

FAIRBANKS CORRECTIONAL CENTER



PRISONER HANDBOOK

UPDATED
January, 2014

TABLE OF CONTENTS

Section 1: Introduction to FCC

1.01	Introduction -----	4
1.02	Mission Statement -----	4
1.03	Goals -----	4
1.04	Prisoner Rights and Privileges -----	5
1.05	Prison Rape Elimination Act -----	5

Section 2: General Information

2.01	Rules -----	6
2.02	Basic Do's and Don'ts -----	6
2.03	Safety -----	8
2.04	Fire and Life Safety -----	8
2.05	Smoking/Tobacco Products Prohibited -----	9
2.06	Contraband -----	9
2.07	Substance Abuse Screening and U.A.'s -----	9
2.08	Wrist Bands -----	10
2.09	Searches -----	10
2.10	Inspections -----	11
2.11	Disciplinary Process -----	11
2.12	Classifications -----	15
2.13	Housing Assignments -----	15
2.14	Housing Types -----	16

Section 3: Mail

3.01	General -----	17
3.02	Prohibited Mail/Contraband -----	18
3.03	Reading Material -----	19
3.04	Pre-Approved Packages Through the Mail -----	19
3.05	Personal Property -----	20

Section 4: Offender Trust Accounts/Funds

4.01	Prisoner Funds -----	21
4.02	Account Statement Example -----	23
4.03	Commissary -----	24
4.04	Indigent Orders (No Money) -----	25

Section 5: Hygiene and Clothing

5.01	Personal Hygiene/Haircuts -----	25
5.02	Clothing and Bedding -----	26
5.03	Clothing Exchange -----	27
5.04	Worker's Clothing Exchange -----	27

Section 6: Telephones and Television

6.01	Telephones -----	27
6.02	Television -----	28

Section 7: Food Service		
7.01	Food Service -----	28
7.02	Dining Room -----	29
Section 8: Visiting		
8.01	General Visits -----	29
8.02	Special Visits -----	31
8.03	Visitation Procedure -----	32
Section 9: Legal Information		
9.01	Law Library -----	34
9.02	Legal Copy Procedures -----	34
9.03	Notarization of Legal Papers -----	35
9.04	Attorney Visitation/How to Contact Your Attorney -----	35
9.05	Absentee Voting -----	35
9.06	Loss and Restoration of Voting Rights AS 15.05.030	35
9.07	Effect of Judgement of Conviction on Civil Rights AS 33.30.241 Department Policy 808.08 and 902.13 -----	36
Section 10: Communications by Prisoners		
10.01	Request for Interview -----	36
10.02	Probation Officers -----	37
10.03	Health Care Services -----	37
10.04	Medication Call -----	37
10.05	Dental Services -----	38
10.06	Mental Health Care -----	38
10.07	Prisoner Grievance Procedures -----	38
Section 11: Programs		
11.01	Learning Center -----	38
11.02	Programs -----	39
11.03	Religion -----	40
11.04	Recreation -----	40
Section 12: Work		
12.01	Work Assignments -----	41
12.02	Work Gratuities Questions -----	42
Section 13: Count and Daily Schedule		
13.01	Count Times -----	42
13.02	Daily Schedule -----	42
Section 14: Court Information		
14.01	Court -----	44
14.02	Releases -----	44
14.03	Sentence Information -----	45

Section 1: Facility Mission, Goals, Organization, and Prisoner Rights

1.01 Introduction

The purpose of this handbook is to inform you of the rules, procedures and schedules concerning the operation of this facility. It is to be used as a tool to assist you during your incarceration and to answer some of the most commonly asked questions.

For additional information on subjects such as classification, disciplinary, grievances, transfers; the Alaska Administrative Code (AAC's), Department Policy and Procedures (P&P's), and Fairbanks Correctional Center Standard Operating Procedures (SOP's) are located in the facility Law Library.

1.02 Mission Statement

This is a close security institution serving as an intake facility for northern Alaska and providing sentenced prisoner housing. The institution houses male and female, pretrial and sentenced prisoners of all custody levels. Prisoners are provided an opportunity for reformation through a variety of programs including educational courses, substance abuse treatment, and alternatives to violence instruction.

1.03 Goals

- Protect society by providing incarceration as an appropriate deterrent to the commission of crime.
- Protect society by providing methods of training and treatment, which facilitate restorative justice.
- Provide an environment for incarcerated persons in which rehabilitation is possible. This shall include the protection of the prisoner from victimization within the institution as well as the development of a system of due process and internal legality.
- Provide programs for prisoners.
- Provide the courts with effective evaluation tools and information for use in sentencing decisions as provided through the probation office.
- Provide the necessary level of security through effective classification and supervision.
- Ensure that any prisoner identified as suffering from a major mental illness receives the appropriate mental health treatment required to address the prisoner's needs.
- Provide safe and secure housing in the least restrictive manner.
- Provide a systematic and operational approach for managing prisoners without violating individual constitutional rights,

endangering staff and prisoners or breaching the security of the institution.

- Provide a system of gathering information within legal restraints to assist institutional staff during prisoner classification.
- Provide furlough and work release placement at the North Star Center, etc., and community supervision for eligible prisoners.

1.04 Prisoner Rights and Privileges

Prisoners will be treated as human beings; with respect, impartiality and fairness. Prisoners will be afforded freedom of religious affiliation and voluntary religious worship; access to health care, nutritious meals, appropriate bedding and clothing; regular showers, exercise periods, toiletries and proper heat and ventilation.

Prisoners may visit and correspond with their family, friends, and with members of the news media in accordance with facility rules and regulations.

Prisoners are encouraged to participate in education, vocational training and work opportunities as available. Access to these activities may be limited based on the prisoners' custody status and abilities, but is provided regardless of sex, race, age or religious affiliation.

1.05 Prison Rape Elimination Act

No matter where you live, sexual abuse is a crime. The Alaska Department of Corrections has a Zero-Tolerance Policy against sexual assault, sexual misconduct, or sexual harassment of any type. They are all prohibited sexual behaviors or acts. Your participation in sexual activity will be investigated and is subject to disciplinary and/or criminal charges. If someone is pressuring you to have sex, or if you have been sexually abused, report it now.

To report any occurrence you may speak to any staff member or a staff member you trust. You may call the Alaska State Troopers or utilize the phone number provided by the facility. This contact information is available in all housing units. For further information refer to your facilities Prisoner Handbook.

READ THIS HANDBOOK – LEARN THE RULES

This handbook has been prepared for your benefit. Read the entire handbook. You should read it carefully and completely so that you know what behavior is expected of you and what services are available.

Failure to familiarize yourself with this handbook will NOT be considered an acceptable excuse for not following the rules.

SECTION 2: General Information

2.01 Rules

There are many rules that govern prisoner conduct while incarcerated. The rules stress consideration and respect for all. They exist for everyone's safety and are designed for orderly and secure operation of the facility. Failure to follow the rules may result in disciplinary and or adverse classification actions. You are responsible for your own behavior. If you are uncertain about something – ask an officer.

REMEMBER – Helping another prisoner to break the rules is the same as breaking the rules yourself.

2.02 Basic Do's and Don'ts

DO:

- Read your handbook – All of It.
- Promptly obey all orders given to you by staff.
- Address staff by title, example “Officer Doe”.
- Stay in your assigned area.
- Respect the property of others.
- Keep your hands off other people.
- Keep your body, clothes, living and work areas clean.
- Ask for help if you feel threatened.
- Follow the rules of the facility.
- Listen when announcements are made.
- Wear institutional clothing as intended, pants up, t-shirts in and shoe heels up.
- Wear socks, undergarments and shoes/sandals any time you are not in your living area.
- Bring only legal paperwork to Booking when you are scheduled to go to court.
- Take care of issued property. Intentional destruction or disposal may result in disciplinary action.
- Take only one food tray when dining.
- Wear hairnets and/or worker hats when working in the kitchen.
- Wash your hands before handling food items.
- Only wear head and wrist sweatbands purchased through commissary during gym.

Remain at an activity/program until it ends, unless excused.

- Show up for Learning Center classes on time.
- Go to the Learning Center for scheduled classes for which you are enrolled.
- Have your bunk made by 8:00 a.m.

- Keep all clothing and property on hooks or folded and put away in containers provided.
- Use earphones as intended.
- Use your radios in your housing area only.

DON'T

- DO NOT - Sleep with your head covered.
- DO NOT - Have in your possession shoes other than the ones you purchased or that were issued to you.
- DO NOT - Argue with staff.
- DO NOT - Steal, destroy or damage anything.
- DO NOT - Physically abuse, bully, curse or tease other people.
- DO NOT - Beg, borrow, trade, barter or gamble with other prisoners.
- DO NOT - Sit, stand or lie on the day room table.
- DO NOT - Put your head, arm or any part of your body in the gates.
- DO NOT - Walk through a moving gate.
- DO NOT - Tamper or restrict the gates in any way.
- DO NOT - Stand in/or block any doorway or intentionally block the view of any staff member.
- DO NOT - Visit at any of the doors, gates or windows.
- DO NOT - Have in your possession rubber bands, paper clips, thread or string.
- DO NOT - Practice martial arts.
- DO NOT - Tape or stick anything to the walls, doors, bunks, furniture, windows or property storage containers. This includes posters and pictures.
- DO NOT - Slam doors.
- DO NOT - Place your hands inside your pants.
- DO NOT - Loiter on the stairways in the hallways or around officer's desks.
- DO NOT - Place your feet on furniture or the walls.
- DO NOT - Tilt back while sitting in a chair.
- DO NOT - Have in your possession Dungeon and Dragon Publications or other similar role-playing games.
- DO NOT - Cover or hang anything from air vents.
- DO NOT - Keep or make picture frames or other items with folded, woven paper.
- DO NOT - Keep body pierced areas open with any item.
- DO NOT - Warn other prisoners that a staff member is coming.
- DO NOT - Wear any jewelry to court other than approved wedding ring.
- DO NOT - Pass notes.
- DO NOT - Wear hats outside your working area.
- DO NOT - Take anything including food drinks, utensils, cups, glasses, etc. from the kitchen.

