



# SUSSEX CORRECTIONAL INSTITUTION

Warden Richard Kearney

P.O. Box 500 Georgetown, DE 19947

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## INMATE ORIENTATION

### HANDOUT

#### Introduction

You are in the Sussex Correctional Institution. This brochure is to let you know what is expected of you while you are housed here in this building.

The Sussex Correctional Institution is charged with the responsibility of placing inmates/detainees in the least restrictive environment necessary to insure public safety. Programmatic and Security procedures co-exist to ensure effective and efficient operations. Since most inmates will be returning to the community, opportunities for developing skills are provided through social, psychological, educational, vocational, and spiritual systems.

#### PRE-TRIAL/ADMIN BUILDING

The Pre-trial Housing Units are run under the concept of Direct Supervision. Direct Supervision is a combination of Management, Operational Philosophies, Design Features and Staff Training. The key concept is placing the officers within the housing units in constant and direct contact with the inmates. Staff members are proactive in addressing the needs and concerns rather than reacting on only the negative behavior of the inmates. Officers in these units are in charge of the inmates in the housing unit. This control is not challenged or shared with inmates or other staff members. The physical setting of the unit provides an atmosphere in which interaction with inmates occurs on a more mature level. Direct Supervision supports the SCI goals of staff empowerment, inmate accountability, responsibility and self-sufficiency.

#### ORIENTATION

All inmates are first assigned to the orientation section of Housing Unit #4. The Reception Diagnostic Unit (RDU) will assess you. Based on the RDU's assessment, you will be moved to one of the other housing units. Housing Unit #1 is the minimum unit. Units #2 & #3 are medium and Housing Unit #5 is maximum. All three areas are run differently as the security of each area demand. Negative behavior will result in backward movement. You are expected to behave as a respectful adult. Rules and Discipline procedures are detailed in the Inmate Reference Manual. Staff will assist you if you have questions concerning the rules and regulations.

Your environment and privileges will primarily be determined by your behavior. You are expected to demonstrate positive and rational behavior. It is your responsibility to know the rules and regulations of this institution and to follow them. Each Housing Unit and Building is provided with copies of the Inmate Reference Manual for you to use. The rules and other helpful information are included to help you adjust to your environment. Ask the officer in charge of your unit to let you sign it out.

#### BASIC RULES

1. You are to wear your ID card anytime that you are out of your cell.
2. You are to be properly dressed
3. All Pre-Trial inmates are escorted any time they depart their housing unit. When walking in the hallways, you are to walk in an orderly single file line on the right side of the hallway.
4. Cells will be inspected daily at 8:30 a.m. by the housing unit officer. You are responsible for keeping your cell neat and clean. Your bed is expected to be made at this time

and remain made until after 5:00 p.m. You may lay on top of your bed and cover yourself with a second blanket or sheet, if you have one, during the times mentioned.

5. Noise levels within the Housing Unit will be at an acceptable level as set by the officer.
6. Counts and Lock Downs will be announced by the officers. Any time a count or lock down is called, you will immediately report to your assigned cell and secure your cell door. You will remain there until the count clears or the unit officer clears lock down.

If you violate these or any of the rules and regulations, you will be subject to disciplinary action as described in the Rules of Conduct. You can find a complete list of offenses and actions in the Inmate Reference Manual.

The Pre-Trial Housing rules are in the Inmate Reference Manual. There are rules that apply to only certain housing areas. These rules will be posted in the unit. You are responsible for reviewing these rules and checking the bulletin boards, daily, for changes.

#### Other Items of Interest

##### MONEY

If you have questions regarding your inmate account, write to: Inmate Accounts, Business Office, SCI. Send by in-house mail.

##### Please Note:

Upon committal, your money is secured in a safe. This cannot be retrieved until the next business day if you are detained and released in the

### Telephone Sheets

You will be given a phone sheet when you arrive, for the computer system. You may put up to five (5) numbers on this sheet. NOTE: you can only change this sheet once every thirty (30) days. All other changes must be made through a counselor only. Do not ask the unit officer to make phone sheet changes.

### Classification

The RDU team does the first classification. They will classify you to the programs you need and the correct security level. You must be sentenced to be classified. If you are not sentenced, you will not be classified.

### Level 4

If you are being held at Level 5 waiting for a bed at Level 4 or Home Confinement, just wait. You will go when there is bed space available. The counselor does not know when you will go. Counselors at SCI do not call work release.

### Status Sheets

Receiving will give you a status sheet when you are sentenced. You will not receive one prior to sentencing.

If you need a new status sheet and you are sentenced: Send a 25-cent pay-to to the Business Office made out to Delaware State Treasurer's Office, with your SBI number and a note stating what you want. The business office will mail you a status sheet. Counselors cannot copy items from inmate files.

