

PELICAN BAY STATE PRISON

PSU

PSYCHIATRIC SERVICES UNIT

ORIENTATION INFORMATION BOOKLET



## PSYCHIATRIC SERVICES UNIT ORIENTATION BOOKLET

### INTRODUCTION

This booklet has been written for you! It will help orient you to the Psychiatric Services Unit (PSU) program. We want you to review and understand the information. If you have difficulty reading, or have questions about anything in this booklet, we want you to ask for help. You may go to the Correctional Officers in your unit, your Counselor, or any of the Mental Health staff. Your complete understanding of the rules and regulations, in its entirety is extremely important, as is your cooperation. After all, this is your program.

The PSU is a mental health treatment program for inmates who are in Administrative Segregation (Ad Seg) or have a Security Housing Unit (SHU) term. The Correctional Officers who are regularly assigned to the program have received special training in identifying and understanding your mental health problems. **However, your mental disorder does not excuse you from being accountable for your actions.** Inmates in PSU are expected to follow the same rules and regulations as any other inmate. Since our purpose is to provide you the opportunity to receive treatment for your mental health needs, negative behavior disrupts our ability to offer you necessary treatment and program is then limited. Participating in the program is your opportunity to get the Mental Health treatment you deserve.

### ORIENTATION STATUS

1. Upon arrival in PSU, you will be placed on "Orientation Status" for approximately 10 working days. You will also be designated as a Level 1 inmate (which means you are a new arrival to the program). Once you have completed orientation, your level will be automatically increased to Level 2.
2. This period of orientation has been established to acquaint you with the institution and rules governing your housing. During this time, tell staff if you have any problems, which would affect your housing.
3. The Institutional Classification Committee (ICC) or Unit Classification Committee (UCC) will see you usually within 10 working days. The Psychiatrist, Psychologist, and the Licensed Clinical Social Worker will also evaluate you.
4. Within 48 hours (excluding Saturdays, Sundays, and Holidays) you will receive orientation information.
5. During this brief period the following may occur:
  - a) Your program activities may be limited to in-cell activities, showers, caseworker contact, and visitors.
  - b) Interviews and other activities related to your individual assessment will be conducted.
6. Some inmates may require additional "assessment" periods and this orientation time frame may be extended past the 10 working days. Once your treatment plan is approved by the IDTT, you will be placed into an appropriate program and your level will be increased to a Level 2. Every 30 days, with

good behavior, your program will be reviewed for a possible change in your level status to the next higher level.

### **THE CLINICAL PROGRAM**

PSU has a large staff of clinical professionals who, along with the custody staff, will assist you in your treatment program. We have clinical Psychologists, Psychiatrists, Social Workers, Recreational Therapists, Registered Nurses, and Psychiatric Technicians assigned to the PSU program.

You will be assigned a Primary Clinician. That person will see you for individual therapy and act as your case manager. (Psychiatric staff is available between the hours of 8:00 a.m. and 9:00 p.m.). If you have a problem at night, there is always someone here who can see you. Your Primary Clinician will tell you when your groups are scheduled. There are a variety of groups and education modules available such as Anger Management, Medication Education, Stress Reduction, Substance Abuse, and Criminal Thinking.

When you first enter the program, your Primary Clinician will be introduced to you and an initial assessment will be performed. This assessment takes approximately 14 days to complete. The assessment is designed to find out more about you so we can better meet your mental health needs. Once this is done, you will be assigned to individual counseling sessions, groups, and recreational therapy. After you have been here for at least three or four weeks, you and your Primary Clinician will begin to work on your individual treatment plan.

### **INTERDISCIPLINARY TREATMENT TEAM**

Many staff members make up the Interdisciplinary Treatment Team (ITT). Medical staff such as Psychiatrists, Psychologists, Social Workers, Psychiatric Technicians, and Recreational Therapists attend Treatment Team meetings. The custody staff members such as Correctional Officers, Sergeants, Lieutenants, Counselors, and the Captain join them. However, you will be present at the IDTT meeting. You work directly with your Primary Clinician and he or she will represent you at the IDTT meetings. Once you have a formulated treatment plan, your clinician will present your plan to those IDTT members involved in your treatment. The Treatment Team meets approximately once a week, on Wednesdays.

### **MEDICATION**

Your Psychiatrist, the Registered Nurse, and the Psychiatric Technician in your unit will monitor any medication which you might be taking. Your Psychiatrist will work with you to find the best combination of medications for you. Inmates may refuse to take their prescribed medication (unless under a Penal Code 2602 order). This is your right. However, you need to explain to medical staff your reasons for refusing your medication, so they may better assess your medication needs.

If a doctor or the Treatment Team feel you are a danger to yourself, others, or you are "gravely disabled" (meaning you have trouble taking care of yourself; unable to shower, keep yourself or your cell clean, and/or feed yourself) the doctor may order you be "force medicated." This can only happen in the

Correctional Treatment Center (CTC). This legal process called "Penal Code 2602" may be initiated if you continue to refuse to take medications prescribed to you by a doctor, and if the doctor feels you need the medication to have a safe environment for yourself and others. Information on this process is available to you and questions may be directed to your Psychiatrist, Primary Clinician, or the Nurse.

