspection Form*
  - WPTF Prisoner Personal Property Inventory*


**WILDWOOD PRE-TRIAL FACILITY  
Building 5  
Prisoner Handbook**


 **Americans with Disabilities Act (ADA):** Prisoners who seek accommodations for a disability or access to services and programs, contact the Facilities Standards Sergeant.

 **Admission Procedures for Pre-Trial Prisoners:**

1. When you are brought into the facility, you will be pat searched for weapons.
2. Once you have been searched, you will be requested to fill out an Intent to Post Bail form. This is to determine if you are going to bail out within the first hour after you are remanded to custody. If you intend to bail, a shortened booking process will be completed.
3. Medical and/or correctional staff will screen you for any medical or mental health problems you may have.
4. You will be asked if you wish to make a phone call. You will be provided an opportunity to do so when, in the determination of the Shift Supervisor, you are not a danger to staff or yourself.
5. You are required to answer the questions listed on the booking sheet or fill out other paperwork that may be required during the booking or release process. Pictures will be taken of all prisoners remanded to the facility. With the exception of non-criminal remands, fingerprints will be taken of all prisoners, to include those who have not been previously fingerprinted on the current case.
6. State law requires a DNA sample to be taken on all remands arrested on any felony under Title 11 or Title 28 and any 'crime against a person' (including misdemeanor crimes against a person or persons) listed in AS 11.41.
7. You are required to wear a prisoner identification badge, which is generated from the booking process and has your photo, name, DOB, and ACOMS (Alaska Corrections Offender Management System) number on it. Inmates, who destroy or lose their ID badge or the ID badge of others, will be charged with a replacement cost of \$8.00 for each badge and written up for a C-6, "Tampering with or blocking a locking or security device".  
  
You are required to wear your ID badge whenever you exit the dorm for any reason. You are also required to wear or show the badge for meds, commissary, or any circumstance when an officer requires identification, such as property issue, etc. The ID badge will be clipped to your bunk facing the doorway of your cell when not in use during lockdown.
8. If you are bailing out, then all paperwork necessary to bail out must be completed.
9. If unable to post bail, you will be strip searched, given institutional clothing and moved to

- your assigned living quarters.
10. Tobacco and related products are not allowed in the facility. These items will not be stored, and they must be dealt with in one of three ways:
    - (a) Have someone come to pick it up (they must arrive within two hours);
    - (b) Make arrangements to mail it to someone (flammable items, such as lighters, cannot be mailed);
    - (c) If neither of the above, it will be disposed of.

 **Businesses:** A prisoner may conduct or operate a business or a business service while incarcerated, provided that the business or business service was (1) conducted or operated by the prisoner prior to his or her incarceration, (2) does not present a foreseeable risk of harm to the public and (3) neither the prisoner nor the operation of the business will interfere with the orderly administration and security of the facility. Each request will be considered by the Superintendent on an individual basis. A prisoner who has not operated a business or business service prior to incarceration, but who wants to now operate one, may request approval from the Deputy Commissioner. Approval or denial is at the Deputy Commissioner's discretion.

 **Clothing/Laundry Exchange:** The standard issue of clothing within the institution will be blue for the general misdemeanor male/female population, gold for the general felon male/female population, orange for those in punitive segregation, and red for those classified Maximum custody.

Inmates are responsible for every item of state-issued clothing, linen, shoes, cups, and eating utensils that are assigned to them while incarcerated. At intake, inmates are required to sign a form which lists all state-issued items given to them. By your signature, you acknowledge you're responsibility for the items until you release or transfer out of the institution. When you are releasing or transferring out, you are required to return all items given to you or you will be charged for the cost of the item. The cost will be taken off your books prior to release or transfer. A freeze will be placed on the account of an indigent inmate.

Blue laundry bags will be issued to all inmates, and these laundry bags will have the same number as your property locker. All general population inmates will be issued the following quantities of linen:

- |            |              |
|------------|--------------|
| 3 Blankets | 1 Pillowcase |
| 2 Sheets   | 2 Towels     |
| 1 Pillow   |              |

General population male and female inmates will be issued the following quantities of clothing:

- |                         |                           |
|-------------------------|---------------------------|
| 2 Uniform pants         | 1 Robe (women only)       |
| 2 Uniform shirts        | 1 Nightshirt (women only) |
| 3 T-shirts (Women only) | 3 Bras (women only)       |
| 3 Pairs socks           | 3 Panties (women only)    |
| 3 Boxers (men only)     |                           |

To participate in Linen Exchange, you are required to place your dirty state-issued clothing, towels, or personal washcloths into the blue laundry bag to be cleaned. The blue laundry bags will be picked up in the morning after 0700 hours. Prisoners will line up at their dorm door with

their ID in hand to meet with a floor officer and inmate laundry worker. The officer will log the bag number, and the prisoner's laundry bag will then be zip-tied and placed in the cart to be washed. Prisoners may exchange their blankets, sheets, pillowcases, and shoes, one for one, on the days listed below. Before lockdown, inmates will again line up with their ID to retrieve their personal laundry bag, and the zip-tie will then be removed.

<b>Laundry Washing Schedule</b>			
<b>Dorms</b>	<b>Days</b>	<b>Pick-Up</b>	<b>Delivery</b>
Dorms 1 & 2	Monday, Wednesday & Friday	0700	1800
Dorms 4 & 5	Tuesday, Thursday & Saturday	0700	1500

<b>Sheets, Pillowcase and Shoe Exchange Schedule</b>		
<b>Dorms</b>	<b>Days</b>	<b>Time</b>
Dorms 1 & 2	Wednesday	1800
Dorms 4 & 5	Saturday	1800

<b>Blanket Exchange</b>	
Done once per month on the week your dorm receives haircuts on Wednesday evenings after 1800 hrs.	

If you are found to be in possession of excess clothing or linen, an incident report may be written. When leaving the dorm, you must be dressed in a complete set of institutional clothing. When going to court you may wear approved personal clothes if it is to trial. Appropriate clothing will be worn when outside of your cell. T-shirts may be worn in the dorm in place of shirts. The only time that bathrobes (women) are to be worn outside the cell is when going to or from the shower.

At intake if your personal clothing requires laundering you will be required to sign a waiver, Release for Personal Clothing to Be Washed (WPTF State Issue for Males/Females form), which releases the state for damage to any personal clothing. Personal clothing in property storage is only washed in exigent circumstances, i.e., bio hazard, wet or pepper sprayed clothing to prevent mildew. Personal clothing in the locker may also be washed in preparation for trial. The facility will not wash any clothes having special laundry requirements or outer clothing, such as jackets.


