

*CALIFORNIA DEPARTMENT OF CORRECTIONS
AND REHABILITATION*



*Minimum Support Facility
Inmate Orientation Pamphlet
May 2013*

**PELICAN BAY STATE PRISON
MINIMUM SUPPORT FACILITY
INMATE ORIENTATION PAMPHLET
MAY 2013**

This booklet is the basic orientation package for the Minimum Support Facility (MSF) and is designed to help familiarize inmates assigned to the MSF with the general guidelines of operation.

This booklet does not list all the facilities policies and procedures, but states some of the more basic and essential policies and procedures you are required to know in order to understand the normal daily operation of the MSF.

I. PHILOSOPHY

You have been assigned to a facility where the mission is to provide a needed service to the State of California in the form of "work and rehabilitation." You will be an active participant in the mission once you have been medically cleared. You will be supervised and guided by employees of the California Department of Corrections and Rehabilitation (CDCR). Every task that you are instructed to perform is a meaningful one.

Successful completion of your assignment at this facility is dependent on you having a positive attitude toward your participation in these functions and your performance of tasks that you are instructed to do.

Failure to comply with rules and regulations can result in progressive discipline. If you fail to participate in the program, or your performance or behavior is deemed unacceptable as set forth by this facility, you will be subject to disciplinary proceedings. Such action may include participation credit loss and/or removal from this facility.

II. GENERAL INFORMATION

Copies of all Administrative Bulletins, Informational Bulletins, and Notices of Changes to California Code of Regulations (CCR), Title 15, are available in the Library and Inmate Advisory Council (IAC) office.

III. OPERATIONAL GUIDELINES

The MSF has established guidelines that shall be followed by all inmates assigned to the facility. These guidelines are in general terms and are not meant to be all-inclusive. If you have additional questions regarding these guidelines, you should contact a member of the IAC or Custody staff for clarification.

A. Facility:

1. The MSF limits are comprised of the inner perimeter of the buildings and fence. It will be considered an escape, and disciplinary action will be taken, if you go beyond these limits without proper authority.

2. All areas designated as **"OUT OF BOUNDS"** are exactly as stated. Inmates are not allowed in these areas without permission. The "Out of Bounds" area adjacent to the Visiting Room is "Out of Bounds" at all times. The grassy area outside the Family Visiting area; behind the Dorms; the area between the Sweat Lodge; the MSF Dining Hall; and A-Dorm, and the Orientation Sections are "Out of Bounds" at all times.

Inmates will not stand in front of any windows on the MSF yard, except the medical window where medications are dispensed. Inmates will not move into these areas without the expressed permission of staff.

3. The making, possession or use of alcoholic beverages, or the cultivation, possession or use of drugs, or the conspiracy to do any of the aforementioned is prohibited.
4. Smoking and tobacco products (e.g., cigarettes, snuff, chewing tobacco, or any form of dried leafy substance) are prohibited. **Tobacco may be permitted for departmentally approved religious ceremonies.**

Incendiary devices such as matches and lighters are also prohibited. Any inmate found in possession of the aforementioned items will be subject to disciplinary action.

5. **The making or possession of any instrument construed to be a weapon is strictly forbidden.**
6. **Any inmate found to be in possession of dangerous contraband specifically any type of altered razor, whether in your locker, bed area, or on your person, may be unassigned from his current job assignment, and charged with a Division "F" Offense. Credit restoration is not available for this offense.**
7. **Inmates shall not feed, house, attempt to tame birds, domestic or wild animals at Pelican Bay State Prison (PBSP).**
8. **Inmates do not have the option to refuse a Priority Ducat. Inmates must respond promptly to notices given in writing, announced over the public-address system, or by any other authorized means. Regardless of inmates work hours, actions must be taken to accommodate these ducats.**
9. A list of indigent inmates is distributed monthly to the Dorm Officer. Indigent supplies will be issued to all eligible inmates who request them within five working days after the request deadline (15th of each month).
10. **"Horseplay" is prohibited at any time or place on the MSF. This includes shadow boxing. Horseplay will be considered as fighting and you may receive discipline for violating this policy.**

