

MAT-SU PRETRIAL FACILITY



Prisoner Handbook

This summary handbook is considered current at the time of printing. However, some changes are certain. Changes in policy and procedure will be incorporated in revised versions of this handbook periodically. The current and complete up-to-date Policies and Procedures are maintained in the library.

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INTRODUCTION

The Mat-Su Pretrial (MSPT) Facility houses unsentenced male and female adults and adult-charged juveniles who have been arrested and are awaiting trial. Additionally, many sentenced offenders are held here awaiting transfer to sentenced facilities or pending some form of administrative action.

This handbook is designed to be a quick reference guide of general information and the most frequently asked questions of the functions at MSPT Facility. During your stay at MSPT Facility, you will be expected to obey all rules, regulations and policies including; the local, state and federal laws; the State of Alaska Statutes; and the Department of Corrections Policies and Procedures. Copies of all these are available in the library. Violation of these rules will be cause for disciplinary action, which may result in the loss of privileges, more restrictive housing, new charges, loss of good time, or any combination of these. Complying with the rules is necessary and will provide a safe living environment for you.

If **AFTER** reading this handbook, you have questions, ask a staff member, or look up your answer in the publications provided in the library. **You are responsible for what you do and how you act.**

If you have trouble reading English, contact the institutional Probation Officer. All inmates will be responsible for knowing what is in this handbook.

GENERAL INFORMATION

SMOKING: MSPT is a **SMOKE FREE** facility. The possession of matches or any flame producing device, tobacco, tobacco products, or any smoking material is prohibited. Being found with any of these in your possession will result in disciplinary action.

USE OF INTERCOM SYSTEM: **Module/room intercoms are intended for emergency use only. Routine questions will not be answered by Control.** Such matters are to be addressed during normal security staff rounds.

BULLETIN BOARD: The daily schedule, announcements and items of interest will be posted on the bulletin board in each housing unit for review. It is important that you check the bulletin board on a regular basis to keep informed.

INMATE DAILY SCHEDULE: This schedule will familiarize you with the daily routine at MSPT and is subject to change.

0600 Lockdown terminated, lights on
0615 Breakfast and razors issued
0700 Meal trays picked up, razors picked up, Medical rounds, Charlie library
0800 Mod and Cell clean up, Alpha library
0900 Inspection by Shift Supervisor, Gulf library, visiting
1000 Educational classes
1100 Lunch
1200 Meal trays picked up, Medical rounds
1230 Educational Classes
1300 Visiting
1330 Lockdown count
1400 Visiting
1500 Visiting
1600 Visiting terminated
1615 Dinner
1645 Meal trays picked up
1730 Lockdown count, remove cleaning carts
1830 Lockdown terminated, Echo library
1900 Bravo library, visiting
2000 Fox library, visiting
2030 Med rounds
2100 Delta library distribution, laundry exchange
2200 Lockdown count, lights out, phones off

Attorney Visits: 8am – 10pm except during; meal service, counts or emergencies

Contact visits: Scheduled by Security Sgt.

Sunday: 8 am - Inmate personal laundry collected, Haircuts

Tuesday: Night shift- commissary distributed

Pastor Visits: Wednesday starting at 11 am

AA Service: Males- Wednesday at 7 pm

Females- Tuesday at 7 pm

Bible Study: Monday 7 pm (Males)

Church Service: Friday 7 pm (Males)

Saturday 2:00pm (Females)

Sunday 2:00pm and 6:30pm (Males)

Orientation: Tuesday 9:00am (Females)

Tuesday 10:00am (Males)

RECEPTION

SEARCH UPON ADMISSION: In order to maintain proper control of prisoners under the jurisdiction of the Department of Corrections and to ensure the safety and security of this facility, it is policy that any individual committed to this facility will be subject to search as part of the admission process. Specifics on this policy can be found under Policy #811.04 in the library.

ORIENTATION: The opportunity to attend an orientation will normally be provided, within one week, to all persons who are received at this facility. The orientation is designed to assist prisoners in an orderly transition to institutional living, explain institutional rules, prohibited acts and discipline, describe available programs, and acquaint prisoners with institutional activities and schedules. If you are not contacted within the first week of your arrival for orientation, **submit a "Request for Interview" form 808.11 to the Educational Coordinator.**

SECURITY

SEARCHES: Security staff of this facility shall conduct searches of prisoners, other persons and the facility. Searches of any area of the facility may be conducted without notice. All searches will be related to maintaining the security of the institution and the safety of prisoners and staff. Searches will be conducted in a professional manner, not for the purpose of harassment, and will avoid the unnecessary use of force. A prisoner is subject to a frisk search at any time. Strip searches will be conducted anytime you leave the building and return, have contact visits, are suspected of having contraband or under circumstances where the introduction and/or possession of contraband is likely. Strip searches will be conducted by an officer of the same gender as the prisoner being searched unless exigent circumstances dictate otherwise. Shakedown searches of any part of the facility will be conducted randomly without notice. **Questions regarding searches should be directed to the Security Sergeant on a "Request for Interview" form 808.11.**

USE OF FORCE: The use of force will be limited to the extent reasonably necessary and appropriate to maintain order, subdue attack by a prisoner, defend person, property and premises, and prevent escape. The Department of Corrections policies prescribe the use of restraint equipment to prevent commission of violent or destructive acts by prisoners to themselves or others. The application of force and the use of restraints are intended solely as control measures in the maintenance of order. Restraints are not intended nor may they ever be used as a means of punishment. Corporal punishment in any form and/or the application of excessive force is prohibited.

PRISONER MOVEMENT: Outside of housing modules (referred to as Mods), every prisoner must be fully dressed in institutional clothing, including authorized shoes prior to leaving the housing module. The wearing of personal clothing under institutional clothing is prohibited. Institutional pants and shirt must be worn at all times during outdoors recreation. **Orders from staff are to be followed without question.** No items other than those specifically required for a particular activity may be taken from the module.

COUNTS: Formal and informal counts will be made throughout the day and night. During count or at any time a correctional officer states "lockdown", inmates are to go into their rooms and close the cell door, securing it **This is not a debatable, arguable or questionable topic. Any act to hinder a count will be treated as a rule infraction and may be referred to the Disciplinary Officer for appropriate action.** Formal counts will be

conducted each day at 5:30am, 6:00 am, 09:30 am, 1:30 PM, 5:30 PM, 6:00pm, 10:00 PM, and 1:30 am. Informal counts may be completed at any time.

