

Denver Women's Correctional Facility



OFFENDER

ORIENTATION HANDBOOK

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INTRODUCTION

This booklet contains the basic guidelines you are expected to follow during your stay at the Denver Women's Correctional Facility (DWCF). These guidelines apply to both new arrivals and those offenders transferring from other correctional institutions. The prohibitions contained in this handbook are established standards. Offenders not complying with these standards, and violating the prohibitions contained herein, may be subject to disciplinary actions.

The Diagnostic/Assessment Process was created to provide an effective way of obtaining important information about you to use in making decisions about special services you may require and/or benefit from while incarcerated with the Colorado Department of Corrections (CDOC). The goal of the next several days will be to find out about any special needs, problems, abilities or concerns which need attention. The results of all tests and interviews over the next week or so will be summarized in a Colorado Department of Corrections report which will go with you to any facility to which you are moved. This report will help us respond best to your needs and problems.

You will be placed in the least restrictive environment necessary. This generally means placing you at the lowest custody level consistent with your safety, the safety of staff and visitors, and the public. The custody level to which you will be assigned is based on your present and past behavior, your past and current criminal charges, and how you behave while incarcerated with CDOC. All new offenders are considered to be "Maximum Security" until proper classification can be established through intake programming.

ASSESSMENT AND CLASSIFICATION SCHEDULE:

All Department of Corrections Offenders will be processed through the Intake Unit at DRDC.

All Offenders will undergo tests and interviews to determine special programming and work assignments as well as determining the Offender's custody level.

Interpretation assistance is available if your primary language is not English. Notify testing staff if you need assistance.

Changing information or not telling the truth can result in an Offender being restricted from certain programs and/or opportunities. It can also affect an Offender's custody level.

An offender's assignment to a permanent facility is determined by Offender Services at Central Office.

The intake process will take several days to complete. After completing initial intake at DRDC, female offenders will be assigned to the diagnostic processing unit at DWCF.

THIS IS WHAT YOU CAN EXPECT IN THE COURSE OF APPROXIMATELY 7 – 21 days:

Intake Process and Lab Work (normally the first day):

You will receive a shower and be issued State-issue clothing. (5 - underwear, 5 T-shirts, 5 socks, boots, coat and stocking cap; females also receive 2 pajama shorts and 5 bras). Measurements will be taken to tailor your state issue clothing. You will receive 3 green shirts and 3 green pants.

After you have reviewed the Americans with Disabilities Act information video, a medical overview will be completed to include medications, disabilities, a TB/PPD test and a blood draw for lab work. A dental screening will be completed.

Each new arrival will meet with a mental health professional who will complete a screening or appraisal to determine mental health needs.

Intake staff will conduct a confidential and standard interview to determine the best initial housing assignment.

The CDOC specifies the limit of personal property and funds belonging to offenders, and limits the personal property and funds that offenders may retain in their possession. All property is separated into allowable property (property that can be kept) and disallowed property. Disallowed property must be mailed to a designated address with postage paid by the offender; donated; or discarded.

You will be issued one hygiene kit which includes: soap, toothbrush, toothpaste, comb, shampoo, feminine hygiene pads, and toilet paper. Take these items with you when you move out of the diagnostic unit. An electronic razor will be issued upon assignment to a general population unit.

A bed roll will be issued to you consisting of two (2) sheets, one (1) pillow case and two (2) blankets.

Four (4) sheets of paper, two (2) envelopes and a pen will also be distributed to notify your family of your admission. Also issued are one (1) miscellaneous withdrawal slip, one (1) visiting list, and one (1) phone list. Yellow “kites” are available from living unit staff. “Kites” are Request for Interview forms that may be utilized to communicate questions or request audience with any CDOC employee. Sick-call slips are also available upon request from living unit staff. Sick-call slips are utilized to schedule a medical or dental appointment.

A communicable disease class will be presented. This class will consist of AIDS education, tuberculosis education and hepatitis education. Tips for standard precautions: Avoid sharing cups, utensils, etc. Practice good hand hygiene by cleaning hands with soap and water to prevent the spread of germs to others; when hands are visibly dirty, contaminated, or soiled; after using the restroom; before eating or preparing food. Develop a routine for care, cleaning, and disinfection of environmental surfaces, especially frequently touched surfaces in living and common areas. Respiratory hygiene/cough etiquette – cover your mouth/nose when coughing/sneezing. Use tissues and promptly dispose of them in trash. Perform hand hygiene after soiling hands with respiratory secretions.

You will be assigned a cell and given an in-depth orientation to the CDOC as well as a Denver Women’s Correctional Facility specific orientation. H.O.P.E. Peer Educators will visit the unit to assist in answering any orientation questions you may have. This document is part of the orientation process.

Testing (normally the day following your arrival at DWCF)

This day will include a battery of tests that include examination of educational skills and basic intellectual ability. Special tests for drug and alcohol problems and other special problem areas will also be included.

It is recommended that you perform to the best of your ability as the program assignment can be affected by the honesty and validity of these test results.

Physical/Dental Examination – Assessment/Classification Process May Begin (normally on the third day)

Offenders will be completing a general physical examination, and any needed x-rays. Physical examinations are not done on weekends or holidays.

Assessment/Classification Interview with a Programmer (normally on the fourth day)

All offenders initially sentenced to the CDOC will be interviewed by a Programmer as soon as possible after intake. The interviews will focus on special programs or needs such as drug and alcohol problems, sex offender issues, educational or vocational training needs, etc.

During this interview process, the programmer will discuss the offenders history, evaluate all test results, consider mental health and medical recommendations, and provide the CDOC with the basic recommendations about custody level, special needs, and programs needed while incarcerated.

The Programmer will write a formal summary of all information obtained during the assessment process and score the offenders Initial Custody Rating Form. The points scored determine the offender's custody level.

Programming - The Programmer will score the offenders initial custody points.

The Programmer will explain your initial level of custody score to you. They cannot tell you which specific facility you will be assigned to.

Programs - The testing process does not affect your custody level, but is considered when programs are recommended.

All facilities have recommended programs, educational programs, vocational programs and elective programs.

Programs are not identical and you will need to see a Case Manager about specific programs you may want.

Weekly Alcoholics Anonymous (AA) and Narcotic Anonymous (NA) meetings are available and offenders are encouraged to participate.

Drug and Alcohol - 80% of offenders coming into the system have crimes or problems related to drug and/or alcohol use. Drugs and alcohol are responsible for 50% of offenders returning to CDOC. The Parole Board takes seriously any recommended programs. If an offender is within two (2) years of her Parole Eligibility Date and wants to change her habits, the offender may want to consider a Therapeutic

Community (TC). TC programs for drug and alcohol problems are located at DWCF and LaVista Correctional Facility (LVCF). If an offender is recommended for a drug and alcohol program, the offender needs to get her name on a waiting list. Some facilities have waiting lists of six months or longer.