B. Dining Hall:

1. Only clean, serviceable clothing, worn in the fashion it was designed to be worn, will be permitted in the Dining Hall. Clothing will consist of boots or tennis shoes (no shower shoes or slippers), socks, State-issued "blue" shirt, and State-issued "blue" pants. Shirts will be tucked in. Shirt sleeves may be rolled up to just above the elbow. Pants will not be rolled up above the ankle or worn in a "sagging" fashion. State-issued jackets and rain gear may be worn during inclement weather.
 2. No head gear of any type (e.g., skull caps, hats, sunglasses, combs, etc.) will be worn in the Dining Hall. Assigned kitchen workers will wear head covering that has been approved by Food Services.
 3. Walkman radios and/or headphones are not allowed in the Dining Hall.
 4. There will be no cutting in line. State-issued identification cards will be shown to staff at the entrance door, prior to entering the Dining Hall.
 5. The Dining Hall entrance door will remain open for approximately 20 minutes per dorm, to allow those desiring to eat in the Dining Hall sufficient time to do so. A minimum of 15 minutes will be allotted to eat.
 6. All inmates will clean off their tables when they leave, disposing of their garbage, and placing trays in the appropriate scullery window. Utensil cleaning solutions are available for washing and sterilizing your spork prior to exiting the Dining Hall.
 7. Two condiments (i.e., hot sauce, seasoning, etc.) may be brought into the Dining Hall. These condiments must be carried in plain sight, both in and out of the Dining Hall.
 8. Inmates requiring special diets will enter the Dining Hall through the entrance door, present their State-issued identification card, stand in line for their meal, and exit through the exit door upon completion of their meal.
 9. Dorms are on a monthly rotation to determine which dorm goes to the Dining Hall first.
 10. One dorm will feed first and will start seating on the northeast side of the Dining Hall. All seats for each table must be filled prior to sitting at the next table.
 11. You will get your drink prior to sitting down. Once seated, you are required to stay seated until departing the Dining Hall.
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12. Although meals are voluntary, you must report to the Dining Hall during the morning meal if you want lunch. To receive only a sack lunch, you must proceed through the west door and then to the north exit door where staff supervise the distribution of lunch.
13. There will be no passing of food or talking between tables.
14. Food is not allowed to be removed from the Dining Hall, except for one milk, fruit, and State-issued lunch.
15. **The Dining Hall Menu is subject to change without prior notice.**

C. Dormitory:

1. Each inmate is responsible for keeping his immediate area clean, including the window area, under and behind the bed, and locker.
2. Wake-up call is at 0530 hours.
3. Assigned beds will be made prior to leaving your area for work call, etc. Beds shall be made with blankets tucked in under the mattress. No items are to be left on the bed once it is made. No shroud or curtains are allowed on beds.
4. Prior to leaving your bunk area, all property will be placed in your locker and secured with a combination lock. Dirty laundry will be placed in mesh laundry bags. Your laundry bag and coat will be the only items hanging on the end of your bed.
5. No items other than boots/shoes are allowed to be stored under the lower bunk, in a neat and organized manner.
6. No pictures or photos are allowed on the sides of lockers or walls. No more than three items are allowed to be displayed on the top of the locker.

Pornography, obscene material, and/or gang graffiti are prohibited. Any inmate found in possession of the above materials will be subject to disciplinary action.
7. Window screens will not be removed or tampered with at any time. No personal items are to be placed on the windowsills.
8. All MSF inmates are allowed access to the yard and program activities. As soon as each inmate has finished the morning meal (breakfast), he will proceed back to his assigned dorm and prepare for the daily inspection. This inspection is conducted at approximately 0730 hours. At the time of inspection, inmates will be instructed over the dorm's public-address system not to be on their bunks during inspection, with the exception of medical issues.