Medication will be distributed to you at your cell door. You will have your bright light on, wear a minimum of a T-shirt and boxers, and have a cup of water ready. You need to stand back away from your door so the medication can be safely placed on your cuff port. After you take your medication, you will open your mouth to show staff you swallowed your medication. You will return the medication cup to the cuff port and step back from your cell door.

If you are in need of a Pro Re Nata (PRN) "as needed" medication, notify staff and it will be brought to you as soon as possible.

Failure to properly take your medication may result in you being placed on out-of-cell, Direct Observation Treatment, (D.O.T.) medication. D.O.T. medicated inmates are escorted from their cell to the rotunda for issuance of their medication. You may also have to wait approximately twenty (20) minutes in a holding cell to ensure you have digested your medication. Staff will then return you to your cell.

### **YOUR BEHAVIOR**

All treatment plans, using a "Level System" will be designed to help you work toward achieving a less restrictive status and environment. Positive behavior over a significant period (30 day increments) will result in you being allowed more privileges and having fewer restrictions on your daily program.

Negative behavior has consequences. Inmates who spit will be placed on "Spit-hood status" for an indeterminate amount of time, depending on the inmate's future behavior. This means they must wear a spit-hood when they exit their cells, for any reason. Inmate's who use their property for abusive purposes (to hurt themselves or others) or attempt to cause damage to state property, may be placed on property restriction for an indeterminate amount of time. This restriction is subject to review by the IDTT and the Captain.

Since this program is designed to give you the best treatment possible, our desire is this type of behavior will not occur often. When it does occur, it hurts you and the other inmates in the unit. The program must stop until the behavior is dealt with. During this time, other inmates are unable to receive proper treatment. Please be kind to yourself as well as your fellow inmates. Help us to make your program work!

### **BEHAVIOR INCENTIVE PROGRAM**

The Mental Health Services Program at PBSP is designed to provide clinical services which include assessment, monitoring, and intervention. As a means of providing a level system in which restrictions and control are decreased with improvement in the inmate's self-control, a Behavioral Incentive Program (BIP) has been implemented in the PSU program at PBSP. This program is designed to encourage positive change, skill acquisition, and to discourage negative behavior. It should be noted the BIP comprises only a part of the overall (EOP Level) mental health program. Individual therapy, psychiatric/pharmacological

treatment, and recreational therapy also play a significant part in assisting the inmate to achieve the optimal level of functioning. The BIP provides a motivational framework within these therapeutic activities. Elements of the BIP include the following:

1. The BIP defines a progression in custody procedures which are designed to ensure the safety of the inmates and staff who participate in this program. Progression through this program is accompanied by gradual reductions in the level of external and environmental control, with decreases in these levels initiated through decisions made by an interdisciplinary team including mental health and custody staff.
2. The BIP provides for specific increases in access to positive environmental events as the inmate progresses through the various steps of the program. This progression is designed to provide a positive consequence for improvement in behavior and to discourage behavioral regression.

The criteria for movement to higher or lower levels of the BIP includes a combination of objective criteria; clinical and custodial judgment. Among these criteria is behavioral/disciplinary history, attendance at therapy activities, etc. Clinical judgment regarding such issues as possible "cycling" in functioning, or history of the level of regression in situations in which decompensation has occurred, will be utilized in making judgments as to the appropriateness and timing of changes in level.

The BIP consists of four levels. The structure of these levels will be supplemented in time as functional elements of the program are enhanced and revised. The levels and estimated composition of activities are as follows:

### **LEVEL I (Orientation Status)**

This level represents those conditions in effect through the initial evaluation period. This will be approximately 10 days.

- Assessment evaluation which includes clinical interview, psychometric testing (where indicated), psychiatric review, and initial determination of treatment needs
- Custody designation of Max A
- Meeting with clinical staff for the purpose of orientation to the PSU Unit
- No individual exercise for 10 days or until ICC Review
- Monitoring of mental health needs
- Referral for psychiatric evaluation
- Additional out-of-cell time as necessary for Psychological, Psychiatric, and Medical appointments, attendance at Classification Committee Meetings, Law Library, etc.
- Leg-iron status
- No group therapy
- No issuance of a razor or nail clippers during the shower program

- No issuance of your personal property
- Orientation to PSU and the Level System.
- Assignment of a Primary Clinician.

Note: Inmates do not go lower than Level 2 after completing assessment process.

## **LEVEL 2**

- Orientation to clinical program
- Development and implementation of Individual Treatment Plan
- Custody designation of Max
- Issuance of personal property (except televisions and radios)
- Access to Canteen (unless security precautions apply)
- Leg-iron status
- Out-of-Cell activities to include the following:
  1. Individual exercise
  2. Individual Therapy
  3. Group Therapy
  4. Recreational Therapy
  5. Psychiatric appointments
  6. Law Library (if no security precautions apply)
  7. Medical appointments

Inmates will remain in Level 2 until they have gone at least 30 days without receiving a California Department of Corrections and Rehabilitation (CDCR) 115 or 128A (This includes the time spent on Level 1 if it is disciplinary free). The inmate's participation in and response to treatment, as well as his disciplinary history/behavior, are factors to be considered by the IDTT prior to placement in Level 3. Minimum requirements for movement from Level 2 to Level 3 are:

- At least 30 days without having received any CDCR 115s or 128As
- Accessing at least 50% of scheduled treatment activities offered each week for at least 4 consecutive weeks

## **LEVEL 3**

- Access to all Level 2 privileges

- Issuance of your personal T.V or radio unless an appliance restriction because of a Rules Violation Report (RVR) disposition
- Access to out-of-cell activities as per Level 2

### **Decrease from Level 3 to Level 2**

A level decrease from Level 3 to 2 may occur in any of the following situations:

- Any incident resulting in a CDCR 115 or 128A (counseling chrono)
- Failure to maintain involvement in at least 50% of scheduled therapeutic activities across 2 consecutive weeks

### **Increase from Level 3 to Level 4**

Inmates will remain in Level 3 for a minimum of 30 days, if disciplinary free and the inmate's participation in and response to treatment, as well his disciplinary history and behavior will be considered by IDTT prior to placement in Level 4.