**Commissary:** Commissary can be ordered once per week. 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 will be a limit of \$25.00 (excluding the cost of radios or stamps) each week. If you wish to know how much money you have on the books, you can submit a copy-out or wait until Sunday afternoon when a floor officer comes to your dorm with account balances. When submitting your commissary order, you must include your ACOMS 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. You must show your picture identification when signing for your commissary. 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.


 **Contraband:**


1. Anything that is a weapon, can be used as a weapon, or from which a weapon can be made.
2. All drugs except those prescribed by a doctor and given by institutional staff; drugs being hoarded or held regardless of their source.
3. All alcohol or alcoholic substances except where prescribed by a doctor and controlled by institutional staff. Nothing containing alcohol is to be retained by a prisoner.
4. Coin, currency, or anything that is smuggled into the institution or made, obtained or possessed in a facility in a manner intended to frustrate or to evade detection.
5. Any amount of tobacco or smoking products, including smokeless tobacco, rolling papers (either manufactured or handmade), matches, lighters or strikers.
6. Cameras and any other electronic sound or video recorders or any electronic sending or receiving device, other than Walkman-type radios/CD players which must be purchased through the institution or commissary.
7. Any item that has been altered so as to be used in a manner not intended for it (i.e. headphone speakers or batteries exhibiting signs of having been used as lighters).
8. Any item not authorized for receipt, retention, or use in an institution.


If you are caught with any contraband in your possession, you will be subject to disciplinary action. The contraband will be taken from you and turned over to the Superintendent or his designee for disposal.

 **Counseling:** There is staff available to deal with your specific needs. There are Probation Officers available during regular working hours for the entire population. They are here to deal with problems concerning dorm life for the new offender, classification, designation, furlough, programs, and one-to-one counseling related to institutional concerns. Pre-release assistance and counseling is available to all sentenced prisoners in the last 180 days of their sentence.

A Mental Health Clinician is available to provide services as needed for crisis intervention. These counselors can be contacted via a cop-out; for some services there are sign-up sheets posted in the dorms. If you wish to speak with a religious counselor put in a cop-out to Chaplain John Parmenter to make arrangements. Pregnancy counseling is also available to female inmates.

 **Count, Lockdown, Med Call, & Meal Buzzer:** Buzzers are generally used to announce counts, lockdown, medication call and meals. One long tone is for counts and lockdowns, and two short tones are for med call and meals.

 **Count Schedule:** There are numerous counts throughout the day. At the time a count is announced, all prisoners are required to return to their assigned rooms, lock their doors and remain there until the count is complete. You must remain visible during counts. During the nighttime counts, you may be awakened to confirm your presence (if you are not clearly visible to the counting officer). Neglecting to lock your door such that a Correctional Officer must do so may result in disciplinary action.

 **Daily Schedule - Prisoner's Day:**

- 0600 - Count  
Unlock cell doors  
Lights on
- 0615 - [Buzzer] Breakfast
- 0630 - [Buzzer] Medication Call (Friday, Saturday, Sunday, Holidays)
- 0700 - [Buzzer] Medication Call (Monday through Thursday)  
Razors passed out  
Laundry bags collected from dorms (Monday - Saturday)
- 0730 - Razors picked up  
Outside Recreation begins now or at daylight; weather permitting
- 0800 - 0830 Room Inspections (Daily)  
Phones/TV's turned on  
Sick Call (as staffing allows)  
Classification (Wednesday)
- 0830 - Program Activities Begin (Weekdays)  
Disciplinary Hearings (Mondays)  
Law Library
- 0830- Law Library
- 1000 - [Buzzer] Count
- 1015 - Bible Study for Women (Thursday)



1100 - [Buzzer]	Lunch
1130 - [Buzzer]	Lunch Lockdown period; 1 hour (Times are approximate)
1230 -	Bible Study for W/omen (Thursday)
1300 -	Program Activities Begin (Weekdays) Law Library
1400 - [Buzzer]	Count Religious Visitation Law Library
1415 -	Library (Saturdays, when time permits, may be in the morning)
1415 - [Buzzer]	Medication Call
1500 -	Religious Visitation Church Service (Sunday) Bible Study for Men (Thursday) Female Dorms Linen Exchange (Tuesday, Thursday, Saturday)
1600 - [Buzzer]	Dinner
1800 - [Buzzer]	Count
1830 -	Law Library Supply Distribution Male Dorms Linen Exchange (Wednesday & Saturday) Laundry bags returned to male dorms
1845 -	Evening Gym Recreation (If morning outside recreation cancelled)
1900 -	Men's AA Meeting (Usually Friday and Sunday)
1930 -	Law Library Women's AA Meeting (Tuesday)
2030 -	Law Library
2100 - [Buzzer]	Medication Call Lockdown time for failing daily room inspection
2200 - [Buzzer]	Count Lockdown for all inmates with exception of Dorm 2 top tier
2400 - [Buzzer]	Count – Lockdown for dorm janitors from dorms 1,3,4 & 5
0200 -	Count – Lockdown top tier dorm 2

\* All times are approximate. See section on Visiting for all visiting hours.



**Disciplinary & Prohibited Conduct:** The following are the general disciplinary rules as found in the Alaska Administrative Code and 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.
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 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;

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.

If you are found guilty of an infraction, penalties may be imposed. These may consist of the following:

- a. Minor Infraction:
  1. Informal resolution
  2. Reprimand
  3. Suspension of participation in activities up to fifteen (15) days, unless infraction was directly related to the activity then up to twenty (20) days.
  4. Restitution.
- b. Low-Moderate Infraction:
  1. All of the sanctions available for a minor infraction, plus;
  2. Suspension of participation in activities up to forty (40) days.
  3. Restitution.
  4. Confinement in punitive segregation not to exceed twenty (20) days.
  5. Forfeiture of up to ninety (90) days of statutory good time.
- c. High-Moderate Infraction:
  1. All of the sanctions available for a minor or low-moderate infraction, plus;
  2. Suspension of participation in activities up to sixty (60) days.
  3. Restitution.
  4. Confinement in punitive segregation, or confinement to quarters not to exceed forty (40) days.
  5. Forfeiture of up to 180 days or 6 months of statutory good time.
- d. Major Infraction:
  1. All sanctions available for minor, low-moderate, and high-moderate infractions, plus;
  2. Suspension of participation in activities up to ninety (90) days.
  3. Restitution.
  4. Confinement in punitive segregation, or confinement to quarters not to exceed sixty (60) days.
  5. Forfeiture of up to 365 days or one year of statutory good time.
  6. Possibility of criminal charges being filed by the district attorney.