9. After each dorm inspection has cleared, Dorm staff will announce release to yard.
10. Dorm showers are closed during count, cleaning, and inspections.
11. You are not allowed in the dorm or section that you are not assigned to without permission from the Dorm Officer. All inmates in the dayroom will wear a shirt, T-shirt, or sweatshirt, jeans, or sweat pants.
12. Television may be watched between 0500 hours, or when the 0430 hour count clears, until 2300 hours, except during count times. Headphones or earplugs are required to listen to the television. There will be no clapping, yelling, loud boisterous cheering, etc., in the television/dayroom area. **"Quiet Time"** is between the hours of 2100 and 0600; inmates are allowed to read or write in their assigned sections. Talking or playing games is not allowed.
13. On Friday, Saturday, and nights prior to a holiday, a modified "Quiet Time" program is authorized. This modified program allows inmates to play pinochle and/or chess from the time the 2100 hour count clears until 2300 hours. Bidding and counting points is allowed in a low (whispering) voice. There is to be no more than four people per table. Grouping (sightseeing) is not allowed.
14. The Dorm Officer may shut off the televisions if the noise gets too loud. Inmates may play games at the tables in the dayroom area when the dayroom is open.
15. Board and card games are allowed until 2100 hours. There will be no slamming of cards on the tables.
16. Dayroom will be closed during the established "Quiet Time." Inmate movement will be restricted to restroom or other necessary movement, as may be authorized by on-duty Custody staff.
17. With the exception of night lights, overhead dorm lights will be turned off nightly after the 2100 hour count has cleared. This is the beginning of **"QUIET TIME."** There will be no activities (i.e., games, cooking, or visiting) in the bunk areas.
18. Unserviceable clothing and linen exchange is conducted in the afternoons only, on a one-for-one exchange depending on the availability of Laundry staff.
19. Irons are available in each dorm and can be checked out from the Dorm Officer.

20. Telephones are available from 0530 hours, or when the 0430 hour count clears, until 2245 hours, except during counts. Telephone sign-up will not begin any sooner than 0530 hours, or when the 0430 hour clears. Telephone calls are limited to 15 minutes each. Inmates will sign-up at the Dorm Officer's podium (Officer Station) one day prior to the actual telephone call. Inmates will leave their State-issued identification card with the Dorm Officer at the time they are using the telephone. No other inmates in their specific dorm will be allowed to use the telephones if they have not signed-up. There will be no exchange of telephone use, or sign-up times between inmates.
21. Privileged programs can be cancelled at the Officer's discretion.

D. Inmate Firefighters Assigned to the Firehouse:

1. Inmates assigned to the Firehouse are allowed to attend programs on the MSF yard with prior approval from the Program Sergeant. The Firehouse inmates will then be processed through the MSF Work Change.
2. The MSF Sergeant will be notified prior to the Firehouse inmates entering and exiting the yard for processing through the MSF Work Change.
3. Inmates assigned to the Firehouse are not allowed to visit in the dorms.

E. Miscellaneous Information:

1. Yard curfew is from 2030 to 0600 hours. During this time, all inmates are restricted to the building, except those specifically authorized by the Dorm Officer. The yard will be opened after the daily 0730 hour dorm inspection is completed and acceptable per Dorm staff. Yard recall is at 1030 hours (until count clears); 1600 hours (until count clears); and 2030 hours (until 0600 hours).
 2. All inmates will adhere to the Departments grooming standards and will maintain a healthy hygiene.
 3. Inmates are required to be properly dressed in their State-issued blues prior to entering the Program Office, Chapel, Visiting, or the Dining Hall.
 4. When attempting to resolve an issue of concern, inmates should attempt to resolve their issues through staff or the CDCR 602, Inmate/Parolee Appeals process. Refer to Attachment A, How to Submit an Appeal.
 5. **The MSF Program varies. Schedules of activities are posted prominently in each dormitory. Check the bulletin board or posting areas daily for new or adjusted information.**
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6. Special Purchase Requests are processed monthly. No inmate may have more than one Special Purchase Request per month.
7. Quarterly packages may be ordered through the Department's approved vendors. A list of approved vendors is available in the Program Office. Each inmate's eligibility shall be determined by their assigned privilege group and will be consistent with the PBSP Department Operations Manual Supplement, Section 54030, Inmate Property. Receiving and Release (R&R) staff issue packages, as time permits.
8. Only "*clear cased*" radios, tape, and Compact Disc (CD) players with "*no speakers*" will be allowed.
9. Counselors are assigned by the last two digits of your CDCR identification number. These numbers are posted on the Counselor's window located in the Program Office. Routine questions regarding case factors should be submitted on a GA-22, Inmate Request for Interview, and addressed to your assigned Counselor.
10. Inmates requesting to see their respective Counselor during open line time will sign-up in their assigned housing dorms. Inmates with CDCR identification number's ending in 00 through 49, will sign-up for their scheduled open line which is on Thursday. Inmates with CDCR identification number's ending in 50 through 99, will sign-up for their scheduled open line, which is also on Thursday. Inmates will be notified, via their Dorm staff, when their Counselor is ready to see them. As this is open line, any inmate requesting to see his Counselor will be given the opportunity.
11. The Third Watch Dorm Officer will distribute the mail and ducats. Deposit outgoing mail in the mailbox located next to the Dorm Officer's Podium. Legal mail will be given to the Officer unsealed. The Officer will inspect the legal mail prior to authorizing the inmate to seal the envelope in the Officer's presence. The Officer will initial the back of the legal mail and place it in the mailbag.
12. Library hours are from 1300 to 1600 and 1800 to 2000, Friday through Tuesday. Library is closed on Wednesday and Thursday.
13. Religious services are conducted at various times throughout the week. Check the Chapel Schedule of Events for posted times and activities.

