

KAUAI COMMUNITY CORRECTIONAL CENTER

Lihue, Kauai, Hawaii

Inmate Orientation

Packet No. 03-15-178

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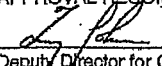
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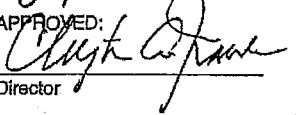
c. Restricted from program: Section Administrator, school, work line, supervisor, etc.

7.0 SCOPE

This policy shall apply to all correctional facilities of the Department.

APPROVAL RECOMMENDED:

 2/3/2010
Deputy Director for Corrections Date

APPROVED:  2/4/10
Director Date

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- f) Whether all or part of any sanction is suspended, condition(s) for re-imposition, and length of time after which suspended sanction(s) cannot be imposed.
- 3) Inform the inmate/detainee of the guilty finding:
- That the Unit Manager, Captain, or Lieutenant will review the finding and the sanction(s);
 - The inmate/detainee has a right to administrative review of the decision, via the grievance process.
- 4) Acceptance of guilty finding by inmate/detainee.
- Hearings Officer shall:
- Have the inmate/detainee sign the Misconduct Report;
 - Impose or arrange the imposition of the sanction(s);
 - Submit the Misconduct report to the Unit Manager, Captain or Lieutenant who shall:
 - Review the report to assure that the findings and the sanction(s) are appropriate;
 - Take corrective action, if required;
 - Sign or Initial the report;
 - Have a copy of the report placed in the detainee's or inmate's institutional file and residency file;
 - Give the Hearings Officer a copy of the report.
 - Give a copy of the report signed by the Unit Manager, Captain or Lieutenant to the inmate/detainee.
- 5) Disagreement with guilty finding and/or sanction(s) by the Inmate/detainee. The Hearings Officer shall:

HEALTH CARE SERVICES

The State of Hawaii requires that health care services be provided in prisons for incarcerated individuals. This does not mean that the service is free or that you will get every medical service that you request. This describes available health care service, medical fees you may be responsible for, and your rights as a patient. It is our goal to keep our patients healthy. It is your responsibility to participate in your continued good health by following instructions from the nurses or doctors related to your treatment. It is important that you follow any treatment plan or physical therapy ordered by the facility physician. It is important that you seek medical service when you need medical care. It is just as important not to seek medical attention when it is not needed. The doctor may determine that the medical service requested by you is not necessary. You have the option of paying a private provider to supply the service to you. Ask your module Social Worker to assist you with any appointment. You will be responsible for all the cost.

All intake screening and exams are free. Examinations for work line placement and facility transfers are free. Management of chronic illnesses that include quarterly appointment and medication reviews, workshops or counseling are free. Screenings, test, and vaccinations related to sexually transmitted diseases, hepatitis B, HIV-AIDS, and regularly scheduled tuberculosis test are free and we encourage you to take advantage of these free services. Results are confidential. You will be living very closely with other individuals during your incarcerations.

It is important that you seek a medical slip to stay home from your assigned working if you feel sick so you do not spread germs associated with colds and flu's. You should not report to kitchen duty if you have a cough, rash, the whites of your eyes appear yellow, or if you have a sore that is draining puss until you are cleared by the medical unit. Take daily showers and wash your hands before eating and after using the bathroom. Do not share toothbrushes, do not drink from another person's cup, and do not exchange body fluids (spit, sperm, semen, and blood) with another person. Tattoo kits are dangerous and the sharp edge can spread hepatitis or AIDS.

In approximately 2 weeks from the start of your incarceration, you will be given a physical examination in the medical unit. After this first physical examination, you will receive a regularly schedule physical examination according to your age. Scheduled physical examinations are free.

ACCESS TO HEALTH SERVICES: You may request health care service when you have a medical complaint by filling out a medical request form available in your housing unit, or you may tell the nurse during sick call. If you have a medical emergency, inform the ACO and the healthcare section will be promptly notified.

TRIAGE PROCEDURE: Your medical request will be screened by a nurse. The nurse will take care of your complaint or the nurse may refer you to a nurse practitioner or a physician. The physician may take care of your complaint or the physician may refer you to a specialist. Approval for specialty care is based on strict guidelines (Nurse sick call, Nurse Practitioner, Physician, Specialty Clinics).