1. **CODE OF PENAL DISCIPLINE:**

All offenders will be issued a Code of Penal Discipline (COPD) rule book. This is a CDOC manual that contains all chargeable offenses, ranges of penalties, and disciplinary procedures. In the event any offender admitted to CDOC fails to follow rules, regulations or orders may be charged with violations under the code. Sanctions may be imposed which includes punitive segregation, loss of good time and loss of privileges. You may also refer to Administrative Regulation 150-1, *Code of Penal Discipline*, available in the general library.

2. **OFFENDER MAIL:**

Incoming mail will be distributed by Swing Shift.

Mail is distributed Monday through Friday, (except on holidays), between 2:00 pm and 10:00 pm.

Approved Visiting Lists and Phone Lists will be distributed as they come in.

Outgoing mail: Diagnostic Offenders should give outgoing mail to living unit officer at the beginning or end of dayroom time. General population offenders may drop off outgoing mail in the red, white and blue mailbox located at each dining room entrance.

Diagnostic and Segregation Offenders: All outgoing mail must be sealed by the offender in front of staff after the contents are examined. Failure to seal the envelope will result in the letter being returned to the offender.

Incoming and Outgoing Restricted Inspection Mail: *Offenders are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems, and members of the paroling authority. DOC employees, contract workers, or volunteers, in the presence of the offender, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to offenders from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the offender, unless waived in writing or in circumstances which may indicate contamination. Refer to Administrative Regulation 300-38, Offender Mail, for additional information.*

Gang, racial or sexually explicit symbols, writings or drawings are not allowed on any mail whether incoming or outgoing. Mail containing these symbols, writings or drawings may be confiscated.

Indigent offenders who have less than \$4.60 in their account, have not received deposits, or have not been receiving unassigned pay for 30 days will be allowed to mail one (1) personal letter per week with postage paid for by the facility. Letters to other Correctional facilities will not receive indigent postage. Indigent mail is processed once per week.

Mailboxes:

- The Red/White/Blue mailboxes located at the dining room entrances are for outgoing mail and yellow “kites”
- The White mailbox labeled “Sick Call” located inside the dining room is for sick-call slips only.
- The Green mailbox located at the dining room exit is for Case Manager Kites.
- The Black mailbox attached to the side of the green mailbox is for Legal Access requests to the law library.

3. TELEPHONE REGULATIONS (CIPS – Inmate phone list, TTY Kiosk)

Offenders are required to use the Colorado Offender Phone System, (CIPS). Maintaining contact with the community via the telephone is a **PRIVILEGE** afforded to those offenders who demonstrate a willingness to conduct themselves in a responsible and mature manner. Telephones are to be used to maintain family and community ties and legal contacts within the lawful use of the telephone system. Disciplinary sanctions may be imposed for the abuse of the telephone privileges. All telephones used by offenders for other than authorized attorney calls are subject to recording and/or monitoring by staff. Following is a guideline to help establish your initial phone list. The complete procedure may be referenced in AR850-12, *Telephone Regulations for Offenders*.

To expedite the approval of the initial phone list, DWCF Diagnostic offenders will receive a “CIPS Offender Phone List”, AR Form 850-12A, during facility orientation to complete and return the following day during the testing process. You may list up to **three (3)** individuals on your initial phone list, not to include an attorney. The phone list will be reviewed by a Programmer and turned into the CIPS Input Operator the following business day to ensure consistent and timely completion. If you are not permanently assigned to a facility within 30 days, you may submit an additional phone list to the Diagnostic Programmer.

This form must be filled out completely. On the “Facility” line, print DWCF. All addresses must be complete to include street number and name, apartment number, (if applicable), city, state and zip. **Do not use a P.O. Box.** All phone numbers must include an area code, (including local numbers). All forms must be filled out in black ink. **(DO NOT USE PENCIL!)** Any phone lists not completed correctly will be returned, therefore, slowing up the process of your being able to use the phone.

Legal Calls

If you plan on making a legal call, be sure to include your attorney’s phone number on your phone list. You will also need your attorney’s Registration (or Bar) Number, along with the business address and phone number, calls will be unrecorded, unmonitored, and will not require positive acceptance on debit calls. CIPS will verify the provided information and change the speed dial to a number beginning with “9”, to allow offenders who reach an automated attendant to input an extension number.

Phone time must be purchased through canteen. Phone time is purchased in one dollar (\$1.00) units, using the 8000 order number. If you plan on making ‘collect’ calls, send the 1-800 483-8314 phone number, (which is listed in the “Collect Calling Section”), to the people you want to accept “collect calls” and they will have to set up an account.

The phone list first goes to the Case Manager to check for accuracy, and for approval of numbers and signatures.

Colorado area codes must correspond to a Colorado address. Exceptions must be approved by the CIPS Coordinator or designee.

Colorado phone numbers cannot be used to call someone located outside Colorado. Exceptions must be approved by the CIPS Coordinator or designee.

You must indicate on the "Offender Phone List" form if the system recordings should be in Spanish. If not indicated otherwise, all recordings will be in English.

Victims are not allowed on your phone list.

Length of calls will be 20 minutes, using an automatic disconnect. You can redial for an additional 20 minutes. Phones are active during day room time.

You must maintain a balance in your CIPS account to cover the cost of your debit calls.

For legitimate complaints, see your Case Manager. For legitimate credit or money disputes, write to:

CIPS Coordinator, CWCF
P.O. Box 1010
Canon City, CO 81215-1010

Offenders will be assigned a 10 digit Personal Identification Number, (PIN). The first six digits are your CDOC number and the last four are random code numbers. Please keep your personal PIN number confidential to avoid others using it. You can not lend, barter or give your PIN to another offender for any purpose.

When placing local calls, enter the ten (10) digit PIN and the two (2) digit speed dialing number of the person you wish to call.

Collect calls are made through Offender Connect. Any family member may set this program up by calling **1-800-483-8314**.

All Phone Rates Are Posted On The Unit Bulletin Boards.

If an answering machine breaks the ringing cycle of the call, the call is considered complete and you will be charged, regardless of whether or not you leave a message.

CIPS brochures that have more information on the CIPS program are available and can be obtained from your case manager.

4. OFFENDER VISITING PROGRAM

Following is a brief guideline for visiting at the Denver Women's Correctional Facility. Visits for Offenders and visitors are a privilege and a benefit bestowed by the institution. The complete visiting procedure may be referenced in Administrative Regulation/Implementation Adjustment 300-01, Offender Visiting Program.

All Visitors must apply for visiting privileges utilizing CDOC form 300-01 attachment "A". Offenders are responsible for contacting their visitors and advising them of the hours and regulations concerning visiting days, special visits, and visiting status. You may request an

application and mail it to your visitor or instruct your visitor to view rules and obtain the application from the DWCF webpage: <http://www.doc.state.co.us/facility/dwcf-denver-womens-correctional-facility>

Visitors may contact DWCF Visiting Staff at the following email address:
doc_dwcf_visiting@state.co.us

Requests for Visitor Accommodation: The DOC provides a method for visitors to request accommodations in accordance with the ADA. Administrative Regulation 100-42 governs the request process and contains the request form, which is available to visitors on the facility webpage and upon request from visiting staff. Completed requests should be submitted to the Denver Complex ADA coordinator, 3600 Havana Street, Denver, CO 80239.