## **LEVEL 4**

- All privileges available in Level 2 & 3
- Appliances (state loaner TV when available)
- Art supplies (When approved by I.D.T.T.)

### **Decrease from Level 4 to Level 3 or Level 2.**

NOTE: A Level decrease may occur in the following situations:

- Incident/behavior resulting in a CDCR 115 or 128A Counseling Chrono
- Failure to maintain involvement in at least 80% of scheduled therapeutic activities across 2 consecutive weeks.
- Failure to maintain acceptable hygiene, which includes your cell

## **LEVEL DECREASES**

ALL INMATES: A Level may be decreased if an inmate is written a CDCR 115 or 128A Counseling Chrono. When an inmate is written a CDCR 115, he is placed on Level 2. When an inmate is written a 128A, his level is decreased by one (1) level (e.g., Level 4 to Level 3, or Level 3 to Level 2).

## COMMUNICATING WITH STAFF

### **Correctional Staff**

1. All correctional supervisors (Sergeants and Lieutenants) make tours of the inmates'/ patients' housing units and yards.
2. When you see them, you may request to discuss your issues with them during this time. However, you are encouraged to resolve your issues with the staff assigned to your unit before consulting a supervisor. Often, your unit staff can assist you with resolving your problems or concerns in a timelier manner.
3. You may also write your concern or issue on a "Request for Interview" slips (CDCR form GA22) and forward it to the supervisory staff through your unit staff.

### **Correctional Counselors**

1. Correctional counselors tour the unit one day each week (open line). This day varies due to their workload. Correctional counselors deal with questions about your legal status, release dates, transfers, SHU terms, enemy status, classification, restoration of credits and other subjects.
2. You can contact your correctional counselor by filling out a CDCR Form 22, "Request for Interview".
3. Send the request through your unit officer during mail pickup on third watch, at approximately 2200 hours.
4. You will also see your counselor during classification committee, which is held on Wednesday afternoons in the PSU Treatment Center.

### **Clinical or Medical Staff**

1. The clinical staff makes regular rounds of the inmate housing units and yards.
2. You may request to discuss issues with them at that time or during your individual sessions. You may also fill out a "Request of Interview" form and send it to them through your unit officer.
3. Psychiatric Technicians are on duty and can also answer your questions or refer you to your doctor, if necessary.
4. Registered Nurses are always available for any physical medical concerns. Fill out a "Sick Call Slip" and send it to the medical staff through your unit staff to get scheduled to see a medical doctor.
5. **If you feel suicidal, it is extremely important you let someone know. A doctor or any staff person can talk to you. This is an emergency! Let someone know right away!**



### **SICK CALL PROCEDURES**

1. If you need to see medical staff (other than your mental health clinicians), place a "Sick Call Slip" in the cell door and it will be picked up along with the mail at the 2100-hour count. (Third Watch).
2. Submitting a dental request through to the unit medical staff also provides dental services. If you have a dental emergency, special arrangements will be made to get you to the Dental Clinic as soon as possible.
3. Remember ALL medical services need to be referred to the unit medical staff, which will assist you in getting the help you need.
4. If you have an emergency, which cannot wait until medical staff can schedule you, notify your unit officer or other available staff.
5. Appropriate medical staff can answer your medical problems or questions about your medication. A Registered Nurse is on duty 24 hours a day. Psychiatrist Technicians are also on duty between the hours of 0600 and 2100 hours, seven days a week. The Psychiatrist (who prescribes medication) is available each weekday and is on call for emergencies. Other Mental Health Clinicians, Psychologists, Social Workers and other Therapists are also available during these hours.

### **FOOD SERVICES**

#### **Feeding**

1. Inmates in PSU will be cell fed.
2. Before the officer approaches your cell with your tray and/or sack lunch, your bright light must be on to receive your tray.
3. Refusal to turn on your bright light will be taken as a refusal and will result in you not being fed that meal.
4. It is very important staff be able to see you before they open your food port. There will be no paperwork, laundry, clothing or any other substances blocking staffs' view into your cell.
5. If you refuse several meals, this will be referred to your Clinician and Medical Doctor for review.