- DO NOT – Make food for personal consumption while working in the Kitchen.
- DO NOT – Wear headgear to recreation.
- DO NOT – Visit with others along the way when you have been directed to report elsewhere
- DO NOT – Move while officers are conducting count.
- DO NOT – Use the Learning Center for legal or personal communication.
- DO NOT – Block the view of your bunk in any way.
- DO NOT – Use the coffeepot for warming anything other than water.
- DO NOT – Take blankets and pillows to the dayrooms.
- DO NOT – Remove plastic bins from their holders.
- DO NOT – Sit down while using the phones.

2.03 Safety

Prisoners believing that their personal safety or the safety of another is in jeopardy should notify any staff member immediately. Action will be taken to protect prisoners from violence or intimidation.

2.04 Fire and Life Safety Precautions

In the event of a fire, tell staff at once and do exactly what you are told, when you are told

A fire is very serious. Follow the staffs' directions; they have been trained in the proper fire/smoke emergency procedure and have the resources to handle fire or smoke problems. Do as you are told and only what you are told and nothing else. The success of the fire/smoke emergency procedures and your safety depend on your doing what you are told. Failure to do so could result in disciplinary actions.

Evacuation routes are posted in each unit for your review.

2.05 Smoking/Tobacco Products Prohibited

This is a non-smoking facility. The introduction or use of any tobacco products or matches/lighters is strictly prohibited and is considered contraband.

2.06 Contraband

Contraband is anything in your possession not authorized by the policies and procedures and/or rules and regulations of this facility. You are

prohibited from having in your possession, or under your control, any items that are not:

1. Issued to you by staff. (You may possess only the specified number of any item authorized, whether issued or purchased);
2. Purchased by you through the commissary;
3. Authorized by the administration; or
4. In their original condition. Modifying or altering any item, whether issued or purchased, is not permitted.

2.07 Substance Abuse Screening and UA's

Substance abuse screening may be utilized to identify drug abuse in the following circumstances:

1. To confirm the use of unauthorized drugs.
2. As a program evaluative method to indicate the presence of alcohol or drug use.

The collection of urine specimens does not require a signed consent form since it is non-invasive. Staff shall ensure that the prisoner submits an unadulterated urine sample in the specimen bottle provided. The prisoner will wash and dry their hands in the presence of staff. Staff will witness the prisoner urinating into the bottle.

This institution and the Department of Corrections have taken the position of "Zero Tolerance" for usage, possession, or trafficking of controlled substances and strive to maintain a drug free and safe environment. Additionally, controlled substances consumed or sold in a correctional institution threatens the security of the institution.

Prisoners who refuse to provide a UA, test positive for any substance, or are involved directly or indirectly with a controlled substance or contraband, will, by individual determination, be barred from receiving contact visits, beginning the date of the incident or test. The length of suspension will be based on the individual's history of contraband involvement and circumstance of the incident. During this suspension, the prisoner will also be barred from attending any potlatches or banquet where outside guests are in attendance.

Staff will not conduct a substance abuse screen on a prisoner who refuses to voluntarily submit. Refusals will be reported to the individual who requested the screen. A refusal to provide a urine specimen upon request will be processed in accordance with 22 AAC 05.400 (c)(16) "refusal to provide a urine specimen when requested by a staff member." This refusal will be considered a "dirty UA" for programming and job services applications. A "positive" test will be processed as contraband under 22 AAC 05.400 (c)(7).

Positive samples shall be preserved for subsequent independent testing. The sample may be re-tested at the prisoner's discretion and expense,

prior to any disciplinary hearing. THE PRISONER MUST REQUEST INDEPENDENT TESTING WITHIN 48 HOURS OF RECEIVING THE DISCIPLINARY REPORT. All expenses, including shipping, will be paid by the prisoner.

2.08 Wrist Bands

Wristbands are to be worn at all times. Do not remove or damage them in any manner. You are responsible for them. If they are altered in any way you will be held financially accountable and subject to disciplinary action. If your wristband becomes damaged and needs to be replaced, put in a copout to the Security Sergeant. You may be required to show the wristband to receive medication, commissary and to attend various activities to include Yard-Out. You are not to cover the wristband with watches or personal wristbands at any time, especially yard out. Covering the wristband could result in you being denied recreation or other programs.

2.09 Searches

1. A prisoner must expect to be pat searched at anytime by any officer.
2. Strip searches and/or body scans will be conducted after contact visits.
3. Strip searches and/or body scans will be conducted whenever a prisoner may have had contact with the public or has been outside the core of the building.
4. A prisoner's room and property may be searched at any time. Staff will disturb the room as little as necessary to complete the task. When searching a room, staff will usually strip the bunks and leave bedding on the bunk. Anything that is considered to be contraband will be seized. Prisoners are not entitled to be present during the search.
5. Prisoners with their hands concealed within their clothing may be stopped and searched by staff.
6. All prisoners may be strip searched when staff has reason to believe that the prisoner may have possession of contraband.

2.10 Inspections

Staff carry out daily inspections for safety and sanitation. The Superintendent and other staff members will inspect each unit for common area cleanliness, contraband, room cleanliness, neatness, maintenance needs, etc., each Tuesday beginning at 8:30 a.m. Each prisoner is responsible for his/her living area and all items within it.

2.11 Disciplinary Process

If you violate any of the listed rules, you may receive a "write-up" and appear before the Disciplinary Officer/Board. You will have the opportunity to tell your side of the story and call witnesses during a formal hearing. The Alaska Administrative Code and Department Policies describing this process, to include appeals and are available in the Law Library.

Once the entire disciplinary process is complete (including appeals) sanctions may be imposed based on findings at your hearing. This may include punitive segregation as described below.

BEHAVIOR GUIDELINES: You have the responsibility to treat fellow prisoners, roommates, and staff members respectfully. It is your responsibility to know and follow the rules, procedures, and schedules of this facility. Additional responsibilities you have are: not to abuse medical services; not waste food, materials or supplies; not damage or deface any portion of the building, equipment, or materials; maintain cleanliness and neatness of your person, living space, room, and work area.

STAFF ORDERS: You must obey requests or orders given by all institutional staff. Failure to do so may result in disciplinary action.

ASSAULTS AND INTIMIDATION OF STAFF: The use of force or threats against a correctional officer, any staff member, or any staff member's family, is a serious violation of State Law and of institution rules. All such violations must be disciplined by the administration and may be forwarded to the State Troopers as a criminal complaint.

ACTS PROHIBITED AND PENALTIES: The conduct prohibited for prisoners are established by Policy #809.02 and 22 AAC 05.400 and these are in the law library.

Definitions:

- A. Contraband: any item that the department has not specifically approved, authorized, or prescribed for a prisoner.
- B. Assault (of a staff member or visitor): an assault of a staff member or visitor includes spitting, spraying, wiping or throwing bodily fluids or fecal matter.

- C. Escape implement: an escape implement includes a cellular telephone or wireless communications device and any other object that may be used to facilitate an escape.
1. Major “B” 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 that a substantial risk of serious physical injury;
 7. Threatening or intimidating a witness in an official proceeding;
 8. Possession, use, or introduction of weapons or escape implements, including a cellular telephone or wireless communications device;
 9. Stealing, destroying, altering or damaging government property, or the property of another which results in damage of \$1,000 or more; and
 10. Commission of a Class A or unclassified felony offense.
 2. High-moderate “C” Infractions include the following:
 1. Fighting (i.e., mutual combat) with a person;
 2. Extortion, blackmail, or protection, such as the demanding or receiving of 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, which results in damages of \$100 or more, but less than \$1,000.00.
 6. Tampering with or blocking a locking or security device;
 7. Possession, use or introduction of contraband, except that described in 1.h. above, which directly threatens the security of the facility such as unauthorized drugs.
 8. Intentional misuse of prescribed medication such as hoarding medication or taking another person’s medication.
 9. Adulteration of food or drink;
 10. Participation in an organized work stoppage;
 11. Possession of staff clothing or unauthorized civilian clothing;
 12. Counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official

- paper, or the possession or use of such a document, which presents a threat to the security of the facility;
13. Giving or offering an official or staff member a bribe;
 14. Threats to another of immediate bodily harm;
 15. Engaging in a group or individual demonstration or activity that involves throwing of objects, loud yelling, loud verbal confrontation or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility;
 16. Refusal to provide a urine specimen when requested by staff member;
 17. Spitting, spraying wiping or throwing urine or fecal matter, on or at a staff member;
 18. Intentionally providing a false statement before a classification or disciplinary committee or to an investigator in a grievance, classification, or disciplinary matter;
 19. Refusing to obey a direct order of a staff member;
 20. Misuse of the telephone, such as making intimidating, obscene, harassing or threatening phone calls; making three way or forwarding calls;
 21. Encouraging others to engage in a food strike;
 22. Refusing or failing to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel;
 23. Intentionally interfering with a prisoner count; and
 24. Commission of a class C or B felony offense.

3. Low-moderate "D" infractions include the following:

1. Indecent exposure;
2. Stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$50 or more, but less than \$100;
3. Unauthorized use of mail or telephone;
4. Lying or providing a false statement to a staff member under circumstances other than those described under C-18 above;
5. Giving or loaning property or anything of value for profit or favors if it threatens the security or orderly administration of the facility;
6. Threats to another of future bodily harm;
7. Possession of anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
8. Malingering or feigning an illness, injury, or suicide attempt;
9. Missing a prisoner count, unexcused absence or tardiness from work or an assignment, failure to perform work as instructed by a staff member, or refusing to perform a work

- assignment for alleged medical reasons without being excused by medical staff;
10. Failure to abide by posted sanitation rules or failure to keep one's person and quarters in accordance with posted rules;
 11. Being in an unauthorized area
 12. Using equipment or machinery contrary to instructions or posted safety standards, or use of equipment or machinery which is not specifically authorized;
 13. Using abusive or obscene language to gesture that is likely to provoke a fight or that clearly disrupts or interferes with the security or orderly administration of the facility;
 14. Tattooing or self-mutilation, other than attempts at suicide;
 15. Unauthorized communication or contact with the public or visitors;
 16. Giving to or exchanging anything of value with or accepting anything of value from, any other person without prior approval of the Superintendent, if it threatens the security or orderly administration of the facility;
 17. Threatening damage to or theft of another's personal property;
 18. Kicking, shouting, or banging, or engaging in any other persistent nuisance noise or activity;
 19. Willful failure or refusal to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent; and
 20. Commission of a misdemeanor offense.