14. Canteen procedures are posted in each dorm. You are first draw if your CDCR identification number ends in 00 through 33. You are second draw if your CDCR identification number ends in 34 through 66. You are third draw if your CDCR identification number ends in 67 through 99. There are no "Open" or "Fish" draws.

Canteen ducats must be placed in the Canteen Ducat Box next to the Dorm Officer's Podium no later than 0800 hours, on the Friday before your scheduled draw.

15. **When exiting the MSF for work, the only allowable items through Work Change are State-issued clothing, comb, and a State-issued lunch. No food or any other items may be brought back through Work Change, except for your State-issued clothing and comb. No Exceptions.**
16. Bed moves are conducted on Saturday, with the exception of security and medical moves. Bed moves require the MSF Sergeant's approval.
17. Wearing pants in a "sagging" fashion is prohibited. "Sagging" is wearing pants where the waistband is worn below the hip line. The wearing of "sagging" pants has been determined to be a "gang identifier" and is considered a rules violation.
18. The only authorized "work out" areas are the exercise area in front of the dorms, the basketball court, and the ball field. The area between A-Dorm and the Dining Hall is not a "work out" area. These areas are "Out of Bounds" and violators will receive a rules violation.
19. **Running is not allowed on the MSF, except on the exercise track or participating in an athletic activity. Walking and running will be done in a counter clockwise manner.**
20. Ice containers in the dorms are a privilege and are available for everyone to use. Ensure the ice containers are kept in a sanitary condition.
21. **If there is an alarm or Officers are giving orders to "Get Down," you are required to get in the prone (lay flat on the ground) position, regardless if you are inside or outside the dorm.**
22. **You are required to obey all lawful rules, regulations, and orders from staff.**

F. Count:

1. Every inmate is required to be in his assigned area (i.e., bed or workplace) at **COUNT TIME. WHEN THE RED LIGHT IS ON, THERE IS NO MOVEMENT UNTIL THE OFFICER CLEARS COUNT.** Inmates will be on their assigned beds during all counts. Once the dorm count has cleared, you will be allowed to use the restroom. Count violations are serious, and will not be tolerated.
2. There are a total of eight institutional counts each day. Count times are: 0100; 0230; 0430; 1100 (MSF); 1200 (Close A Custody Count); 1630 (Standing Count); 2100; and 2300 hours. An announcement will be made over the public-address system (excluding First Watch counts).
3. **There will be one mandatory standing count at 1630 hours. MSF inmates will be required to remain on their assigned beds during this count.**

G. Parole Information:

1. All parolees must inform their driver well ahead of time, that they are to be at the Main Entrance Gate of the prison **no later than** 0630 hours, and they are not permitted to enter institution grounds beyond the Main Entrance Gate.
2. For \$25, you can get a ride on a shuttle bus to the bus depot in Arcata, California, on Monday through Saturday. Bus departs at 0705 hours.
3. Sweatpants and sweatshirts are authorized to be worn as "dress-outs."
4. You can purchase State-issued Khaki "dress-outs" from R&R for \$36, the day you parole.
5. If you have someone that can send you parole clothes, it may be to your advantage to do so. If you are sent "dress-outs," your CDCR identification number must be on the outside of the shipping container. There are no special labels or forms required. "Dress-outs" should arrive at R&R within 30 days of parole date. Do not have "dress-outs" shipped via the United Parcel Service as late arriving "dress-outs" cannot be returned to the sender, unless they arrive via the United States Postal Service.
6. An inmate's right to inherit, own, sell, or convey real and/or personal property does not include the right to possess such property within the institution/facilities of the Department. **An inmate may not exchange, borrow, loan, give away or convey personal property to/or from other inmates.** Violations of this rule may result in disciplinary action (CDCR 115, Rules Violation Report) and confiscation and/or disposal of the personal property. **Typewriters, Walkman cassette players or CD players may not be donated to another inmate.**

H. Work Assignments and Procedures:

1. All MSF inmates will be assigned a job upon availability, and are expected to participate in the Inmate Work/Training Incentive Program. Work assignments are assigned through the Inmate Assignment Office using the Classification Committee's recommendation. You will be expected to perform your assigned job in a proficient manner. Your work supervisor will evaluate your work performance on a quarterly basis by submitting a CDCR 101, Work Supervisor's Report.