SUBSTANCE ABUSE TESTING: Staff shall conduct routine substance abuse screening to detect, control, and identify the use of unlawful controlled substances (cocaine, marijuana, etc.) or unauthorized drugs, such as alcohol, by prisoners. The Superintendent or designee may authorize a substance abuse screen to be administered at any time. A refusal to provide a urine specimen upon request will be processed as a rule infraction. Questions regarding such testing should be referred to the Standards Sergeant for clarification. All such requests will be on a **"Request for Interview" form 808.11**.

COMMUNICATION

TAKING OF MESSAGES: Telephone messages will not be taken for any reason, other than a true emergency. In case of an emergency, the public may call 745-0943 and request to speak with the Shift Supervisor.

COMMUNICATION BETWEEN PRISONERS AND STAFF: Open channels of communication must exist between all individuals within the facility. Effective verbal and written communications between staff and prisoners promotes a more efficient operation and a sharing of viewpoints. **Written communication should be placed on the "Request for Interview" form 808.11.** These are available in each housing unit. You will receive a response to each reasonable written request.

ACCESS TO TELEPHONES: Prisoners shall have reasonable access to a telephone. Telephones are available in every Mod day room and may be used by prisoners for **outgoing calls only. The Department may limit, monitor, or record prisoners' telephone calls** to preserve security and order in the institution and to protect the public. Telephone calls between an attorney and a prisoner will not be monitored except pursuant to a court order. Telephones shall be turned on for use between 6:30 am and 10 pm. They are turned off just prior to lock down. Telephones may be turned off during meal times and may be turned off for security reasons at any time. Prisoners in administrative segregation must request in writing to use the telephone at times other than their scheduled recreation time. Prisoners in punitive segregation are limited to **telephone calls to attorneys, the courts for scheduled hearings, and the Ombudsman's office.** Prisoners in punitive segregation must request in writing to use the telephone, providing the name and number of contact. Phones will not be turned on until cleanliness standards have been met.

Prohibited Phone Calls:

Except as specifically authorized by the Superintendent, prisoners are prohibited from making phone calls that use, directly or indirectly, the following features:

- 1) Three-way calls;
- 2) Call-forwarding, whether permanent or temporary;
- 3) Collect long distance calls made through an operator rather than through the automated phone system;
- 4) Calls to Toll-free numbers;

- 5) Calls to 900 or similar numbers for which special, additional charges apply;
- 6) Calls using calling cards or Personal Identification Numbers (PINS);
- 7) Calls billed to credit cards or third parties; and
- 8) Calls to any cell phones.

Under special circumstances, the Superintendent may approve non-collect telephone calls. Such requests will be forwarded to the Probation Officer who must receive approval from the Superintendent for these calls on a one-by-one basis. You cannot receive calls within the day room.

VISITING

SECURE: This type of visit involves visiting through a secure window using an intercom phone system. Visiting space and times are limited. Your visitors must arrive to sign up for visiting 15-30 minutes before the visiting hour. The visit may last up to an hour. Secure visiting hours are: 9:00 am, 10:00 am, 1:00 pm, 2:00 pm, 3:00 pm, 7:00 pm and 8:00 pm every day of the week, including holidays. New remands may have secure visits at anytime within the first 24 hours in custody.

- Visiting will be on a first come, first serve basis.
- Visits are limited to one visit per inmate, per day.
- Visitors will be limited to one visit per day.
- All visitors must present a valid picture ID or they will not be allowed access.
- A maximum of 3 may visit a prisoner at any one time, including minor children.
- A parent or legal guardian must accompany minors and provide a birth certificate or guardianship paperwork.
- Visitors will only be allowed to have 10 approved visitors (excluding minor children) on a maintained visiting list. The only exception to this is immediate family members may **be on another's list or by approval of the Superintendent.**

We will not schedule secure visiting in advance. Persons who are on probation or parole or released from a correctional facility in the last 60 days will not be allowed to visit without written permission from their Probation/Parole Office and the Superintendent.

CONTACT: Prisoners will not be allowed a contact visit during the first 30 days of their incarceration. While housed at MSPT prisoners will be required to have a minimum of 5 secure visits with the requested individual prior to a contact visit being approved. Prisoners with criminal or disciplinary convictions for drug related offenses and/or contraband will not be permitted to have contact visits except with immediate family with the approval of the Superintendent. Contact visits are by appointment only and are scheduled through the Security Sgt. To apply for a contact visit, you must fill out a Visitor Application at least 7 days prior to your requested visit date. **The application must be received by Thursday of the week prior to the requested visit.** Application information must include all your visitor's names, Driver's License number and/or State Identification or social security numbers. Visitors will be checked for arrest warrants and criminal history. The ratio of visitors to inmates will be a maximum of 5 to 1, including children.

A parent or legal guardian must accompany minor children. A specific date and time may be requested, however, if these dates or times are taken you will normally be scheduled for another date or time.

The visitor(s) and inmate may briefly embrace at the beginning and end of the visit. During the visit, the visitor(s) will sit on one side of the table and the inmate on the other side. **There is to be no physical contact after the initial embrace.** The exchange of anything between visitors and prisoners is strictly prohibited. Violating visiting rules will result in the suspension of

your visiting privileges and an immediate end to your visit. For more specific information on Visiting Rules, refer to Policy and Procedure 810.02 located in the library.

CONTACT VISIT SCHEDULE
(Based on Availability)

Monday: 9:00am, 10:00am, 3:00pm
Tuesday: 9:00am, 10:00am, 3:00pm
Wednesday: 9:00am, 10:00am
Thursday: 9:00am, 10:00am, 3:00pm, 7:00pm, 8:00pm
Friday: 9:00am, 10:00am, 3:00pm
Saturday: 8:00am, 9:00am, 10:00am, 1:00pm, 2:00pm, 3:00pm, 7:00pm, 8:00pm
Sunday: 8:00am, 9:00am, 1:00pm

Contact visiting will be suspended for refusing a UA and/or being written up for possessing contraband (i.e., tobacco, drugs, etc.). Contraband is defined as: any item that the Department has not specifically approved, authorized, or prescribed for a prisoner. Contact visiting may also be suspended if a determination is made showing that the prisoner is an escape, smuggling, or security risk.

