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		<p align="center">Inmate Housing Rules and Reference Guide</p>	

EFFECTIVE: February 23, 2014

SUMMARY of REVISION/REVIEW

<p>This document is a complete re-write which supersedes and replaces all previous editions.</p>
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APPROVED:



 David Pierce, Warden
 James T. Vaughn Correctional Center

I. **PURPOSE:** To establish rules, guidelines, and provide information for the inmate population at James T. Vaughn Correctional Center (JTVCC). Rules must be followed at JTVCC. Inmates will be treated humanely and encouraged to participate in activities which may change negative behaviors. While committed to JTVCC, treatment staff will develop a plan based on inmates' needs and the needs of the facility. Counseling services are provided in several areas including, but not limited to, substance abuse treatment, anger management, and sex offender treatment. Inmates may receive additional vocational training, education, religious, and recreational services. Participation in services or activities will be determined by inmates' behavior.

II. **DEFINITIONS:**

Altered Items: Any item changed from its original form.

Contraband: Anything which is not authorized on the grounds of James T. Vaughn Correctional Center.

Dangerous Contraband: Any contraband by its nature, which presents a danger to the safety of anyone.

Non-Dangerous Contraband: Any contraband by its nature, which does not present a danger to the safety of anyone.

Legal mail: Mail to or from attorneys, legal aid services, federal or state courts, the Attorney General's Office (federal or state), and/or elected officials. Any other mail not specified above would be considered regular mail.

Privileges: Any benefit to include but not limited to visits, phone calls, commissary, and recreation, given to an inmate by facility policy which can be temporarily revoked.

Quality of Life levels: A level assigned to an inmate while housed in Segregated Housing Units (SHU) or Maximum Housing Units (MHU), excluding MHU 22. The level will outline the privileges that an inmate is allotted.

Confinement to Quarters (CTQ): prohibits the inmate from participating in all activities with the exception of; Meals and Medical/Mental Health Services. The inmate will be permitted to shower, exercise and clean his cell three times per week which will be scheduled by the Correctional staff.



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IV. REFERENCE GUIDE:

A. GENERAL CONDUCT: Inmates should become familiar with the Rules of Conduct (JTVCC SOP 4.2) which is available in the Law Library and the Housing Units.

1. Inmates will follow the orders of staff at all times. Inmates will not interfere with or distract staff from conducting their duties.
2. Assaultive or destructive behavior, inflammatory speeches, expressing violence, horseplay, conduct disturbing others, and/or refusing to respond to an order may result in immediate corrective action.
3. Inmates will address staff by their rank or title and/or their last name.
4. Altering or destroying state or personal property is prohibited.
5. The cell door will be closed at all times, except at the direction of staff
6. Inmates will have beds made by 0900hrs. Inmates will be authorized to return under the covers at 1800hrs. Exceptions may be authorized by staff.
7. Cell lights will normally be turned off at 2330hrs and turned on at 0600hrs.
8. Inmates are not permitted within any cell, tier, or area other than the one to which they are assigned.
9. Inmates will not pass anything from cell to cell, tier to tier, or ask any staff member to do so.
10. Inmate televisions and radios will only be played utilizing headphones.
11. Doors and windows will not be covered to obstruct the view of staff.
12. There will be no buying, selling, trading, lending, gambling, giving gifts or property (including legal materials) between inmates, including SBI numbers.
13. Inmates will be issued passes which will authorize movement from their housing unit to a destination. Inmates will not leave their housing unit without a pass unless escorted or during mass movement. Passes must be returned to housing unit staff when returning from the destination.
14. Chow Hall:
 - a) Inmates are not permitted to take anything to a chow hall.
 - b) Talking is not permitted in a chow hall.
 - c) Inmates will be seated in chow halls at the direction of staff.
 - d) Food will not be passed from table to table.

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- e) Cups, utensils, unconsumed food, and trays will be returned to the kitchen upon completion of each meal. Possession of any such item after a meal is not permitted and will be considered contraband. The only exception will be dietary supplements which are authorized to be taken back to their cells.
- f) Inmates are not permitted to wear coats, sweatshirts or sweatpants under or over their DOC uniforms when going to a chow hall.

