

MAIL/LEGAL MAIL: U. S. mail and packages are delivered Monday through Friday. Incoming mail is opened, searched for contraband, and delivered to your housing unit. **Any unauthorized mail will be returned to the sender at your expense.** Certain magazines, books, and newspapers may be permitted; however, they must be prepaid and shipped directly from the publisher. Polaroid pictures are prohibited. Unauthorized material such as books and magazines remaining after (10) days may be donated to charity if appropriate.

Incoming mail must contain a return address, name and SBI number or DOB. Mail without a return address is returned to the Post Office to be forwarded to the Mail Recovery Center.

Outgoing mail is stamped to indicate that it was sent from a correctional facility. You may send out an unlimited number of stamped letters. Stamped envelopes may be purchased from the commissary. If you are declared indigent after submitting an Indigent Application, you will be permitted to mail four letters per month. Postage will be charged to your account.

Prior approval is needed in order to write to an immediate family member (parent, sibling, or child) who is incarcerated. Request forms are available from and should be submitted to the Social Services Specialist and only the Warden (or designee) can grant approval. Legal mail is hand delivered Tuesday – Friday, excluding holidays. If you are out of your housing unit (visit, gym, sick call, court, etc.), it will be re-delivered the next day legal mail is delivered.

Requests/inquires of departments or staff people within the institution may be sent using our in-house mail system. Mail going to any other state agency (with the exception of other DOC facilities) does require postage. All mail sent by an inmate must list the HRYCI mailing address as the return address. Mail not listing the HRYCI as the return address or listing any other return address will not be sent. **Address:
Inmate's name and SBI # or DOB; PO Box 9561, Wilmington, DE 19809**



**STATE OF DELAWARE
DEPARTMENT OF CORRECTION
HOWARD R. YOUNG CORRECTIONAL INSTITUTION
1301 East 12th Street
Wilmington, Delaware 19809
(302) 429-7700**

INMATE HANDBOOK

6/2014

This handbook is designed to provide you with basic information so that you can better understand the operations of the Howard R. Young Correctional Institution. If you have additional questions or concerns, you are encouraged to direct them to your housing unit officer.

<u>TABLE OF CONTENTS</u>	Section
ADMISSION PROCESS-----	2
COURT/TRANSFERS	
SECURITY	
MOVEMENT	
RECORDS	
RULES & REGULATIONS -----	3 - 4
DISCIPLINARY CODE OFFENSES	
TELEPHONE CALLS	
PROPERTY: STATE ISSUE/ PERSONAL -----	5 - 6
PROHIBITED ITEMS	
VISITATION-----	7
COMMISSARY	
INMATE ACCOUNTS-----	8
FOOD SERVICE	
MEDICAL/MENTAL HEALTH	
GRIEVANCES-----	9
RECREATION	
LAW LIBRARY	
REQUESTS	
CLASSIFICATION/TREATMENT-----	10
MAIL/LEGAL MAIL -----	11

CLASSIFICATION/TREATMENT

CLASSIFICATION: A process, which determines your eligibility for movement within the Institution and the DOC based on your offense, sentence, institutional adjustment, and work/program participation.

TREATMENT COUNSELORS: Institutional counselors are assigned by alphabetical order. Your counselor may be contacted via in-house mail.

INSTITUTIONAL EMPLOYMENT: Depending on your ability, skill, and institutional adjustment, you may be considered for work in either the kitchen or environmental crew. If eligible, you may receive pay and/or good time; however, working is a privilege. You must have a valid social security number.

EDUCATIONAL PROGRAMS: Participation in the educational programs is encouraged, regardless of your skill level. High school and GED classes are offered. Please check for postings in your housing unit.

TREATMENT PROGRAMS: Various programs are available to assist inmates in addressing the issues, which resulted in their incarceration, or in preparing to transition back into the community.

RELIGIOUS ACTIVITIES: Chapel services are held for the following religions; Catholic, Muslim, and Protestant. Other faiths may be provided for as warranted. All religious services are subject to restrictions necessary to maintain safety and security.