VISITING SCHEDULE FOR DENVER WOMEN'S CORRECTIONAL FACILITY

Friday/Saturday/Sunday 0830-1500

Diagnostic and General population offenders are allowed contact visits. Offenders may visit Friday and Saturday or Friday and Sunday. Offenders may **not** visit on both Saturday and Sunday.

Offenders with non-contact restrictions are allowed non-contact visits by appointment only.

A maximum of three (3) adult visitors, or total of five (5) visitors, to include minors, may visit an offender at one time. One exchange of visitors will be allowed during the visiting session as long as the offender has not left the visiting area [4-4498]. You will be allowed up to 12 active adult visitors on your regular visiting list. Minor children must be named on the "Visitor Application," but will not be counted toward the 12 approved visitors. Only one adult name per application will be permitted. Minors must be listed on the application of their legal guardian or immediate family member who will accompany them on visits.

Visitor Dress Code:

All visitors, including attorneys and official visitors, must be fully dressed in appropriate, conventional clothing which is not unduly provocative, suggestive, or revealing and does not resemble offender attire or present adornments which could be used as a weapon. Refer to Administrative Regulation 300-1, *Offender Visiting Program*, for additional information.

Special rules for Children:

It is the responsibility of visitors to supervise and maintain control over their minor children. Any physical discipline of such minor children deemed necessary cannot occur on correctional facility property. If a minor becomes disruptive during a visit and is not controlled by verbal instruction from the supervising visitor, the visit will be terminated. Children twelve (12) years and younger must be accompanied by an adult at all times in the visiting room.

Special Visits:

Special visits (to include extended visits) between offenders and their families may be granted for reasons such as:

- When the visitor(s) has traveled out of state and/or a long distance.
- When a special visit is determined by the administrative head, or designee, to be in the best interest of the offender's rehabilitative needs or correctional goals.
- Individuals who would not normally be approved to visit. The administrative head may require a non-contact visit.

- Visits approved outside the normal visiting days or times, including extended visits. Requests for special visits may be initiated by the offender, proposed visitor, or DOC employee. All requests should be initiated ten days in advance, if possible

Attorney Visits

Administrative Regulations 750-03 DOC Employee and Offender Litigation Management and 300-01 Offender Visiting Program provide procedures for approved offender/attorney/agent visits.

Attorneys/Agents shall be permitted to visit their offender clients solely for the purpose of conducting legal business and not for the purpose of social visitation.

Any visitor identified on an offenders visiting list must only be identified as having one relationship with the offender, i.e. friend, attorney, agent, etc.

An attorney/agent may not switch from being an attorney/agent to an active visitor on an offenders visiting list.

Investigators and paralegals for the Colorado State Public Defenders Office shall be allowed to visit an offender upon presentation of a state photo identification, if such investigator or paralegal is named on a current list of Public Defender employees periodically provided to the Department.

5. INDIGENT ASSISTANCE:

It is the policy of the Colorado Department of Corrections (CDOC) to ensure that indigent offenders have access to courts, medical treatment, correspondence with family, and basic hygiene items. Refer to Administrative Regulation 850-14, *Indigent Offenders*, for established guidelines used to determine indigent status and provide indigency assistance.

6. CANTEEN:

Canteen can be ordered once a week. The order must be entered via CIPS (speed dial 02) by 7am on Thursday unless otherwise posted due to holidays and warehouse inventory.

If a holiday falls on the Canteen delivery date, Canteen will be issued either the day before or the day after the holiday.

Items are issued by Stock Number. Be sure to use the correct stock number for your order. If you do not, the item cannot be exchanged or returned. Upon receipt of you order, review your items before opening the bag and in the presence of canteen staff.

Catalog Orders: are items such as faith group, cosmetic (Cover Girl), and hobby items for authorized offenders. These items are also ordered via CIPS. Generally, catalog orders must be in the system before 7am the second Friday of each month.

7. CASE MANAGEMENT AND RE-ENTRY:

Offenders will be assigned to a Case Manager throughout their period of incarceration.

Initially, the Case Manager will be the Diagnostic Programmer from the Assessment and Classification Unit. Upon completion of the Assessment Process, your file will be assigned to a facility Case Manager. Your assigned Case Manager may change at anytime.

The Case Manager is your contact person for issues related to your programs, time computation, work assignments, security needs, classification, medical and mental health needs.

Any request to speak with a Denver Complex case manager, offenders must submit a Case Manager “kite” that can be obtained from a unit officer. The Case Manager “kites” should be placed in the Case Management Green Mailbox located just outside the dining room exit. The yellow “kites” may be used to request an interview with other staff.

NOTE: If you have questions about a possible pending charge, warrant or detainer, notify the diagnostic programmer or your assigned case manager. Foreign born offenders may be interviewed by an ICE agent prior to their release.

Community Corrections:

Offender eligibility criteria are determined by statute. Placements are approved by the local community corrections’ boards and community based programs.

It is the responsibility of the case manager to identify all assigned eligible offenders for electronic referral to residential community corrections’ centers by reviewing the following eligibility criteria: the offender’s estimated parole eligibility date (PED), violent or non-violent classification, and acceptable institutional behaviors.

Offenders may refer to Administrative Regulation 250-03, *Community Corrections Referral and Placement Process*.

Parole:

Time/Release Operations will ensure that the automated parole hearing dates are current. Case managers will make pre-parole and parole planning a part of their regular offender contacts in all cases where parole release is plausible. Case managers will submit in-state parole plans for investigation after the offender has been tabled for a plan by the Parole Board or for offenders releasing to a mandatory release. Case management shall obtain complete information from the offender regarding her parole plans.

8. CLINICAL SERVICES – Medical, Dental, Optometry, Co-payment procedure:

The Colorado Department of Corrections provides a full range of basic health services as well as mental health services. These services are designed to assist the offender in maintaining good health. All services provided are subject to a co-pay. **(3 dollars for all routine visits, 5 dollars for all emergencies.)** If you fail to show for a scheduled appointment, you will be charged.

A. Clinical Services available are as follows:

- 1) Emergency Treatment - Treatment dealing with a life-threatening injury or illness that is available 24 hours a day, 7 days a week. **(Subject to a co-pay)**
- 2) Sick call - Routine physical evaluation and care for injuries, illness, and other health problems not considered emergencies.