B. HEADCOUNTS:

1. Headcounts of the inmate population are conducted at various times during the day. Inmates must cooperate with staff during counts or be subject to disciplinary action.
2. During count times, inmates within their housing units will be in their assigned cells or on their assigned beds.
3. Inmates not within their housing units will follow the direction of staff members during count time.

C. INSPECTIONS AND SHAKEDOWNS:

1. Inmates are subject to shakedowns, cell inspections, and searches at any time.
2. During cell inspections and shakedowns:
 - a) Inmates may be restrained or secured in another location.
 - b) Inmates are not required to be present.
3. Inmates are responsible for the items in their cells, on their person, or within their control.
4. Empty containers (excluding commissary purchased bowl or cup) are not permitted in an inmate's cell. Items purchased shall be used for the purpose originally intended.
5. Nothing will be drawn, sketched, or attached to any surface by an inmate.
6. Interfering with the functioning of a door or covering of windows, lights, or vents by an inmate is prohibited.
7. Confiscated items will be inventoried on the Inmate Acquired and Confiscated Property Form (form # 537) and a copy will be given to the inmate.
 - a) Items will be held as evidence pending disciplinary and/or criminal proceedings. Any open food or unsanitary items will be discarded. After the conclusion of the proceedings, all State issued items will be returned to stock whenever appropriate.

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- b) Allowable items will not be returned to the inmate unless the inmate is found not guilty of the disciplinary referral. Items will be disposed of if the inmate is found guilty.
- c) When items are identified as contraband and not part of the disciplinary process, the inmate will be given a Removal of Personal Items form (Form #208) to indicate whether contraband will be disposed of or mailed out of the facility. Should an inmate elect to have personal property mailed out of the facility, this will be coordinated with Property Room staff. Inmates will complete a Pay-to (Form# 34) leaving the amount blank. Property Room staff will be responsible for packaging the item and forwarding the item to the Mail Room. Mail Room staff will be responsible for postage calculation and annotation of the postage amount on the pay-to.


D. AUTHORIZED CELL ITEMS:

1. Storage:

- a) Inmates may receive a maximum of three cardboard boxes to be stored as ordered by staff. Possessions, including legal material, must fit into the maximum of three cardboard boxes with the exception of TV, radio, fan, and what the inmate is wearing.
- b) A wall locker in the cell will replace the three cardboard boxes or locker box.
- c) A locker box purchased from commissary will replace two cardboard boxes.

2. Toilet Articles: Inmates will be provided with basic necessities to maintain a standard of personal hygiene.

- a) Free-issue supplies are handed out once per week; consisting of a toothbrush, a tube of toothpaste, a roll of toilet paper, and a bar of soap.
- b) Allowable amounts include items issued by the state and/or items purchased through commissary.
 - 1) One toothbrush, one tube of toothpaste, and one toothbrush holder.
 - 2) One roll of toilet paper.
 - 3) Two bars of soap and one soap dish.
 - 4) One deodorant.
 - 5) One of each type of hair care products as authorized by the current commissary list.
 - 6) One razor (State Issued or Commissary with one refill). Razors are not permitted in the Infirmary, SHU, or MHU.

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3. Linens:


- a) Two washcloths and two towels.
- b) Two blankets, two sheets, and one pillow case (if a pillow is issued).

4. Clothing:

- a) Two sets of uniforms, V-neck and pants marked with "DOC" on back of shirt and on right leg of pants.
- b) One coat, except SHU or MHU 21 and MHU 23.
- c) Six short sleeve T-shirts, six underwear, and six pair of socks. Note: JTVCC will only be responsible for providing 4 each of these items.
- d) One knit cap and one baseball cap.
- e) Three handkerchiefs.
- f) One pair of white cotton gloves, not permitted in SHU or MHU.
- g) One pair of white sneakers, and one pair of shower shoes or flip-flops, and one pair of boots. Boots will only be ordered for inmate workers, and may not be confiscated when no longer employed. No boots in SHU or MHU.
- h) One pair of pajamas. One bathrobe, except in SHU or MHU.
- i) Two sweatshirts with or without hood, two sweatpants, two pair of gym shorts, two thermal underwear tops and/or bottoms. One each in SHU or MHU.
- j) One clear rain poncho, not permitted in SHU or MHU.
- k) Replacement issued clothing, to include footwear, can be ordered by completing a Clothing Order form (form# 178) and submitting to the 1600hr to 2400hr housing personnel.