#### **Trays**

1. You will return your tray during the trays pick-up period upon completion of the meal.

2. If you refuse to return your trays, force may be used on you for retrieval. You will receive a Rules Violation Report, (CDCR 115). You will be placed as a level 2. Refusal to return trays will result in not being fed any meals until the trays are returned.
3. After you return your trays, the facility supervisor will place you on "Paper Tray" status for a period of time. This behavior will also be referred to IDTT for possible weekly review.
4. It is not necessary for you to hold your trays or otherwise be disruptive in order to see a Sergeant or Clinician. Officers in these units are trained communicators and can probably help find ways to solve most of your problems in a non-disruptive manner. If you must see a Sergeant, or send a "Request for Interview" (CDCR 22) to the Sergeant and an interview may be arranged.
5. You will have an opportunity to dispose of any trash when meal trays are picked up. You will be expected to dispose of your trash properly and at regular times. Disposing of trash on the tier is unacceptable and will result in disciplinary action. You may also be placed on property restriction.

### CANTEEN PROCEDURES

1. Only one draw per month will be allowed.
2. Canteen price lists are published monthly and are available through your unit officer.
3. The maximum monthly dollar amount allowed for PSU inmates is \$45.00. Inmates housed in PSU are classified as Privilege Group D. This does not include special purchase items ordered from approved vendors by Trust Account Withdrawal orders. The Special Order Clerk will process special purchases.
4. In order to have funds transferred from your Trust Account to the Canteen, you must properly fill out a Canteen Card Order form and give the card to the unit officer. If you have difficulty completing this form, ask a clinician or officer for assistance.
5. Order forms (wish lists) for canteen items will also be distributed and picked up by the third watch officers. Canteen will be delivered on draw dates. Each unit receives canteen one (1) day per month, based upon the schedule published by the Canteen. Once canteen is delivered to the unit, staff will issue it as soon as possible.
6. Per California Code of Regulations (CCR) Title 15, canteen privileges may be suspended for a disciplinary offense which includes intentional or negligent misuse, destruction, or damage of state property. Suspension of canteen privilege means the inmate is not allowed to submit canteen request. Destruction or misuse of state property can include but is not limited to the following:
  - A. Throwing a food tray or any item included with the meal at staff or inmates
  - B. Damage to restraint equipment, a window, or any part of a cell, or temporary holding/exercise area
  - C. Making a weapon out of State supplied materials

- D. Obstructing visibility into your cell by utilizing State issued linen or clothing
- E. Flooding by blocking toilet or sink
- F. Indecent Exposure

### **STATE ISSUED SUPPLIES AND MATERIALS**

1. You will receive an initial issue of personal grooming supplies and bedding upon placement in PSU. You will receive additional supplies on a weekly basis. Supplies will be delivered on Saturday or Sundays, during 2nd or 3rd watch.
2. 1 bar of soap, toothpowder, and toilet paper (1 roll) will be issued once a week.
3. Inmates are responsible for ensuring supplies are not wasted.
4. Inmates are not allowed to accumulate excess supplies.
5. A supply of inmate forms is available in each unit. Request these forms from your floor officer or any other staff member who comes into the section. Usually they are picked up by staff during the tray and trash pickup after the evening meal. When time or program permits, they will be delivered to you. **However, do not interrupt officers during count! Wait until they have completed counting.**
6. Toothbrushes and palm combs will be exchanged on a one-for-one basis, once a month. Pen fillers will be exchanged on a one-for-one basis.

### **HOUSEKEEPING**

1. Each inmate is responsible for the contents and condition of his cell. Cells are to be maintained in a clean and sanitary condition.
2. Upon assignment to a cell, inspect it thoroughly. Inform staff of all contraband and/or damaged or missing fixtures and have them noted on your Exhibit B.
3. No magazine cutouts, posters, or pictures are permitted on the cell walls, ceiling, door, windows, or light fixture. Posters and pictures are only allowed on the wall above the desk. No nudity or obscene material is allowed.
4. Windows and doors are not permitted to have covering of any kind on them. This includes, but is not limited to paper, cardboard, drawings, etc. No cell coverings, either partial or complete, of a cell door, window, or bunk, which impedes the visual observation of the cell occupant, will be allowed. No articles are permitted on the window ledges. Continued window coverings will result in property/paper restrictions.

5. Makeshift shelves and/or cupboards are not permitted. Cardboard boxes are considered a fire hazard and are not permitted.
6. No clotheslines or curtains are allowed.
7. Towels, blankets, and other types of bedding are not to be used as table coverings, rugs. All issued materials are to be utilized in the manner for which they were intended.
8. Lights are not to be covered. Lights must remain on when an inmate departs the cell. All television sets/radios are to be turned off when inmates leave their cells. The cell's bright light must be turned on and proper attire, T-shirt and boxers, must be worn before a staff member delivers any items or services to inmates. Failure to turn your bright light on will be taken as a refusal on your part.

### COUNT

1. All inmates must be counted at regular count times. The 1630 count is a standing count. Your bright light will be on.
2. Staff must be able to observe you. Don't be covered up by blankets, sheets, or other items.
3. The officer is required to awaken you and make you move if he/she is unsure you are all right.
4. If you are a deep sleeper, you must leave parts of your upper body exposed or you will be awakened several times each night.
5. During First Watch, officers are required to use a flashlight to count you.
6. All attempts will be made not to flash the light in your eyes, but sometimes this cannot be avoided.
7. Be aware of designated count times. You are expected to realize an officer is coming to your cell at these times. Overt masturbation at any time will be subject to disciplinary action. Continued behavior of masturbation will result in restriction of canteen, loss of privileges and felony prosecution.