A contact or secure visit will count as the one visit per day. The following category of inmates will not be eligible for contact visiting within this facility: maximum security, escapees, smugglers, or those with individual restrictions for valid security reasons.

Special Visits: Attorneys and legal representatives may visit a prisoner at the institution between 8:00 am and 10:00 pm daily or at any time during the initial 24 hours of a client's incarceration, **except during meal times or while the institution conducts a population count.**

MAIL

MAIL: It is the policy of the Department of Corrections that a prisoner shall be permitted to send and receive mail from whomever they desire. Every effort will be made by this facility to ensure conscientious handling and safe delivery of all mail; however, the facility assumes no liability for mail which might be misrouted, mislaid or lost through the United States Postal Service. For the complete Mail Policy, see P&P 810.03.

PROHIBITED MAIL: Prohibited mail is mail that is considered obscene, incites violence, racial in nature, written in code, contains gang related references; contraband or any other item listed in P&P 810.03 and is, therefore, not allowed.

Incoming or Outgoing mail is not allowed to have stickers, coded messages, artwork, or drawings on the mail or envelope. If deemed a security issue, incoming and outgoing mail containing such items **may be returned** to sender or placed in property. Outgoing mail will not be sealed unless in the presence of staff. **Only new paperback books and magazines will be allowed to be ordered, and this must be done by an approved vender.** Magazines must arrive directly from the distributor. The approved vender list may be obtained from staff. You may not receive hardback books. Damaged or altered books or magazines will not be accepted and will be returned or disposed of at prisoner's expense.

OUTGOING MAIL: Mail being sent out of this facility must have the return address from this facility. It must be as follows:

Prisoner's first and last name
Mat-Su Pre Trial Facility
339 E. Dogwood Ave.
Palmer, AK 99645

Any other return address or failure to place a return address will result in the mail being returned to you. Prisoners who are **indigent** will be allowed to send up to five letters per week legal or otherwise, weighing up to 2 pounds each, at State expense. All other mail will be at **the prisoner's expense**. **Newly remanded prisoners may submit** request for disbursement along with an addressed envelope for postage.

GENERAL MAIL: Incoming mail must have a complete first and last name and return address. If it does not, it will be considered suspect and may be confiscated. All incoming non-privileged mail will be opened and screened by correctional staff.

PRIVILEGED MAIL: For safety reasons, security staff will open privileged correspondence in your presence. **A list of mail considered privileged is in the library under P&P 810.03**

NOTE: Any denial of mail to or from a prisoner will be handled in accordance with Policy #810.03.

PACKAGES: Packages will be opened prior to being given to prisoners. **Prisoners are to request approval before having items sent to them.** Unauthorized items may be required to be disposed of at the prisoner's expense. Prior approval must be requested through the Security Sergeant.

PRISONER RIGHTS

LEGAL RIGHTS: These are covered under Policy #808.01. In summary, the staff of this facility will safeguard the legal rights of prisoners and will: A) Allow each prisoner opportunity to communicate with the court; B) Provide areas that afford private and appropriate legal contact; C) Allow access to the court for transmitting of correspondence, documents and filings; and D) Ensure the absence of reprisal or penalty for any prisoner seeking judicial relief.

MEDIA CONTACT: Specifics on this topic are found under Policy #808.02. Representatives of the news media shall be permitted access to this facility and allowed to interview prisoners, but they have no greater right to institutional access than does the general public. Certain waivers must be signed before a prisoner can be interviewed in person with the facility. Please refer to P&P 808.02 for more information.

GRIEVANCES: A grievance is a complaint by a prisoner on his or her own behalf, exclusive of the Parole Board, Classification or Disciplinary action, or a court decision. This facility administration will ensure that every prisoner retains the right and opportunity to utilize the established grievance procedure without fear of reprisal.

The grievance procedure will be reviewed as part of the Orientation program as well as the policy being placed within the library (Policy #808.03) for review. In cases where a prisoner has difficulty understanding the procedure due to language or other impairments, efforts will be made by the Probation Officer to provide assistance for the prisoner.

The Standards Sergeant shall receive and log all grievances to make sure that responses are received in a timely manner. Prior to filing a grievance with your Institutional Standards Sergeant you must make an attempt to informally resolve the issue. An emergency grievance involves issues that threaten life or the security of the facility, or may cause harm to an individual and should to be brought to the immediate attention of the Standards Sergeant or Shift Supervisor.

AMERICANS WITH DISABILITIES ACT: Prisoners who seek accommodation for a specific disability should advise the Shift Supervisor or designee verbally if possible and in writing on a "Request for Interview" form **808.11**

VOTING RIGHTS: Absentee ballots can be obtained from the Election Office for any prisoner eligible and requesting to vote in any state or municipal election. If you desire to vote, and are eligible, contact the institutional Educational Officer.

A person who is convicted of a felony involving moral turpitude as defined in AS 15.60.010 or **Policy #808.08 is disqualified from voting in a state or municipal election until the person's unconditional discharge** (also see AS 33.30.241). The procedures for restoring voting rights upon unconditional release are explained in Policy #808.08 in the law library. If you have **questions on this subject, submit a "Request for Interview" form 808.11 to the institutional Educational Officer.**

MARRIAGE: **A prisoner's right to marry is subject to limitation while you are incarcerated.** Prisoners under the jurisdiction of the Department of Corrections may be permitted to marry while incarcerated; however, each request shall be considered and decided on an individual basis. For specifics on this subject, review Policy #808.10.

RIGHT TO REFUSE: A prisoner has the right to refuse to participate in any counseling, rehabilitation, vocation, educational, or pre-release program, medical, psychological or **psychiatric treatment (except when the prisoner's medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent)**, recreational or other activity, and contact with the media, visitors or legal representatives. The Department may require a prisoner to participate in a program ordered by the court.

LAW LIBRARY: Open population housing Mods are normally afforded an average of one hour per day (Monday-Saturday, excluding holidays) in the law library. The library has general and legal books and electronic access of legal materials. Questions regarding the library should be **forwarded to the Educational Coordinator on a "Request for Interview" form 808.11.** Segregation prisoners may access law library materials **by utilizing the "Dill Law Library"** computer located on the unit. You are allowed an additional hour for this purpose only and this **must be requested by "cop-out"**.