## STANDARD DISCIPLINARY PENALTIES


Citation	Standard	Sanction
C1	14	PS
C2	14	PS
C3	7	PS
C4	14	PS
C5	open	PS & Rest.
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
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
E1	14	Priv. Susp.
E2	14	Priv. Susp.
E3	14	Priv. Susp.
E4	14	Priv. Susp. & Rest.

These are only the standard penalties. The Disciplinary Hearing Officer/Committee is not bound to apply these to your case. They are only a reference point. The Hearing Officer/Committee may impose any or all of the penalties listed in the Alaska Administrative Code—22 AAC 05.400.

Disciplinary proceedings generally occur on Monday mornings. You will be contacted by a staff member prior to that time to see if you want to attend your hearing. It is your choice. If you choose to appear and you have called an inmate witness to appear, it is your responsibility to contact that inmate if he or she resides in your dorm. Staff will contact inmate witnesses to see if they want to appear if they are in another dorm or another area of the facility.

A Hearing Officer will generally hold disciplinary hearings. In the case of Major infractions or if an individual determination is made, a Committee will conduct the hearing. Notice will be provided in the case of an individual determination. Upon a guilty finding at a Disciplinary Hearing, an inmate has the option to appeal the decision and penalty. For that purpose, a recording (CD) 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.

 **Dorm & Room Cleanliness:** You are responsible for making sure that your room and the dorm area remains clean at all times. Your bed must be made, and you are allowed to lay on top of your made bed with one blanket to cover. Institutional inspections will be made daily to check and make sure that this is being done. If you fail to keep your room clean, an incident report will be written which could result in disciplinary action. Evening lockdown for anyone who receives a mark on the room inspection sheet will be at 2100 hours; they also will not be allowed to go to the gym that evening. In the event that a room is found that does not measure up at all for room inspection, it will be locked down with cleaning supplies until it is clean. If the dorm becomes dirty during the day, it may become necessary to lock everyone down so that the janitor will have an opportunity to clean it up. Take the time to clean up around you so that this will not happen. The dorm telephones, radio and television will not be turned on prior to the facility passing morning inspection. A sample room inspection sheet is attached to this handbook. Use it as a reference for keeping your room and the dorm clean and orderly. Room inspections may occur at any time.

 **Drug Screening:** Random, unannounced and warrantless drug screening may be conducted to discover or confirm contraband usage. A disciplinary report will be written on all refusals to submit to urine testing, under 22 AAC 05.400 C-16. If you request it, you will be allowed to consume two 8-ounce glasses of water while waiting to give a urine sample. If the prisoner is unable to urinate after a two-hour period, the prisoner will be written up for refusal to submit to urine sampling. Inmates must provide a sufficient sample of urine such that it fills a urine bottle to the 30ml (one ounce) line. Anything less will be considered a refusal to provide a sample and the inmate will be subject to an Incident Report for a C-16 infraction. See DOC Policy and Procedure 808.14 for more information.

Prisoners wishing to have a confirmation test may do so by submitting a cop-out requesting that their sample is sent to one of the following laboratories. 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 the prisoner's account. Upon receipt of the request for a retest, a hold will be placed on the inmate's account.

The following independent labs can be used for confirmation testing of all positive UA's; please note that prices are subject to change:


Redwood Toxicology  
3650 Westwind Boulevard  
Santa Rosa, CA 95400

Cost: \$20.00 (price includes shipping)

Worksafe, Inc.  
300 W. 36<sup>th</sup> Ave. Suite A  
Anchorage, AK 99503

Cost: \$65.00 (flat fee)

Since mail courier DHL no longer services the USA, the State of Alaska now utilizes FEDEX for shipping UA samples to Dynacare or 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.


 **Education:** The Wildwood Education Program is an official GED Testing Site. GED testing and tutoring is available to all inmates interested in earning their GED diploma. Each year several inmates earn their diploma and are rewarded with personal satisfaction and opportunities that often lead to better paying jobs and admission to advanced vocational schooling. Inmates who successfully gain their GED diploma are invited to participate in an end-of-year graduation ceremony to honor their achievement. Most education programming is offered Monday, Wednesday and Friday in the morning. The following study areas are available:

Anger Management  
Reading and Writing for non-readers  
Stress Management  
Individualized Math  
Computer Keyboarding  
Women's Life Skills  
IRS and APF Forms

Encarta Encyclopedia  
Resume Writing  
College and Vocational Books  
Greeting Card Design  
Computer Applications  
Adult Basic Education (ABE)


No college classes are offered at WPTF. However, if you are in a UAA class when you transfer to WPTF, contact Education immediately. You may be able to finish the UAA class.


Computers are available in the program area. They are to be used for class work only. No legal work, no letters to lawyers, no disciplinary or classification related documents, and no grievances are to be typed, modified or added to on State-owned computers. Writing personal letters on computers is also unauthorized, but Print Master may be used to print greeting cards with an appropriate message. To attend morning educational classes, or for more detailed information, write a cop-out to the Education Coordinator.

 **Faxes:** You may receive communications from your attorney via the fax machine. These messages are not considered privileged, nor do any legal mail considerations apply, and such messages can be read for content. It will be your responsibility to inform your attorney of the Wildwood Pre-Trial's fax number: 280-7224. This is the only access the inmate population can have to the fax machine. No personal faxes may be received and no faxes may be sent out. Please inform your attorney that, for all concerned, the preferred method for them requesting you to call is to fax a message to that effect. Phone messages may have a tendency to fall through the cracks whereas a hard copy fax is more easily distributed. Due to some abuses, other guidelines are as follows:


- 1) The fax message must be on attorney letterhead and limited to legal matters; additionally, it must be no more than two pages, including cover sheet.
- 2) Faxes received this way are not confidential.
- 3) 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.
- 4) Faxes that fail to meet the above criteria will be forwarded to the Facilities Standards Sergeant and could result in the fax being returned to the attorney.
- 5) No personal faxes may be received and no faxes of any kind may be sent out.