### CLOTHING EXCHANGE

1. Upon your arrival, you will receive a full complement of State issued clothing/bedding as soon as possible. If you already have bedding, you will be issued replacement items only on a one-for-one exchange, and only once a month.
2. Standard clothing complement for inmates in the PSU will be as follows:

Jumpsuits (2)  
Shorts/Boxers (4)

T-shirts (4)  
Blankets (2) (exchanged every six (6) months, when blankets are available to exchange)  
Pillowcases (2)  
Sheets (4)  
Socks (4 pairs)  
Towels (3)  
Washcloths (2)  
Watch cap  
Jacket  
Soft-soled shoes (1 pair) – State shoes or personal shoes (personal shoes are allowed as long as authorized at PBSP). No shoe strings.

3. Laundry turn-in is on a weekly basis.
4. Laundry turn-in will be on Third Watch on Wednesdays for Buildings 1 and 2. Clothing will be placed into a laundry bag by the inmate and passed through the food port to the officer. Staff will gather the bags off the tier and place a rubber tie on the bag to ensure clothing does not fall out. Clothing will be transported to the Facility B Laundry on Third Watch and will be returned clean to the building on Fridays during Third Watch.
5. You will be issued clothing and linen. You are responsible for maintaining these items in good condition. The PSU staff will fill out an inventory list of the items originally issued to you.
6. If at any time staff discovers altered/destroyed clothing or linen in your possession or in your cell, a disciplinary report will be submitted. If found guilty, you will be required to pay for the damaged items or your trust account will be frozen until the damaged items are paid for.
7. If you continually destroy state clothing or linen, you can be put on clothing and linen security precautions to the extent you are placed on a no-tear blanket and/or no-tear smock or paper smock status.
8. A dam may be placed in front of your cell door if you are observed “fishing” or are found in possession of a “fish line.” Whether or not the fish line is yours, a dam will be placed in front of your door.
9. A dam may be placed in front of your cell door if you are observed throwing trash out under it onto the tier, or as a precautionary measure, a dam will be placed in front of your cell door if you are suspected of throwing trash out onto the tier.
10. Full-length shoelaces are not allowed in PSU. An 8” length piece of shoelace may be issued to you on a one-for-one as needed.

### **VISITING PROCEDURES**

1. All visits are non-contact.

2. Visiting days are Saturdays, Sundays, and designated holidays.
3. Visiting hours are 0900 to 1500.
4. PSU visits are by appointment only. Your visitor(s) MUST call the Visiting Processing Center in advance and schedule a visiting period. Appointments must be scheduled at least 24 hours in advance and are limited to three visitors, including children.
5. Visiting periods will be limited to one (1) hour. Additional time may be permitted, contingent upon availability of visiting booths. Maximum time allowed for PSU visits will be limited to three (3) hours. Only one appointment time will be allowed per person per day.
6. **ATTIRE DURING VISITS:**
  - a. You will wear a gold or white jumpsuit, boxer shorts, T-shirt, socks, and shoes.
  - b. Personal shoes are allowed.

### **SHOWER PROCEDURES**

1. You will be provided the opportunity to shower a minimum of three (3) times per week.
2. Showers will be a total of 15 minutes in length. The time starts from when you leave your cell and includes the time necessary to escort you back to your cell.
3. You will exit your cell wearing only your boxer shorts and shower shoes. You are only allowed to take soap, towel, washcloth, and a clean pair of socks and shorts from your cell.
4. Showers will be given on a rotating basis in the unit. Inmates will be showered on the same tier they are housed. Inmates will be showered either left of the shower or right of the shower.
  - Monday: Cells left of shower starting from left to right.
  - Tuesday: Cells right of shower starting from left to right.
  - Wednesday: Cells left of shower starting from right to left.
  - Thursday: Cells right of shower starting from right to left.
  - Friday: Cells left of shower starting from left to right.
  - Saturday: Cells right of shower starting from left to right.
  - Sunday: Down day, no showers.
5. Nail clippers are issued to you during your shower program on a rotating schedule.

### **HAIRCUT PROCEDURES**

1. No barber is assigned to the PSU.

2. Hair clippers are available in each building. Clippers are to be issued only in the concrete yard sallyport, or a temporary holding cell. This will be done according to the unit schedule. Check with your unit officer for times.

### **SHAVING PROCEDURES**

1. A disposable razor will be checked out to you at the same time you are scheduled to shower (except for inmates on orientation status).
2. You will relinquish the razor to staff when you have completed your shower.
3. Any alteration of the disposable razor will be construed as you being in possession of a weapon. A disciplinary report will be submitted for this violation.
4. Any misuse of the razor (or other sharp objects) may result in you being immediately placed on "Razor Restriction Status." The IDTT will review the security precaution status, will determine and apply the length of the precaution.