A copy of this report will be placed in your Central File. The CDCR 101 will be looked at during all classification action referrals.

2. You must work 90 days in your current assignment before submitting a CDCR 132, Work Change Application. A CDCR 132 requires the signed consent of your present supervisor, your prospective supervisor, and signed approval of the Inmate Assignment Lieutenant.
3. If you are assigned a job outside the MSF perimeter, you will be processed in and out of the MSF through Work Change. You are expected to report to the Work Change area with your State-issued identification card. Your State-issued identification card will be collected by staff. You will then be processed (unclothed body search), and escorted to your job assignment location.
4. Upon return to the MSF, you will remain outside Work Change until the Work Change Officer calls you in. The Work Change Officer is required to conduct an unclothed body search of all inmates, prior to entering the MSF.
5. You are required to be properly dressed in State-issued blues while working outside the MSF, unless otherwise designated to wear the lime-green jumpsuit.
6. Lay-in and non-priority ducat appointments or activities are charged to Excused Time Off (ETO). If you do not have sufficient ETO to cover the amount of hours you are off, you will be subject to "Absent" time for days missed from work.
7. If you receive a medical lay-in or a work supervisor's excuse and you are scheduled to work that day, you are required to check in at Work Change. You must report everyday of your medical lay-in of excuse for accountability. By reporting everyday, you will account for your presence while in the MSF. If you do not follow the directions of the medical lay-in, you may be subject to disciplinary action.

8. The following list of jobs is a general description of those assignments that are available to MSF inmates. (It is not all-inclusive and some jobs may be added or eliminated as institutional needs require.):

Administrative: Clerk typists, administrative building porters, janitorial work staff and inmate barbers.

Boiler Tenders: Works in boiler facility performing duties relating to boiler tending and maintenance.

Clerks: There are several clerk typist jobs available to MSF inmates. Most offices require a minimum of 30 words per minute, accurately. The typing test can be obtained from the IAC Representative or Program Office Clerks.

Culinary (Kitchen Workers): MSF Kitchen workers can be assigned to the MSF Dining Hall. This job consists of cooks assistants, line servers, scullery workers, and dining room. There are two shifts: Morning and afternoon.

Dormitory Porters: Each dormitory has several porters whose primary duty is to clean and maintain the dormitory.

Groundskeeper: Maintenance of prison grounds; cutting grass and weeds, irrigating plants and trees.

Inmate Firefighters: Perform emergency fire fighting work in a structured On-the-Job Training program. Inmate firefighters are required to live in an eight man dormitory located at the Firehouse. Screening is done by the Unit Classification Committee for Emergency Fire Fighter (EFF). Inmates who are EFF cleared may submit a written request to the Fire Chief.

Maintenance Crews: Works on various crews such as carpentry, masonry, painting, and electrical.

Procurement Prison Industry Authority Warehouse: Clerk typist, procurement clerks, warehouse-man, forklift operators, inventory clerks, and shipping and receiving dock man.

Sergeant's Crew: Most newly arrived inmates will be initially assigned to this crew. You will do general cleanup and maintenance of the MSF.

State Garage: General maintenance on state vehicles, oil and lube, wash and wax, body and fender repair, and welding.

Support Warehouse: General Warehouse-man duties, stocking shelves, inventory, clerk typists, and forklift operators.

Tertiary (Sewage) Plant: Works in the Waste Water Treatment Plant. This program offers a Certificate Program.