4. Minor "E" infractions include the following:

1. Gambling, or possession of unauthorized gambling paraphernalia;
2. Possession of unauthorized prisoner clothing;
3. Failure to follow posted safety rules, except as described under D10 above;
4. Stealing, destroying, altering or damaging government property, or the property of another, which results in damages of less than \$50; and
5. Failure to follow a written rule of the facility, of which the prisoner has been provided notice and which has been approved by the Regional Director.

5. Penalties for Infractions:

- a. Penalties are imposed for the purpose of altering inappropriate behavior and for the purpose of affirming institutional standards of behavior;
- b. The Disciplinary Officer shall impose at least one, and may impose all of the following penalties if a prisoner is found guilty of an infraction:
 - (1) Reprimand;
 - (2) Suspension of participation in activities described in, and except as limited in (3) below for a period up to 20 days for a minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high-moderate infraction, and up to 90 days for a major infraction;
 - (3) Confinement in punitive segregation, confinement to quarters or weekend or holiday lock-ups for periods not to exceed 20 days for a low-moderate, 40 days for a high-moderate, or 60 days for a major infraction;
 - (4) Restitution for the amount of property damage, theft, or in the case of an injury, for the amount of medical care and related costs incurred from a violation, including the placement of a hold on the prisoner's work compensation, or withdrawal of money from the prisoner's account;
 - (5) Forfeiture of up to 90 days statutory good time for a low-moderate and up to 180 days statutory good time for a high-moderate and up to 365 days for a major infraction; and
 - (6) For a prisoner who has been found guilty of possession of contraband money, the money shall be forfeited and deposited into the General Fund in accordance with AS 33.30.261.

2.12 Classifications

All prisoners will be classified according to procedures established by the administration. Factors used to determine a prisoner's classification level or housing assignment include, but are not limited to, age, gender, prior record, nature of crime, behavior, physical limitations and medical requirements.

CLASSIFICATION APPEALS

Forms to facilitate an appeal will be provided by institutional Probation Officers upon request. An appeal must be routed through the Probation Officer designated for the purpose of receiving and forwarding

classification appeals. Any classification action may begin, pending an appeal, except a transfer to an out-of-state facility.

For further information regarding the appeal of classification procedures, refer to Departmental Policy and Procedures 760.01, available in the Law Library.

2.13 Housing Assignments

Prisoners are housed based on their custody level.

2.14 Housing Types

General Population:

Prisoners housed in B, C, E and F Dorm, S-4, S-1, S-2, D-1, D-2 and all of Unit 3 are general population prisoners. General population dorms may be used for segregation as needed. Prisoners in general population are able to attend general population visiting and other activities unless an Individual Determination has been made, directing otherwise.

Segregation:

There are two types of segregation, Administrative and Punitive. In both cases prisoners will be housed in small dorm or single cell, dressed in orange, and receive their meals in their living areas. They will be offered both shower and recreation daily and must take the shower/recreation when offered as neither will be offered a second time during the day.

Administrative Segregation:

Prisoners that need to be separated from the general population prisoners will be housed individually or in small groups. The reasons for this are listed in P&P 804.01. If the Shift Supervisor determines that a prisoner requires segregation, the prisoner will be separated from general population and given restrictions that address the reason for segregation.

Prisoners in administrative segregation may attend activities in accordance with their individual restrictions.

Punitive Segregation:

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

1. Writing materials – two pencils, paper envelopes, and stamps.
2. Religious book(s) - no more than 4 religious books.
3. Class work (if currently enrolled in a class through the Learning Center.
4. Basic items - deodorant, toothbrush (with holder), toothpaste, comb, hairbrush, shampoo, conditioner, one container of hand lotion, soap (with dish), shaving cream (not after shave), shower shoes and two cups.

5. While you are in punitive segregation you may only order commissary items from the Punitive Segregation Commissary list. You may order basic hygiene items from this list.

Prisoners will not be allowed the following while in punitive segregation:

1. Commissary items already in your possession such as candy, chips, coffee, rollers, after-shave, nail clippers, etc.
2. Paperback books, magazines, newspapers.
3. Radios.
4. Games of any kind - this includes cards.
5. Personal clothing, including t-shirts and tennis shoes.
6. Personal letters received prior to placement in punitive segregation.
7. Access to telephones for fifteen (15) days, except for approved written requests to contact an attorney, Ombudsman, and family emergencies, as determined by the Superintendent or designee.
8. Contact visitation.
9. Secure visitation is limited to immediate family members only.

Unit staff will advise you of any additional rules if you are placed in punitive segregation.

Maximum Custody:

Prisoners, whose classification is maximum security, maximum custody (max/max) are dressed in red and housed in single cells with very limited access to activities. You may continue to order commissary from the Regular Commissary list until your status has been changed.

Section 3: Mail

3.01 General Mail Information

General:

Prisoners are responsible for their own postage costs.

1. Mail to prisoners will be addressed as follows:

Prisoner's full name (as booked)
Fairbanks Correctional Center
1931 Eagan Ave.
Fairbanks, AK 99701
2. All mail outgoing from prisoners must be return-addressed as follows:

Prisoner's full name (as booked)
Fairbanks Correctional Center
1931 Eagan Ave.
Fairbanks, AK 99701

Mail with any other return address or no name will be sent back to the prisoner and will not be mailed out of the institution.

DO NOT SEAL OUTGOING MAIL.

3. All incoming privileged (legal) mail will be logged. The Shift Supervisor or designee will deliver it to the prisoner. The prisoner will open privileged mail in front of the staff member. The supervisor or designee will ensure that the mail is privileged and that it does not contain contraband.
4. Prisoners are responsible for supplying this institution with a forwarding address upon release. Per Policy 810.03, VII G (1). First, second, and third Class mail: The institution shall forward first, second, and third class mail to prisoners housed in Alaska D,O.C. facilities, and contract facilities to include prisoners housed in contract facilities outside of Alaska. The institution shall return to sender first, second, and third class mail for prisoners who have been released and federal prisoners who have been transferred to a federal facility. Third class mail not stamped "Forwarding and Return Postage Guaranteed": shall be discarded.
5. Postal change of address documents cannot be used to change your address from this facility.
6. Prisoners may not receive postage stamps in the mail.
7. The Institution will, at its expense, provide postage for up to five pieces of mail, legal or otherwise (weighing up to one pound each) per week, for any prisoner who is determined to be indigent. This is not intended to apply to the shipment of excess personal property. See definition of indigent under section 4.
8. The Shift Supervisor picks up all outgoing mail from mailboxes after lockdown Sunday through Thursday night (excluding the evening before a holiday). IT IS UP TO THE PRISONER TO MAIL THINGS IN A TIMELY MATTER.
9. Prisoners may receive up to 25 loose photographs in the mail.
10. Advance approval is not required for purchase of, or subscriptions to, magazines, newspapers or paperback books received by mail. These items must be sent in from the publisher.

3.02 Prohibited Mail/Contraband

1. If reasonable grounds exist to believe that individual safety or the security of the institution may be jeopardized, mail may be screened, read for content and prohibited. Prisoner to prisoner mail will be read.
2. Contraband will not be placed in your personal property or forwarded to you.
3. Per policy 810.03 the department shall prohibit any mail that:
 - a. Items of a criminal nature; i.e., drugs or items that could be used in an escape attempt.

- b. Mail with decorative stickers, musical cards, etc.
 - c. Personal checks.
 - d. Any item which may be obtained from commissary.
 - e. Powder or liquid.
 - f. Any package which does not have prior approval from the Property Officer.
 - g. Is in violation of a court order.
 - h. Is written in code.
 - i. Any magazine(s) that contain frontal nudity.
 - j. Any magazine(s) that contain gang signs.
3. Items containing contraband will be returned to the sender with notification to the prisoner. If the contraband constitutes a criminal act, (contains drugs, etc.) an investigation will be conducted that could result in criminal charges.

3.03 Reading Material

Newspaper subscriptions may be received by mail only from the publisher. They may not be dropped off or mailed in.

Prisoners may receive paperback books and magazines from the publisher or any approved vendor through the mail per P&P 810.03 "Prisoner Mail." The package must be marked "paper back books" or "magazines". If it contains any other materials, it will be considered contraband. The prisoner will pay the postage to return it, or it will be disposed of after 30 days. Books or magazines will no longer be accepted from any other source.

All reading materials are subject to inspection for contraband or unauthorized content. Hardback books are also considered contraband and will be returned at the prisoners expense. Prisoners must notify the person who sent in the order to initiate a credit for the return of funds from the vendor when books are returned.

Prisoners may have five paperback books, five magazines/newspapers, eight education books, a Bible, Koran, or a similar religious book and one pocket dictionary at one time. Prisoners must dispose of excess reading materials per P & P 811.05, Prisoner Personal Property.

Once accepted into the facility, reading materials will not be disbursed directly to family or friends. Reading material may be mailed out of the facility at the prisoner's own expense, per P&P 803.08, prior to being confiscated.

If any prisoner fails to keep his/her reading materials under the acceptable limit, staff will dispose of them as contraband and the prisoner is subject to disciplinary action.

3.04 Pre-Approval for Packages through the Mail

1. Submit a Package Pre-approval form listing each item you wish to receive and indicate the individual's name and relationship to you who will be mailing in the package. Items available through the commissary will not be approved.
2. Your request will be reviewed and either approved or denied. Denied requests will be returned with an explanation.
3. If approved, one copy of the Package Pre-Approval form will be kept at the Receptionist desk for no longer than ten calendar days. Another copy will be returned to the prisoner to read.
4. Once the prisoner has read the approved request, he/she may notify family or friends that they may mail the approved items.
5. Upon receipt, all items will be checked against the approved request to insure that only approved items are received.

3.05 Personal Property

All prisoner property, which cannot be kept on the housing unit, will be inventoried and stored in the Property Room. Items not authorized for retention must be disbursed out of the facility within 30 days of receipt. Items will not be rotated between property storage and the housing unit.

Any personal property may be dispersed out of the facility, at prisoner expense, with the exception of at least one set of personal clothing, shoes/boots, and a coat. You may fill out a disbursement form listing the items and to whom they should be dispersed. Any disbursed item may be picked up at the Reception Desk Monday through Friday 8:00 a.m. through 4:30 p.m. The individual picking up the item must have a photo ID and be the same individual that is listed on the disbursement form. If items are to be mailed, a fund disbursement must be attached to the item(s) being disbursement.