Please inform your attorney of the above conditions.

 **Fire Drills:** Periodically, staff will conduct fire drills that may involve evacuation of certain dorms or the entire facility. In the event a drill is being conducted, take one of your blankets, put on your shoes, and exit your dorm in an orderly manner. Staff will direct you where to go. Dorms will, to the extent possible, remain grouped together in the evacuation area. Do not converse with prisoners from other dorms. 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.

 **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.

Money derived through prisoner wages and gratuities under Policy and Procedure 304.01 is subject to lien, attachment, garnishment, execution or other similar proceedings to encumber money or property.


 **Gifts:** Items will not be accepted through visiting other than money, and money will only be accepted during regular visiting hours. All other items must be purchased through commissary with a few exceptions noted here. 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 and Musicians Friend. Magazines may be ordered from any verifiable publisher, but will be screened for appropriate content.

No prior approval will be necessary before ordering, but when the books or magazines are received the property officer will verify property limits. If you have excess books or magazines you will be required to either disburse or donate the excess.

Gifts will not be accepted for one prisoner from another prisoner, or another prisoner's family.

 **Grievances:** A grievance procedure exists for inmates who feel their rights were not afforded. Prisoner grievances are processed by Facility Standards Officer (FSO) Howland and Facility Standards Sergeant (FSS) Milburn; contact them via Request for Interview (cop-out) if you have questions. If you wish to file a grievance you must attempt to resolve the issue with the staff member in question informally by filing a cop-out (the exception would be emergency grievances or grievances alleging staff misconduct). If you receive a reply that doesn't adequately address the issue, you may then file a grievance. You must attach a copy of the response to your informal resolution attempt with the grievance. Failure to do so will result in your grievance being returned. A lock box for grievances is located on the wall at the bottom of the stairwell behind the Control Room. Use the intercom to contact a Floor Officer for escort to place your grievance in the locked box or you may hand it to the Floor Officer to place it into the box for you. Dorm 6 inmates have their own grievance box. Types of issues that are not grievable include Medical Costs, Disciplinary, and Classification decisions.

If you wish to do further research on grievances, the DILL (Digital Inmate Law Library) computer in the Law Library can be accessed to view Policy 808.03, Prisoner Grievances.

 **Hair Cuts:** Haircuts will be done on weekends, depending on the availability of a barber. Haircuts for inmates will rotate by dorm for each weekend of the month. To request a haircut, you must submit a cop-out to the Shift Supervisor. The barber is not allowed to give designer style haircuts such as a mohawk or shave patterns, numbers or letters into the hair.

 **House Rules:**

1. You are accountable for the contents of your room.
2. The hanging or fastening of pictures, articles, calendars, linen, etc. on walls, bunks, lights, etc. or writing on, or defacing of such is prohibited. No items will be placed on windowsills, nor will the windows be covered. Attaching any item to or hanging any item from, the air vents in your cell is prohibited.
3. Food will not be saved or kept in the cell or dorm areas. Condiments may not be kept in cells. The only food items you are allowed to retain in your room are those items issued on regular commissary. As soon as any container, including Styrofoam soup cups, is emptied of its original contents, it must be disposed of.
4. Conversing with prisoners in other dorms, those in an authorized program or job function, or any unauthorized communication with the public is not permitted. If you are in a dorm that is on tier rack status you are not allowed to talk with the other inmates who are out at opposite times as yourself.
5. You are to take only one tray at meal times. Taking more than one tray may result in disciplinary action. When the meal is over, you are to place your tray neatly in the area indicated. Disposable containers will be placed in the trash when the meal is over.

6. Prisoners shall treat correctional staff in such a manner as to ensure their personal dignity.
7. When you leave your dorm for any reason, you will leave all personal property you may be carrying in your cell. Anything other than your institutional clothing and institutional ID will be confiscated. An exception will be made for items specific to the reason for leaving the dorm (religious, legal, and educational).
8. Prisoners participating in outside recreation are required to stay at least six feet from the fence and not communicate with anybody outside of the recreation area. This includes inmates in the Building 10 yard and the Building 10 maintenance complex area.
9. Lockdown is required for completing counts. You will be instructed to lock down for count before the count begins. You will remain locked down until the count is completed.
10. Whenever you are directed to return to your cell by an officer or other institutional employee, you are required to comply immediately without question and secure your door behind you.
11. When you are in the dayroom area, you are required to be properly attired. This will include pants, and T-shirt or shirt, and either tennis shoes or shower shoes on your feet at all times.
12. Whenever you leave the dorm, you must be fully clothed. For men, fully clothed means your assigned colored top and bottom, and shoes. For women, this will include your assigned top and bottom, bra and t-shirt, shoes. If shower shoes are worn inside or out of the dorm socks are required, unless going to or from the shower.
13. Misdemeanant inmates will be issued blue scrubbies and felons will be issued gold scrubbies. Do not switch colors under any circumstance. Doing so may result in a "B" level Disciplinary Report for an escape attempt.
14. Inmates will dress in clothing that is reasonably sized for the individual. Inmates wearing clothing that "hangs" or "bags" off of them will be subject to disciplinary action.
15. You may not give, sell or loan any item to another prisoner, nor may you accept, buy or borrow anything from another prisoner. If you do, it will be confiscated and can be disposed of as contraband.
16. You may not pass any item or message to a prisoner in another dorm or to a prisoner who is tier racking at opposite times in your dorm. This includes legal material, paperwork, property, commissary, etc.
17. Cups may not be decorated in any manner.
18. Do not sit on the dorm tabletops.
19. Horseplay is prohibited
20. No alterations of or attachments of any kind to headphones. Doing so may result in the headphones being seized.
21. Bins are provided for property storage. Contents must be kept neatly organized and the bins must remain under the bunk.
22. The only things allowed on cell floors are your shoes, the storage bins and the trash can. Large trash cans are available in the dayroom to empty your trash can. You are responsible for keeping the trash can in your cell clean.
23. Hygiene items are stored in the bins when not in use. Nothing is allowed on the sinks or tables unless you are there using it. Photographs may not be displayed.
24. Earlobes are the only body part that may be pierced and only existing piercing is authorized. Pierced ears may not be adorned or kept open with things, such as the teeth of a comb. You may have one set of stud earrings only (no stones).
25. Cleaning chemicals are to be returned in the cleaning bucket and not to be kept in your room.
26. No standing or sitting on stairs or chemical buckets.
27. Clippings from magazines are unauthorized for retention.