RECREATION: The facility has limited in-house recreation areas consisting of the day room in each Mod. Each prisoner is normally allowed one hour per day for outdoor recreation. When the temperature is above 20° F, including wind chill, and it is not raining or snowing, outside recreation is normally afforded, dependant on staffing levels.

PREA: The Federal Prison Rape Elimination Act (PREA) provides numerous rights of protection for all prisoners. PREA requires a safe prison environment where there is a **zero tolerance** for

any sexual activity. You may report any violation of this act to any staff member at any time. More information on PREA is located in the library.

RULES AND DISCIPLINE

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. Additionally you are expected to not 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 shall 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 is established by Policy #809.02 and 22 AAC 05.400 and these are in the law library.

(B) Major Infractions include the following:

- (b)(1) Homicide;
- (b)(2) Assaulting a staff member or visitor, to include spitting, spraying, wiping or throwing bodily fluids or fecal matter;
- (b)(3) Escape or evasion from custody;
- (b)(4) Setting a fire;
- (b)(5) Rioting;
- (b)(6) Assaulting another prisoner under circumstances that create a substantial risk of serious physical injury;
- (b)(7) Threatening or intimidating a witness in an official proceeding;
- (b)(8) Possessing, using, or introducing weapons or escape implements. A cell phone is considered an escape implement;
- (b)(9) Stealing, destroying, altering, or damaging government property or the property of another resulting in damages of \$1,000.00 or more; and,
- (b)(10) Committing a class A or unclassified felony offense.

(C) High-moderate Infractions include the following:

- (c)(1) Fighting (e.g., mutual combat);
- (c)(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;
- (c)(3) Engaging in sexual acts with others, or making sexual proposals, or threats, or sexual statements towards any staff or prisoner;
- (c)(4) Wearing a disguise or mask;

- (c)(5) Stealing, destroying, altering or damaging government property or the property of another resulting in damages of \$100.00- \$999.99;
- (c)(6) Tampering with or blocking a locking or security device, speaker, lights, doors or windows;
- (c)(7) Possessing, using, or introducing any contraband, except that described in (b)(8) above, that directly threatens the security of the facility, including but not limited to money, tobacco, unauthorized drugs, camera, sound or video recorders or transmitters;
- (c)(8) Intentionally misusing prescribed medication, e.g., hoarding medication or taking **another person's medication;**
- (c)(9) Adulterating of food or drink;
- (c)(10) Participation in an organized work stoppage;
- (c)(11) Possessing staff clothing or unauthorized civilian clothing;
- (c)(12) Counterfeiting, forging any signature, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or possessing or using such a document, in a way that threatens the security of the facility;
- (c)(13) Giving or offering a bribe to an official or staff member;
- (c)(14) Threatening another person with immediate bodily harm;
- (c)(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;
- (c)(16) Refusing to provide a urine specimen when requested by staff member;
- (c)(18) Intentionally providing a false statement before a classification, disciplinary, or grievance process, or to an investigator of a municipal, state, or federal agency;
- (c)(19) Refusing to obey a direct order of a staff member;
- (c)(20) Misusing the telephone, including but not limited to, making intimidating, obscene, harassing or threatening phone calls; making three way or call forwarding calls;
- (c)(21) Encouraging others to engage in a food strike;
- (c)(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;
- (c)(23) Intentionally interfering with a prisoner count; and,
- (c)(24) Committing a Class C or B felony offense.

(D) Low-moderate infractions include the following:

- (d)(1) Indecent exposure;
- (d)(2) Stealing, destroying, altering, or damaging government property, or **another's property** resulting in damages from \$50.00 to \$99.99;
- (d)(3) Unauthorized use of the mail or telephone;
- (d)(4) Lying or providing a false statement to a staff member under circumstances other than those described in section C(18) above;
- (d)(5) Giving or loaning property or anything of value for profit or favors if it threatens the security or order of the facility;
- (d)(6) Threatening another person with future bodily harm;
- (d)(7) Possessing anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
- (d)(8) Malingering or feigning an illness, injury, or suicide attempt;
- (d)(9) Missing a prisoner count, unexcused absence or tardiness from work or an assignment, failing to perform work/program as instructed by a staff member, or refusing to perform a work/program assignment for alleged medical reasons without being excused by health care staff;
- (d)(10) Failing to abide by posted sanitation rules or failing to comply with the posted rules for personal grooming and cleaning quarters;

- (d)(11) Being in an unauthorized area;
- (d)(12) Using equipment or machinery without specific authorization or contrary to instructions or posted safety standards;
- (d)(13) Using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with the security or orderly administration of the facility;
- (d)(14) Tattooing or self-mutilation, other than suicide attempts;
- (d)(15) Unauthorized communication or contact with the public or visitors to include but not limited to personal contact, mail, phone system or through a third party;
- (d)(16) Giving, exchanging, or accepting anything of value from any person without the Superintendent's prior approval if it threatens the security or order of the facility;
- (d)(17) Threatening **damage to or theft of another's personal property;**
- (d)(18) Kicking, shouting, banging, or engaging in any other persistent nuisance noise or activity;
- (d)(19) Willfully failing or refusing to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent; and;
- (d)(20) Committing a misdemeanor offense.

(E) Minor infractions include the following:

- (e)(1) Gambling or possessing unauthorized gambling paraphernalia;
- (e)(2) Possessing unauthorized prisoner clothing;
- (e)(3) Failing to follow posted safety rules, except as described in section D(10) above;
- (e)(4) Stealing, destroying, altering, or damaging government property or the property of less than \$50.00; and,
- (e)(5) Failing **to follow a facility's written rule after the Superintendent approved the rule and the prisoner was provided notice of it;**

The Department considers a prisoner to have committed the infraction itself if the prisoner plans or attempts to commit, or aids or encourages a prisoner to plan or attempt to commit an infraction in B, C, D, or E above.

PENALTIES FOR INFRACTIONS: Penalties are imposed for the purpose of altering inappropriate behavior and for the purpose of affirming institutional standards of behavior. 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, withdrawal of money from the prisoner's account, or require** the prisoner to work without benefit of compensation;
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.