If property kept in the prisoner Property Room is lost or damaged, a completed "Lost or Damaged Property" form should be forwarded to the Property Officer per P&P 811.05.

Personal clothing stored in the Property Room may be laundered after 30 days. The only exception to this will be clothing that is issued through the property officer and clothing that is deemed to be contaminated with blood, urine, fecal matter, or chemical agents. Clothing in a prisoner's locker will be washed by sending a laundry request/waiver to the Property Officer. This waiver must list each item by color and name (i.e. 2 blue pull over shirts). The facility is not responsible for loss or damage, i.e. shrinking, fading etc., of personal clothing.

The washing of clothing will only be done in the laundry. Prisoners are not to wash their clothing in sinks, trashcans, showers, or toilets.

Prisoners are allowed to retain one property storage container for their property. Personal property in the possession of a prisoner is the responsibility of that prisoner and not the institution.

1. No prisoner clothing may display obscene wording, obscene signs, club insignias, or group affiliations.
2. Anything in a prisoner's possession that is not listed on the prisoner's inventory shall be considered contraband and will be confiscated as such.
3. A prisoner may not disburse or give property, to include commissary, to another prisoner.

Hardbound books or books with metal are not allowed, with the exception of those approved through the Learning Center for specific Learning Center course work, and approved religious books.

According to Policy 811.05 you may retain in your possession only those items listed in the policy to include: a plain wedding band and not more than two religious necklaces. The value of each item may not exceed \$100.00. Jewelry valued for more than \$100.00 must be dispersed within ninety (90) days as excess property.

A wedding band must be plain with no gemstones, gold nuggets, or imitation gemstones inset. A religious necklace must be plain with no gemstones or imitation gemstones inset. In order to qualify, as a religious necklace there must be an apparent religious significance, such as an attached crucifix, an amulet bag, Star of David, etc. In no instance may the emblem exceed 1.5 inches in length, diameter, depth or width.

Upon transfer to another facility, each transferring prisoner has the following options for the disposition of excess property:

1. Mail excess personal property, at the prisoner's expense, to friends, relatives, or other designated persons; any such disbursement shall be shipped Certified First Class Mail or,
2. Disburse excess personal property to someone willing to pick it up at the facility using Prisoner Property Disbursement Form (#20-811.06).
3. Excess personal property, which is still here 90 days after being declared excess is deemed abandoned, and shall be delivered to the Department of Administration for disposal.

Section 4: Offender Trust Accounts/Funds

4.01 Prisoner Funds

All prisoner funds are maintained by the State by means of computerized accounting. You will be able to deposit and use funds as follows:

Deposits:

Prisoners may receive funds through the U.S. mail at any time. Funds may also be dropped off at the facility by immediate family members between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Immediate family members are defined as spouse, father, mother, brother, sister, child, grand parent, and step alike family members.

Prisoners who do not have immediate family members in the local area may request special approval from the Superintendent for one non-immediate family member to drop off funds at the facility during the times noted above. Approvals are granted on a one time drop off basis only, must be dropped off during the times mentioned above.

As per P&P 302.12, a ten day hold shall be placed on all deposits of money orders and "business" (i.e. payroll, refund) checks other than federal, state or city government warrants. No "personal checks" will be deposited to the prisoner account.

Disbursing Funds:

A request for disbursements of funds must be completed in order to send out money. In order to mail the funds, the request must include a pre-addressed envelope with postage and return address. Requests for disbursements must be pre-approved by the Assistant Superintendent. Information as to whom and what the money will be used for must be provided. Include on the disbursement form, a contact phone number for the person/business the money is being disbursed to. If pre-approved, checks will be written on Friday of each week. They will be ready for pick-up after 2:00 p.m. on Friday. Checks that are to be mailed out will be processed on Friday and placed in the Monday morning outgoing mail. Funds disbursed within the Fairbanks area must be picked up at the facility within 10 days.

You will receive the pink copy of the request form when the check is mailed or picked up.

Use of funds:

Your funds may be automatically adjusted for commissary, medical services, child support, postage and disciplinary restitution.

Release of funds:

When a prisoner is released from the institution, they will receive the funds that are on their account at that time. There are four exceptions as to why you may not receive all of your funds at time of release: 1) If the computers are down at that time; 2) If the prisoner used their account balance to post bail; 3) If the release is after 24 hours of being booked into the facility; 4) If the account balance exceeds \$300. FCC does not keep large amounts of cash on hand. If you did receive the maximum amount of \$300 and still have an account balance you may call the front office Monday through Friday from 8:00 am to 4:30 pm to

request a final disbursement. Checks are only written on Friday and will be available for pickup after 2:00 pm.

Example Account Statement:

Offender #: FAIRBANKS CC Cell: USP #: (NAME) See Note A: Location:

Alaska Department of Corrections
FAIRBANKS CORRECTIONAL CENTER
STATEMENT OF ACCOUNT
Offender Account Activity

Statement Date: 0410112002 To: 05/06/2002
Page 1 of 1

ACCOUNT TRANSACTION DETAIL:

Account: FUNDS AVAILABLE
Account Balance: 10.60

Trans. ID	Trans. Date	Transaction Description	Debit	Credit
Account Balance				
Beginning Balance				
			56.13	
24145	04/03/2002	Commissary Purchase; Invoice 92	27.35	
	28.78			
25863	04/05/2002	Cash Receipt – John Doe		45.00
	73.78			
26635	04/05/2002	FCC REG INST 3-27-02- CUSTODIAN 3		1.50
	75.28			
26729	04/05/2002	Automatic Savings Deduction	0.53	
	74.75			
29162	04/10/2002	Commissary Purchase; Invoice 113	41.00	
30819	04/16/2002	Cash Receipt- John Doe		30.00 See Note B
	63.75			
31371	04/17/2002	Commissary Purchase; Invoice 43093	31.60	
	32.15			
31991	04/19/2002	PRISONER POSTAGE 4-19-02 FCC MJM	0.68	
	31.47			
33598	04/24/2002	Commissary Purchase; Invoice 44098	3.90	
	27.57			
33598	04/24/2002	Commissary Purchase; Invoice 44099	16.97	
		<u>Ending Balance</u>		
			10.60	

Account: FORCED SAVINGS See Note C:
Account Balance: 55.74

Trans. ID	Trans. Date	Transaction Description	Debit	Credit
Account Balance				
		Beginning Balance		55.21
26729	04/05/2002	Automatic Savings	0.53	55.74
		Ending Balance		
				55.74

Note A: List prisoners offender number, name and Location as well as housing unit.

Note B: All deposits to prisoner accounts say cash receipt. They do not indicate if the account has been placed on the mandatory hold.

Note C: Forced Savings is a prisoner deduction that is required by statute. 35% of prisoner payroll is deducted from their pay and deposited into their forced savings account.
The 35% continues to be deducted until the forced savings account balance reaches \$250.00 then the deduction is reduced to 5%. The prisoner receives the forced savings balance at the time of their release from incarceration.

4.03 Commissary

You must have sufficient funds in your account the day you order commissary. Once this has been established, you will sign for the items purchased as well as for the money deducted from your account to cover the cost of items. The money will be deducted the day you receive your commissary. A limited variety of personal items are available for purchase through the commissary.

You may not buy items for other prisoners directly or indirectly. If you do, it may result in confiscation of purchased items and disciplinary action for both prisoners. You may not possess an excessive amount of any one item. Excess items will be placed in your property storage and will not be retrieved. You will be advised when commissary is available to you.

When commissary is delivered, you must check to see that it is what you ordered and then sign the sheet acknowledging that you received your order. Discrepancies should be reported immediately to the issuing officer. Complaints about items or amounts that you received will not be accepted once you leave the commissary window.

If you place an order for personal hygiene items and you have no funds on your account, "indigent" hygiene items will be made available to you. (See below for more information on "indigent" status.)

The use of the commissary is a privilege. Do not abuse it.

Sufficient funds must be on your account the day you order commissary and the money will be taken off your account the same day the order is placed.

Commissary purchase limit for prisoners in Phase I is **\$25.00** per week.
Commissary purchase limit for prisoners in Phase II is **\$50.00** per week.

Place your name, offender (prisoner) number, housing unit and whether you are Phase I or Phase II and the total of purchases on the order form, without this the order will not be accepted. Please make sure you pay attention to all the limited items listed on the form and if you only have \$30.00 on your account and you order \$30.01 your entire order will be cancelled.

Definition of Phase I prisoners: These prisoners consist of newly remanded prisoners, pre-trial detainees and those serving less than a year and those inmates who are sentenced to more than a year and awaiting transfer to a designated facility.

Phase I Rules:

1. No personal clothing, including shoes, can be purchased or possessed.
2. Regular Commissary purchase limit of \$25.00 per week
3. Only a one time purchase of an AM/FM radio with headset may be purchased from special commissary.
4. Property not to exceed items listed on form FCC 811.05a.

Definition of Phase II Prisoners: These prisoners consist of all prisoners who are working and been employed for a minimum of 30 consecutive days. These prisoners also must not have been found guilty of a disciplinary infraction pursuant to Policy 809.02 (B) or (C) (1); (2); (3); (7); (14); (16); or (17) within the proceeding 90 days.

Phase II Rules

1. Personal property limited to items who contained on property list FCC 811.05b
2. Personal clothing as indicated on property list FCC 811.05b.
3. Regular commissary purchase limit of \$50.00 per week.
4. Special commissary purchase of \$250.00 up to 3 times annually.

It is important that you only order commissary according to your phase. If you order over the limit or attempt to purchase items that you are not authorized to possess, your order will not be processed.

If you move from Phase II back to Phase I due to loss of job or a guilty disciplinary finding of the above, your property in excess of that allowed in Phase I will be seized and placed in your property locker.

Special Commissary

“Special” Commissary is to purchase items that are not available through Regular Commissary. Examples of “special” commissary are recreation clothing and gym shoes. These items are subject to rules of Phase I and Phase II. Please review the rules above to make sure you are complying with these rules, or your order will be cancelled. Federal Prisoners are also subject to the Phase I and Phase II rules of commissary.

You must complete a Release of Liability Waiver with each Special Commissary request. All Special Commissary requests are to be turned in no later than 10:00 p.m. on Tuesday. The Property Officer distributes Special Commissary as time allows. Many items will be issued on Tuesday with the regular commissary.