### Sentencing Orders

To receive a copy of your sentencing order you must write to the Probationary's Office in the county where you were arrested. There is a charge for these copies.

### Bail Bonds

Delaware Bail Bonds—855-0310

King Bail Bonds—359-1111

Mr. Bail—1-800-233-7894

McCallister Bail Bonds—855-0310

### 12:01 a.m. Release

To be released at 12:01 a.m., notify the 4x12 officer. Your ride must be here at 11:30 p.m. If you have no open charges, you will be released.

### Counselors

Put a note in to the counselor's box to be seen or to have a question answered. You will be seen in response to your request. The officer on duty will have the necessary counselor slips.

### Inmate Mailing Address

Inmate Name & SBI#

Building/Housing Unit

P.O. Box 500

Georgetown, DE 19947-0500

### Inmate Telephones

To use: Dial zero + area code + number (example: 0 302-555-1111)

Enter SBI # when it asks for your pin number.

### Visits

Keep in mind, visits are a privilege, NOT a right. If you, or your visitor, violate any institutional rules, visiting privileges will be suspended.

Visitors can call to make an appointment at (302) 856-5543

Monday—Saturday 9 a.m. to 3 p.m.  
and 4:30 p.m. to 11 p.m.

CR. Sundays—9 a.m. to 3 p.m.

You are permitted one 45 minute visit per week.

Available times are listed below and in the inmate's Rules and Regulations booklet.

Monday—9:30 a.m.—10:15 a.m.

9:45 a.m.—10:30 a.m.

Tuesday—12:00 p.m.—12:45 p.m.

1:15 p.m.—2:00 p.m.

2:30 p.m.—3:15 p.m.

Wednesday—5:30 p.m.—6:15 p.m.

6:45 p.m.—7:30 p.m.

Friday—5:30 p.m.—6:15 p.m.

6:45 p.m.—7:30 p.m.

8:00 p.m.—8:45 p.m.

Saturday—5:30 p.m.—6:15 p.m.

6:45 p.m.—7:30 p.m.

Sunday—8:30 a.m.—9:15 a.m.

9:45 a.m.—10:15 a.m.

State of Delaware Judicial Branch  
 Authorized Bond Agencies (updated 05/04/10)

Bail Bond Agencies	Address	Telephone	New Castle County	Kent County	Sussex County	Other Counties
A-1 Bail Bonds	910 Old Harmony Rd. Newark, DE 19713	866-BAILNOW (224-5669)	X	X		New Castle County Kent County Sussex County
A-Z Bail Bonds Sandra Hale	39 Basalt Street Townsend, DE 19734	302-584-6879	X	X	X	New Castle County Kent County Sussex County
A Abba Bail Bonds	6508 Coastal Hwy. Ocean City, MD 21842	1-888-347-3733 302-658-3733	X	X	X	New Castle County Kent County Sussex County
A Bail Bond by Resto & Company Inc. Wm Resto, Charis Ford, Erick Vargas	1148 Pulaski Hwy Ste. 337 Bear, DE 19701	302-312-7714	X		X	New Castle County Kent County Sussex County
AA Bail Bonds	210 S. State Street Trenton, NJ 08608	1-888-655-2245 609-392-3331	X	X		New Castle County Kent County Sussex County
Above & Beyond Bail Bonds Tayler J. Dean	40 East Main Street, Unit #334 Newark, DE 19711 2624 Belaire Drive, Wilm. DE	302-998-1027 302-275-5463	X	X	X	New Castle County Kent County Sussex County
All American Bail Bonds	6508 Coastal Hwy. Ocean City, MD 21842	1-888-347-3733 302-856-3734			X	New Castle County Kent County Sussex County
Alliance Bail Bonds	9 Brookridge Lane Newark, DE 19711	1-866-357-2245 302-234-1565	X	X	X	New Castle County Kent County Sussex County
American Funding Services	2062 New Castle Ave. Ste A New Castle, DE 19720	302-658-8470 1-866-438-6880	X	X	X	New Castle County Kent County Sussex County