Participation in various activities is also automatically suspended during the period the prisoner is placed in punitive segregation. The specific activities involved are addressed under Policy #809.02 in the library.

DISCIPLINARY HEARING: Actual procedures involved in the holding of a disciplinary hearing are found in Policy #809.04. Special attention should be taken to review the section regarding a Staff Advisor at the hearing. The accused prisoner is entitled to the assistance of an advisor in investigating the facts and preparing and presenting a defense at a disciplinary hearing, unless the infraction charged is a minor infraction.

Disciplinary Hearing Agenda

Phase 1: Adjudication Phase. To determine if the prisoner committed the infraction(s) alleged:

- a. The Hearing Officer convenes the hearing and identifies parties present for the record;
- b. The Disciplinary Report is read aloud;
- c. The Hearing Officer shall request an admission or denial for each infraction alleged;
- d. When an admission is entered, the Disposition Phase is initiated; or
- e. Where a denial is entered:
 1. The Hearing Officer shall call the author of the Disciplinary Report into the hearing and question him or her, if requested to appear by the prisoner or the Hearing Officer;
 2. The Hearing Officer shall review and/or hear witnesses and evidence cited in the report and relevant to the alleged infraction(s);
 3. The accused prisoner and/or advisor, if any, are heard, call witnesses, and/or offer further evidence;
 4. The accused prisoner and advisor are excused from the hearing and the Hearing Officer deliberates to a finding of whether or not the prisoner has committed an infraction; and
 5. The prisoner and advisor, if any, return to the hearing and are informed of the **Hearing Officer's finding.**

Phase 2: Disposition Phase. If the prisoner enters an admission or is found guilty, the Hearing Officer shall:

- a. Consider the sanction(s) to be imposed;
- b. Invite the prisoner and/or advisor to present statement(s) or information to mitigate the penalty;
- c. Consider mitigating factors;
- d. Excuse the prisoner from the hearing at this point while the Hearing Officer determines sanction(s) to be imposed;
- e. Deliberate to determine the penalty to be imposed;
- f. Allow the prisoner to return to the hearing, if not present during deliberation, and inform **him or her of the Hearing Officer's decision; and**
- g. Provide the prisoner a handwritten summary of the hearing finding and penalty imposed on which the prisoner must indicate the intention to appeal or to waive appeal with the understanding that the penalty may then be imposed immediately. The Hearing Officer must inform the prisoner of the appeal process and provide an appeal form, if the

prisoner's stated intention is to appeal the Hearing Officer's decision to the Superintendent.

APPEAL: If the Disciplinary Hearing Officer finds that the prisoner committed an infraction and the prisoner wishes to appeal the decision, the prisoner must submit notice of the intention to appeal promptly at the conclusion of the hearing. Specifics as to how to do an appeal are found in Policy #809.06 or can be discussed with your staff advisor.

RESTORATION OF GOOD TIME: A prisoner found guilty of a disciplinary infraction who has had statutory good time forfeited may have up to 100 percent of the forfeited good time restored in accordance with the time criteria set out in Policy #809.07 in the library. All requests for restoration of good time should be submitted through the Probation Officer, to the Superintendent.

SEGREGATION

ADMINISTRATIVE SEGREGATION: A form of separation from the general population when the continued presence of a prisoner in the general population would be a serious threat to life, property, self, staff or other prisoners, and/or to the security or orderly running of the institution. This may include prisoners pending disciplinary action; those who have been disruptive in open population; those suffering from a communicable disease; those who have had segregation prescribed by a psychiatrist, psychologist, or physician because of the **prisoner's mental, emotional or physical condition**. Specifics as to how one is assigned to administrative segregation are found in Policy #804.01.

PROTECTIVE CUSTODY: A form of separation from the general population for prisoners requesting or requiring protection from other prisoners. Specifics as to how a person is placed under protective custody can be reviewed in Policy #804.01.

PUNITIVE SEGREGATION: Segregation of prisoners who commit prohibited act(s) and receive sanctions involving isolation. Specifics as to how a person is placed in this category and what such individuals are allowed to have and do are addressed in Policy #804.02.

CLASSIFICATION

ATTORNEY AT A CLASSIFICATION HEARING: A prisoner who has been placed in administrative segregation in connection with an infraction that would constitute new felony charges, is entitled to have **counsel (at the prisoner's expense) present at any** administrative segregation classification hearing.

CLASSIFICATION OF UNSENTENCED PRISONERS: Each Unsentenced prisoner will be classified with regard to custody level, within 5 working days after incarceration. Each prisoner so classified will receive a written copy of the final decision within three working days of completion. This decision is appealable only to the Superintendent and you can only address factual errors or changes in status. Review Policy #700.01 for more specifics.

DESIGNATION OF SENTENCED PRISONERS: This topic is addressed under Policy #700.01 in the library. In summary, all sentenced prisoners will be designated to a sentenced facility within 15 working days from the date of sentencing. Each newly sentenced prisoner should review the appropriate policies on this subject or discuss it with the institutional Probation Officer. The designation decision may be appealed to the Director of Institutions. Review Policy #700.01 for more specifics.

APPEAL: This is a process by which a prisoner may have a classification action reviewed at an administrative level higher than that at which the original action was taken. The institutional Probation Officer should be contacted for any classification appeal. Carefully review Policy #700.01 in the library in relation to how the appeal process works. Care must be taken that such appeals are submitted within the appropriate time-frames.

RECORDS

ACCESS TO RECORDS: **The prisoner, prisoner's attorney, the attorney's agent, the Ombudsman, or other authorized persons may be granted access, upon request and specific approval by the Superintendent, to the prisoner case record. Specifics as to what can or cannot be reviewed can be obtained by submitting a "Request for Interview" form 808.11 to the institutional Probation Officer.**

TIME ACCOUNTING: Time Accounting is computed by very specific policies as defined under AS 44.28.030 and AS 33.30.030. Each prisoner is to receive a copy of his or her computed time accounting sheet. If there is some question as to the computation or figures, submit a **"Request for Interview" form 808.11 to the Records Officer.**

FISCAL

PRISONER ACCOUNTS: Each prisoner housed within the facility will have An Offender Trust **Account (OTA). Each person's OTA will be a record of the monies on-hand** when entering the facility and any monies received and dispersed while incarcerated. All new CSED orders may garnish up to 100% of the arrears balance and 40% of the same month payroll unless otherwise stated on the order. Any questions as to financial balance should be submitted to the **Accounting Clerk on a "Request for Interview" form 808.11.**

PRISONER JOBS: There are approximately 42 work positions for prisoners within this facility. These include: kitchen duties, maintenance, janitorial, laundry, and library. Prisoners interested in applying for a work position should fill out a job application and forward it to the Shift Supervisor. If you have past experience, be sure to list it at the time of application. There is no guarantee that if you apply for a job you will receive one. If a job is offered and refused, you may be offered another at a later time. Payroll for prisoners who have institutional jobs will be posted to their accounts on the 5th of the month or on the next business day following weekends or holidays.