REMEMBER - if you order new shoes, headphones or radio, you must turn in your old shoes, headphones or radio. DO NOT THROW THESE ITEMS AWAY - IF YOU DO NOT HAVE THE OLD ITEM, THE NEW ITEM

WILL NOT BE GIVEN TO YOU BUT WILL BE RETURNED TO THE VENDOR.

If, for some reason, your special commissary item fails to remain in working order for reasons other than mishandling within thirty days of issuance, the Commissary Clerk should be contacted by "cop-out" to ask for a replacement. After thirty days you must mail it to the manufacturer with the warranty for warranty repair.

4.04 Indigent Orders (No Money)

An "indigent" prisoner is one who has less than \$20.00 presently available on his or her account and who has had no more than \$50.00 in his or her account during the preceding 30 days. Indigent status is determined by computer and will be reflected on your prisoner account statement.

If a prisoner has received funds that have been placed on a 10 day hold and they are no longer considered indigent, but have not been able to order commissary, you may submit a disbursement request with your letters and postage will be deducted from your account when the funds are taken off the mandatory 10 day hold.

Indigent orders for five envelopes per week, writing paper, pencil, toothpaste, toothbrush, cup, comb, shampoo and soap are to be filled at the same time on the indigent commissary form.

Section 5: Hygiene and Clothing

5.01 Personal Hygiene/Haircuts

Prisoners must keep themselves clean and are expected to shower frequently. Showers are available in all living areas. A prisoner who must be told to improve his personal hygiene in accordance with posted rules could be subjected to disciplinary action.

Razors are issued in all living areas daily between 6:00 a.m. and 7:30 a.m. Prisoners will be offered razors as a group one time at each wing gate or housing area. That will be the only opportunity for them to be issued a razor. All razors must be turned in by 8:00 a.m. Each prisoner is responsible for his/her razor. Workers responsible for being to work before 6:00 a.m. may receive a razor. However, the razor must be turned in before leaving the unit for work.

Prisoners with a shaving waiver issued by the medical department can use the clippers in the barbershop from 0600-0730 provided they have submitted a cop-out to the Unit 2 officer the previous day and have coordinated through their unit officer.

Haircuts are available to prisoners on a once-a-month basis.

Barber Shop Schedule:

Male Prisoners: Monday through Thursday, 8:00 a.m. – 3:45 p.m.

Saturday, Sunday, and Holidays will be at the discretion of Shift Supervisor

Female Prisoners: Friday 8:00 a.m. – 3:45 p.m.

5.02 Clothing and Bedding

Each prisoner will be issued the following institutional clothing and bedding: One each: underwear, T-shirt, pair of socks, shoes, shirt, pants, towel, mattress, two sheets and two blankets.

All blankets being used as mattress covers or pillows will be confiscated. Any prisoner caught altering, destroying, or hoarding clothing, bedding, or mattresses may be subject to disciplinary action.

Blanket exchange is conducted every other week.

Correctional Officers will search for any laundry or bedding in excess of that authorized and remove it.

All institutionally issued clothing (shirt, t-shirts, pants, shoes/sandals, and socks) will be worn at all times when not in assigned living area. Personal clothing will not be worn under institutional clothing or outside of any living area. The only exception is recreational clothing, which may be worn for travel between the gym/yard and the unit. NOTE: all prisoners must wear a shirt, pants (shorts), shoes, and socks when going to and from recreation. Sport bras may not be worn as an outside garment during recreation. Kitchen white uniforms will not be worn during any recreation.

Prisoners are allowed to possess one pair of commissary gym shorts and one sweat suit and tennis shoes. These cannot be red nor have any logos or drawings. No other personal clothing is authorized .

Personal clothing may be laundered by bagging it with a laundry request/waiver and giving it to the unit officers by 0830 on Sunday.

Approved personal clothing may only be worn to court for a jury selection and trial. Family or friends may bring one set of court clothing for court to the facility. No steel toe boots, leather jackets with multi-zippers, sweat suits, belts or shoe laces. Ties must be "clip-on" only. Tennis shoes, boots or sweat suits will not be accepted for court clothing.

Upon approval of the Property Officer, prisoners may also receive one set of clothing within 30 days of release. Clothing may not be inflammatory or display obscene wording or designs.

5.03 Clothing and Shoe Exchange

Clothing issue includes boxers, T-shirt, socks, pants, and shirt. Clean items will be issued on a "one for one" exchange basis. General population will have clothing exchange Monday, Wednesday and Friday mornings at approximately 0815. Clean clothing will be exchanged on the housing units.

Mandatory linen exchange for all housing units are on Saturday. Intentional destruction or disposal of any issued property may result in disciplinary action including liability for replacement costs. All clothing items must be worn as intended by the manufacturer, i.e., pants may not be lowered, and shirts may not be too large or small. Workers needing new shoes should put in a copout to the laundry officer.

Clothing and linen exchange is mandatory for all inmates regardless of activity, status, or personal desires.

5.04 Worker's Clothing Exchange

All workers will receive a clothing bag with their job title on it. Dirty clothing will be placed in that bag and picked up and checked each morning at 0800. Worker rolls will be delivered and checked by staff.

Section 6: Telephones and Television

6.01 Telephones

Securus Inc (Evercom). a private contractor, operates the telephone system at this facility. It is not affiliated with any of the local or long distance providers in Alaska. Even though local calls are free of charge, the owner of the phone that is being called will be required to open an account with Securus. They can do so by calling 1-800-844-6591 (listen to menu options). In some cases a deposit will be required to open the account.

The telephones are in service between 8:00 a.m. and 10:00 p.m. daily. Calls are limited to 15 minutes. All long distance calls must be collect. Phone cards and 800 numbers will not work. Prisoners can not receive incoming calls.

Telephones in segregation areas operate the same way. However, use of the phone must be requested, in writing, in advance. The unit officers will maintain a "phone list".

For security reasons, the phones may be disabled at any time with little or no notice. The unit officers have no control over this and cannot make any exceptions.

All inmates are required to enter a pre-assigned PIN number when placing a call on the inmate telephones. During the calling process there is a voice prompt instructing you to enter the PIN number before you dial out.

Exchanging or allowing other inmates to use your PIN will result in a disciplinary write up for tampering with a security device.

Booking staff will issue newly remanded inmates their PIN when housed. If you lose your PIN number you will need to notify a Unit Officer for a replacement copy.

Illegal or improper use of the phone can result in administrative disciplinary action, civil litigation or criminal prosecution. Detection of call forwarding, 3-way calls, or any other attempt to circumvent the system can result in a permanent “block” being placed through Securus on the phone. If this happens, FCC cannot remove the block.

The phones are designed to use while standing only. Do not try to use mop buckets, etc. for seats.

6.02 Television

TV's are available for use in the general population dayrooms. TV's are purchased or repaired only when money is available. Prisoner conduct or security interests may not allow prisoners to view the television. TV viewing is a privilege, not a right. The housing officer may disconnect a television when deemed necessary.

1. Televisions may be turned on in the morning after 8:00 a.m. once the entire housing unit has been cleaned and all beds are made and rooms/dorms meet specified standards. Televisions must be turned off at lockdown.
2. The television will be shut off at the first sign of unrest or argument over its use.
3. Tampering or damaging the television will result in loss of the television.

Section 7: Food Service Information

7.01 Food Service

All meals are served in the housing areas. Prisoners are issued 1 spork and 1 cup for their personal use. Any extras found are considered contraband and subjects the prisoner to disciplinary action. All issued food including condiments must be consumed or discarded at meal time. Nothing left over for later. Anything found in rooms 30 minutes after serving is considered contraband and subjects the prisoner to disciplinary action.

Requests for vegetarian and non-pork diets must be sent to the Food Service Supervisor, who will approve or deny the request.

Requests for therapeutic diets will be provided when prescribed by Medical staff. The diet will be prepared and served according to their instructions. The PA, MD or Dentist will order therapeutic diets. In urgent situations, the nurse may approve a medical diet to be reviewed by the PA the next day.

Food allergies must be documented. Any prisoner reporting an allergy to a specific food must be able to provide medical documentation or they will simply be requested to avoid eating that particular food.

The Religious Coordinator will make religious diets available subject to certification. All requests for special diets must be submitted on a Request for Diet Modification form (#FCC 805.03A).

All requests for discontinuance of the diet, other than medical, must be submitted on a Change of Diet form (#FCC 805.03B). A non-medical diet, once changed by a prisoner, will not be considered for reinstatement except under extreme circumstances.

The Shift Supervisor may place a newly admitted prisoner on a special diet in the absence of the Food Service Manager. A Request for Diet Modification Form will be completed and submitted to the Food Service Supervisor or his/her designee upon return to duty.

In the event a determination has been made and verified which indicated a prisoner has intentionally violated their special diet, the prisoner may be removed from the special diet list.

Suggestions and/or comments for food substitutions should be submitted to the Food Service Manager. Considerations will be based on budget constraints, purchasing and accounting practices, as well as restrictions placed on the department by the "No Frills Bill."

7.02 Dining Room

NOTHING shall be removed from the Kitchen - this includes food, drinks, utensils, cups, glasses, Styrofoam products etc.

Section 8: Visiting

8.01 General Visits

All visitors are required to present a valid photo I.D. at the time of the visit.

Types of visits:

1. SECURE – Visits with glass barrier between visitor/prisoner speaking through telephone device/handset. Male and female visits will be held separately.
2. CONTACT – Visits sitting at table with direct view between visitor/prisoner speaking without a glass barrier face to face.
3. SPECIAL CONTACT – Visits designed in benefiting children of incarcerated parents. Special contact visits allow children to interact with their incarcerated parents without barriers between them. Toys and play materials are provided and available by special grants to enhance the bond between the incarcerated parent and child. These visits are highly restricted and severe visiting restrictions may occur to prisoners abusing this type of visit.