28. Only large (no small) plastic bags for lining the large trash cans are authorized in the dorms, and making water bags out of them for weight lifting is prohibited.
29. With the exception of the top-tier workers in Dorm 2, if you are found in a cell other than your own, and this includes standing in the doorway, you will receive an Incident Report for being in an unauthorized area (D-11).



**Hygiene:** You are required to keep yourself clean while here. You will be issued soap, toothpaste, etc. and there are showers available for your use. You must bathe often enough to have good body hygiene (no offensive odor). Your institutional clothing will be washed in accordance with the Clothing & Laundry Exchange section of this handbook. Inmates in administrative segregation will not have showers available on Sundays, inmates in punitive segregation will have showers available on Tuesdays, Thursdays and Saturdays and inmates on max/max custody status will have showers available on Mondays, Wednesdays and Fridays.



**Indigent Supplies:** Indigent prisoners may submit a request for supplies to the Operations Officer weekly. These requests must be submitted on a cop-out by Sunday evening and will usually be distributed on the following Wednesday. Be specific when ordering. Indigent supplies provided are envelopes (only five, #10 envelopes), paper, flexi-pen/pencil, toothpaste, shampoo, toothbrush and comb. Departmental policy defines an indigent prisoner as:


A prisoner who has less than \$20.00 presently available in his or her account and who has had 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 after mandatory deductions (restitution, fines, child support enforcement orders, violent crime compensation payments, or civil judgments(s) or deductions made for educational materials or courses, counseling, or health care.



**Job Assignments:** There are a limited number of in-house job assignments at Pre-Trial. If you wish to be placed in the job pool, turn in a request (cop-out) to the Shift Supervisor. Workers from the pool will be chosen at the Shift Supervisor's discretion. Working is a privilege.

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.


Workers must secure their doors when they come out to work after 2200-hour lockdown. Violations of institutional rules for which a continuation in the job could jeopardize the security or orderly administration of the facility, or placement in administrative segregation, could result in termination. Placement in punitive segregation will result in termination from your job. Jobs at WCC, the sentenced facility, are not covered by this policy.


 **Law Library:** There are two Digital Inmate Law Library (DILL) computer stations in the Law Library that are available to prisoners daily. If you wish to make use of the DILL, you must submit a cop-out by 1900 each night before you wish to go. If possible, you will be provided access at the time requested, however, due to the number of other requests, you may be scheduled at a different time. An inmate Law Librarian is available to assist male inmates. His services must be requested at the same time that you request the Law Library. He is available Monday through Friday, mornings only. Female inmates may request law library assistance from the Education Coordinator via Request for Interview (cop-out).


The Law Library is available for your use at 0830, 0930, 1300, 1400, 1830, 1930 and 2030 hours seven days a week.

The typewriters in the Law Library are available for legal filings only, they are not to be used to type grievances, disciplinary appeals, personal letters, etc.

As outlined in Departmental policies, a prisoner may have another prisoner's assistance in using the Law Library, conducting legal research, preparing legal pleadings, preparing for disciplinary or classification hearings or appeals, etc. A prisoner however, does not have the right of assistance from a specific prisoner. A prisoner providing such assistance cannot charge, demand, or receive payment of any kind for his services. You must obtain written permission from the Superintendent or his or her designee before soliciting assistance from an inmate other than the Law Librarian. If you are the inmate providing this assistance and find it necessary to possess the legal material of the inmate you are helping outside of the law library, you must also obtain written permission from the Superintendent or designee.

 **Library:** Regular library days are on Saturday mornings, at which time prisoners may check out paperback books and magazines from the Institutional Library.

 **Lights:** Room lights will be turned on at 0600 every day of the week. Room lights will be turned off after the 2200 hour lockdown count. Lights will not be blocked or covered in any manner. If they are covered or tampered with in any way, you will be written up for blocking a security device—22 AAC 05.400 C-6.

 **Lockdown for Dorms and Dorm Tiers:** Evening lockdown will be from 2200 hours to 0600 hours for all dorms, with exception of the inmate workers housed in the upper tier of Dorm 2, who lockdown at 0200 hours. Evening lockdown for those inmates who fail the morning room inspection will be at 2100 hours.

The upper tier of Dorm 2 houses KP and janitorial workers and is off limits to the inmates housed on the bottom tier of that dorm.

Due to overcrowding and security concerns, tiers in some dorms are only allowed out at separate times during the day. Each tier is released from lockdown by rotation, for meals, med call, recreation, and programs, etc. You are to utilize these services when your cell door is unlocked at the appropriate times, and lock down (close your door) at the appropriate times when requested by staff.

Dorm and tier separation or tier lockdown by rotation may be implemented in other dorms if the need arises.



**Mail:** The usual method of contacting people outside the jail is by mail. Postage stamps can be purchased ONLY through commissary. (You may not retain pre-stamped post cards or envelopes sent as gifts.) You may correspond by mail with anyone unless restricted by the court. If indigent, you will be allowed to mail five (5) letters per week at state expense (See Rights and Privileges #13).

All incoming and outgoing mail will be inspected for contraband and prohibited contents per DOC Policy 810.03, Prisoner Mail, Publications and Packages, and inmates will receive notice if their mail is not delivered or mailed out 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 an odor of perfume (which conceals other odors) or has lipstick or other unknown substances on the outside of 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. Items that contain any contraband or unauthorized content will be returned to sender or disposed of according to policy 1208.08 (searches of prisoners and institutional areas). Contact the Facilities Standards Sergeant or Property Officer if you have questions regarding mail. Below are two examples of prohibited 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.

Any mail, publications, or packages (magazines, books, photos) that depict frontal nudity, etc., are prohibited from being mailed or received at WPTF. Mail is also checked for prohibited content if the mail contains written material prohibited under 22 AAC 05.510b (obscene, as defined in 22 AAC 05.660). Musical compact discs that meet the above definition are also under the same prohibition.

If you receive mail from another prisoner, it may be read by a designated employee prior to being delivered. The first time this occurs, written notice will be given to you within 2 working days that the mail was read because of its status as prisoner-to-prisoner mail, and future reading of that prisoner-to-prisoner correspondence may occur without notice.

Outgoing mail will be picked up from the dorms after 2400-hour lockdown. All outgoing mail is required to include a return address with the following information:

Your Full Name & ACOMS #  
Wildwood Pre-Trial Facility  
5 Chugach Avenue  
Kenai, Alaska 99611-7098

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.