GRIEVANCES: Inmates with a complaint regarding DOC policies or conditions within the facility may file a grievance (Form #584, available from your housing unit officer). You must submit the form to the Grievance Chairperson (IGC) within seven days after the incident.

Step 1: Informal Resolution: The IGC reviews the grievance and attempts to reach an informal resolution with the inmate.

Step 2: Grievance Hearing: If an informal resolution is not reached, the case is heard by the Inmate Grievance Resolution Committee (RGC). The RGC, consisting of security staff, treatment staff, and inmate representatives, hears both sides of the case and forwards their recommendation to the Warden/Designee for a decision. If the inmate concurs with the decision, the grievance is closed

Step 3: Final Decision: If the inmate does not concur with the Warden's decision, he may appeal it to the Bureau Grievance Officer (BGO) for review. The Bureau decision is final.

NOTE – You cannot grieve classification decisions or disciplinary actions. Medical grievances must be submitted to the IGC using Form 585 but are resolved through the medical department.

RECREATION: Most housing units are provided with an outdoor recreation area. Inmates may also have access to a fitness center, gym, sports tournaments, cultural events, and other activities.

LAW LIBRARIES: There are two Law Libraries in the facility. Law Libraries houses the Delaware Code, court decisions, and other research material. In addition, a legal assistant is available to answer questions and provide assistance. Law Library services are as follows: West side offenders will correspond with the Law Library by way of in-house mail on an approved legal request form. East wing offenders will be permitted access to the Law Library by scheduled appointment only. Hours of operations: 8:30 AM-11:30 AM and 12:30 PM to 2:30 PM Monday-Friday. You must request appointments on the Law Library General Request Form. You will be scheduled the following week. Request forms can be obtained from your housing unit officer.

2

ADMISSION PROCESS: Your personal property is inventoried and stored in a numbered box. Jewelry, cell phones/pagers are kept in a safe and cash money is counted and credited to your inmate account. You will receive a housing assignment, uniform(s), bed linens, and personal hygiene products. You will be issued a photo ID badge/bracelet, which you will be required to wear at all times. Failure to do so may result in a disciplinary action. **All personal property**

(jewelry, cellular phones, pagers etc) must be removed from the facility 30 days from your admission date. Failure to do so will result in the property being donated to a worthy charity. Offenders transferred to another facility or released have 15 days from the date of the transfer/release to arrange for all personal property to be picked up. A Personal Item Release Form must be completed prior to the transfer.

COURT/TRANSFERS: Inmates are NOT given advance notice of their court appearances or transfer. Only legal papers may be taken to court. While at the courthouse, you are still in the custody of the Department of Correction.

SECURITY: Security staff is responsible to maintain the safety of the prison. There will be scheduled and unscheduled headcounts, searches, shakedowns, lockdowns, etc. You are required to comply with all directions given by staff and are subject to disciplinary action up to and including criminal prosecution for non-compliance. Safety and security include your safety and protection; if at any time you feel in danger, notify your housing officer or area lead worker.

MOVEMENT: Inmates must walk on the right side of corridors/stairs, single file, no talking. During programs (chapel etc.) you must sit in the first available seat and not move around the room. In the event "No Inmate Movement" is ordered, you must immediately follow any directions as given over the intercom or by staff.

RECORDS: Offender legal files are maintained in Central Records located in Dover, Delaware.

3

RULES AND REGULATIONS: You are responsible to comply with all the rules and regulations of the Howard R. Young Correctional Institution and are subject to disciplinary action for failure to do so. You must follow any and all directions given by Correctional Staff. Institutional offenses are divided into classes as follows:

DISCIPLINARY OFFENSE CODES:

Class I Offenses

- 1.01 Arson
- 1.02 Assault
- 1.03 Bribery
- 1.04 Damage/Destruction of Property (Over \$10)
- 1.05 Demonstration (strike)
- 1.06 Disorderly or Threatening Behavior
- 1.07 Engaging in a Riot
- 1.08 Escape and Attempt to Escape
- 1.09 Extortion, Blackmail, or Protection
- 1.10 Failure to Abide by Sanctions or Conditions
- 1.11 Falsifying Physical Evidence
- 1.12 Felony
- 1.13 Fighting
- 1.14 Forgery, Counterfeiting
- 1.15 Giving a False Alarm
- 1.16 Homicide
- 1.17 Inciting to Riot
- 1.18 Possession of Dangerous Contraband
- 1.19 Possession of Money/Coin over \$1
- 1.20 Possession of Staff Clothing
- 1.21 Receiving Stolen Property
- 1.22 Refusal to Cooperate in Drug Testing
- 1.23 Restraint
- 1.24 Sexual Assault
- 1.25 Sexual Misconduct
- 1.26 Substance Abuse
- 1.27 Theft

8

INMATE ACCOUNTS: Upon admission to the institution, an “account” will be set up so that money may be deposited. Money that may be credited includes cash on your person and inmate wages. Money orders are only accepted through the mail. The maximum

amount of money in an inmate account is \$500.00. When you are released, you will be issued a check for the amount of money in your account. After regular business hours, you will need to return to the facility the next day to retrieve items such as jewelry, cell phones etc.

FOOD SERVICE: You will receive three meals per day on your housing unit. Special diets must be medically ordered.

MEDICAL/MENTAL HEALTH: A nurse will see new admissions within their first 24 hours. After this initial contact, if you experience a medical emergency, notify your housing unit officer. For non-emergencies, you must submit a “sick call slip” and indicate your name, housing unit, cell number, and a description of your problem (to include dental visits). Failure to include all requested information may result in your not being seen. Depending on the seriousness of your problem, you will be seen as soon as possible. Co-pay is \$4.00 per visit; \$2.00 per prescription which will be deducted from your account. You will receive care regardless of your ability to pay. Your account will be charged and money will be collected whenever you receive a money order.

The mental health department offers both individual and group counseling.

7

VISITATION: Inmates are permitted one 1-hour visit per week. To schedule a visit, an adult family member or friend must call (302) 575-0330, Monday through Friday, 8:00 am to 3:30 p.m. **Remember, visits are scheduled on a first come, first serve basis, one week in advance.** The visitation schedule is listed below:

8:30 am, 9:30 am, 10:30 am, 11:30 am, 12:30 pm, 1:30 pm, 2:30 pm
PM and 1:30 PM

East Wing: Tuesday, Thursday, and Saturday

West Wing: Monday, Wednesday and Sunday

Visitors must abide by the following rules:

1. All visitors must have valid state issued photo identification, with name/date of birth.
2. Visitors must arrive 15 minutes prior to the start of the visit.

3. An adult must accompany visitors under the age of 18.
4. Except in designated areas, smoking is not permitted in the facility.
5. Prior to visiting, family members or friends may utilize the kiosk in the lobby to deposit funds to your account.
6. Visitors may possess no more than \$5.00 to make a purchase from the vending machine.
7. The maximum number of visitors is two adults and two children (under the age of 18).
8. Visitors must comply with all HRYCI regulations; violations may cause termination of the visit, suspension of visiting privileges, and/or criminal charges.
9. All visitors must be dressed appropriately; otherwise, the visit is subject to cancellation.

COMMISSARY: Personal hygiene products, food, stationary, etc., may be ordered from commissary. Depending on your housing location, you may be able to purchase a TV. You may order commissary once per week by completing a commissary form. You may not order anything unless you have the money to pay for it. Your weekly purchase may not exceed \$65.00 and you may not store more than the maximum weekly commissary order. Excess commissary will be confiscated and disposed of in accordance with policy and you **will not** be reimbursed. You cannot purchase phone time with a temporary SBI #.

SMOKING IS PROHIBITED IN ANY STATE FACILITY. POSSESSION OF TOBACCO PRODUCTS OR IGNITORS WILL RESULT IN DISCIPLINARY ACTION.