Secure visiting is held in a room where other prisoners may also be receiving secure visits. Visitors will be placed on the opposite side of a clear window and will speak by use of a telephone. Floor officers will notify prisoners having a secure visit. Male and female prisoners have separate visiting times

In contact visiting only one prisoner will visit at a time. The prisoner will be located on one side of the table/partition and visitors on the other. Children are never allowed on top of the table. Such action will result in termination of the visit. Prisoners and visitors will be pat-searched prior to entering the Contact Visiting Room. Prisoners will be strip-searched upon leaving the room. PRISONERS MAY NOT RECEIVE ANYTHING FROM ANY VISITOR. Anything given to a prisoner by a visitor will be seized and processed as contraband. Due to security concerns, visitors are required to stay in the Contact Visiting Room for the entire hour. If a situation arises that the visitor must leave the room the visit is terminated and the prisoner must be removed from the room prior to the visitor leaving. Prisoners are not allowed to take anything into the Contact Visiting Room, including candy.

Prisoners will be allowed only one scheduled and one unscheduled visit per day. Prisoners can have only one scheduled visit every seven days.

Prisoners must fill out a 'Prisoner Application for Scheduled Visitation at FCC' in order to be scheduled for a contact visit. You will need to know the full name, social security number, birth date, complete address and phone number, and ID number of the person that will be visiting.

Prisoners requesting contact visits with a minor child must designate the family member or guardian escorting the minor. Each visitor, regardless of age, must be requested on an individual application form. After completing the form, place it in a cop-out box. Incomplete forms will be returned to the prisoner without action. The application will normally be processed within a week. However, up to 30 days may be required to process the application. Applications will be returned to the prisoner with approval or denial noted. A schedule of the visiting week is published by close of business each Friday of the next visiting week schedule commencing the following Thursday. It is the prisoner's responsibility to notify family and friends of the visits approval or denial. All contact visits are scheduled at least one week in advance so the prisoner knows when to be ready for the visit.

Both contact and secure visiting may be terminated for inappropriate behavior on the part of the visitor or prisoner, or any violation of the posted visiting rules.

Out of Town Visitors (more than 150 miles from Fairbanks):

1. All requests for special visits shall be made by cop-out from the prisoner to the Security Sergeant. The prisoner will state the name(s) of the visitors, why the visit needs to be special instead of during normal visiting hours, and the requested time for the visit.
2. Factors that will be considered are:
 - a. Length of time prisoner has been or will be incarcerated
 - b. Prisoner's status: pre-trial, pending trial, pending sentencing, pending transfer out of state.
 - c. Prisoner's institutional record.
 - d. Distance traveled by visitors.
 - e. Length of time visitors will be staying in Fairbanks.
 - f. Physical condition of the prisoner and/or visitor.
 - g. Length of time since the prisoner and visitor last visited.
 - h. Special conditions listed by the prisoner or visitor that they feel requires this visit.

8.02 Special Visits

Special Visits - Attorney/Clergy/Social Service etc.

1. All official visitors shall provide a valid photo ID and present documentation that they are:
 - a. members of the bar; or
 - b. have authorization of the DOC Chaplain's office; or
 - c. have appropriate Department ID, such as Department of Health & Social Services.

2. All visitors are required to complete a 'Visitor Sign-up Sheet' prior to the visit if no record of the visitor exists or if the computer system is down.
3. Official visitors may take into the facility only those items needed for the meeting/visit.
4. Official paperwork may be left with the prisoner.
5. All official visitors and any items with them are subject to search at any time.
5. Official visits are available seven days a week.
6. All official visitors shall be out of the facility by 10:00 p.m. Official visits will be held in one of the four attorney rooms provided on a space available basis. The door may be closed for privacy.
7. Space is limited. Priority is given to official visitors. Religious visits may have to be rescheduled.
8. Bail bondsmen, who are approved by the court, are authorized to interview bail eligible prisoners' 24 hours a day.

8.03 Visitation Procedure

1. All secure and contact visits will begin on the half-hour.
2. No visit will last longer than one hour.
3. No secure visit is required to last the entire hour. The visitor may leave at any time during the hour. Once either the visitor or prisoner leaves, the visit is over.
4. All visitors and prisoners will leave the visiting area promptly at the end of the visiting time so the next visits may begin.
5. Visitors may check in no sooner than twenty minutes before the visiting time is to begin and no later than 10 minutes before the visiting period begins. This gives staff time to notify the prisoner of the visit.
6. Eight prisoners may be visited in secure visiting each hour.
7. If any secure visiting phones do not work, the number of secure visitors will be reduced.
8. A limit of one prisoner may be visited in the Contact Visiting Room during approved scheduled visits.
9. Each prisoner may have a group of no more than three visitors For the hour.
10. Once visiting sign up is closed for the hour, visitors that were not able to visit will leave the premises and may return at the next available time.
11. Non-reservation visiting will be on first come, first serve basis. No one will be able to sign up after the half-hour and no waiting list will be kept.
12. Newly booked prisoners may have a secure visit anytime within

the first 24 hours of incarceration. The visit will be accommodated as soon as possible. The visit may be held up due to regular scheduled visits.

13. A visitor may visit the same prisoner only once per day.
14. All professional visitors must sign in and out of the professional visitor's log.
15. All visitors must show proof of identity such as a driver's license, or other picture ID. Birth certificates and/or birth certificate numbers are required for persons under the age of 16 or those who do not have state IDs.
16. Anyone 17 years old or younger must be with his or her parent or legal guardian. Proof of legal guardianship or majority by virtue of marriage must be presented.
17. Prisoners may not take anything into the visiting areas. Visitors may not bring in anything except ID and locker key. Wallets and purses are not allowed. Baby blankets will be allowed for infants only. Baby bottles will not be allowed. Cell phones are not allowed.
18. Nothing may be exchanged in visiting.
19. FCC is not responsible for anything left in the building.
20. No one may visit if (or believed by staff to be) under the influence of drugs or alcohol.
21. No one except young children (4 and under) may wear cut-off shorts, tank tops, or halter-tops. All shirts and blouses must be buttoned. Pants and/or skirts must extend below the knee.
22. Footwear must be worn at all times by anyone in the visiting areas.
23. There is no smoking in the institution.
24. Poor behavior will not be allowed. This includes arguments, running children, shouting by adults or children, and fighting.
25. Children must be supervised at all times.
26. The prisoner and visitor may briefly embrace above the barrier at the beginning and end of contact visits. This embrace shall be brief.
27. Individuals may not hold hands. You may not pet, massage, or otherwise touch each other. Hands must be visible at all times.
28. Violation of any of the above rules may result in the immediate termination of the visit and possible disciplinary action.
29. Disabled visitors will be required to follow the same visiting rules except that they may wait inside the building until sign-up opens and they may remain in the lobby until transportation arrives but only on weekday visits.
30. No prisoner may be visited against his/her will by any person, including attorneys or their duly authorized representatives or representatives of the news media.
31. Once a prisoner has been called by unit or work site staff, the prisoner has five minutes to report for visiting. This means that a prisoner may not start to shower, clean the cell, get on the telephone, etc. once called for visiting. If the prisoner does not respond in the 5 minutes allowed, the visit will be canceled.
32. Immediate family members may place money on the prisoner's

- books Monday – Friday 8:00am – 4:00pm. You may deposit cash, money orders, certified checks or cashiers checks. (No personal checks)
33. Visitors may leave one set of clothes for court Monday through Friday, 8:00 a.m. to 4:00 p.m., if the prisoner is pending a jury trial. Sweat suits, tennis shoes or boots will not be accepted. Dress shoes will be the only shoes accepted.
 34. A person who has been released from a correctional facility within the preceding 60 days may not visit a prisoner unless they are immediate family or approved in advance by the Superintendent or designee. The exceptions to this rule are: if charges have been dropped, the person has been acquitted, or was released because the charges have been dismissed.
 35. A parolee who has been prohibited from contact with felons by the Parole Board may not visit a prisoner.
 36. A visitor on probation must have the permission of the supervising Probation Officer and the Superintendent prior to secure visiting.
 37. "In-house" visiting between immediate family will not be allowed
 38. All prisoners will be allowed only one scheduled, and one unscheduled visit per day, and only one scheduled visit every 7 days
 39. If a prisoner is at an activity or program such as recreation, church, orientation, or with a lawyer, there will be no visit.
 40. A visitor caught introducing contraband to the facility may be banned from all state facilities and may be referred to the District Attorney for criminal charges. A prisoner involved in the introduction of contraband during visiting will be referred to the DA for possible criminal charges. Additionally, he/she will be subject to disciplinary action and administrative loss of contact visiting privileges.

Section 9: Legal Information

9.01 Law Library

The Law Library is to provide assistance to prisoners in research and preparation of legal work. The Law Librarian is in the library to assist prisoners, not to do the work. A prisoner has the right to receive assistance from another prisoner in the use of the Law Library, in conducting legal research or in preparing a legal pleading. A prisoner providing such assistance may not charge, demand or receive payment of any kind for his or her services. A prisoner, however, does not have the right to assistance from a specific prisoner.

Prisoners restricted from the Law Library (segregation) may request assistance from the Law Librarian via cop-out. Prisoners will be allowed 5 minutes assistance by the Law Librarian in which to request legal materials.

Assistance to, or from, a prisoner in administrative or punitive segregation or who is classified maximum custody, except for services of the Law Librarian, may be denied or limited by the Department, as individual security demands require.

Prisoners may not be denied law materials, but they may be restricted from the Law Library for violation of any Law Library or institutional rule or regulation related to the Law Library.

Prisoners who do other than legal work in the library and use the typewriters for non-legal work (letters, requests for interviews and/or appeals) may be removed and restricted from the Law Library.

Prisoners may use the Law Library one-hour per day by signing up on the Law Library list in their living area. Staff will collect the list nightly. The Unit 2 officer will call for the listed prisoners the next day. A prisoner must request to attend the Law Library daily - no one will be automatically called to the Law Library. A prisoner that fails to respond when called will have their name removed from the list unless they are at court or involved in a facility program. A specific time may not be requested, however, workers may request evening hours. Assistance of the Law Librarian should be requested at the time of the request.

9.02 Legal Copy Procedures

1. All prisoners shall fill out a disbursement form with name, Offender number, date, and number of copies and record their signature in the appropriate location on the form. The charge for copies is 15 cents per page.
2. All copies will be returned to prisoners within 3 working days.
3. An indigent prisoner may have copies made, as required by the court and limited to the amount required by law, at state's expense.
4. An indigent prisoner may not have copies made for another prisoner nor make copies of anything except legal work.
5. Prisoners who violate any of the above procedures may be denied future copies.