I. Health Care Services (HCS):

1. To request HCS, you must complete and submit a CDCR 7362, HCS Request. The CDCR 7362 is used to request all HCS, including Mental Health, Dental, and Medical services.
2. The CDCR 7362 may be obtained from the Dorm Officer. When completed, the CDCR 7362 will be submitted and placed in the medical request box for pick up by HCS staff. The only exception to the normal request procedure is for emergency care, which cannot wait until HCS staff makes their rounds. Refer these emergencies to your Dorm Officer or any staff member.
3. HCS staff in each clinic schedules all visits for health care. Sick call and primary care provider normally occur Monday through Friday.
4. New arrivals to PBSF will receive a physical examination. This physical will ensure that all health care needs are addressed and care is being provided as indicated. All MSF inmates are required to attend pre-scheduled health care appointments. Violations will result in progressive discipline.
5. Should an inmate refuse health care treatment, he must first respond by reporting to the appointment and notifying HCS staff of his refusal.

J. Disability Placement Program:

1. The Disability Placement Program is the Department's set of plans, policies and procedures to ensure inmates with disabilities access to program and prevents discrimination against inmates/parolees with disabilities.
2. The CCR, Title 15, and the Armstrong Remedial Plan (ARP) are available to inmates with disabilities. The inmate's counselor or Dorm Officer will assist as a reader or scribe when necessary. Magnifiers shall be provided when necessary for reading and are available to the inmate while in the Law Library.
3. Accommodations are made for qualified inmates, e.g., sign language interpreters and effective communication provided for all inmates for due process events and clinical contacts.
4. Both dorms are equipped with volume control phones for inmate use and the Telecommunications Device for the Deaf/Text Telephone (TDD/TTY) shall be provided for inmates with a disability and/or as a reasonable accommodation to meet effective communication needs as outlined in the ARP.

5. Appeal Process for Obtaining Accommodations

An inmate/parolee identified as having a developmental disability may request an accommodation to access programs, services, activities, or grieve alleged discrimination through the CDCR 1824, Reasonable Modification or Accommodation Request, appeal process. The CDCR 1824 must be readily available to inmates/parolees. Institutional/parolee staff must provide assistance to all developmentally disabled inmates/parolees who require assistance in filling out a CDCR 1824 and using the appeal process. Custody and Medical staff have the CDCR 1824 forms available upon request.

The inmate/parolee must submit the request for accommodation on a CDCR 1824 to the Appeals Coordinator at the inmate/s/parolee's facility or parole region. The Appeals Coordinator must verify the developmentally disabled inmates' eligibility to participate in the Developmental Disability Plan. If Health Care staff locates verification of the disability within the Unit Health Record, Health Care staff shall note that such documentation exists and/or attach relevant copied of any CDCR 128C-2 and return the appeal to the Appeals Coordinator. When an inmate/parolee files an accommodation or modification appeal on an inappropriate form (i.e., CDCR 602, Inmate/Parolee Appeal, the Appeals Coordinator must attach a CDCR 1824 and process the appeal according to the timelines in this section.

6. Notices, Announcements, and Alarms

- a. Special Identification – Staff in units housing inmates with disabilities impacting placement shall maintain a copy of the identification cards/pictures of these inmates with disabilities to alert staff to provide for the special needs of these inmates during count, emergency evacuation, verbal announcements, etc. Special needs may include personal notification for the hearing impaired or scribing and/or reading for the vision impaired in responding to ducats, etc. Additionally, index cards bearing the Armstrong disability code shall be affixed to the inmates' cell door window.
- b. Verbal Announcements – Staff shall ensure that effective communication is made with inmates who have hearing impairments which impact placement (Disability Placement Hearing) when public-address announcements and reporting instructions, including those regarding visiting, ducats, work assignments, yard release and recall, count, and emergency evacuations are made/issued.
- c. All verbal announcements in units housing DNH inmates shall be done on the building's PA system and personal notification if the inmate's disability requires such personal notification. Times that an inmate's hearing aid is not working or available for use shall require personal notification.

Written Materials

PBSP shall ensure that CCR, Title 15, the ARP, written notices, orientation packages, announcements, and similar printed materials, which it distributes to inmates, are accessible to inmates with disabilities.

- Accommodations, such as page magnifiers, photocopying machines with the capability to enlarge print, inmate or staff reading assistance, etc., shall be reasonably accessible to ensure that the disabled have access to forms, regulations, and procedures.

Evacuation Procedures

PBSP staff shall ensure the safe and effective evacuation of inmates with disabilities.

- a. The control booth officer shall have cells that house DPP inmates identified.
- b. In the event of an emergency evacuation, the housing officer shall activate the emergency alarm system and verbally announce on the PA system the action needed.
- c. The floor officer shall physically go to the cells of the DPP inmates and assist accordingly.
- d. DPP inmates shall be instructed to exit their cells following the wall to either the right or left until the exit door is reached.
- e. The unit housing officer shall ensure all inmates are promptly evacuated from the unit during an emergency.