5. Reading and writing materials:

- a) Reading materials will not promote illegal activity or contain sexually explicit material. If items are mailed in, they must come directly from the publisher or bookstore. The maximum allowable limits, including library materials, are four magazines (including game books), three reading books (including religious), one newspaper, and an Isthmus. (Inmates serving Isolation sanctions only receive legal and first class mail. Mail will be reviewed and returned to staff to be stored in a designated location until the offender is released from ISO.)
- b) The maximum allowable limit for writing supplies is twenty-four envelopes, two writing tablets, two pens, and two pencils (pencils are not permitted in

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SHU or MHU).

- c) Treatment and Educational materials issued and authorized for a scheduled program or class will not be counted in the above authorized amounts.


6. Personal Items:

- a) Twelve personal letters.
- b) Allowable photographs, loose photographs or photo album:
 - 1) Twelve loose photographs (with no hard backing) not to exceed 5"x7".

OR

 - 2) One photo album not exceeding 6"x8"x2" in size to store personal photos. Additional loose photos are not permitted.
- c) One watch (not to exceed \$30 value). Battery may be mailed in.
- d) One plain wedding band, must be married.
- e) One pair of prescription glasses and one pair of sunglasses. Non prescription sunglasses are not permitted in the SHU or MHU. Metal frames are prohibited.
- f) Two games: Purchased through commissary or available through recreational services. Not permitted in SHU or MHU.
- g) Two bowls, one coffee cup, one drinking cup with lid, and one spork.
- h) One padlock with key. Not permitted in SHU or MHU.
- i) One mirror. Not permitted in SHU or MHU.

- 7. Religious Items: Only those items approved via JTVCC Chaplain and purchased through commissary are authorized in the institution. Items authorized may not exceed: two white religious headwear pieces, one religious medallion, pendant or cross, one rosary or Dhikr beads, and one prayer rug.
- 8. Electronics: Only one each of the following: television with remote, coaxial cable, radio, headphones, headphone adapter, fan, and alarm clock. Fans and personal coaxial cables are not permitted in SHU or MHU (reference Appendix 'A' for levels which allow radios and televisions).
- 9. Art Supplies only available from commissary: One drawing pad, one pencil sharpener, one ruler, one protractor, two brushes, twelve crayons, twelve washable watercolor markers, twelve watercolor paints, twelve pastels or chalks, and twenty four drawing, colored, or watercolor pencils. Art supplies are not permitted in SHU or MHU.

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E. **COMMISSARY:** Spending amounts are based on classification levels or Quality of Life level. Inmates are not permitted to have more than twice the amount allowed by their classification level or Quality of Life level within their cell at any given time.


1. Minimum - \$100 weekly.
2. Medium - \$65 weekly.
3. Medium-high - \$90 bi-weekly.
4. Inmates housed in the SHU or MHU (excluding MHU 22) areas reference Appendix 'A' for allowable amounts.
5. MHU 22- \$75 bi-weekly

F. **HYGIENE:**

1. Inmates are required to take a shower at least three times a week.
2. Disposable razors will be distributed and collected at the direction of staff. Tampering with razors or removing blades is prohibited. Note: Disposable razors will not be distributed in SHU, MHU, or the Infirmary.
3. Schedules for haircuts are at the direction of the Housing Unit lead worker.
 - a) Inmates are allowed only one haircut per month unless the inmate's behavior creates safety or security concerns.
 - b) The barber shop is restricted to the barber and the inmate getting a haircut.
4. Inmates may have one nail clipper, except in the SHU or MHU. Inmates classified to SHU or MHU will have nail clippers distributed and collected at the direction of staff.
5. Inmates will be responsible for ensuring their cell or living area is clean and orderly.

G. **INMATE ATTIRE:**

1. Alteration and/or destruction of clothing are prohibited.
2. Uniforms will be worn properly when leaving the cell with pants at the waist, unrolled pant legs, and sneakers or boots with laces tied. If worn, t-shirts and/or thermal tops will be tucked in. Inmates are not allowed to wear excessive clothing. Excessive clothing will be wearing two of any one type of clothing. Inmates are prohibited from placing their hands in their pants.
3. The follow are exceptions to inmate attire:
 - a) When walking between the cell and bathroom and/or shower, an inmate must have on at least a T-shirt, boxers, and footwear. Indecent exposure will not be tolerated.