9.03 Notarization of Legal Papers

Notary Public services are available to prisoners without cost. Prisoners having documents, which need to be notarized, must submit a Request for Interview (cop-out) to any Sergeant. Prisoners will be called when time allows.

9.04 Attorney Visitation/How to Contact Your Attorney

Prisoners are entitled to see and contact attorneys while incarcerated. Attorneys may visit during hours established by the Superintendent.

At arraignment, prisoners are asked if they have a lawyer or if one is needed. Prisoners remaining at FCC who wish to apply for a court appointed attorney need to complete an application packet provided by Clerk of the Court. These packets are available at the arraignment room or from unit officers. The completed forms must be turned into the Judicial Service Officers as soon as possible.

The Correctional staff has no control over when your attorney visits.

Each housing unit has telephones and phone books that may be used to contact an attorney.

Lawyers may not visit during meal hours or after 10:00p.m.

9.05 Absentee Voting: Procedure for Obtaining and Casting an Absentee Ballot

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

1. Write to the Division of Elections to request an application for an absentee ballot as well as a voter registration 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.

9.06 Loss and Restoration of Voting Rights AS 15.05.030

A person convicted of a crime that constitutes a felony involving moral turpitude under state or federal law may not vote in a state, federal, or municipal election from the date of the conviction through the date of the unconditional discharge of the person. Moral turpitude includes those crimes that are immoral or wrong in themselves such as murder, manslaughter, assault, sexual assault, sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury, perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terrorist threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, promoting prostitution, criminal mischief, misconduct involving a controlled substance or an imitation controlled substance, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography. Alaska Statutes Sec. 15.60.010(7).

9.07 Effect of Judgement of Conviction on Civil Rights AS 33.30.241 Department Policy 808.08 and 902.13

- (a) A person who is convicted of a felony involving moral turpitude as defined in AS 15.60.010 is disqualified from voting in a state or municipal election until the person's unconditional discharge.
- (b) A person who is convicted of a felony is disqualified from serving as a juror until the person's unconditional discharge.
- (c) In this section "unconditional discharge" has the meaning given in AS 12.55.185.

Section 10: Communications by Prisoners

10.01 Request for Interview

Requests for Interview (cop-outs) are used to communicate with all staff. If prisoners have a question, it must be written on a cop-out and sent to the appropriate staff member or program area. If prisoners are unsure of which program or staff member to be contacted, address the cop-out to the Shift Supervisor (SS) and it will be directed to the appropriate staff member.

Prisoners are to place the completed cop-outs in the cop-out boxes located on the walls of each living area. Shift Supervisors pick up the cop-outs once every 24 hours. Your name and living area must be written in the appropriate spaces. Swearing and/or derogatory statements are not allowed on the cop-out. Prisoners must also briefly state the reason for requesting to speak with the individual.

If you wish to communicate with another prisoner you must send a letter using the US Postal Service. Any other means will be considered violation of policies.

10.02 Probation Officers

All prisoners remanded to FCC are assigned a Probation Officer based upon the first letter of the prisoner's last name. Probation Officers assist prisoners with classification, furlough, parole packets and designations. Questions for probation staff must be submitted on a Request for Interview Form (cop-out) addressed to " P.O.". Be specific in your question.

10.03 Health Care Services

Prisoners who need to be seen for routine health needs beyond their initial medical screening must fill out a "Request for Health Care" form and submit it to the unit officer. The Medical Department will call for the prisoner at daily sick call that is generally conducted five days per week. Prisoners will be charged a fee of \$5.00 for any consultation with a health care staff member (Nurse, Physician Assistant, Dentist or Mental Health Clinician). If a prescription is written for medication, an additional \$5.00 will be charged. Health care will not be denied to indigent prisoners.

The prisoner from the commissary list may purchase some over the counter medication. All other medications require a prescription and must be authorized by a DOC health care provider.

A medical authorization slip must be on file on the unit for special issue items including extra pillow, double mattress, and elevator pass.

10.04 Medication Call

1. Prisoners receiving medication must report to Medication Call when it is announced. Medication will not generally be dispensed at other times.
2. Segregated prisoners will be provided medication in their cell. Prisoners must take the medication when the cart is present and may not request issuance at a later time.

3. A prisoner receiving medication must take it in the presence of the Nurse. The Nurse or Correctional Officer may require a prisoner to open his/her mouth for verification of swallowing the medication.
4. Prisoners will not generally be given medication for later use. The Institutions' Health Care Officer, on a case-by-case basis, will authorize exceptions. (i.e. eye drops, topical cream, etc.).
5. Prisoners are not to give medication to another prisoner.
6. Requests for Medical Care must be handed to the unit officers and not placed in the "cop-out" boxes.

10.05 Dental Services

Dental care is provided on an "essential need" basis. Dental personnel are not always available. Prisoners desiring dental care must complete a "Request for Medical Care". In the event of a dental emergency, contact the nurse on duty. Cosmetic dentistry, crowns, bridges, braces or elective treatment are not available. Dental cleanings are provided upon a prisoner's request. They will be scheduled on a space available basis, but not more frequently than annually.

10.06 Mental Health Care

Prisoners feeling the need to see a Mental Health Specialist must complete a "Request for Medical Care" form and give it to officers in the housing unit.

10.07 Prisoner Grievance Procedures

A prisoner is entitled to file a grievance about almost any matter, but excluding classification or disciplinary decisions, administrative transfers, prohibited conduct of prisoners, Alaska Parole Board procedures or decisions, or court procedures or decisions. Prisoners are required to try to informally resolve any issue by use of cop-outs. When this fails, a prisoner may obtain a Grievance Form from their living area. The grievance must be filed within 30 days of the incident being grieved and must not contain more than one allegation, any derogatory statements or inappropriate language. The grievance is then placed in the living area cop-out box. It may be placed in an envelope if confidentiality is desired.

Grievance Appeals

Prisoners not satisfied with the response given to their grievance may appeal the decision to the Director of Institutions. The Grievance Coordinator will supply the proper paperwork for this appeal. As with all

appeals, specific time frames apply and the appeal process will be forfeited if time frames are not adhered to. Specific information can be found in P&P 808.03 and the AAC's. All are available for review in the Law Library.

Section 11: Programs

11.01 Learning Center

1. Prisoners abusing class time may be subject to disciplinary action and/or banned from programs.
2. Equipment may not be used for processing legal paperwork or for personal communication.
3. Access is permitted for scheduled classes only.
4. No food is allowed.
5. Appropriate dress is required.
6. Book exchange is normally held on Wednesday. Everyone in general population will be called. Segregated prisoners who are not on punitive segregation will be allowed to select books from a cart.

11.02 Programs

A variety of programs and activities are available to prisoners in the facility. Sometimes these programs are scheduled at the same time; therefore, an individual has to make their choice on which to attend.

A prisoner who attends a group activity/program in the Learning Center, recreation, Alternatives to Violence, etc. must remain at that activity until it ends. In the event the prisoner is called out by staff, or states that they are ill or need to use the restroom, they may leave at officer convenience and may not return to the program until it is next offered. The prisoner may not attend any other program that is offered at the same time.

Education:

1. Adult Basic Education
2. High school and college Correspondence Courses
3. General Educational Development (GED)
4. Life Skills
5. Refresher Courses: reading, etc.
6. Native Cultural History
7. Creative Writing
8. Computer Classes
9. Parenting

General:

1. Alcoholics Anonymous

2. Law Library
3. Narcotics Anonymous
4. Recreation

A prisoner has the right to refuse to participate in any counseling, rehabilitation, vocational, educational, or pre-release program, and or psychological/psychiatric treatment. Prisoners also have the right to refuse participation in recreational or other activity, or contacts by the media, and visitors or contact by legal representatives. Exceptions are 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. It is to be noted that a prisoner may be required to participate in a program ordered by the sentencing court. Failure to do so may result in court action.

11.03 Religion

A Chaplain is available for personal or religious counseling. Requests to see the Chaplain are made by filling out a "Request for Interview" form.

There are several religious programs available. Schedules are posted in housing areas.

Prisoners wishing to have a personal Bible must have it mailed in. The package must be marked "Bible".

11.04 Recreation

Recreation will be offered at least five times each week. Times may vary. The determination for gym or outside recreation is determined by the weather the condition of the yard, and the on duty Shift Supervisor. Situations may arise where recreation periods are not possible, alternative devices have been provided in housing units to facilitate exercise of major muscle groups.

1. Every reasonable precaution will be taken to prevent injury in athletic events. Grudge fights, games, or contests, which involve unusual danger or injury, are not permitted.
3. Martial arts or other types of "fighting" may not be practiced.
4. Make shift head bands or dew rags are not authorized.
5. Prisoners are not to urinate in the yard. Urinating in the yard will result in disciplinary action.
6. Braiding hair will not be done while participating in gym or yard.

Yard:

1. No football.
2. Prisoners must stay within the marked boundaries unless they receive permission from a staff member to retrieve a ball, Frisbee etc. Prisoners who ignore the boundary line will be removed from

the yard and a report will be filed. Permanent restrictions may be initiated.

3. Do not hang anything on the fences.
4. Do not throw snowballs or rocks.

Prisoners will be frisk searched going to and from the yard, and may be strip-searched returning from yard-out. Prisoners will not be allowed to bring anything with them to the yard.

Section 12: Work

12.01 Work Assignments

Each unit has prisoner worker positions to clean the common areas. Any prisoner may be asked to help with unit cleanup.

In addition to work assignments in the unit, prisoners may qualify for a limited number of positions as food service helpers, laundry workers, barber, law librarian and maintenance workers. Gratuities (pay) range from \$.50 per hour for unit worker positions to a maximum of \$.60 per hour for a Cook I position.

Should any prisoner worker receive an incident report, they may be terminated or suspended upon request of the supervisor of that department or upon individual determination of the Superintendent. If the report results in the conviction or a violation of a disciplinary rule and an appeal is denied, permanent termination of employment may occur.

Prisoners workers who "quit" without notice are subject to disciplinary action under 22 AAC 05.400 (d) (9) "missing a count, unexcused absence or tardiness from work or an assignment, failure to perform work as instructed by a staff member . . . "

Unit workers are limited to one (1) in each dorm or wing. The unit officer may ask for volunteers/assistant unit workers to help clean the unit prior to inspection.

NOTE: No prisoner or group of prisoners will be given control or authority over other prisoners.