- B. Dental Exam and Treatment - These services include exams, x-rays, fillings of silver alloy, full and partial plastic dentures, denture repair, root canal treatments, and tooth extractions.
- 1) Dental services for Diagnostic Unit (DU) offenders are emergency care only.
 - 2) DWCF has a dentist and hygienist that come to the facility on a regular basis.
 - 3) You will need to submit a sick call slip to schedule an appointment if need any of the above services. Drop the sick-call slip in the Sick Call Box located within the dining rooms.
- C. Vision Testing and Prescription Glasses - Offenders will be provided prescription glasses with clear, safety, scratch resistant plastic lenses.
- 1) Offenders may request an exam by an optometrist every two years.
 - 2) The DOC is not responsible for damage to, or loss of, your personal glasses.
 - 3) If offenders have personal glasses that do not meet security standards, or contact lenses, they will be asked to send them out after the diagnostic process has been completed.
- D. Referral to Staff Physician - Referrals may be made by medical staff or by offender request.
- 1) Offenders may request to see the physician by completing a Sick Call slip and placing it in the box located in dining hall at DWCF.
 - 2) Offenders wishing to see the physician will be subject to a Co-Payment charge.
 - 3) Chronic care patients will be charged a co-pay twice per year.
- E. Referral to a Specialist - If the health care staff determine that an offender needs to be evaluated by a specialist, an appointment will be made.
- F. Infirmary Care/Hospitalizations - CDOC operates infirmaries which are limited-care inpatient facilities and function very much like a hospital.
- 1) The DRDC infirmary provides services for DRDC and DWCF offenders.
 - 2) If the infirmary cannot provide the proper care for an offender, that offender will be sent to a hospital under proper supervision by CDOC staff.

NOTE: All clinical services appointments will be posted in the living units daily in the morning. If you have requested an appointment, you will need to check the list on a daily basis.

9. **MENTAL HEALTH SERVICES:**

- A. An offender must fill out a Sick Call slip and a Mental Health Counselor will be in touch within 24 - 48 hours.
- B. If an offender has an emergency, they should let staff know and someone will see the offender as soon as possible. The offender does not have to tell the officer the nature of the emergency.
- C. Offenders who see a Mental Health Professional have certain rights and it is up to the Mental Health worker to ensure those rights. Offenders have the following rights:
 - 1) To terminate treatment at any time, or seek a second opinion.

- 2) To ask about that person's certification or license. All mental health staff are licensed or under the supervision of licensed professionals.
- 3) All licensed staff are regulated by the Department of Regulatory Agencies. All grievances pertaining to licensed care givers go to:

Mental Health Occupations Grievance Board
1560 Broadway, Suite 1340
Denver, Colorado 80202

- D. Offenders are entitled to receive information on methods, duration, techniques and probable consequences of treatment and refusing treatment. Charges (if an outside agency is brought in), must be specified. All mental health services through the CDOC are free.
- E. Sexual intimacy with a mental health professional is never appropriate and should be reported to the above grievance board and facility investigations.
- F. All information obtained in a professional therapeutic relationship is confidential and will be maintained in a file separate from the offender's CDOC working file and accessible only to Clinical Service staff. The following information is specifically excerpted from this confidentiality rule:
 - 1) Crimes being committed inside a facility
 - 2) Suicidal Behavior
 - 3) Homicidal Behavior
 - 4) All forms of child abuse, past or present
- G. Mental Health and Drug and Alcohol staff will review these rights with the offender as she enters into a professional relationship with them.
- H. The mental health orientation sheet does not sign an offender up as a mental health client, nor does it put the offender on any list. It simply states that the offender attended the orientation and the sheet is placed in the offender's mental health file.

10. **PRISON RAPE ELIMINATION ACT:**

CDOC has policies and procedures for addressing sexual abuse, sexual assault/rape, sexual harassment and sexual misconduct. For more information, you can access the Prison Rape Elimination Procedure Administrative Regulation (AR 100-40) through the General Library.

The diagnostic programmer will provide you with a PREA "Facts You Should Know" brochure during the diagnostic interview.

The CDOC has a Zero-Tolerance for sexual abuse, sexual assault, sexual harassment and sexual misconduct. All SEXUAL BEHAVIOR (Sexual assault/rape and sexual misconduct of any type) is PROHIBITED while you are under the jurisdiction/custody of the Colorado Department of Corrections (CDOC).

If you have been a victim, witnessed, or you have knowledge of any incident of institutional sexual assault/rape or sexual misconduct, you may report incidents by:

- 1) Telling ANY staff member.
- 2) Leaving a message on the CDOC TIPS line at 1-877-DOC-TIPS-0 (362-8477-0). Calls are checked daily, Monday through Friday, by the DOC Office of the Inspector General. This line may be utilized by staff or the general public by telephone or through the CIPS system. This is a free call and you may remain anonymous.
- 3) Calling the PREA Reporting Line via CIPS at #06. Reports are made to a private entity that is not part of CDOC. You can remain anonymous. Reports will be sent to the CDOC Office of the Inspector General. Misuse will be reported.
- 4) Writing the outside PREA Reporting Agency. You can write an outside agency and remain anonymous by not identifying yourself using form 100-40 G or putting your name on the outgoing envelope. However, you will need to include the following information on the form for it to be referred for investigation:
 - Victim name and DOC #
 - Facility/location/date of incident
 - Name of staff member or other offender involved
 - Description of incident

The outside agency will forward the submitted forms to the CDOC PREA Administrator who will refer the incident to the CDOC Office of the Inspector General for investigation.

Copies of forms are available in the PREA Resource Guide located in the General Library.

The form can be mailed to: **PREA Reporting, P.O. Box 41118, Olympia, WA 98504-1118.**

The Rape Crisis Line:

Offenders can contact the rape crisis hotline for:

- Crisis and intervention support
- Answers to questions about recovering from sexual assault and abuse
- Information about medical issues such as forensic medical exams
- Explanations of how the criminal justice system works if you want to report
- Information for family and friends

The Rape Crisis line is outside of DOC and can be reached by calling CIPS number #05. These calls are free, confidential and are not recorded or monitored. Abuse of the rape crisis hotline will be reported to an investigator by the rape crisis advocate and may result in disciplinary action. Disciplinary action may include, but is not limited to, blocking of calls to the rape crisis line and/or COPD charges.

The PREA Resource Guide

There is a PREA Resource Guide, which contains additional information and contact information for statewide, national and local rape crisis centers. It is available in the General Library, through your Case Manager or the Facility PREA Coordinator.

PREA Administration and Compliance Services (PACS)

You may also report any incident of sexual assault, sexual abuse or sexual harassment in writing by sending a kite or mailing a letter to the PREA Administration and Compliance Services (PACS), PREA Administrator at 2862 South Circle Drive Colorado Springs, CO 80906. If you want an immediate response your best option is to tell a staff member that you trust. The options mentioned above are also effective but may take longer for a response or follow-up to your report. At any time you can request to see Mental Health at this facility if you'd like to talk to someone in person about your situation. Faith based counseling is also available at this facility if you prefer that option.

11. **GRIEVANCE PROCEDURE:**

The grievance system is outlined in Administrative Regulation/Implementation Adjustment 850-4, *Grievance Procedure*, and provides a channel for settling a condition that personally affects you. Grievances must be processed as follows:

The offender must attempt to resolve an issue through the informal resolution process with staff members.

If resolution cannot be accomplished, the offender may complete a Step 1 Grievance, available through the Case Manager, via the "kite" system.