CLINICAL SERVICES: Clinical services provide the necessary medical, dental, and mental health services while you are in custody (Medical, Dental, Psychology, Psychiatry, Prescription Medications, Nutritional Counseling, Health Education). Clinic hours are usually Monday through Friday. Hours will vary depending on the facility size and there may be evening clinics. Inmates in special holding units are seen seven days a week. Medical treatment is prioritized according to need. As an example, you may put in a request for

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The inmate shall initiate a review on the prescribed form within fourteen calendar days of the date of receipt of the committee's decision (refer to COR.12.03).

- b. The Warden/designee may also initiate review of any adjustment committee decision and it shall be within the Warden's discretion to modify any committee findings or decisions. The Warden may remand any matter to the Adjustment Committee for further hearing or rehearing, if the Warden believes it to be in the interest of justice.

6.0 PROCEDURES FOR MINOR MISCONDUCTS

- 1 For those facilities that do not operate under the unit management team concept, the Warden, or designee, shall be responsible for carrying out the functions of the Residency Unit Manager as prescribed in these procedures.
- 2 Hearings Officers
 - a. Residency Unit Managers, Captains or Lieutenants shall appoint a staff member from the Second and Third Watches to act as a Hearings Officer for adjustment of minor rule or directive violations.
 - b. The Hearings Officer cannot also be an originating reporter. If a Hearings Officer is the originating reporter, the Unit Manager, Captain or Lieutenant or in his/her absence the Hearings Officer, shall designate another staff member to act as Hearings Officer.
- 3 Upon receipt of the Misconduct report (PSD 8210), the Unit Manager, Captain, or Lieutenant or the Hearings Officer shall determine the category of the alleged misconduct by referring to the appropriate Departmental Rules of Departmental Policies & Procedures. For low moderate or minor category misconduct, the Hearings Officer shall:
 - a. Meet with the inmate/detainee as soon as possible.
 - b. Inform the inmate/detainee that he is accused of committing the minor infraction.
 - c. Provide the inmate/detainee with a brief opportunity to respond, to admit he is guilty, to offer an explanation or defense in his behalf, or otherwise show that he is not guilty of the alleged misconduct or that there are mitigating factors.
 - d. If necessary, conduct brief interviews of staff/inmate/detainee/witness (es).

INMATE RIGHTS: You have the right to confidential medical care. You have the right to discuss your condition in privacy with the nurse or doctor. You have the right to know what your medical condition is. You have the right to know what alternative treatments are available to you for your medical condition. You have a right to know about your medications and what side effects the medications may have. You may refuse treatment offered by the facility and you have the right to seek treatment from your private physician at your own expense. The facility has a living will available and you have the right to determine how you want your care managed should you become terminally ill.

INMATE I.D BADGE & WRISTBANDS

All inmates housed at Kauai Community Correctional Center will be issued a wristband, which they are required to wear at all times. Wristbands will be displayed on inmates left wrist. The only exception will be those who are in phase three of the L.T.S. program. These individuals will be given two badges and no wristband. Badges will be worn clipped to the left collar or left upper chest area and will be worn any time an inmate is outside their normal residency units.

No inmate will tamper or remove the wristband. Inmates will be held responsible for any loss and/or damage occurred to the wristband/badges issued to them. If the wristband/badge is lost, altered or destroyed and the inmate(s) is found to be responsible, the inmate(s) will have to apply for a new wristband/badge by filling out an Inmate Request Form and indicate his/her willingness to pay for the replacement. Altering or destroying ID badges and wristbands are a low moderate category misconduct.

GRIEVANCE/COMPLAINT PROCEDURE

Inmates should attempt to resolve problems informally to reach a result acceptable to all parties, prior to filing a formal grievance/complaint. The first step to filing a grievance must include the "informal resolution" procedure (form PSD 8216). If an inmate desires to obtain intervention by either the Ombudsman and/or ACLU, all three steps (to include the informal) of the grievance process must be completed before doing so.

A *complaint* is a specific allegation of wrongdoing, allegedly to have occurred within a facility against another person or persons. A *grievance* is an injustice or unfair treatment that an inmate/ward believes has been inflicted as a result of inconsistent, coercive, or disciplinary application of a policy of rule by correctional personnel, or the Adjustment or Program Committee. All inmates shall be entitled to invoke the grievance/complaint procedure regardless of any disciplinary, classification, or other administrative or legislative decision to which the inmate may be subject. Grievance/complaint drop boxes are located in respective housing units: Module A, Module B, and Intake (Segregation & LTS). Instructions for submittal of grievances are located @ designated drop box areas.