The Security Sergeant has the primary responsibility for approving workers for hiring within the facility. He provides an alphabetical list to each unit from which prisoners may be hired.

Work is a privilege and not a right.

To apply for work, fill out a "Job Request Form" and place it in the cop-out box.

All workers will be hired at the discretion of the hiring authority.

Minimum custody prisoners may be assigned duties, which may require work outside the secure perimeter of the facility.

Medium custody and below prisoners may be assigned jobs in the kitchen, laundry, maintenance, booking and recreation once screened by the Security Sergeant.

Close custody and below prisoners may be assigned jobs as unit laborers or Law Librarian. Law Librarians must complete the Law Librarian course offered by the Learning Center.

12.02 Work Gratuities Questions

Prisoner workweeks are accounted for on a weekly rotation from Thursday through Wednesday. Prisoner work hours are posted weekly into the department computer and are paid after the Property Officer completes the posting of hours each week.

Prisoner account statements are normally distributed on or about the 1st of each month. Questions about hours and pay must be made within 30 days of the receipt of statement or your release.

Section 13: Count and Daily Schedule

13.01 Count Times

1. Any prisoner not in his/her living area during count will remain in the area they are in until count is cleared.
2. During prisoner counts, any prisoner in his/her living area will be by his/her bunk for count. This means that a prisoner may not remain in a day room, may not remain on the phone, may not continue a card game, may not stay in the shower, etc.
3. During prisoner counts, a prisoner will not talk to other prisoners or staff while officers are in their area counting.
4. During prisoner counts a prisoner will not move within their living area while count officers are present.

13.02 Daily Schedule

MEAL AND RECREATION TIMES WILL VARY DEPENDING ON THE TIME OF YEAR AND POPULATION OF THE FACILITY – CHECK WITH UNIT OFFICERS FOR CURRENT TIMES.

DAILY SCHEDULE - SUNDAY EVENING through FRIDAY EVENING:

- 2:00 a.m. Informal count, no prisoner movement - times may vary
- 4:30 a.m. Law Library opens for Maximum Custody prisoners and

- Administrative Segregation prisoners requiring a “two officer escort”.
- 5:30 a.m. Formal count - no prisoner movement. Lights on in all living areas.
 - 6:00 a.m. Razors issued after count clears.
 - 6:30 a.m. Breakfast served.
 - 7:00 a.m. Law Library opens for Administrative Segregation prisoners
Medication call begins
 - 8:00 a.m. Razors turned in. Prisoner workers report to assigned jobs; Prisoner telephones are turned on. All prisoner bunks are to be made; TV's are turned on once area passes inspection. Clothing exchange – Monday, Wednesday and Friday. Linen exchange for Unit 1 & 2 on Tuesdays. Linen exchange for Unit 3 on Thursdays.
 - 10:00 a.m. Informal count, no prisoner movement - time may vary.
 - 10:00 a.m. Classification Committee begins on Tuesdays and Thursdays.
 - 11:00 a.m. Lunch served.
 - 12:00 p.m. Medication call.
 - 2:00 p.m. Informal count, no prisoner movement.
 - 4:00 p.m. Dinner served.
 - 5:30 p.m. Formal Count - no prisoner movement.
 - 6:00 p.m. Night shift on duty.
 - 7:00 p.m. Evening activities such as AA, etc.
 - 9:00 p.m. Medication Call.
 - 10:00 p.m. Informal count – no prisoner movement.
 - 10:00 p.m. Activities end. Law Library opens for Protective Custody
 - 10:00 p.m. Formal Count – Lockdown - no prisoner movement. ALL prisoners must be in bed with televisions off.
ALL cells/rooms locked; phones off

When count clears all non-security lights go off and all cells/rooms are locked. All prisoners are to be on bunks with televisions off.

DAILY SCHEDULE - FRIDAY EVENING through SUNDAY EVENING and the EVENING PRIOR TO A HOLIDAY through EVENING OF THE HOLIDAY:

- 2:00 a.m. Informal count - time may vary.
- 4:30 a.m. Law Library opens for Maximum Custody and Administrative Segregation prisoners requiring “two officer escort”
- 5:30 a.m. Formal count - no prisoner movement
- 6:00 a.m. Day shift on duty. Razors issued.
- 6:30 a.m. Breakfast served.
- 7:00 a.m. Law Library open for Administrative Segregation prisoners.
Medication Call.
- 8:00 a.m. Prisoner telephones on. All Razors returned

- 9:00 a.m. Law Library closes for segregation prisoners.
- 10:00 a.m. Informal count, no prisoner movement.
- 11:00 a.m. Lunch served.
- 12:00 p.m. Medication Call.
- 2:00 p.m. Informal count, no prisoner movement.

- 4:00 p.m. Dinner served.
- 5:30 p.m. Formal count - no prisoner movement.
- 6:00 p.m. Night shift on duty.
- 9:00 p.m. Medication Call.
- 9:30 p.m. Informal count – no prisoner movement.
- 10:00 p.m. All general population activities end. Protective Custody
Law Library begins
- 10:00 p.m. Formal Count – Lockdown - no prisoner movement.
ALL prisoners must be in bed with televisions off.
ALL cells/rooms locked; phones off.
- 12:00 a.m. Law Library closed to Protective Custody.

When count clears all non-security lights go off and all cells/rooms are locked. All prisoners are to be on their bunks with televisions/radios off

Section 14: Court Information

14.01 Court

When given a date in court, the facility and judicial services are responsible for getting prisoners to appear at their court appearance. The courts advise the facility if the next hearing will be telephonic, in the arraignment room or at the courthouse.

When reporting for ANY hearing, do not bring any items except essential court documents. Do not bring watches, jewelry, pens, pencils, books, combs, etc. The officers may limit the paper work taken to court.

You will go to court in institutional clothing and footwear. You may only wear approved personal clothing during jury selection and trial. Submit a package pre-approval form to the Property Officer for approval of clothing.

14.02 Releases

This facility is mandated to confine a remanded prisoner until:

1. Scheduled bail is posted; or
2. The Judge orders a prisoner to be released; or
3. Sentenced time has been served.

If your point of arrest was not in the North Star Borough, you may be eligible for transportation back to the point of arrest. It is up to you to make this request at least three working days prior to release. Submit your request to your Institutional Probation Officer on a Request for Interview (cop-out). The PO will advise you of the specific requirements. Transportation will be arranged by FCC and will be on the next available means of transportation. You may not stay in town and then request transportation back to your point of arrest.

14.03 Sentence Information

Prisoners having questions regarding time sheets must send a Request for Interview form (cop-out) to the Records Sergeant. An example time sheet has been enclosed to help answer any questions you may have.

NAME: Last, First, M.I. 1		CR Case Number	Date Sentenced	Sentence Begin Date	Sentence Begin Value	Maximum Release Date	Maximum Release Value	Length of Sentence(s)	Length In Days			
Date of Birth: 2		6	7	8	9	10	11	12	13			
OBSCIS Number: 3												
T.A.R. initiated by: 4												
Date initiated: 5		Composite Term Sentenced to Custody in Days										
Block Statutory Good Time (sentenced days divided by one third) 14		Projected Release Date Perpetual Date Value: 15	Projected Release Calendar Date 16		Presumptive Sentence CR # 17	Yes ()	No ()	Parole Eligibility Date Initial 18 Adjusted 19				
Action Code	Date Applied	Applied by	Days Adjusted	Explanation	Adjusted Release VALUE	Adjusted Release DATE	Prior Service CR Number	Into Custody Date Value	Out of Custody Date Value	Prior Service Days Credited		
20	21	22	23	24	25	26	27	28	29	30	31	32
(Continue on continuation sheet)							TOTAL PRIOR SERVICE CREDIT			33		
Notes: 34							Perpetual Date Computations					
Action Codes 35							Current Admit Date: 36	Plus Sentence (in days) + 42				
02 Good Time Forfeited							Copy to Prisoner: 37		Subtotal to Value of 43			
03 Good Time Restored							Adjusted: 38		Less Standard Adjustment - 44			
04 Released to Discretionary Parole									Equals Max Release Value 45			
05 Escaped/Abandoned									Less Statutory Good Time Days - 46			
06 Released on Bail/Bond/Order									Equals Projected Release Value 47			
07 Returned to Custody												
08 Sentence Modification												
09 New Sentence												
10 Released on Mand Parole												
11 Correct Prior Error												
12 Other												

Explanation of Time Accounting Record

- | | | | |
|----|---|----|---|
| 1 | name of record | 25 | numerical value of the newly adjusted release date |
| 2 | date of birth | 26 | calendar date of adjusted released date |
| 3 | prisoner id number | 27 | case number that prior service counts towards |
| 4 | name of officer computing timesheet | 28 | calendar date of beginning prior service credit |
| 5 | date timesheet initiated | 29 | numerical value of that date |
| 6 | criminal case number | 30 | calendar date of the end of prior service credit |
| 7 | date case was sentenced | 31 | numerical value of that date |
| 8 | beginning sentence computation date | 32 | amount of days credit for that prior service period |
| 9 | numerical value of that date | 33 | total days of all prior service periods |
| 10 | maximum date of full sentence length | 34 | area for notes and detail information if needed |
| 11 | numerical value of that date | 35 | explanation of action codes |
| 12 | length of sentence given | 36 | calendar date of current admit to custody |
| 13 | total length of sentence in days | 37 | date the time sheet was initially distributed to prisoner |
| 14 | one third of sentence for good time | 38 | date of amended time sheet to prisoner |
| 15 | numerical value of release date | 39 | numerical value of current admit date |
| 16 | initial projected calendar date of release | 40 | subtract total days of prior service |
| 17 | identifies if the sentence is presumptive | 41 | gives numeric value of sentence begin date |
| 18 | initial date of parole eligibility if applicable | 42 | add total amount of sentenced days |
| 19 | adjusted parole eligibility date if applicable | 43 | gives subtotal of numerical value |
| 20 | action code for amendments to original time sheet | 44 | subtract inclusive day of sentences longer than 10 days |
| 21 | date the action occurs or entered | 45 | gives numeric value of maximum release date |
| 22 | initials of officer making adjustment | 46 | subtract amount of statutory good time days |
| 23 | amount of days of the adjustment | 47 | equals numerical value of initial projected release date |
| 24 | brief explanation of the adjustment | | |