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
- 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

 **Meals:** Meal times will begin at approximately:

Breakfast	0600
Lunch	1100
Dinner	1600

At remand, you will be issued the following items for meal service: one each cup, knife, spoon and



fork. It is your responsibility to keep them clean. They must be turned in upon your release or transfer or you will be charged for them. It is your responsibility to be available to receive your meals when they are served in your dorm. Once last call has been given and the tray slot closed, the servers will not return to the dorm. It will be your responsibility to clean up after your meals, and to return all trays when the mealtime is over. Food received at mealtime is to be eaten at that time and not saved for later. General population dorms will be locked down, with the exception of the dorm day janitor, for approximately 1 hour after lunch has been served for day janitors to clean.

**+ Medical & Dental:** When you are being booked, the medical staff will visually check you for any obvious medical problems and do an intake history on you to complete your medical evaluation before you are moved into the dorms. If you are in possession of any medication at the time of your booking, it will be taken by the booking officer and given to the nurse. If it can be verified that this medication is required, department medication will be ordered for you, if not, you will be responsible to have it disbursed or mailed out within 14 days.

Prescription medications are given out only at Med Call, three times a day. Most medication prescriptions ordered at Wildwood are prescribed to dispense up to three times a day. If for some reason a medication was ordered four times a day, the nursing staff will schedule a time for you to take the fourth dose.

Prisoners having medical complaints must submit their complaints to the medical department on a cop-out. To ensure confidentiality, nursing staff will not discuss medical issues at the dorm door. Department of Corrections Policy and Procedure stipulates that you may be charged for certain medical services and supplies. For further information see P & P 807.07 which can be accessed on the DILL in the Law Library. Dorm Med Call and Sick Call are as follows:

**Medication Call:**

Monday, Tuesday, Wednesday, Thursday: 0700, 1415, 2100

Friday, Saturday, Sunday and Holidays: 0700, 1415, 2100

**\*\*Medications, such as Tylenol, Motrin, aspirin, and Maalox are given out free of charge at the morning Medication Call.**

**\*\*Inmates who also 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 the 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.**

Institutional medical staff will dispense all medications; times are approximate. If you choose to go to the gym in the evening, if it is available for use, you may miss the evening med call.

**Sick Call:** Two to three times a week in the morning by appointment; hours are flexible depending on staffing. Submit a cop-out to medical for an appointment for a sick call

appointment.


The following procedures will be adhered to by the prisoner population when receiving medications from nursing staff at the dorm door:


- You must have a cup of liquid with you to swallow the medication with.
- You must take the medication in front of the dorm door window where the nurse can directly observe you.
- 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.
- You must be properly dressed with ID available to show at the door window.


Failure to comply with the above requirements will result in security staff being notified. It may also result in discontinuation of the medication and/or disciplinary action.

ALL medication is to be taken at medication call. Any medication, prescription or otherwise, found in the possession of a prisoner which has not been authorized for retention by medical staff is considered contraband. The exception to this rule is that chewable antacids, Pepto-Bismol, inhalers, and creams and ointments may be kept in rooms.

The dental staff are contract personnel and only come to the facility every Thursday. Accordingly, any cop-out you submit to them may not be responded to very quickly, if at all (unless it is an emergency). They generally will take your cop-outs and simply schedule you for an appointment.

 **Notary:** This service is available via cop-out to the Shift Supervisor. Notary Public services are conducted weekly on Tuesdays and Fridays at 0900 hours. Inmates must plan accordingly and submit their requests in a timely manner to receive these services. Be prepared and have your paperwork ready to go when you are notified and escorted to the A/B sally port to see the notary.

 **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, if none are available, contact Facilities Standard Sergeant Milburn.

 **OTA Funds:** At time of booking, an offender trust account (OTA) will automatically be established and any money possessed by the prisoner will be placed in that account. All personal checks and foreign currency will be inventoried as property and secured in the institutional safe.


Personal checks will not be accepted from the public as gift money. Cash, traveler's checks, government issued checks, and money orders only will be accepted, receipted and posted to the prisoner's books. Per policy, money orders, cashier's checks, and Native corporation checks are held for 10 calendar 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. Money orders from Canada or any foreign country will be accepted only if they are legitimate U.S. currencies as noted


by the small "U.S." stamp preceding the amount. The prisoner will be given a copy of the receipt.

Disbursement of funds from the facility will go only to immediate family members, as identified by birth certificate, marriage license, court documentation, etc. Immediate family members are identified as spouse, father, mother, sister, brother, son, daughter, and step-relationships. Funds will not be disbursed to friends, fiancés, girlfriends, boyfriends, etc. It is your responsibility to prove the relationship. Submit a cop-out to the Assistant Superintendent detailing and/or justifying the monetary disbursement, along with an OTA and a stamped, addressed envelope. This rule applies to disbursing ATM and credit cards and other items of value as well, and only with the approval of the Assistant Superintendent. These items of property must be listed on a Prisoner Property Disbursement form and may be disbursed during visitation.


Money can be disbursed upon approval of the Asst. Supt. to pay bills. If this is done, it will be in the form of an institutional check and will only be made out in the name of the company, bank, or business to which the bill is owed.


Banking transactions require the prior approval of the Superintendent. For example, if a money order is received from a bank without prior approval by cop-out from the Superintendent, 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.

 **Photocopies:** Copies of both personal and legal materials are available for \$.15 per page. Requests for copies must be made on the proper form, Legal Copies Request (808.12A) or Personal Materials Copies Request (808.12B), along with an Offender Trust Account form (OTA). Place the request in the box in the dorm and an officer will pick it up along with regular distribution at 1900 hours. Questions regarding copies should be made to the Facilities Standards Sergeant or the Assistant Superintendent. DOC Policy and Procedure 808.12 has more information.

 **Programs** that are available include:

- a) Educational: See Education, page 12.
- b) Recreational: Outside recreation yard and the gym (when available); see Recreation, page 23.
- c) Counseling: Psychological, religious, release, pregnancy, and general.
- d) Anger Management (short course).

 **Program Participation Refusal:** You have 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, you may be required to participate in a program ordered by the sentencing court. Refusal to participate in an institutional program ordered by the court may result in probation or parole revocation, disciplinary action and hindrance of custody level reduction.