The Offender is responsible to follow all steps outlined in Administrative Regulation and The Denver Complex Implementation/Adjustment 850-4, Offender Grievances.

The following cannot be grieved:

Classification to include Administrative Segregation
Code of Penal Discipline
Parole Board Actions

Grievance alleging sexual abuse:

There is no time limit on when an offender can file a grievance regarding the allegation of sexual abuse.

CDOC can request an extension of time for up to 70 days to respond to a grievance alleging sexual abuse if the good faith effort to respond to the allegations necessitates an extension. The offender will be notified in writing of any extension

Offenders alleging sexual abuse are not required to use the informal resolution process prior to receiving a grievance form.

Third parties (to include other offenders, staff members, family members, attorneys, and other outside advocates) may assist offenders in requesting grievance forms for allegation of sexual abuse.

If an offender alleges sexual abuse they may submit a grievance without submitting it to a staff member who is the subject of the complaint, and such grievance is not referred to a staff member who is the subject of the complaint (115.52(c)). If their case manager is the subject of a grievance containing an allegation of sexual abuse, offenders shall be allowed to submit the grievance form to a case manager other than their own. Staff members accused of sexual abuse in a grievance will not respond to any step of that grievance.

12. **AMERICANS WITH DISABILITIES ACT, NOTICE:**



AR Form 750-04E (10/15/13)

OFFENDER NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the **Colorado Department of Corrections** will not discriminate against qualified offenders with disabilities on the basis of disability in its programs, services, or activities.

Requests for Accommodation: The **Colorado Department of Corrections** provides a method for offenders to request accommodation in accordance with the ADA. **Administrative Regulation 750-04** governs the request process and is available to offenders through the facility general libraries and/or law libraries. The request form may be requested from any staff member with access to DOCNET.

Offender Assignments: The **Colorado Department of Corrections** does not discriminate on the basis of disability in its offender work program assignment practices and uses the regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA as applicable to the department by Title II of ADA. **Administrative Regulation 850-03** outlines the offender assignment process.

Effective Communication: The **Colorado Department of Corrections** will, upon request, provide appropriate aids and services for effective communication to qualified offenders with disabilities so they can participate equally in **Colorado Department of Corrections** programs, services, and activities, including qualified sign language interpreters, access to TTY, large print, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. **Administrative Regulation 100-19** governs communication practices with offenders.

Modifications to Policies and Procedures: The **Colorado Department of Corrections** will make all reasonable modifications to policies and programs to ensure that offenders with disabilities have an equal opportunity to access and participate in all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the **Colorado Department of Corrections** should contact the office of the ADA Inmate Coordinator (AIC), via inter-facility mail to Headquarters, as soon as possible but no later than one week before the scheduled event.

Complaints that a program, service, or activity of the **Colorado Department of Corrections** is not accessible should be filed as an ADA grievance and/or forwarded in writing to the ADA Inmate Coordinator (AIC), via inter-facility mail to Headquarters.

Grievance Procedure: The established **Colorado Department of Corrections** grievance procedure, **Administrative Regulation 850-04**, meets the requirements of the ADA. It may be used by any offender who wishes to file a compliant alleging discrimination on the basis of disability in provision of programs, services, or activities of the **Colorado Department of Corrections** and is available for offenders to view in the facility general library and/or law library.

13. **LEGAL ACCESS – ASSISTANCE, MATERIAL, ACCESS:**

While in the diagnostic unit, new arrival offenders do not have physical access to the DWCF Law Library. Satellite services are available from the facility Legal Assistant. You may request access to legal service/material by submitting AR Form 750-1A, “Request for Legal Assistance”. The access request form can be obtained from living unit staff. Once complete, return the access request to living unit staff for processing.

The Law Library is available to general population offenders by appointment. DWCF general population offenders may drop their access requests in the black Law Library box located between the east and west dining halls, attached to the green Case Manager kite box.

Refer to AR750-1, *Legal Access*, for additional information

14. **LIFE/FIRE SAFETY AND EMERGENCY EVACUATION:**

Everyone is responsible for fire safety. Every precaution should be taken to eliminate the possibility of a fire in your cell and unit as well as other areas in the facility.

Evacuation drills are conducted at least quarterly. You are to follow all directions given by the officers.

Emergency evacuation plans are posted in all living units.

The following are your responsibilities; failure to comply may result in a COPD violation.

Do not tamper with any part of the smoke detection or fire suppression system.

Do not tamper with any parts of the heating and air-conditioning systems.

During evacuation situations, you are to follow all directions given by the Officers.

Offenders with disabilities that require assistance during a fire evacuation will be identified by DOC employees and provided assistance during a fire evacuation by DOC employees.

15. **OFFENDER DRESS CODE:**

All offenders are required to be fully dressed in proper uniform when outside of their living unit.

Footwear must be worn at all times outside of cell. Footwear requiring shoestrings will be laced and tied.

- a. Offenders involved in any approved program that requires participation without shoes may remove their shoes while in a secure, supervised area (i.e., Muslim Jumah service, Buddhist service, Yoga).
- b. State issued footwear or Canteen purchased work boots must be worn outside the perimeter, while at work, or visiting.

If there is a problem with clothing, send a yellow “kite” to laundry. If pants are too long, no “blousing” of the pants will be allowed. Pant legs must be loose around the ankles.

Underwear must be worn under clothing at all times. T-shirts will be tucked into the green pants when outside of the living unit.

All cut, torn, sleeveless and otherwise altered T-shirts are prohibited and will be confiscated. Charges may be assessed to the offenders if the T-shirt was altered in any way.

Footwear as well as sleepwear or robe must be worn whenever offenders are going to the shower area.

When leaving the pod or housing units, offenders must be fully dressed including appropriate footwear.

Clothing that has been manipulated or marked with any gang writing will be confiscated and will result in a COPD violation.

16. LAUNDRY:

All offenders are provided the opportunity to have three complete sets of clean clothing two times per week. Normally, an announcement will be made when laundry is collected.

Linen will be issued to you and tagged with your name and CDOC number. Linen will be launders weekly. It will be collected, laundered and returned on the same day.

17. OFFENDER PROPERTY LIMITATIONS/COMPLIANCE REQUIREMENTS:

Offender property - issue, cleaning, repair and dress code are explained in AR 850-5, *Offender Bedding and Clothing Issue and Dress Code*, as well as in the facility posted operational rules. Additions to the facility specific dress code are covered under AR 850-5, Implementations and Adjustments.

Diagnostic Offenders are authorized to have in their possession any items that are allowed by DOC Form 850-6B and items purchased through canteen as outlined in AR/IA 200-11, Canteen. Allowable property includes 2 books, 2 faith group items, 1 eyeglasses/case, authorized hygiene items, legal papers, 5 photographs, 1 plain wedding band & 1 pair of shower shoes. General Population Female are authorized to have in their possession any items that are allowed by DOC Form 850-6A and items purchased through canteen, as outlined in AR/IA 200-11, Canteen.