### **YARD PROCEDURES**

1. Inmates housed in the PSU will be afforded the opportunity to attend daily exercise yard, after screening by the ICC/UCC/IDTT (within 10 working days of initial placement). The Yard Officer will walk the tier in the morning after chow and sign-up inmates who wish to go to the yard.
2. California Code of Regulations (CCR) Title 15, section 3343 (h), states you will be permitted to exercise outside of your cell one (1) hour per day, five (5) days a week, unless security or safety issues precludes such activity. However, in PSU the "targeted" allotted out-of-cell exercise period is 1 ½ hours daily.
3. There are toilet facilities on the walk alone yards. Yard staff will issue you toilet paper as needed.
4. Yard periods are scheduled seven (7) days per week and will only be canceled for:
  - Adverse weather conditions
  - Emergencies
  - Order of PSU Officials
5. You will be given an unclothed body search prior to going to the yard. Each unclothed body search may include scanning with a metal detector.
6. **ONLY** the items listed below may be taken to the yard:
  - Jumpsuit (1)
  - Jacket
  - Watch cap

- Boxer shorts (1)
- T-shirt (1)
- Socks
- Shoes (tennis shoes or shower shoes)
- Thermals (1 pair)
- Glasses (prescription - 1 pair)

The Yard Officer will offer raincoats as needed.

7. You will not be allowed any books, magazines, food, cups, canteen, or personal property on the yard.
8. Inmates assigned to the concrete yard may not utilize the shower.
9. When staff approach your cell to escort you to the yard, you must turn your cell's bright light on, or staff will not be able to escort you to yard and you will forfeit your yard period.
10. Refusal to exit the yard will result in a CDCR 115 and possible loss of your yard privileges for a period of 10 days or longer, if approved by the Correctional Administration (CA) for General Population.
11. If at any time your behavior causes a disruption in the yard program, either during time on the yard, while in the process of strip searching, escorting, or taking your cuffport hostage, your yard can be suspended as a security precaution at the discretion of the PSU Sergeant, PSU Lieutenant, PSU Captain, or CA for General Population. This security precaution time limit will be based on the severity of the offense.

### **PSYCHIATRIC SERVICES UNIT INDIVIDUAL EXERCISE YARD RULES**

1. No climbing or kicking of the yard fence, gate, toilet /sink.
2. No passing of any items to other inmates in exercise yards.
3. No spitting, yelling, using obscenities or derogatory remarks to other inmates, staff, visitors, or any passers-by.
4. One (1) set of standard clothing issue and thermals are allowed in exercise yards. The yard officers will provide raincoats and rain hats.
5. Clothing must be worn at all times; no nudity will be tolerated. If you are nude, you will receive a CDCR 115, placed on Concrete Yard status for a time-period based upon the severity of the offense. A minimum of a pair of boxer shorts must be worn.

The afore-mentioned rule violations will be enforced with the termination of scheduled yards and the issuance of a CDCR 115 or CDCR 128-A.



### USE OF TELEPHONES

1. Telephone calls will be limited to family emergencies (death or serious illness) and must be verified and coordinated by the Correctional Counselor II or Institutional Chaplain, ONLY.
2. If there is any abuse of this phone procedure, the escorting and monitoring staff will ensure a Disciplinary Report is written, documenting the abuse.

### TELEPHONE COMMUNICATION DEVICE FOR THE DEAF/Telephones

Access and use of a Telephone Communication Device for the Deaf (TDD) and telephones for inmates with disabilities shall be consistent with the CCR, Title 15, Section 3282(h). Verification of an inmate's need for TDD may be confirmed with local Health Care Service staff, the assigned Correctional Counselor, or by reviewing a copy of the CDC 1845. An inmate who has been approved by the institution to use the TDD and who wishes to call a party who does not have use of a TDD shall be permitted to use the California Relay Service.

If the inmate does not have severe hearing/speech impairment, but desires to call an outside party who requires the use of a TDD, the outside party shall forward a physician's statement of TDD verification to the inmate's Correctional Counselor. Upon meeting all verification requirements, the inmate may sign up for telephone calls according to his privilege group designation.

The TDD sign-up sheets covering seven days shall be maintained and logged weekly. Sign-up sheets shall be divided into 40-minute increments. The TDD calls shall have extended time increments due to the time delay associated with the TDD relay process. TDD access for the hearing impaired shall be consistent and similar to telephone access provided for nondisabled inmates.

### RELIGIOUS SERVICES

1. Religious services will be available to you on an individual basis.
2. If you need to contact a Chaplain, submit a Request for Interview form (GA-22) through your unit officer (specifying faith). The chaplain will respond as soon as possible.
3. Religious staff normally schedules visits during the weekend and these visits will be conducted in the housing units.
4. Religious materials will be distributed by the Chaplain's office. If you are on a security precaution which precludes you from having such materials, you must wait until that restriction has been lifted to receive them.

### MAIL PROCEDURE

1. Mail is delivered on Third Watch to the units where it is sorted and distributed. After completion of the 2100 count, mail is picked up from each cell and placed in the inmate mailbox to be processed by First Watch officers.
2. Mail will be picked up five days a week, Sunday through Thursday. No mail will be picked up Friday, Saturday, or Holiday evenings. Mail will not be delivered on Holidays.
3. Be advised: any mail which is mislabeled will be returned to you for proper addressing.

### APPEALS

#### 3084.1 Right to appeal

- (a) Any inmate or parolee under the department's jurisdiction may appeal any departmental decision action, condition, or policy which they can demonstrate as having an adverse effect upon their welfare. The decisions of the Departmental Review Board which serve as the director's level decision are not appealable and conclude the inmate's or parolee's departmental administrative remedy pursuant to section 3376.1.
- (b) Institution staff shall provide the assistance necessary to ensure inmates who have difficulty communicating in written English have access to the appeal process.
- (d) No reprisal shall be taken against an inmate or parolee for filing an appeal. This shall not prohibit appeal restrictions against an inmate or parolee abusing the appeal process as defined in section 3084.4.