Bail Bond Agencies	Address	Phone Number	New Castle	Kent	Sussex	Other	Counties
XXXXXXXXXXXX Morris on Time Bail Bonds	116 East 4th Street New Castle, DE 19720	302-834-2663 1-866-327-2663	X	X	X	X	New Castle County Kent County Sussex County
ESAP Bail Bonds Services, Inc.	411 South Queen Street #213 Dover, DE 19904	302-674-3763	X			X	New Castle County Kent County Sussex County
DeWitt Bail Bonds (Lawrence A. Breeding)	128 Woodville Drive Magnolia, DE 19962	302-670-9407 302-535-8621	X	X	X	X	New Castle County Kent County Sussex County
Standard Boys LLC/Mark Evel Moya Bail Bonds MBA Martinez Reed	83 E. Cole Boulevard Middletown, DE 19709	302-224-1754			X		New Castle County Kent County Sussex County
DeWitt Bail Bonds Dorothy W. Wain	35524 Bayview Lane Millsboro, DE 19966	877-338-1550	X		X	X	New Castle County Kent County Sussex County
DeWitt Bail Bonds	1900 West 4th Street Wilmington, DE 19805	302-427-9000 1-877-348-2245	X	X	X	X	New Castle County Kent County Sussex County
Frank's Bail Bonds Inc.	1927 W. 4th Street Wilmington, DE	1-866-438-6880 302-661-2940	X	X	X	X	New Castle County Kent County Sussex County
Frank's Bail Bonds	8411 Gannon Circle P.O. Box 2083 Easton, MD 21601	1-800-624-4404 (Dover) 302-734-7120 (Georgetown) 302-855-1232	X			X	New Castle County Kent County Sussex County
Delaware Bail Bonds (affiliated with Fred W. Frank)	214 E. Lexington Street Baltimore, MD 21202	302-427-9800 1-800-334-1450	X	X			New Castle County Kent County Sussex County
DeWitt Bail Bonds	10 E. 4th Street Wilmington, DE 19801	302-778-4400 302-778-0101 (New Castle) 1-866-9IN-JAIL	X	X	X	X	New Castle County Kent County Sussex County
Martinez Bros Bail Bonds	3001 Rte. 130 S., #85L Delran, NJ 08075	302-351-4676	X				New Castle County Kent County Sussex County
Fred W. Frank (affiliated with Delaware Bail Bonds)	214 E. Lexington Street Baltimore, MD 21202	1-800-334-1450	X	X		X	New Castle County Kent County Sussex County

Bail Bond Agencies	Address	Phone	New Castle	Kent	Sussex	Other	Counties
Freedom Bonds Inc.	3408 Roselawn Avenue Wilmington, DE 19808	302-472-9350	X				New Castle County Kent County Sussex County
Gina's Bail Bonds	307 S. State Street Dover, DE 19801 15 S. Race Street Georgetown, DE 19947	302-678-5030 1-800-227-5887 302-856-7214	X X X	X X	X X	X X	New Castle County Kent County Sussex County
Inmurse Information & Bonding (Richard Morman)	10 East 4th Street Wilmington, DE 19801	302-507-1928	X X X	X X		X	New Castle County Kent County Sussex County
Ishan Berry Bail Bonds	42 Mill Chase circle Millsboro, DE 19966	302-462-5582			X X		New Castle County Kent County Sussex County
Just Bail Bonds	4 West 4th Street Wilmington, DE 19801	302-691-7802	X X X				New Castle County Kent County Sussex County
Mark's Bail Bonds Bonds Only/No Cash	85 E. Cole Blvd. Middletown, DE 19709	302-224-1754	X X X	X X	X X	X X	New Castle County Kent County Sussex County
Miracle Bail Bonds	223 N. Union Street Smyrna, DE 19977	302-653-4565	X X			X	New Castle County Kent County
Sharkey's Bail Bonds LLC Jason Leone R. Clay Foltz (pending)	424 S. Street Dover, DE 19904	302-672-7427	X X X		X X	X	New Castle County Kent County Sussex County
Sundragon Bail Bonds (David Hanson)	4396 Firetower Road Felton, DE 19943	302-697-8000 302-856-7307 302-222-6300	X X X	X X	X X	X X	New Castle County Kent County Sussex County
T&H Bail Bond, Inc.  (affiliated w/T&H Cash Bail & Bob's Bail Bonds)	1410 N. French Street Wilmington DE 19802  623 King Street Wilmington, DE 19801 307 S. State Street Dover, DE 29901	302-656-7876 302-777-7982  1-800-892-2245	X X X	X X	X X	X X	New Castle County Kent County Sussex County
T&H Cash Bail (affiliated with T&H Bail)	623 King Street Wilmington, DE 19801	1-800-892-2245	X X X	X X	X X	X X	New Castle County Kent County Sussex County

Bail Bond Agencies	Address	Phone	Delaware	MD	PA	VA	NC	Counties
Top Bail / Frank Truselo	1810 Sycamore St	1-877-867-2245	X	X	X	X	X	New Castle County
John S. Donahue, IV	P.O. Box 25227	302-420-7878	X	X	X	X	X	Kent County
Mary Jennings	Wilmington, DE 19805		X	X	X	X	X	Sussex County

### PRISON NOTIFICATION

- If you have previously been the victim of sexual assault, you are encouraged to notify the intake officer during processing.
- You may also contact the mental health unit at this facility if you wish to receive information or support for a prior assault.
- Again, please remember, all staff are mandatory reporters.