GENERAL DISBURSEMENTS: The Superintendent through the Institutional Probation Officer must approve disbursements of \$50.00 or more or in any amount to private enterprises or persons other than immediate family members. Prisoners must demonstrate exigent (urgent) circumstances showing the need for such a disbursement to be considered. Payments of monthly expenses, personal debts or other reoccurring expenses are not considered exigent. To disburse funds you must submit a Request for Disbursement of Funds form 302.12D with an addressed stamped envelope. In most cases, you will be allowed only one general disbursement of funds per calendar month.

COMMISSARY: Commissary is a **privilege not a right**. This service is available to prisoners for the acquisition of personal items authorized but not provided by MSPT. Commissary items

are purchased from the community retail or wholesale outlets available through the Department weekly. You are allowed to spend up to \$25 per week if you are Phase I and \$35 per week if Phase II at MSPT on commissary items, excluding the 3% sales tax. This total amount excludes postage stamps and items on the special commissary form. DO NOT order more than you have sufficient funds to purchase on your account AT THE TIME OF ORDERING. WE DO NOT EXTEND CREDIT. Your order must be legible and you must list your offender number on your commissary slip. Questions regarding commissary should be referred to the Accounting Clerk on a "Request for Interview" form 808.11.

Your commissary will be denied automatically if:

1. You fail to completely fill out the form.
2. Illegible writing, doodling, unclear selections
3. Non sufficient funds AT THE TIME OF ORDERING
4. Transfer out of MSPT at time of processing, even in the event that you return to MSPT before delivery.

Please check your order prior to signing that you have received it. Once you sign, you accept the order as is. **No item approved for purchase through commissary may be obtained through the mail or dropped off. Food and personal items from any other source than the MSPT commissary will not be allowed into the institution.**

Authorized Items and Quantities for Retention:

Only items that are listed in the Department and MSPT Property policy #811.05, located in the library, will be authorized for retention. Please refer to these policies for more specific information.

Any items not specifically allowed are considered contraband. Items that have been altered from their original form or from their intended use are considered contraband.

INDIGENT STATUS: A prisoner who has less than \$20.00 presently available in his or her account and who has had no more than \$50.00 in his or her account during the preceding 30 days will still be considered indigent if no more than \$50.00 remained after mandatory deductions (restitutions, fines, child support enforcement orders, violent crime compensation payments, or civil judgments) or deductions made for educational materials or courses, counseling, or health care. P & P 808.12

PHOTOCOPY CHARGES: A prisoner will be charged a fee of \$0.15 per photocopy page for legal/personal materials. Prisoners are to request photocopies by submitting a "Request for Interview" form 808.11 stating a request for copies and attaching a commissary disbursement form for the appropriate amount. The Education co-coordinator will make the determination of the financial eligibility of the prisoner and make the arrangements to have the copies made. Persons in indigent status will be authorized legal copies only. **The cost of these copies shall be paid by the indigent prisoner upon receipt of funds sufficient to remove the prisoner from indigent status.**

NOTARY PUBLIC: Notary service is available at MSPT. Notarizing will be done in a reasonable amount of time but is not an express service. A request to have a document notarized should be requested thru the shift supervisor on "Request for Interview" form 808.11.

PROPERTY/SANITATION/MEAL SERVICE

PERSONAL PROPERTY: Due to the relatively short time that people stay in a pretrial facility and the absence of storage space, a limited amount of personal property may be retained here. Personal property that may be retained in storage at this facility is limited to the contents of one Property Storage Box (10 x 12 x 15 inches). Each prisoner will be allowed to have an additional Property Storage Box within their housing unit for clothing, personal effects, etc. (excluding legal material). Upon transfer from this facility to another, only one Property Storage Box will be shipped. The property officer will access property one time per week. Excess property must be disposed of according to policy (#811.05).

There are two different statuses of prisoners here at MSPT as to what property they will be allowed to possess, Phase I and II. Only those prisoners who are working in the; Kitchen, Fox Mod, and Law Library will be Phase II prisoners. Refer to policy #811.05 for more specific information concerning property.

CLOTHING: Prisoners may wear approved personal clothing in their housing Mod if they are Phase II. No personal clothing is to be worn outside of the housing Mod. One set of personal clothing may be kept consisting of sweatpants and sweatshirt. (Street sweats not authorized) Prisoners that are Phase II or have a medical authorization may possess one pair of approved personal shoes. Personal clothing and shoes must be marked with name and prisoner number. Any personal items not marked will be considered contraband. Clothing must be machine washable and dryable. DOC is not responsible for your personal property.

BEDDING AND LAUNDRY: You are allowed one mattress. If you are bunked on an upper tier cell floor you may have two mattresses. To otherwise possess more than one mattress you must have a medical/security authorization. Prisoner personal clothing will be laundered at State expense, providing the clothes can be washed and dried in a commercial washer and dryer and the prisoner signs a waiver for loss or damage. Prisoners will clean and be held accountable for the daily cleanliness and order of their living area. Staff will make spot checks to ensure compliance.

Linen exchange and clothing exchange are scheduled as follows:

Monday: A and C Dorms- Clothing and Linen
Tuesday: B, D, G Dorms- Clothing and Linen
Wednesday: E Dorm- Clothing and Linen
Thursday: A and C Dorm- Clothing
Friday: B, D, and G Dorm- Clothing
Saturday: E Dorm- Clothing
Sunday: B Dorm- Clothing (Whites)

Specifics on this subject can be found in Policy #806.02 and #811.05 in the library.