#### 3085. Americans With Disabilities Act.

No qualified inmate or parolee with a disability, as defined in Title 42, U.S.C. section 12102 shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the department, or be subjected to discrimination.

#### 3318. Assistance to Inmates for Serious Rule Violations

##### (b) Staff Assistant.

##### (1) The assigned staff assistant shall:

- (A) Inform inmates of their rights and of the disciplinary hearing procedures.
- (B) Advise and assist in the inmate's preparation for a disciplinary hearing, represent the inmate's position at the hearing, ensure the inmate's position is understood, and the inmate understands the decisions reached.
- (C) Refrain from giving legal counsel or specifying the position the inmate should take in any disciplinary, classification or criminal proceeding.

##### (2) The inmate shall be informed that:

- (A) The staff assistant shall keep confidential any information the inmate may disclose concerning the charges for which the staff assistant was assigned.
- (B) All evidence and information obtained and considered or developed in the disciplinary process may be used in court if the violation has been or is to be referred for criminal prosecution.

- (3) If the staff assistant becomes aware the inmate is contemplating future criminal conduct, the staff assistant shall disclose this information if necessary to protect potential victims and prevent the contemplated crime.
- (4) The staff assistant shall inform the inmate all evidence and information obtained and considered or developed in the disciplinary process may be used in court if the same charges have been or are to be referred to the district attorney for possible criminal prosecution.

Armstrong/Coleman/Clark Class inmates will be assigned a Staff Assistant (SA) consistent with the Armstrong/Coleman/Clark Remedial Plan to explain/assist with the appeal process. This will be documented on a CDCR Form 128-B.

### **MISCELLANEOUS INFORMATION**

1. Fish lines are not permitted. A CDCR 115 or CDCR 128A will be issued for possession or use of any fish line. When state issued items have been altered to construct a fish line, you will be charged for the cost of the item(s). You will be placed on "dam status." A dam will be placed in front of your cell door.
2. Electrical and plumbing problems should be referred to your unit officer for resolution.
3. An inmate may not pass any property to another inmate. Inmates may not transfer ownership or property to another inmate except as authorized by Department Operational Manual and/or CCR Title 15.
4. Tobacco products and flame producing devices are prohibited.
5. Anytime staff approaches your cell, the bright light must be turned on. Failure to comply with this procedure is taken as an inmate's refusal of service (i.e. supplies, meals, yards, visits, doctor's appointments, etc.).
6. Radios and televisions must be used only with headphones (all speakers have been removed from appliances for this reason). It is the responsibility of each inmate to keep the section quiet. Inmates who yell, sing, and talk loudly to others, are very disruptive to other inmates in their section. Inmates who create these disturbances and disrupt the program of other inmates may be moved to another section until their treatment plan allows them to return to better programs; or may be moved to cell B2-132, the Disruptive Behavior Cell.

### **CELL MAINTENANCE**

1. Discrepancy cell checks shall be conducted by Second and Third Watch Officers to ensure each inmate has the proper issue of clothing, bedding, and supplies. In addition, inmates shall be requested to report any routine maintenance problems to their unit officers. Failure to report discrepancies, in either supplies or cell maintenance, will result in delays in correcting problems.

2. Emergency maintenance problems should be reported immediately to your unit control officer. If a plumbing or electrical problem exists which renders the cell unsafe or unsanitary, the cell occupant shall be re-housed in a cell with properly functioning facilities.

### **FIRE EVACUATION**

1. Each inmate is responsible for familiarizing himself with the fire evacuation routes posted in each section of their tier.
2. If there is a fire which requires evacuation from any portion of the PSU unit, each inmate shall be required to cooperate FULLY with all staff instructions.
3. Inmates will exit the section under escort via the evacuation route implemented:
  - A. If there is a cell fire; cell evacuation process will be as follows:
    1. The cell where the fire occurs
    2. The cells directly above the cell in which the fire occurs
    3. The adjacent cells
    4. The second tier
    5. The first tier
  - B. If there is a fire, other than a cell fire, or related emergencies requiring emergency evacuation of the building, inmates will be released under escort beginning with the second tier. They will be escorted to a secured, unaffected area.
  - C. Should a major evacuation be required in the building due to emergency situations, inmates under escort will be directed to proceed to a secured area.

### **SECURITY HOUSING UNIT LAW LIBRARY**

PSU inmates will be escorted in full restraints, including leg irons, when escorted to SHU Law Library. This process will also include the inmates' return to PSU.

You will be allowed to take only six (6) pieces of paper to the Law Library. Staff at the Law Library will provide you with a pen filler.

Inmates on Spit-hood status are not permitted access to the Law Library.

## ARMSTRONG REMEDIAL PLAN

Comprehensive information as outlined below shall be provided to all disabled inmates in accessible format during the inmate orientation process. Vision/hearing impaired and learning disabled inmates shall be accommodated with alternate forms of communication, e.g. verbal communication (reading to the inmate), provided with magnifying cards/equipment etc. in order to ensure effective communication of information.