Offenders are responsible for all of their allowable personal property and shall secure their personal property from theft or loss by utilizing their authorized storage lockers. Offenders are responsible for reporting all newly purchased catalog and canteen items to ensure your property list is promptly updated. The total value of an offender's property will not exceed \$300.

Offenders will not exchange, loan, give or borrow property with each other at any time. This is a violation of the Code of Penal Discipline. Property in an offender's possession but not on the offender's property list may be considered contraband and may be destroyed in accordance with AR 300-6. Any property that has been altered in any way from its original condition and intended purpose from time of purchase may be confiscated as contraband and disposed of in accordance with AR 300-6.

When an offender is moving from this facility, her property shall be packed out and inventoried with a copy of the inventory form 850-6A.

18. SEARCHES AND CONTRABAND CONTROL:

It is the policy of the Colorado Department of Corrections (CDOC) to provide for searches of facilities and offenders to control contraband and provide for its disposition.

Pat Searches - During your time in CDOC you will be pat searched. Pat searches are conducted by staff to prevent the introduction of contraband, to recover missing or stolen property and to prevent escapes. An important part of a correctional officer's duties is to preserve safety and security in the facilities. You will be touched as part of this search process and professional contact with the groin or breasts during the pat search is not considered sexual abuse.

Other Searches – Information in connection with other types of searches such as general area searches, cell searches, and strip searches, etc. is outlined in AR300-06, *Searches and Contraband Control*.

19. OFFENDER ASSIGNMENTS AND PAY:

It is the policy of the Department of Corrections (DOC) to provide an administrative process to achieve control and accountability in an equitable distribution of offender assignments and pay. Offenders are provided equal opportunities to participate in all institutional programs for which they are otherwise qualified. ***Discrimination based on an offender's race, religion, national origin, gender, sexual orientation, disability, or political views in making administrative decisions and in providing access to programs is prohibited***

AR850-03, *Offender Assignment and Pay*, establishes non-discriminatory procedures by which offenders are referred assigned and terminated from assignments, and provided opportunity to request reasonable accommodation. This policy further outlines the facility/unit offender pay program, including the design of an annual offender pay plan, an outlined procedure for controlled expenditure of offender pay allocations, and guidelines for offender pay rates and offender assignments within each facility/unit.

The DOC shall provide a variety of work choices relevant to the current job market, both inside and outside of the facility with Correctional Industries, facility maintenance, operations, and, to the extent possible, public works and community projects in accordance with the offender's classification and custody needs.

All eligible offenders are required to work unless assigned to an approved education or training program. Offenders with ADA needs will need to coordinate accommodations with their work supervisor, case manager, and the Office of ADA Inmate Coordinator. Offenders have the option of refusing to participate in any rehabilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority. Case managers will refer to initial assignment. Offenders may request a job change. You must complete your initial assignment prior to requesting re-assignment. The vocational and correctional industries assignments may require specific criteria that are evaluated by the job board.

Assignment to any CDOC work program will be through review and approval by the facility Classification Committee, including security and program determinations necessary for eligibility of Correctional Industries work.

Diagnostic offenders will not be assigned to work programs prior to their placement to their assigned permanent facility. Diagnostic offenders may be utilized by the facility to fill temporary positions as Living Unit Porters or other temporary jobs.

Female offenders assigned to DWCF will be utilized to fill job assignments at both DWCF and DRDC.

Job assignments will be given based on the custody level and/or programming needs of the offender. Job assignments include positions in Correctional Industries, Institutional Support, Food Services, Physical Plant, Warehouse, Canteen and Therapeutic Community. Work supervisors will evaluate and document your work performance.

Payroll: You should receive pay by the 10th of each month.

Offender Pay Grades

Offender assignments will be placed into only one of the following pay grades, pay is based on how many days you work per month:

- a. Grade 1: \$0.23 full day: Unassigned
- b. Grade 2: \$0.30 less than 4 hours: Assigned (or mandatory half-time program)
- c. Grade 3: \$.60 more than 4 hours: Assigned (or mandatory full-time program)
- d. Grade 4: \$0.80 full day: Offender Care Aide I
- e. Grade 5: \$1.20 full day: Offender Care Aide II
- f. Grade 6: \$2.00 full day: Offender Care Aide III
- g. Correctional Industries: Correctional Industries/Canteen operations may develop offender pay plans that include minimum wage or prevailing wage and production incentive bonuses, as approved by the DOC executive director and associate director of Correctional Industries.
- h. Incentive Pay: With written approval of the administrative head; not to exceed an additional \$0.10 per day for no more than 15 days, per six month period. Incentive pay will be designated on the "Offender Pay Correction Sheet" (AR Form 850-03A) and submitted per Section IV.I.8.

20. **OFFENDER MOVEMENT:**

All new arrival offenders will be processed in living unit 4. Upon completion of diagnostic processes and depending on bed space availability, offenders will progress to Unit 5 or Unit 3. Eventual progression to Units 1 and 2 are contingent upon behavior and classification. Living Unit 1 is an incentive unit. You will need to submit an application to be considered for assignment into the incentive unit.

All housing assignments to include cell and room assignments are at the sole discretion of the custody/control employees and housing assignments are not subject to grievance.

Escorted & Controlled Movement: All movement at DRDC is escorted by correctional officers. Offenders will not move about the facility without an authorized DOC Employee escort. DWCF offenders working in laundry, food service, canteen, and infirmary at DRDC will be escorted.

All movement at DWCF is controlled. Offenders are only permitted to move from one authorized area to another authorized area during scheduled and announced movement times, or with a signed "pass" from staff. Failure to comply with controlled movement may result in COPD sanctions.

21. **OFFENDER COUNTS:**

There will be informal and formal counts. Informal counts may be held at any time. Formal counts will be conducted at 2:00 a.m., 5:00 a.m., 10:30 a.m., 4:00 p.m., and 9:15 p.m. The 1030 a.m., 4:00 p.m. and 9:15 p.m. counts are standing counts. You must be standing at your door with your ID.

All cell lights will be turned on during all formal counts, except for the 2:00 a.m. and 5:00 a.m. counts.

Since the counting officer is required to ensure that all offenders are secure, if you are sleeping and covered, the officer may wake you and ask you to uncover your face. You must cooperate. Failure to do so may result in a COPD charge, Class II, Rule 21, Count Interference as well as a Level Reduction when applicable.

22. **EMERGENCY NOTIFICATION FOR OFFENDERS:**

Please inform your family, that if there is a serious family illness or death, a family member should call the facility at (303) 307-4804. A switch board operator or master control officer will appropriately route the call to ensure the emergency notification is processed as quickly as possible.

Your family member should provide as much information as possible, such as, who, what, where, when, etc.

The facility Chaplain will be contacted and they will verify the information.

Once information is verified, the Chaplain will notify you and answer any questions you may have concerning the emergency.

23. **FOOD SERVICE:**

All offenders must be in proper uniform.

Offenders are not allowed to take anything in or out of the dining room (exceptions include: ID cards, clinical services sick call slips, case manager kite, law library request, room key, Blistex or Chapstick, and inhaler).