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b) For recreation (yard or gym) an inmate must wear at least a T-shirt, shorts, and shoes to depart the cell. Once outside of the unit the shirt and shoes may be removed, but must be back in place before entering the building.

- 1) During tier recreation inmates may wear shower shoes.
- 2) When exiting the tier to use the telephone, inmates are required to wear a complete DOC uniform and shoes. Recreational attire is appropriate for telephone access on the tier.

4. Headwear and sunglasses will be removed indoors (except religious or prescription).
5. Identification Cards will be worn on the left pocket of the V-neck or the same location on the outer garment. Any lost or damaged I.D. will be replaced at the inmate's expense.

H. LAUNDRY AND LINEN PICK-UP AND RETURN:


1. Clothing and linens must be washed and dried in the facility laundry.
2. On specified laundry days, inmates will put their clothing, towels and washcloths in a numbered laundry bag for washing.
3. It is recommended for proper cleaning that laundry bags be less than half full.
4. On linen exchange days, inmates will be required to turn in two sheets and one pillowcase (if issued).
5. Blankets and coats will be cleaned as directed by staff.

I. COURT APPEARANCES:

1. Housing Unit staff will notify inmates of their scheduled court appearances. Inmates cannot refuse to go to court under any circumstances.
2. The inmate may take only the paperwork which pertains to the court appearance. Other items are not permitted (i.e. pens, pencils, paperclips, etc.)
3. For court appearances inmates must be properly dressed. If leaving the facility, boots are not authorized. For cold weather seasons inmates are allowed to wear one more piece of clothing consisting of: 1 thermal top, 1 sweatshirt, or a coat.

J. LEGAL SERVICES:

1. The facility provides Law Library services to the inmate population.
2. Legal photocopying services are available from the Law Library.

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3. Main Law Library appointments are scheduled by the Paralegal and may be posted in the Housing Units.
4. Inmates housed in B or C building, SHU or MHU will use the facility mail to correspond with their respective Law Library.
5. Assistance needed from a facility inmate paralegal must be in written form and sent to the Law Library.
6. Requests for notary services will be sent to assigned area Law Libraries.
7. Inmates with court deadlines, who require legal supplies, may request legal supplies through the law library, when commissary is not available.

K. GRIEVANCES: The entire grievance procedure (JTVCC SOP 4.4 Inmate Grievance Procedure) is available through the Law Library and available in housing units.

1. Inmates should first discuss their complaint with Housing Unit staff or area supervision.
2. If a solution cannot be reached, inmates may submit complaints in writing by following the instructions on the Institutional Grievance form (Form# 585).
3. Classification, disciplinary, Parole Board decisions, and prohibited mail items are not grievable because there is an appeal process provided for each.
4. The grievance process is an administrative remedy.
5. Administrative remedies must be exhausted through the grievance procedure before an inmate may take legal action.

L. TREATMENT PROGRAMS: Treatment staff will work to accurately assign inmates in programs which are available. Inmates must take responsibility for active participation in programs. The facility will not be able to provide for everyone's needs; but education, chaplaincy, recreation, library, substance abuse, and counseling services are found throughout the facility. These services may be on a full or part-time basis.

1. Each inmate will participate in an orientation as directed.
2. To schedule a meeting with Treatment staff a written request, including the reason, must be submitted.
3. When sentenced, classification will be initiated by the Multi-Disciplinary Team (MDT) with appropriate recommendations made to the Institution-Based Classification Committee (IBCC) for action. Treatment plans will be developed to ensure appropriate placement into housing and programs.