4

Class II Offenses

- 2.01 Abuse of Privileges
- 2.02 Bartering
- 2.03 Creating a Health, Safety, or Fire Hazard
- 2.04 Damage/Destruction of Property (under \$10)
- 2.05 Disrespect
- 2.06 Failing to Obey an Order
- 2.07 Gambling
- 2.08 Horseplay

- 2.09 Late for Assignment
- 2.10 Lying
- 2.11 Off Limits
- 2.12 Possession of Money or Coin under \$1
- 2.13 Possession of Non-Dangerous Contraband
- 2.14 Unauthorized Communication

Failure to abide by the institutional rules may result in one (or more) of the following disciplinary sanctions:

1. Counseling (verbal or written)
2. Loss of Recreation, Telephone, Television/Radio
3. 24-Hour Loss of All Privileges
4. Adjustment Board Hearing
5. Loss of Good Time
6. Administrative Segregation
7. Criminal Prosecution
8. Unauthorized or excessive items confiscated will be disposed in accordance with policy.
9. Restitution for damage/destruction

TELEPHONE CALLS: Inmates may submit a Phone Number Request Form, listing up to five telephone numbers along with the names of people that they can call COLLECT/DEBIT. Phone calls must be made between 9:30 AM and 10:30 PM and cannot exceed fifteen minutes. Changes will be processed as follows: East side March 1st – 7th and June 1st-7th, September 1st -7th, December 1st-7th; West Side May 1st – 7th and November 1st – 7th. Family/friends may contact GTL at 1-866-230-776 to set up a pre paid account. When making calls, you will be required to **enter your eight digit SBI number**. Abuse of the telephone system will result in disciplinary action and may include criminal charges. Temporary SBI #'s do not work to purchase phone time through the kiosk.

5

PROPERTY: STATE ISSUE/PERSONAL: The following is a list of institutional issued items and personal property authorized for retention by the inmate: Note- Specific housing units may have a restricted authorized property list.

A. Authorized Institutional Items (DOC Issue)

1. One mattress, one pillow, one pillow cases, two sheets, one blanket
2. Two towels, two wash cloths
3. One toothbrush, toothpaste, hand soap, plastic cup
4. One Inmate Handbook
5. One roll of toilet paper
6. Clothing
 - a. Two full uniforms - (facility workers - five sets)
 - b. One pair sneakers (Institutional or personal)
 - c. Three pairs socks, three sets of underwear, three T-shirts (includes commissary purchase)

B. Personal Property

1. One sweat suit
2. Two pair of sneakers (East Wing only)
3. One plastic cup
4. One wristwatch (purchased in commissary)
5. Medical alert bracelet or necklace
6. Religious medallion - plastic only (must be approved by security)
7. One television (no speakers) with ear plugs no larger than 13" screen. Housing Units 2Q-2Z only.
8. Approved Health Care items:
 - a. Medication, prescription or over-the-counter (purchased from commissary).
 - b. Plastic prescription eyeglasses, contact lenses and storage cases (prior approval required)
 - c. Hearing aids, dentures, other authorized prosthesis or medical devices.
9. Reasonable quantities of legal, educational, religious materials (1) prayer rug, (1) Kufi, (1) Bible or Koran.
10. A total of five books and magazines, no more than a 1000 pages, mailed into the facility from a bookstore or publisher. This total includes religious books (Bible or Koran) and a total of two newspapers.
11. Address books, writing materials, stamped envelopes and personal mail.

12. One photo album (max 64 photos)

13. Commissary purchases in authorized quantities

14. The facility does not accept personal clothing for court appearances or Board of Pardon/Parole Hearings

15. All personal items must fit in a storage drawer under the bunk or on the shelf, if provided. No loose materials are allowed. All contraband and excess items will be confiscated and disposed of in accordance with policy.

PROHIBITED ITEMS:

Glass items

1. Arts and crafts items
2. Items not issued by the DOC
3. Items not available in the commissary
4. Books/magazines containing pornography, depicting sex acts, manufacturing of weapons or explosive devices, violent content (drugs, gambling, gangs, etc) advocates instructions for escape/riot, jeopardizes the security or safety of inmates and staff or anything not in keeping with the rehabilitative process.
5. Material taken from the Internet
6. Stickers/Decals
7. No unauthorized or excessive clothing
8. Any altered clothing