SANITATION AND SAFETY INSPECTIONS: Sanitation and safety inspections of the facility will be conducted to ensure a high degree of cleanliness, sanitation and safety is maintained throughout the facility. The Shift Supervisor will conduct inspections daily at approximately 9:00 am. The Shift Supervisor, Superintendent, Lieutenant, Standards/Security Sergeant and Maintenance staff will conduct formal inspections every Wednesday morning at 10 am. Prisoners will be out of their bunks and standing by with rooms ready for inspection. **This applies to the entire institution.**

HAIR CARE: Prisoners may have their hair cut while at MSPT by an institutional barber. There

is no cost for the institutional barber to cut hair. The barber will cut hair on Sunday morning. Only the assigned institutional barber will cut hair. You do not have the option of having a roommate or another prisoner cut your hair. If you wish to have your hair cut, submit a **"Request for Interview" form 808.11 to the Shift Supervisor.**

PRISONER HAIR STYLE, DRESS AND HYGIENE: This subject is covered under Policy #808.09. Prisoners shall be permitted to choose hairstyle and length, including beards and moustaches, **provided they are kept clean. When length or cleanliness of a prisoner's hair constitutes a safety or sanitation problem, prisoners may be required to shorten and/or clean and cover their hair as required.** Those working in food service have specific requirements, which are explained at the time of employment.

RAZORS: Razors will be handed out in the morning upon request and will be collected from you after you are done shaving.

MEAL SERVICE: Prisoners will be provided meals that are nutritionally balanced, properly prepared, and served at appropriate temperatures utilizing heated food carts. Three meals a day will be served each day of the week, except in exigent circumstances. Any concerns and/or complaints regarding food should be addressed to the Kitchen Steward on duty on a **"Request for Interview" form. Meal service will take place at the following approximate times: 6:15 am, 11:00 am, and 4:00 pm.** Meal service will be announced upon arrival at the Mods. **Failure to report in a timely manner will be justification for you not being served.** Prisoners eligible for community dining must be dressed in a minimum of shirt, pants, socks, and shoes prior to being served. Underwear or gym shorts do not satisfy the requirement for pants. **If you are not properly dressed, you will not be served.**

SPECIAL DIETS: Therapeutic diets will be provided when prescribed by health care staff. Vegetarian diets will be made available in accordance with a selected category of non-meat items identified by the Steward. Specifics as to special diets can be reviewed in Policy #805.03 in the library. Requests for vegetarian diets must be submitted to the Food Steward.

MEDICAL

ACCESS TO MEDICAL: Health Care Services will be comparable in quality to service available to the public. However, services considered to be elective will not be provided at State expense. Health care personnel are on-duty each day at this facility to handle general and emergency situations. There is a \$5.00 charge to the inmate for medical services and a \$5.00 charge for prescriptions. Specifics as to health care can be found in Policies #807.02 - #807.15 in the library. Note: Health care charges are not grievable. Disputes must be appealed by cop-out within three working days of receiving charge. Health care services will be accessible to **prisoners by submitting a "Request for Interview" form 808.11.**

SICK CALL: Sick call will be provided at least 3 times per week. During sick call, you will be seen by the nurse first, then referred to qualified health care professionals as needed (i.e., **Physician, Physician's Assistant, Dentist or Mental Health**). **Dental services are available two times a month.** A Mental Health Counselor is available at this facility as needed. If a prisoner feels that he/she needs emergency medical attention, they should immediately notify any staff member. All other requests for medical attention are to be forwarded to the medical department using the **"Request for Interview" form 808.11.**

MIS-USE OR HOARDING OF MEDICATIONS: **Any** alteration or misuse of medications, blister

packs, hoarding, giving, accepting of any medications will be considered a serious disciplinary infraction.

PROGRAMS

EDUCATION: This facility provides educational programming to include adult basic education, GED studies and testing, and living skills. Information regarding classes is made available weekly. All questions and requests regarding educational classes and material should be directed to the Educational Coordinator on a "Request for Interview" form 808.11.

PUBLIC VOLUNTEER PROGRAMS: Various organizations come into the facility to provide group and individual religious and non-religious interaction. The Educational Coordinator is the Religious Coordinator for this facility and questions regarding religious groups or activities should be directed to them on a "Request for Interview" form 808.11.

SUBSTANCE ABUSE COUNSELING: Substance abuse assessments are available at the facility. An AA meeting is currently available once a week. If an inmate is in need of a substance abuse evaluation, submit a "Request for Interview" form 808.11 to the Institutional Probation Officer for this request.

RELEASE AND TEMPORARY RELEASE

TEMPORARY RELEASE: A pretrial inmate can only be granted temporary release by the court.

ELECTRONIC MONITORING: Sentenced, low custody inmates can apply to do their sentences on electronic monitoring if they are furlough eligible and do not have a domestic violence or a sexual offense. If you questions regarding Electronic Monitoring, submit a "Request for Interview" form 808.11 to the Institutional Probation Officer.

HALFWAY HOUSE: Placement in a halfway house is possible for sentenced prisoners who are considered low risk.

FURLOUGH: Furlough to a treatment center or to a halfway house is a possibility for sentenced prisoners who meet certain criteria. See Policy #818.02.

TRANSPORTATION UPON RELEASE: Upon release or expiration of sentence from a State institution or contract facility the Department of Corrections will pay the costs of return transportation for a state prisoner to the community of original arrest within Alaska. When an offender absconds (flees) and has an outstanding judgment, criminal charges, evades supervision or court ordered treatment and is subsequently arrested, he/she shall be provided return transportation only to the site from which he/she absconded unless the court orders otherwise. Transportation arrangements are not automatically made and requests for transport **must** be made prior to release. Transportation will be arranged on the earliest available means after release. Prisoners will not be released early for transportation. Travel tickets cannot be cashed in for money but must be used for travel. Tickets are maintained at the organization providing the transportation. Not showing up at the required time and place may negate the **State's responsibility unless the delay is caused by weather or other acceptable reasons. Submit a request for transportation on a "Request for Interview" form 808.11 to the Shift Supervisor.** For more information on travel request refer to policy 818.07

SEGREGATION UNIT DELTA MOD

ROOM INSPECTION: Cells will be ready for inspection at 0900 hrs. 7 days a week. Cleaning supplies and equipment will be provided. Floors, walls, sink, commodes, windows, ceilings and walls are expected to be clean. Beds are to be made. You are responsible for your cell and you will be held liable for destruction or defacing of your cell.