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4. Inmates requesting information concerning their Department of Corrections file, including but not limited to sentencing calculations, good time, and discrepancies, can write to:

Central Offender Records
245 McKee Road
Dover, DE 19904

- M. Correctional Rehabilitation Programs, include but are not limited to the following areas:

1. Education


- a) Adult Basic Education
- b) Art
- c) Computer courses
- d) General Education Diploma (GED) including preparation courses. Anyone who does not have a high school diploma or General Education Diploma (GED) may be eligible for academic education program enrollment. The GED is awarded upon successful completion of the GED examination.
- e) Life-skills

2. Vocational Programs available:

- a) Automotive Technology
- b) Heating and Air Conditioning
- c) Plumbing

3. Treatment Programs:

- a) Alcoholics Anonymous
- b) Alternatives to Violence Program
- c) Sex Offender Treatment Program
- d) Gamblers Anonymous
- e) Greentree De Novo (Resident Therapeutic Community)
- f) My Brother's Keeper
- g) Pre Release Program
- h) Options

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N. **RELIGION:** It is the inmate's responsibility to tend to his individual spiritual needs. Chaplaincy staff members are available to assist inmates. Questions and requests are to be sent to the chaplain.

O. **RECREATION:**

1. Recreation periods will include designated time outside of the cell, showering, and cell clean up at a minimum of one hour, three times a week. Inmates on sanctions will have their recreation scheduled by the 1600 to 2400 hour housing unit staff (excluding MAX housing units).
2. Staff will direct inmates when and where recreation will take place through the direction of the Shift Commander.
3. When recreation is lost, it will not be made up.

P. **MEDICAL SERVICES AND SICK CALL:** Medical staff members treat minor illnesses and injuries, provide medications when prescribed, arrange for infirmary care, hospital services, or other medical consultation when needed. Medical staff will orientate inmates who arrive at the facility about the health care services and go over their medical records.

1. Inmates with or observing medical emergencies should notify Housing Unit staff.
2. Inmates should use sick call slips when requesting to be seen by medical. Sick call slips will be placed in the secured sick call box, which will be emptied daily by medical staff. Sick call slips will be collected by medical staff in SHU and MHU 21. Sick call appointments will be scheduled through the Medical Department.
3. Medical staff will dispense prescribed medication to inmates at designated times.
4. Inmates will be charged a medical co-pay fee of \$4 for medical visits and \$2 for non-prescription medication. The chronic care clinic and mental health services are excluded from the co-pay fee program.
5. Inmates must report to medical staff for medical appointments. Inmates may refuse medical treatment and/or medication, at that time, and must sign a refusal form.
6. Inmates wanting to file a medical grievance must submit a Medical Grievance form (Form #585). For additional information refer to the Inmate Grievance Policy.
7. Mental Health Services are available to inmates. Inmates with feelings, thoughts, and behavior, which cannot be coped with, should contact Mental Health personnel in the facility.
8. Dental services are located within the facility to address necessary dental concerns.


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Q. PRISON RAPE ELIMINATION ACT (PREA)

1. The Prison Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual assault/sexual misconduct in correctional systems. PREA addresses both inmate-to-inmate sexual assault and staff-to-inmate sexual assault. The Delaware Department of Corrections and James T. Vaughn Correctional Center fully supports the guidelines set forth in this law and remains committed to a zero-tolerance policy against sexual violence.
2. Victims of a sexual assault or any sexual coercion should report the incident to any staff member as quickly as possible. Victims unwilling to report sexual assault to facility staff members may contact the Institutional Investigator's office in writing through in-house mail. Information will be received and investigated in a confidential manner.
3. Forced or coerced sexual behavior is a criminal act that merits criminal prosecution. Substantiated incidents will be reported to the Delaware State Police for a formal investigation.
4. In an effort to minimize the risk of becoming a victim, these are several things which should be considered:
 - a) Avoid isolated or secluded areas.
 - b) Be aware of body language.
 - c) Never share personal information.
 - d) Never accept gifts from another inmate.
 - e) Be cautious of inmates offering protection.
 - f) Report all acts of violence.


R. MAIL: Inmates will be allowed to correspond with other persons, except other inmates, unless your privilege is withdrawn as a result of disciplinary action, action taken where an abuse of the mail privilege is found, or action taken where a person requests termination of correspondence. Incoming mail will be opened and inspected prior to delivery to the inmate. Outgoing correspondence containing or reasonably suspected of containing contraband, or appearing to be fictitious in either name or address, may be opened and inspected.

1. **Outgoing Mail:**
 - a) Mail received in the Mail Room must include postage. Legal mail must include postage or a Pay-to for postage. If postage is not included, mail will be returned to the inmate.
 - b) Outgoing mail will be placed in the building's mailbox or given to staff if a mailbox is not available.