The following information, at a minimum, shall be effectively communicated in the afore-mentioned alternate formats whenever a vision/hearing impaired or learning disabled inmate is undergoing the orientation process:

- The purpose of the Disability Placement Plan (DPP)
- Availability of the CCRs, Armstrong Remedial Plan (ARP) and similar printed materials in accessible formats to inmates with disabilities
- CDC form 1824 Reasonable Accommodation or Accommodation Request process and the location of the forms
- Reasonable accommodations/modifications available to qualified inmates for due process encounters
- Access to inmate/staff readers or scribes and availability of specialized library equipment for qualified hearing/vision impaired, learning-disabled inmates such as text magnifiers, large print materials, audiocassette tapes etc.
- The process of personal notification by staff for applicable qualified inmates as necessary
- Access to TDD device
- Access to closed-captioned television
- The Institution's Inmate Assistance Program (upon completion)
- Verified case-by-case medical exceptions to count procedures
- Information regarding emergency alarms/evacuations, announcements, and notices

The ARP outlines the responsibilities of staff to reasonably accommodate inmates at this Institution who are identified as having a disability or impairment that affects a major life activity and provide appropriate housing and programming opportunities similar to those provided to non-disabled inmates.

Copies of the ARP are available in all yard libraries, Health Care Clinics, and Housing Units.

Equal Access - Staff shall provide reasonable/necessary accommodations to DPP inmates to ensure equal access to all programs, services, activities, access to the courts and health care services. DPP inmates shall not be excluded participating in or benefiting from programs, services, or activities offered at this Institution to other inmates.

Reasonable accommodation's shall be afforded DPP inmates to ensure equally effective communication with staff, other inmates, and, where applicable, the public. Auxiliary aids which are reasonable, effective, and appropriate to the needs of the inmate/parolee shall be provided when simple written or oral communication is not effective. Such aids may include bilingual aides or qualified interpreters, readers, sound amplification devices, captioned television/video text displays, telecommunication devices for the deaf (TDD machines), audiotaped texts, large print materials, and signage.

Verbal Announcements - Staff will ensure effective communication with inmates who have hearing impairments but do not require DPP placement (DNH) when public address announcements and reporting instructions, including those regarding visiting, yard release and recall, count, lock-up, unlock, are made/issued by utilizing the Public Address System and individual notification when necessary.

Qualified interpreters will be utilized when necessary to ensure effective communication. If a hearing-impaired inmate requires the services of a Sign Language Interpreter, one will be provided at a disciplinary hearing, a classification action, a medical or dental appointment, or any other necessary encounter.

A vest made of high visibility yellow material shall be issued to inmates determined to be hearing / vision impaired as a reasonable accommodation to alert staff to an inmate's disability as a temporary or permanent accommodation when necessary.

All staff (custody included) will provide reading and writing assistance to inmates if requested and/or required as a reasonable accommodation. This includes, but is not limited to, assistance in reading and drafting appeals (CDC form 602) and request for reasonable accommodation (CDC form 1824). The CDC 1824 form may be used to request a reasonable accommodation by any inmate for impairments or disabilities that affect their ability to access program, substantially limit a major life-activity, or have been discriminated against due to a disability.

Examples of reasonable accommodations include providing special equipment (such as readers, sound amplification devices, or large print material), providing inmate or staff assistance, providing qualified interpreters, modifying work or program schedules, or providing assistive appliances.

Inmates who have a verified disability that prevents them from standing during count shall be reasonably accommodated to provide for effective performance of count. A CDC 7410 shall be used to determine the inmate's limitations and accommodations during count which may include sitting on the edge of the bed rather than standing.

### **CLARK REMEDIAL PLAN**

It is the policy of the CDCR to provide access to its programs and services to inmates and parolees with disabilities, with or without reasonable accommodation, consistent with legitimate penological interests. No qualified inmate or parolee with a disability, as defined in Title 42 of the United States Code, Section 12101-12213 shall, because of that disability, be excluded from participation in or denied the benefits of services, programs, or activities of the Department or be subjected to discrimination.

The Developmental Disability Program (DPP) is the Department's plan, policies, and procedures to assure identification; appropriate classification, housing, and protection; and nondiscrimination of inmates/parolees with developmental disabilities. The DDP applies to the entire Department's institutions/facilities, to all programs the Department provides or operates, and to all inmates/parolees who are developmentally disabled (DD).

If you have been identified as a DDP inmate, designated staff who have been trained to effectively communicate with Developmentally Disabled inmates, will explain the orientation process and booklet to

you. How the process was effectively communicated to you will be documented on a CDCR Form 128-O, Document Receipt Chrono, or a CDCR 128-B, and placed in your medical and C-File, in accordance with the provisions of CCR, Title 15, Section 3002 and the CRP.

ATTACHMENTS:

Attachment L1	-	Sexual Abuse/Assault Prevention and Intervention (English)
Attachment L2	-	Sexual Abuse/Assault Prevention and Intervention (Spanish)
Attachment L3	-	Visitor Information Pamphlet

Your cooperation and compliance with the procedures explained in the "Orientation Package" is expected. The success of the program depends upon all of us working together. This means we treat each other with the respect and dignity we deserve. Above all, remember this program is designed to provide you with a less restrictive environment and provide you with the necessary help you might need to accomplish your goals. Inmate and staff safety is of the highest importance. Your attitude and cooperation is what will make the difference during your time in this program. Let's make it the best that it can be.