 **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 that 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 proceeding 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---

 **Property (Excess):** Upon transfer to another facility (with the exception of Wildwood Correctional Center), you may take only that property which fits in one transfer (banker's) box. This includes legal materials, but per policy, does not include consumable food items. All property in excess of the above will be shipped at the prisoner's expense. Arrangements may also be made to have the property picked up. You must leave a property disbursement form and Offender Trust Account form for payment of postage costs and insurance. Property that a prisoner refuses to pay to ship will be considered abandoned and will be disposed of after ninety (90) days from the date of transfer.

Excess property, excluding legal materials, belonging to indigent inmates will be destroyed after 90 days from the date of transfer unless arrangements are made for shipping or having the property picked up. Legal materials belonging to an indigent inmate will be shipped at the State's expense and a hold will be placed on the inmate's books to recoup the cost of postage. Indigent inmates must submit a disbursement or Offender Trust Account form as well. As stated above, if the transfer is to Wildwood Correctional Center, this clause does not apply. If you are transferred back to WPTF from WCC, one transfer box is authorized and notice would be given for any excess at WCC (pre-trial does not have the room for 90 day storage).



**Razors:** At approximately 0700, razors will be issued at the dorm door. One razor will be given directly to each prisoner requesting one. Approximately 30 minutes later, prior to the beginning of outdoor recreation, an officer will return to the dorm to pick up the razors. The individual who received the razor must return it to the officer at the dorm door. Razors are NOT to be thrown away or left lying on the desk. Prisoners working outside the dorm when razors are issued may be given one when they return to the dorm, if they request it at that time.



**Reading Material:** Due to space limitations, you are permitted to have in your cell a combination of 10 paperback books and magazines (of that combination, paperback books may not exceed 5 total) and you must be able to store them in your cell property box. Hardcover books are not authorized. Exceptions may be made with the approval of the Assistant Superintendent for religious or AA type materials. The Educational Coordinator may approve hardcover education books. Copies of the daily newspapers purchased by inmate clubs are distributed to the dorm areas. Newspapers must remain in the dorm dayroom; do not take them to individual rooms. Authorized periodicals must be received through the mail directly from the publisher. All magazines must remain completely intact. Any magazine that has anything torn out of it, including the front cover, is contraband and may be confiscated. Unless necessary for a disciplinary procedure, contraband items will be disposed of if confiscated. Other than those purchased by inmate clubs, newspapers may only be received via subscription from the publisher. You may only keep the current paper in your possession; all others must be disposed of.



**Recreation:** Outdoor recreation will be made available to all prisoners except those identified as escape, smuggling or security risks. There are separate recreation yards for male and female inmates. Outdoor recreation is offered daily, weather permitting. Per Policy and Procedures 815.01, a wind-chill factor of 20 degrees Fahrenheit or colder is generally too cold for outdoor recreation. If severe weather conditions exist, outside recreation will be canceled for that day and recreation will be held in the gym. Dorms and/or dorm tiers will go to the gym by rotation as time permits in the morning. Dorms that did not partake in recreation in the morning will be provided gym rec in the evening. If you are not available to go to outside or gym rec with the main group at the time they go out, you will not be allowed out without the approval of the Shift Supervisor.

\*\*\*The gym may close temporarily for any maintenance or repairs to the equipment due to prisoner vandalism.



**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 Dave Arestad, Institutional Chaplain.

Each Sunday afternoon, non-denominational religious services are available. Pastoral counseling is also available at the same time. Non-denominational Bible study will be available on Thursday afternoons or evenings.

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.



**Request for Interview:** All requests will be made in writing via a "Request for Interview" form (cop-out); and only one issue per cop-out, i.e., do not request a visit to the law library

along with a request for legal copies. Grievances, Request for Appointed Counsel, and/or Bail Reviews may be requested from the Control Room Officer via the dorm intercom. Cop-outs must be placed in the dorm box prior to 1900 hours at which time it will be picked up. This includes all requests for special visits, interviews with staff members, medical concerns, commissary, and disciplinary or disciplinary appeal paperwork. All paperwork is to be placed in the dorm box, not handed to a floor officer\*\*.

\*\*\*Requests for Appointed Counsel, Bail Review, and grievance paperwork are the only exception to this rule and may be handed to a floor officer. Grievances and grievance appeals may be placed into the grievance box (located outside the dorms) by the inmate or by a Floor Officer at the request of the inmate.



**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:
  1. 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:
  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 encouraged to "Break the Chain of Silence" and report to a staff member any incident of sexual abuse or assault.



**Searches & Shakedowns:** Random, unannounced, and warrantless searches of the prisoner's person or room may be conducted at any time in order to recover or discover contraband or improper activity.



**Sentence Computation:** If you have questions regarding your time accounting record, such as credit for prior service, statutory good time, etc., submit a cop-out to TAAC Officer.



**Smoking/Non-Smoking Areas:** Wildwood Pre-Trial is a non-smoking and tobacco-free facility. No tobacco products of any kind are permitted. No lighting materials of any kind are



permitted. No rolling paper material of any kind is permitted. Items of this sort are considered contraband and will subject the inmate to a disciplinary report for violation of 22 AAC 05.440 C7.



**Telephones:** The Alaska Department of Corrections has installed a telephone system in all of its correctional facilities which is designed specifically for use by prisoners. It is also in place 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 Public Utilities 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 who advises the recipient 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 Arizona private prison 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. Rate information is posted by each telephone.

Charges for 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 Securus with billing services. Persons in these areas who wish to receive collect calls from Alaska prisoners must set up a billing account with CBS 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 800-844-5591 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, Securus 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 Phones.** Calls may not be made to cell phones within the State of Alaska. When calls of this sort are detected, the number will be blocked permanently.

Telephones are available in the dorm areas for local and long distance collect calls. Phones will be turned on in each dorm only after the dorm passes morning inspection. Calling directly to any staff member without permission is strictly prohibited and is subject to disciplinary action. In order that all inmates have access to make calls, use of the telephone is limited to 15-minute increments on weekdays and 30-minute increments on weekends and holidays.

Prisoners in segregation or having restricted access to the day room should request phone calls in writing by signing up on the seg sign up sheet, or by turning in a cop-out if housed in other dorms, indicating the time they wish to place the call. The call will be placed as close as practicable to that time. Submit your request by 1900 hours the night before the call is requested.