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- c) Outgoing packages will be forwarded to the Mail Room via Housing Unit staff. Inmates will complete a Pay-to (Form# 34) leaving the amount blank. Packages will be sent unsealed to allow for inspection. Mail Room staff will be responsible for sealing the package, postage calculation, and annotation of the postage amount on the pay-to.
 - d) When requesting mail to be sent as certified, the following must be accomplished by the inmate:
 - 1) Submit a Pay-to made payable to the U.S. Post Office attached to the item, covering the costs involved in processing.
 - 2) Mark the Pay-to as Certified Mail and if the inmate wants a receipt, the request will be written on the Pay-to form.
2. An inmate is considered eligible to purchase indigent supplies for correspondence if they have less on their inmate account than the amount necessary to purchase the supplies for two consecutive months, as calculated on the first day of the month. Amounts will be deducted from inmate's account once funds are made available.
3. Incoming Mail:
- a) To receive mail, the following information must be included on the envelope or package:

Inmate's name and SBI number
James T. Vaughn Correctional Center
1181 Paddock Road
Smyrna, DE 19977.
 - b) Money orders or cashier's checks received by mail for inmates are removed from the envelope. A receipt will be forwarded to the inmate. The inmate's account may not exceed \$500. Cash and checks are not permitted to be received by mail.
 - c) Authorized items received must be prepaid. Any unauthorized item mailed into the facility may be sent out at the inmate's expense or refused.
 - d) The inmate will be notified in writing if mail is rejected. Notifications will include instructions for the appeal and disposition process.
4. Delivery of Legal Mail:
- a) Inmates will be directed to sign for Legal Mail at the time of delivery. Legal mail will be opened by staff in the presence of the inmate and checked for contraband. If there is a refusal to sign, the mail will be returned to the mailroom.
 - b) Money orders and cashier checks are not permitted to be sent in with legal mail and when discovered will be confiscated.


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S. THE PAY-TO SYSTEM is a process to allow inmates to authorize payment of money from their inmate fund account. Pay-to forms (form# 34) may be acquired from housing unit staff.


1. Inmates will complete Pay-to forms with required information: name, SBI, date, the name (and address when applicable) to whom the money is being sent. This completed pay-to will be submitted to housing unit staff for processing in the housing unit's pay-to log.
2. Housing unit staff will review the submitted pay-to form and after verifying the inmate's identity they will sign the pay-to form.
 - a) Dollar amounts of \$99 and below will be signed by the housing staff or leadworker.
 - b) Dollar amounts of \$100 to \$999 will also be signed by the area lieutenant.
 - c) Dollar amounts which exceed \$1000 will also be signed by the Shift Commander.
3. Housing unit staff will process the pay-to by annotating a chronological log number from the log book. The pay-to will then be submitted with the log sheet to the Business office for processing of inmate funds.

T. VISITING:

1. The Visit Scheduling Office will be open 0800 to 1600hrs. Monday through Friday, excluding holidays. Visits are scheduled by calling one of the following numbers: 1-800-282-8602, 1-800-722-0252, or 302-653-4828. Information for rules of inmate visitors for this institution can be found on the Department of Correction's website under FAQs.
2. The following are the eligible number of visits and length of visits per week based on the inmate's classification: (Only one 45-minute visit may be scheduled on weekends and/or holidays.)
 - a) Minimum, Medium, Medium-High, and Pre-Trial inmates may receive two 45 minute visits per week or one 90 minute visit per week.
 - b) Inmates on Quality of Life may receive visits based on their level (reference Appendix 'A').
3. Inmates and visitors will not cross communicate with other inmates and visitors.
4. Inmates will not wear any jewelry or watches (except wedding band) to the visit. Inmates will not wear hoodies or sweat bands. A sweat shirt or a coat may be worn but not both. One room key and/or one lock key may be carried.