### PLEASE BE AWARE!!

- Both male and female officers work at this facility, and routinely work all housing units. They will not purposely intrude on your privacy while performing bodily functions, showering, or while you are dressing. However, they are required to maintain constant vigilance in all areas of the institution. Therefore, you should be aware that officers of an opposite gender may unexpectedly appear in your area, and cover yourself at all times.

### RESOURCES

- ContactLifeline (Provides crisis support.)
  - 302-761-9100
  - 800-262-9800
  - P.O.Box 9525  
Wilmington, DE 19809
- Survivors of Abuse in Recovery (S.O.A.R.)
  - 302-655-9049 New Castle
  - 302-422-3811 Kent
  - 302-645-4903 Sussex
- National Rape Crisis Hotline
  - 800-656-4673

*\*Please be aware that, although the above resources are being provided for your use, the Delaware DOC does not guarantee confidentiality of communications to these outside parties.*



State of Delaware  
Department of Correction  
The Key Phrase is... Prison Public Safety

## PRISON RAPE ELIMINATION ACT (PREA)

*The Prison Rape Elimination Act of 2003  
enacted by Congress to address the problem of  
sexual assault within U.S. prisons.*



The purpose of PREA is to establish  
**Zero-Tolerance** for sexual abuse by  
improving:

- Education (about sexual abuse)
- Prevention
- Detection
- Reporting
- Investigation
- Victim Services



#### REPORTING

- It is the policy of the Department of Correction that all employees are responsible for the prevention, detection and reporting of prison rape and sexual activity. An employee who fails to report offender-on-offender sexual abuse or staff sexual misconduct/assault may be subject to discipline.

#### DEFINITIONS

- **Offender-on-Offender Sexual Abuse**—Encompasses all incidents of sexually abusive contact and sexually abusive penetration between offenders.
- **Staff-on-Offender Sexual Abuse**—Encompasses all incidences of staff-on-offender sexually abusive contact, staff-on-offender sexually abusive penetration, staff-on-offender indecent exposure, and staff-on-offender voyeurism. Staff solicitations off offenders to engage in sexual contact or penetration constitute attempted staff-on-offender sexual abuse.

Additional definitions can be found online at: <http://www.dor.nj.gov> by selecting the Policy Manual, and clicking on the Policy 3300.

#### CONFIDENTIALITY:

- Sharing information regarding a sexual abuse incident is limited to those staff essential for the treatment, investigation, decision making, and prosecution of a case.
- Staff will refrain from talking openly about sexual abuse incidents.

#### DUTY TO PROTECT AGAINST RETALIATION:

- All efforts will be made by DOC staff to protect victims of sexual abuse from retaliation. Victims, or those that have made third-party reports for victims of sexual abuse, may bring instances of retaliation to the attention of any DOC line staff member, administrator, vendor, or volunteer.

#### WHAT TO DO IF YOU ARE A VICTIM:

- You should report the sexual abuse to any staff member you feel comfortable talking to. All DOC staff are mandatory reporters. They are required to bring your allegation forward for investigation.
- You should report sexual abuse as soon after it happens as possible.
- In most cases, you will be examined by medically trained personnel.
- Crisis counseling and support services will be offered.
- Regular follow-ups with trained counselors will be provided.

#### FALSE ALLEGATIONS:

- All false allegations of sexual abuse will be referred to the Attorney General's office for prosecution. Internal disciplinary sanctions will also be used.

#### TIPS TO AVOID ABUSE:

- Choose your associates wisely.
- Be careful about how close you become with people who may not have your best interests at heart.
- Do not become involved with prison contraband.
- Do not associate yourself with any offender group unless it is within a program promoted by the DOC administration.
- Be direct and firm when interacting with other offenders.
- Do not use any banned substance, nor abuse a substance you may be prescribed.
- Do not lend or borrow items with other offenders.
- Do not accept an offer of protection from any offender.
- Do not accept gifts from other offenders.
- Be alert to other offenders who seek to spend much time with you, or who become overly concerned with your personal issues.
- Control your emotions. Do your best to not show fear, anxiety, or anger to other inmates.
- Identify a staff member you trust to confide in.
- Find a way to be cooperative with staff which does not appear to antagonize other offenders.
- Stay in areas of the institution to which you are assigned.
- Follow all facility rules and regulations.