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 above described alternate formats whenever a vision/hearing impaired or learning disabled inmate is undergoing the orientation process:

- The purpose of the DPP
- Availability of the CCRs, 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.
7. Staff will ensure effective communication is achieved with inmates having disabilities or low Test of Adult Basic Education scores (4.0 or less). Effective communication can be achieved by using a staff assistant, speaking slowly, using plain English/foreign language, or a sign language interpreter. To ensure the inmate understands, ask inmate to repeat in their own words.
 8. All televisions in the dorm dayrooms are equipped with a closed caption function and are available upon request for inmates with hearing disabilities.
 9. If there is a verified condition as reflected on a CDCR 1845, Inmate/Parolee Disability Verification, or a CDCR 7410, Comprehensive Accommodation Chrono, that prevents the inmate from standing during count, the inmate may be allowed to sit on his bunk or next to his bunk.
 10. Staff will ensure that the CCR, Title 15, Notices, Orientation Packages, Job Announcements, and similar printed materials are distributed and accessible to inmates with disabilities. When necessary, staff will provide assistance for inmates reading and understanding documents.

K. Psychiatric Services:

1. Inmates who are in the Mental Health Services (MHS) Delivery System, at the Correctional Clinical Case Management System Level of Care, including Medical Necessity, are eligible for placement into a Minimum Support Facility. A Classification Committee will determine if the inmate meets all other minimum custody eligibility criteria. Inmates may request MHS by submitting sick call slips which specify the type of services which are needed.
2. The MHS staff at PBSP provides assessment and intervention services. The services, which are provided, include counseling to address anger management, depression, and other issues and medication management in those cases in which such treatment is indicated. Grief counseling is also provided on an emergency basis to inmates who have lost family members.
3. The MHS staff maintains specialized programs (including specific housing areas) for the provision of outpatient care and crisis management.

Mental Health assessments requested by the Board of Parole Hearings, Pre-Parole assessments, etc., are conducted at the request of these agencies.

L. Annual Tuberculosis (TB) Testing:

1. TB has been defined by the State Legislature as a serious contagious disease. During those same findings, the legislature set forth a set of rules to be followed by the CDCR in an effort to discover and control the spread of TB.
2. The California Penal Code, Section 7573, Examinations or tests; frequency; treatment, states in part, "The chief medical officer shall ensure that examinations or tests for TB on all inmates or wards are conducted upon incarcerations and at least annually thereafter." As a result, yearly mandatory TB testing is conducted during the month of April.
3. **There is no latitude allowed for religious or other reasons.** In addition to annual TB testing, inmates transferring between institutions are required to submit to TB testing upon arrival, and again in 12 weeks. Additional information about TB may be obtained from the Medical staff.

M. Visiting Information:

Refer to the CDCR Inmate Visiting Guidelines Pamphlet.

N. Inmate Appeals Process:

1. An inmate may appeal any policy, action, or decision which has a significant adverse effect on him. Refer to the CCR, Title 15, Section 3084.1, Right to Appeal; Section 3084.2, Appeal Preparation; and Section 3086, Inmate/Parolee Requests for Interview, Item or Services.
2. Inmates should first attempt to resolve minor issues and/or requests using the CDCR 22, Inmate/Parolee Requests for Interview, Item or Services. Refer to Attachment B, Introducing the New CDCR Form 22 for Inmates and Parolees.
3. Serious and complicated issues such as a CDCR 115, classification committee, and Classification Staff Representative decisions, shall be addressed using the CDCR 602.
4. Inmates have 30 days from the action or event to file an appeal on an issue.
5. Appeal forms should be placed in the institution mail for routing to the Appeals Coordinator.
6. Do not send duplicate copies to the Warden or other staff as this will only cause confusion and delays in the response. The inmate should keep a copy for his record.

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ATTACHMENTS:

Attachment A – How to Submit an Appeal

Attachment B – Introducing the New CDCR Form 22 for Inmates and Parolees

Attachment C – Sexual Abuse/Assault, Prevention & Intervention

Attachment C1 – Asalto/Abuso Sexual, Intervencion y Prevencion

Attachment D – Visitor Information Pamphlet (Nov 2012)