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5. If, for any reason, the inmate or visitor departs the visiting area, the visit is terminated.
 6. Honor Visits are a specialized privilege arranged by your housing unit counselor. Inmates must meet the following criteria to be eligible:
 - a) Inmates must have been incarcerated for at least twelve continuous months at James T. Vaughn Correctional Center prior to scheduling the visit.
 - b) Inmates must have completed six months of full-time work activity, or have six months of applicable program participation prior to the scheduling of the Honor Visit. See Inmate Treatment supervisor or designee for approved programs.
 - c) Inmates will be disqualified for Honor Visitation as follows:
 - 1) Inmates shall not have pending criminal charges twelve months prior to the Honor Visit. Inmates cannot apply for Honor Visits for at least twelve months after the final disposition of open charges.
 - 2) Inmates applying for an Honor Visit shall not have any Class One or Class Two convictions within the past twelve months, or more than two Summary Actions. Inmates shall not have any record of staff assault for five years prior to applying.
 - 3) Inmates housed in the SHU, MHU, B or C Buildings, or on Pre-Trial status, are not eligible for an Honor Visit.
 7. Compassionate Visits: Inmates may be permitted to attend a private viewing or visit a critically ill member of their immediate family as coordinated through the facility Chaplain and pending Warden's approval.
- U. TELEPHONE ACCESS: Inmates are responsible for using the phone system in accordance with operating instructions. Misuse of the phone system, including providing incorrect identification information (SBI number, name, etc.) or failing to follow directions given through phone system prompts, may result in disciplinary action including loss of phone privileges and/or other sanctions.
1. Telephone calls will be collect-calls and may last up to 10 minutes.
 2. To request to have telephone numbers added or deleted, you must first obtain a Telephone System Number Request form (Form #703) from the Housing Unit Staff and submit it in person to a staff member of security or treatment for verification of the identity of the person submitting the form. Any form mailed will be discarded without being processed since the identity of the person sending the form cannot be verified. Inmates may designate up to five personal telephone numbers and one attorney telephone number. Numbers will be verified prior to approval. Inmates may change their telephone numbers once a month.

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3. The facility has the right to and may monitor, record, and report telephone activities.
4. Pre-Trial, Minimum, Medium and Medium-high inmates may make up to two calls per week.
5. Inmates on Quality of Life status may make telephone calls based on their level (reference Appendix 'A').
6. To place a telephone call, the inmate will enter 0-area code-telephone number-and his SBI number. Legal telephone calls are completed during the 0800hr to 1600hr shift by submitting a legal call request form and are scheduled by the housing unit staff.
7. Inmates will be afforded the opportunity to place a bail call during the initial intake and during the hours of 0900 to 2000 hours once assigned to the Pretrial Unit, as security and daily operations allows.

This procedure is subject to change at the discretion of the Warden.

Appendix A**Quality of Life Chart**

Level	Phone Calls	Visits	Commissary	TV	Radios
	Monthly	Monthly	Bi-weekly		
1	1	1	\$15	No	No
2	2	1	\$25	No	Yes
3	3	2	\$35	Yes	Yes
4	4	3	\$45	Yes	Yes
ISDP	4	4	\$70	Yes	Yes

Appendix B**Point of Contact and Reference Chart**

Prior to utilizing the information in this chart, inmates should first address their concerns with housing unit staff and/or area supervisors. When inmates desire to make contact with or have a need to address a specific area within the facility, they should utilize the in-house mail system to make contact with the point of contact. If a suitable response is not received, then the supervisor of the area may be contacted in writing via in house mail.

Topic	Point of Contact	Supervisor
Authorized Cell Items	Area Unit Manager	Unit Commander
Property Room	Property Room staff	Scheduling Officer
Commissary	Commissary	Support Services
Laundry and Linens	Laundry Manager	Support Services
Legal Services	Paralegal	Legal Services Administrator
Grievances	Grievance Chairs	Grievance Supervisor
Treatment issues	Counselor	Counselor Supervisor
Academic or Vocational	Principal	Department of Education
Religion	Chaplain	Treatment Administrator
Food Services	Food Services	Food Service Director
Medical Service and Sick-call	Medical Department	Deputy Warden of Programs Administration
Medical Co-pay	Medical Department	Business Office
Mail	Mailroom staff	Support Services
Pay-to System	Business Office	Business Office Manager
Inmate Phone System	Institutional Investigator	Warden
Maintenance/Repair	Maintenance Foreman	Maintenance Superintendent
Confidential Concerns	Institutional Investigator	Warden