You are not to lie under or between your sheets between 0900 and 1800 hours. You may, however, lie on top of your blanket.

The Shift Supervisor, Superintendent, Lieutenant, Standards/Security Sergeant and Maintenance staff will conduct formal inspections every Wednesday morning at 10 am. Prisoners will be out of their bunks and standing by with rooms ready for inspection.

COMMISSARY: Commissary requests will be accepted each Monday with delivery on the following Tuesday. Punitive segregation inmates are allowed to order hygiene items only.

PROPERTY: Administrative segregation inmates will be allowed the same amount of property for retention as in general population under Phase I.

Punitive segregation inmates are allowed religious material, hygiene items, legal matter and educational materials (if enrolled prior to punitive segregation status).

VISITING: Visiting hours and rules are the same as posted in the Prisoner Handbook. Punitive segregation inmates are restricted to secure visits with immediate family only.

LAW LIBRARY: Administrative and Punitive segregation prisoners are allowed access to the DILL computer systems. You will be allowed an additional one hour of time out of your cell for work on the Dill system only. Request for the use of the computer must be made by cop-out. The cop-out must be submitted by 2200hrs the day before desired date.

EXCHANGE OF ITEMS: While you are a resident of the segregation unit it is forbidden to exchange, give, loan, or receive any item to or from another prisoner without prior written approval by a staff member.

RECREATION: Every prisoner will be offered, on a rotating schedule, at least 7 hours per week designated outdoor or indoor recreation time. The recreation time will consist of one hour for exercise and 15 minutes to clean your cell, shower, and use the phone. Outdoor recreation will be offered to those entitled whenever the weather cooperates and staffing permits. Anytime you are out of your cell you are required to be fully dressed. Failure to comply with the required dress standard will result in the termination of your recreation.

CLOTHING/LINEN EXCHANGE: Clothing exchange will be available twice per week on a one for one exchange. Linen will be exchanged once a week.

INTERCOM: The intercom, located in each cell, is for necessary and emergency communication with the control unit officer.

MEDICAL: Medical personnel visit the segregation unit daily. If you have a special medical or dental request submit a cop-out to medical.

READING MATERIAL: Administrative segregation residents are provided the same rights and privileges as the general prisoner population unless an individual determination dictates otherwise. Punitive segregation inmates may possess religious, legal, and educational material as approved by staff.

PHONE USE: Administrative segregation inmates may use the phone during their scheduled recreation times. A cop-out must be submitted to use the phone at times other than scheduled recreation. Punitive segregation inmates are restricted to legal calls and must submit a cop-out for each call. The cop-out must contain the name and number of party to be called. All cop-outs requesting phone use must be turned in by 2200 hours the day before the desired call. Phone calls to attorneys will be during normal working hours (0800-1700 hrs Monday-Friday).

PRISONER HANDBOOK: During your time in the segregation unit you will be expected to follow the rules in the Prisoner Handbook. You will be expected to sign a cell inspection form prior to residing in your cell. The form will note the condition of the cell at the time you move in.

OFF LIMIT AREAS: You may not enter any cell other than the cell assigned to you. Prisoners are not to cross the red line except to enter and exit their assigned cell. Lower tier inmates are not allowed on the upper tier at any time. When out of your cell you are not to stop or loiter in front of any cell at any time. Failure to observe these rules will result in the termination of your recreation time and may be followed by a write-up and subsequent disciplinary action.

END

APPENDIX A

PRISONER TELEPHONE SYSTEM

The Alaska Department of Corrections has installed a telephone system in its correctional facilities, which is designed specifically for use by prisoners. This system was obtained through a competitive bid process, which resulted in a contract being awarded to Securus Technologies of Dallas, Texas, who maintains similar systems across the country. The Alaska Public Utilities Commission was involved throughout the process and has approved the system, vendor, and the long distance rates.

When a prisoner places a call, a recorded message is played to the recipient that advises them that the call is from an inmate in a correctional facility. The recipient is then provided with the option to accept or reject the call. This allows a person who does not wish to speak to the prisoner to hang up the phone without ever having to speak with the prisoner.

The system allows correctional staff to monitor and record prisoner telephone calls to assist in controlling illegal or non-approved telephone activities such as phone scams, threatening calls to victims and witnesses, and efforts to introduce contraband into correctional facilities. The Department does not monitor or record conversations between prisoners and their attorneys and has entered all numbers from the state attorney director into the system to restrict monitoring and recording of these numbers. The Department of corrections needs the assistance of Alaskan attorneys to keep this listing current. Attorneys that change telephone numbers or add new numbers should contact (907) 260-7200 or send a fax message at (907) 260-7289 advising of any such changes.

When this handbook was printed all local calls were free. This is subject to change. All long distance calls must be placed collect with the exception of the Central Arizona Detention Center, which also allows prisoners to use prepaid calling cards. Charges for collect calls vary as to whether they are to locations in or out of Alaska and depending on the distance.

Collect calls go on the recipient's regular phone bill in areas in which Securus can execute a billing agreement with the local telephone company. Due to technology issues, many local Alaskan telephone exchanges are not able to provide Securus with billing services. Persons in these areas who wish to receive collect calls from Alaska prisoners must set up a billing account with Securus and make advance payment for the amount of time he or she wishes to speak with the prisoners. To set up an account, Securus should be contacted on its toll-free number **800-844-6591** (select option 8) from 6:00 am to 8:00 PM Alaska time.

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

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

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

High Toll Block: In these cases, Securus has placed a block on the number the prisoner wants

to call because a large number of collect charges have accrued. In order to control the size of unpaid toll charges, Securus places a limit on the amount of unpaid charges it will automatically allow. Securus should be contacted and arrangements made to remove the block by paying the charges. The way to avoid this in the future is to prepay for a larger amount of time.

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

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

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

3rd Party and Call Forwarding: Many telephones outside of this facility have extra options such as call forwarding, 3-way or third party calling. Use of, or access to, these types of options is prohibited by Alaskan prisoners. If you are found accessing these types of options, including reversing handsets, while placing calls from MSPT, the phone numbers will be blocked and you may be written up for abuse of the telephone system.

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