Offenders must sit where directed to by staff. Dining room seating is assigned by staff. Unit one is allowed open seating.

Meal times are as follows: (Offenders will generally be served within one (1) hour of these times.):
Breakfast, 6:00 a.m.; Lunch, 11:15 a.m.; Dinner, 5:30 p.m.

NOTE: Diagnostic unit and unit 5 offenders are escorted to the dining rooms. Living Unit 3 is called to the dining room by pods (A,B,C,or D). For breakfast and lunch, Units 1 and 2 will be called to the dining room by halves. A and B wings are “first half”. C and D wings are “second half”. At dinner time, living units 1 and 2 are called by floor (1st, 2nd, or 3rd).

24. **IDENTIFICATION CARDS:**

Offender Identification Cards will be issued upon arrival at DRDC. The ID Card must be carried by the offender throughout their incarceration. Offenders must have their ID card with them at all times.

If an offender loses their ID Card, they will pay for a replacement ID Card.

25. **PROGRAMS: Religious, Library, Recreation, Education:**

Religious Services:

- New arrival offenders can send a yellow “kite” to the Chaplains Library to request 2 free books.
- Religious counseling is available upon request via the yellow “kite” system.
- A Chaplain visit can be requested by filling out a yellow “kite” addressed to “Chaplain”.

- You will be allowed opportunity to declare a faith group affiliation. Change of faith group affiliation will be permitted once, annually. Refer to Administrative Regulation 800-1, *Religious Programs, Services, Clergy, Faith Group Representatives, and Practices*, for additional information.

General Library Services:

- Unit books for new arrivals are available in the diagnostic housing unit. You may have 2 books in your cell at one time. You are responsible for returning paperback books prior to leaving the diagnostic unit. If you are not finished with a book and would like to locate another copy, contact the librarian.
- Once you have access to the general library, you may check out 5 books at a time.
- Relevant policies for the Department of Corrections and the Denver Complex are accessible to offenders through the General Library.
- Returning the books is the offender's responsibility. Failure to return a book before leaving the facility will result in being charged for the book.
- Foreign nationals may obtain foreign consular information through the general library.

Recreation:

- Female offenders at DWCF are afforded daily opportunities for both gym and yard time according to their housing unit and custody level
- Recreational times and activities vary from facility to facility.

Educational/Vocational Services:

The Department of Corrections offers a wide variety of Educational/Vocational services. Some of the programs offered at the Denver Women's Correctional Facility are GED, ABE, Anger Management (through mental health), Computer classes, etc. You will need to talk to your assigned Case Manager to enroll in these programs.

26. SECURITY THREAT GROUPS:

A Security Threat Group (STG) is defined by a group of three or more individuals with a common interest, bond, or activity characterized by criminal or delinquent conduct, engaged in either collectively or individually, with the potential to create a security threat to DOC facilities or offices and/or functions within DOC. This shall include, but not be limited to, gangs, disruptive and deviant groups.

27. VIOLENCE REDUCTION POLICY:

It is the policy of the Department of Corrections (DOC) to establish a violence reduction program to deter offenders from committing violent acts by imposing privilege restrictions on those offenders who participate in and/or are associated with offenders who commit certain violent acts. The violence reduction program privilege restrictions are used independent of Code of Penal Discipline and/or criminal charges. Offenders that are classified Close Custody will receive orientation to the violence reduction policy and sign an orientation acknowledgement form. Refer to AR650-06, *Violence Reduction Program*.

28. **NON-DISCRIMINATION:**

It is the policy of the Department of Corrections (DOC) to ensure that offender program access, work assignments and administrative decisions are made without regard to offenders' race, religion, ethnic, national origin, sex, disability or political views. The DOC shall also protect offenders, to the extent practical, from personal harm. Refer to Administrative Regulation 850-15, *Offender Non-Discrimination*, for additional information.

In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, it is the policy of the Colorado Department of Corrections to provide employment, benefits, and/or services to employees, offenders and the public without regard to Race, Color, National Origin, Handicap, Age, Sex, Religion or Sexual Orientation.

Accordingly, the CDOC shall not discriminate on the basis of these factors in its employment practices or in admission or access to treatment, programs and/or services. Offenders who feel they have been discriminated against on the basis of any of the prohibited factors may file grievances in accordance with the provisions of the Administrative Regulation 850-04 *Offender Grievance System*.

29. **FACILITY/UNIT SPECIFIC INFORMATION:**

General Information:

Denver Complex Warden:	David M. Johnson
Denver Complex Phone Number:	303-371-4804
Normal business hours:	Monday through Friday 8:00 a.m. - 5:00p.m.

Day Hall Hours and Rules:

Day Hall hours and rules vary throughout the Denver Complex, based on custody level and housing assignment.

Since all “new arrival” offenders are considered to be maximum security offenders, Day Halls are limited to one hour per day for “new arrivals”.

Living Unit Staff will orient offenders to the exact hours and rules upon assignment to a permanent living unit.

Pod and Day Room Time:

Diagnostic Offenders will be given the opportunity for pod (out of cell) time once on day shift and once on swing shift unless security or safety considerations dictate otherwise.

Offenders will be given the opportunity for yard time or day room. If the offender refuses, it will be documented and she / he will not be offered another opportunity until the following day.

Showers and cleaning of cells will be done during “out of cell” time.
Cleaning supplies will be provided a minimum of three (3) times per week.

Offenders on pod time will be required to lock down at any time when directed to do so by staff. Failure to do so will result in the loss of “out of cell” time and/or disciplinary action.

While outside your cell, offenders must be fully dressed.

Headgear: Only state issued headgear or purchased baseball cap may be worn outside of your assigned unit. Purchased doo rag can be worn in the unit only.

Intercoms:

Intercom communication systems are available throughout the Denver Complex and in designated offender Living Units. Instructions on the use of individual call systems will be provided by the Living Unit Staff.

The intercoms which are located in your cell are to be used for legitimate or emergency purposes only. Do not call the officer in the unit control center and ask if there will be day room period, or if mail has been distributed or when meals take place.

Out of Unit Activities:

Diagnostic Offenders: Upon returning to the living unit from any out of the unit activity, (i.e. medical testing, programming, visiting, etc.), offenders are required to lock down immediately.

Removing any material or item from Diagnostic testing or programming areas without prior authorization from staff is prohibited.

Off Grounds Movement:

Check in with living unit staff upon returning from court, medical trip, etc.

Color Wrist Bands

At DWCF, wristbands are issued specific to housing unit assignment. Wristbands must not be removed. If a new wristband is needed, notify living unit staff.

Correctional Industries K-9 Program

DWCF units 1 and 2 have a dog training and boarding program. For your own safety and for the wellbeing of the dogs, do not approach or pet any dog without asking permission from the dog trainer.

Helping Others Progress Effectively (H.O.P.E) Peer Educators

At DWCF, a group of offender volunteer peer educators will be available assist you with questions regarding the orientation material as well as general questions. A panel of peer educators will conduct a presentation, normally the day after your arrival at the facility. A peer educator will also be available to provide a general tour of the DWCF grounds as you move from the intake unit to general population unit.