You will be permitted to call family members incarcerated in other facilities within the state. You will only be permitted one such phone call per week. The State will not pay for this call. The phone call will be billed at .15 cents per minute. This means you must have sufficient money in your OTA account to pay for the phone call. If you wish to do this, put in a cop-out to your Probation Officer.

**Television & Radio:** TV and radio will be turned off at 2300 hours every night. Use of TV or radio after hours, failure to comply with these rules, or an excessive noise level may result in their removal. Only after the facility passes morning inspection will the television and radio be

allowed on.

### **Visiting & Facility Information:**

- A. **LIMITATIONS FOR VISITING:** Each prisoner is entitled to two (2) one-hour sessions of secure visitation per week, with the week starting on Thursday and ending on Wednesday. Due to limited room in secure visiting, only two individuals may visit you at one time. Visitors are allowed to sign up for visiting 30 minutes prior to the start of the visiting hour. Visiting will be scheduled on a first come-first serve basis. A visit will not be allowed if the log reflects that the prisoner has had the allotted two sessions of visiting for that particular week.
- B. **VISITORS WHO WILL BE ALLOWED ACCESS:**
1. Prisoners may be allowed secure visits with persons who meet the following criteria:
    - a. Establish identity:
      1. Picture ID (i.e., Alaska Drivers License); or
      2. Personal recognition by a staff member;
    - b. Satisfactorily complete an on-site security clearance; and
    - a. Abide by the rules of the institution.
    - d. Adults accompanying minors must present a copy of the minor's birth certificate prior to visitation.
  2. 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, half, or step).
  3. 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.
  4. If accompanied by a guardian, the guardian MUST have court papers that give proof of guardianship.
  5. 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.
  6. 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.
  7. Visitors who are not family members and who have been released from a correctional institution or contract facility within the preceding sixty (60) days shall not be entitled to visitation without approval from the Superintendent.
  8. Visitation for prisoners in punitive segregation will be limited to immediate family members and attorneys.

**C. VISITORS WHO WILL NOT BE ALLOWED ACCESS:**

Visitors may be excluded from visitation for the following reasons:

1. Security requirements;
2. Space availability;
3. Disruptive behavior;
4. Being under the influence of alcohol or drugs;
5. Health problems, including chronic mental illness;
6. Refusal to submit to an authorized search;
  - A. metal detector search;
  - B. oral cavity search;
7. Being under the age of 18, except those listed above in section B.5.;
8. Previous violation of visitation rules or regulations;
9. Misrepresentation of identity or purpose of visit;
10. Non-compliance with dress code.
11. A court order precludes visitation.

Any visitor whose behavior is inappropriate or who attempts to introduce any contraband item into the facility, including tobacco, may be barred from all visitation rights on a statewide basis.

**D. VISITING RULES:**

1. Visitors may not possess or use any camera, cell phone, tape recorders or other sound or visual recorders without the prior approval of the Superintendent, who shall only approve such possession or use if no threat is posed to the security of the institution.
2. All visitors, including religious volunteers and attorneys, will be screened with a hand-held metal detector prior to commencing their visit/s with a prisoner.
3. Drinks or food products are not allowed in the visiting areas.
4. Smoking materials are not allowed in the visiting areas.
5. Visitors are responsible for keeping their children under control. Unruly, uncontrolled, or disruptive children may be cause for terminating the visit.

**E. DRESS CODE FOR VISITORS:**

1. A shirt, t-shirt, sweater and slacks or jeans for men; and a blouse, sweater, t-shirt, slacks, jeans, skirt or dress for women. Skirts and dresses must be modest in length.
2. Cut-offs, shorts, sweatpants, sleeveless shirts, tank tops, or any beach-type clothing or provocative or revealing clothing such as mini-skirts, 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.

3. Proper footwear must be worn, no flip-flops or thong-type sandals.
4. Hats will not be worn in the visiting room.

F. **FACILITY INFORMATION:** Wildwood Pre-Trial Facility 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 Kenai Spur Highway and the Bridge Access Road. Tell your visitor to continue north on the Kenai Spur Highway and turn right on Wildwood Drive, which is just past the Spenard Millwork Supply building. Once the visitor passes the stone gates and the Wildwood sign, veer right to get to the Wildwood Pre-Trial Facility, Building 5.

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|--|--------------------------|
| 1. Wildwood Pre-Trial Facility<br>5 Chugach Avenue<br>Kenai, AK 99611-7098 | 2. Phone: (907) 260-7200 |
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G. **VISITING SCHEDULE:**

1. **Visitation** for general population inmates:
  - a. Weekdays - 0900, 1000, 1900, 2000 hours
  - b. Weekends/Holidays - 0900, 1000, 1400, 1500, 1900, 2000 hours
2. **Attorney Visits/Bondsman** will be permitted between the hours of 0800 and 2200 daily, or at any time during the initial 24 hours of a prisoner's incarceration, except during meal times or counts.
2. **Religious Visits** - Religious visits can be scheduled ahead of time at 1400 or 1500 each weekday. Religious visits at regular visiting hours must be scheduled on the day of the visit. Religious visits are subject to space availability restrictions.
3. **Punitive Segregation** - Visits with immediate family members only will be from 2100 to 2200 hours once per week, with the week running from Thursday through Wednesday. Inmates in punitive segregation who are on two-officer status will have their visits at the same time as Maximum custody inmates.
4. **Max custody and all inmates on two-officer status with full restraints** - Visits will be from 0800 to 0900 hours Monday through Friday only.
5. **Per policy**, a limited number of relatives or friends may have a secure visit at any time of day or night within 24 hours of your initial admission to the facility on new criminal charges.

 **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;
  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. Any person who is incarcerated for a crime that does not involve moral turpitude, has full absentee voting privileges. 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.

✓ **Wage Deductions:** All prisoners employed by the Institution's work program will have his or her 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 passed a law that makes money derived through prisoner wages and gratuities subject to lien or attachment.

**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 Pre-Trial Facility Prisoner Handbook is effective as of the date signed by the Director of Institutions.

11.25-13

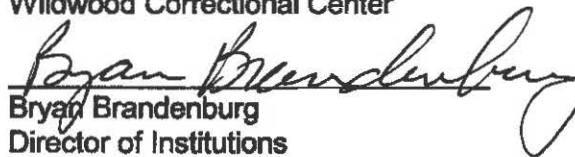
Date



Robert Hibpshman  
Superintendent  
Wildwood Correctional Center

12/17/13

Date



Bryan Brandenburg  
Director of Institutions  
Department of Corrections