30. **OFFENDER ACCOUNTS/FUNDS – BANKING SERVICES:**

Offenders will receive monthly balance account statements no later than the 11th of each month. Offenders are asked to keep track of canteen withdrawals, receipts and account balances. Account balances may also be checked via CIPS.

If an offender has questions about their account activity, they must complete a Request for Account Research form with an authorized signature affixed. A processing fee of \$0.50 will be charged for any research requested. A written response will be sent to the offender by the Offender Banking Office.

Outgoing Money Orders must be turned into the Living Unit Staff in an unsealed, stamped envelope with the Denver Complex return address.

There will be a \$.75 fee for each money order that will be charged to the offender's account.

Requests of \$200.00 or more will require issuing more than one money order. (Each money order is limited to \$199.00.) The \$.75 fee will be charged for each separate money order issued.

If a trace is requested, the money order company will charge the offender \$8.00.

Deposits to offender accounts must be made through Western Union, Money Gram or JPay Electronic Funds Transfer (EFT) services. Deposits by EFT are generally available within twenty four (24) hours.

J-Pay Kiosk – Deposits may also be made using the kiosk located at the DWCF facility entrance.

All offenders are hereby informed of their responsibility to pay all just debts incurred while under the jurisdiction of the Department of Corrections, both elective and non-elective withdrawals and that all legal efforts to collect them may be exercised. AR Form 200-2A, Financial Responsibility Briefing Form, will be signed by all offenders and included in the offenders working file.

Restitution and Child Support Withholding In Accordance With Administrative Regulation 200-15:

It is the policy of the Department of Corrections (DOC) to collect court-ordered restitution and child support from offenders sentenced to the DOC in accordance with State laws. The withholding is statutorily required effective September 1, 2000.

At least twenty percent (20%) of all deposits into an offender's bank account, including deposits for offender pay will be deducted and paid toward any outstanding order from a criminal case (e.g., restitution and other costs or fines and fees levied on criminal actions) or for child support.

For further information, please refer to your Case manager or Administrative Regulation 0200-015, *Offender Restitution and Child Support Withholding*.

31. OFFENDER AUTHORITY OVER ANOTHER OFFENDER (850-01):

No offender has any authority over any other offender.

32. SANITATION, HYGIENE, CELL INSPECTIONS, HOUSEKEEPING, & MSDS:

Hygiene Items:

All new arrivals will receive a hygiene kit containing the following:

Two bars of soap, shampoo, toothbrush, toothpaste, comb, sanitary napkins and one roll of toilet paper.

All Offenders will be able to order hygiene items from the approved Living Unit Canteen List.

Indigent Offenders who have less than \$4.60 in their account, have not received unassigned pay and have not received a deposit in their banking account for 30 days will receive basic hygiene items.

Hair Care - Cosmetology:

Upon initial intake, for security purposes, all newly admitted offenders will remove artificial hair, weaves, braids and all facial hair will be removed.

Hair Trim/Cut is free of charge once a month a cosmetology request form must be submitted.

Withdrawal slip must be submitted with request form for paid services. Appointments will not be scheduled until withdrawal had been approved by inmate banking.

One shade up or one shade down from the offender's natural color is the only choice given for hair color.

Cell Inspections:

Cell inspections will be done on a routine basis. Please note the following rules.

- a. Accurate and legible name tags displayed in the tag holder on the front of the cell door at all times
- b. Cells will be clean and free of clutter
- c. Do not damage cells, e.g. do not write, scratch or mark on door, walls, desk, windows, etc.
- d. No covered windows
- e. No covered vents or lights, do not plug the ventilation grill
- f. No excess food or condiments
- g. No items stuck to walls
- h. No contraband

Any violations to the above listed rules and regulations will be addressed within the COPD Process. Any item or substance stuck to, smeared on, placed in or over the cell vent, light, window, wall, speaker, smoke detector, or fire sprinkler head will be considered a Class I, Rule 16, Tampering with Locks or Security Devices and disciplinary charges will be filed in accordance with The Code of Penal Discipline (COPD).

Housekeeping Rules:

As a general rule, all cells are expected to be clean and free of clutter. Legal papers should be stored in a two cubic foot box. Legal boxes are available for purchase from Catalog order. Trash will be disposed of daily.

Specific cleaning schedules vary between living units. Cleaning materials are available from the Living Unit Staff. Check-out and instruction on chemical usage will be provided upon initial issuance. Do not attempt to store chemicals outside of authorized containers and areas.

Be courteous to others and clean-up after yourself after using common areas such as: multi-purpose room, bathroom, day hall.

MSDS:

A Material Safety Data Sheet (MSDS) is defined as a document concerning a chemical. Each MSDS shall be in English and shall contain the following information: the identity used on the label, physical, and chemical characteristics (vapor pressure, flash point) physical and health hazards, primary routes of

entry, exposure limits, precautions for safe handling and use, control measures, emergency and first aid procedures, and the chemical manufacturer name, address, and telephone.

All chemicals must have an accompanying MSDS. MSDS's are not required for a variety of products, including food, drugs, cosmetics, and medical devices. A copy of all MSDS forms will be maintained in the office of the Life Safety Coordinator, DRDC Clinic, and DWCF Clinic.

33. **HOUSING RESTRICTIONS:**

Housing restrictions include but are not limited to such restrictions as assignment to a bottom tier or bottom bunk. Restrictions can only be authorized by medical personnel to accommodate for a documented medical condition.

For further information offenders are referred to the Americans With Disabilities portion of this handout.

34. **POSTED OPERATIONAL RULE (POR):**

Posted Operational Rules are posted in each area of the facility to include, Housing Units, Recreation, Food Service, Programs, etc. The purpose of POR's is to define acts prohibited within the institution and in a specific area, such as those listed above.

Offenders are expected to comply with all Denver Complex Posted Operational Rules. Disciplinary action may be taken against those offenders who violate the Posted Operational Rules in accordance with the Department of Corrections Code of Penal Discipline.

35. **DRUG TESTING:**

There are two (2) types of urine analysis (UA) conducted. The first type is when you are suspected of using harmful and/or illegal drugs. The second type is a random UA. Random UA's are the product of a computer selection in which the computer produces a random register number.

When the Department of Corrections chooses to take a urine sample from an offender, the offender will be ordered to produce a urine sample and will be given a time period to produce this sample. Any offender refusing to produce a urine sample will be charged under the Code of Penal discipline for a Class I, Rule 17 violation "Refusal to Submit to Drug Test". This includes failure to produce a urine sample within the given time period.

Drug tests results that are reported as tampered with or diluted will result in being charged under the Code of Penal discipline for a Class I, Rule 17 violation "Refusal to Submit to Drug Test".

36. **FAMILIARIZATION OF FACILITY LAYOUT:**

Authorized DOC Employees will familiarize offenders with general layout of their respective facility. At DWCF, H.O.P.E. Peer Educators will also assist with providing a general tour of the DWCF grounds from the intake unit to the general population unit.