Inmates are provided timely, fair and decisive responses to complaints. No harassment, punishment, or disciplinary action will result to an inmate who seeks resolution of legitimate complaints in good faith. However, if an inmate demonstrates a pattern of abuse of the grievance system, resulting in unnecessary burdens at the expense of legitimate complaints, the Warden/Designee per policy may limit grievances. Inmate and staff shall be provided a role in the grievance process and opinions from both shall be solicited for grievances challenging institutional policies and practices. (Reference Policy No. 493.12.03)

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capable of collecting and presenting evidence effectively on his/her behalf, should have appointed substitute counsel.

A counsel substitute shall be a member of the facility staff who did not actively participate in the adjustment process by which the inmate was brought before the committee.

- i. Inmates shall not have the right to be represented by legal counsel before an Adjustment Committee. Counsel may be allowed to participate on such proceedings in limited circumstances, but the granting of permission to participate shall be at the discretion of the Warden or his/her designee.

.7 Disposition and Findings

- a. The inmate has a right to be apprised of the disposition and findings of the adjustment committee.
- b. Upon completion of the hearing, the committee may take the matter under advisement and render a decision based upon evidence presented at the hearing to which the inmate had an opportunity to respond or any cumulative evidence which may subsequently come to light may be used as a permissible inference of guilty, although disciplinary action shall be based upon more than mere silence. A finding of guilt shall be made based on a preponderance of the evidence and where:
 - 1) The inmate admits the violation or pleads guilty.
 - 2) The charge is supported by a preponderance of the evidence, which should not be confused with the criminal trial standard of beyond a reasonable doubt.
- c. The inmate shall be given a brief written summary or disposition of the committee's findings, which shall be entered in the case file. The findings will briefly set forth the evidence relied upon and the reasons for the action taken. The findings may properly exclude certain items of evidence if necessitated by personal or institutional safety and goals. The fact that evidence has been omitted and the reason(s) therefore must be set forth in the disposition and finding.
- d. In the event the inmate is found not guilty of the violation, all information and documentation pertaining to the incident will be expunged from the inmate's institutional file.

CORRESPONDENCE PROCEDURE:

1. The inmate's name and address must be clearly written on each outgoing envelope and letter. Incoming mail must clearly note sender's full name and return address on the envelope. Incoming mail with no return address and from unidentifiable sources will be considered contraband and destroyed, kept for evidence, or returned to the Post Office. If address is improper or incomplete, it will be returned to sender unopened.
2. No cash or personal checks will be accepted through the mail. Only cashiers checks will be allowed. Mailing in of packages/boxes to the institution must be pre-approved by the respective Housing/Property Officer, Module Compliance, and/or Lifetime Stand Sergeant. Packages and boxes not pre-approved will be returned to sender.
3. No stamps will be accepted via mail & will be confiscated as contraband. Two (2) metered envelopes (per letter) will be allowed to be mailed in.
4. All magazines, periodicals, newspapers, books, etc. must be mailed directly from the publisher, bookstore, etc. to the facility. Refer to Corrections Administration Policy and Procedures, *KCCC 8.15.05, inmate access to publications*.

VISITATION POLICY

Keep the names on your list to a minimum, and include only those that will help encourage your re-direction. This is the intent, as visitors must support you in changing the lifestyle that brought you to prison. The number of visitors is restricted to one of the following:

1. Four (4) immediate family members, or
2. Two (2) non-immediate family, law abiding citizens for those without immediate family affiliation, or
3. A combination of two (2) immediate family members, and one (1) non-immediate family, law-abiding citizen.

All visitors must complete an application and it must be approved before they will be allowed to visit. Falsification of information will result in a ban.

It is a serious offense to have visits with victims: those with TRO's against you, and co-defendants. It is your responsibility not to include these names on your visitation list. If you do, you may be cited with facility violations.

Visitation by ex-inmates, those on probation and parole-even immediate family members – are not permitted unless the Warden makes an exception. Exceptions are based on response in the community and examples set forth. Graduates of the Fourth Phase of the LifeTime Stand will be given strong consideration for an exception.

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- 3) Any unusual inmate behavior.
- 4) Any staff or inmate witnesses; the disposition of any physical evidence.
- 5) Any immediate action taken.

.6 Hearing

- a. The inmate/detainee has the right to appear at the adjustment committee hearing, except where institutional safety or the good government of the facility would be jeopardized. If the individual is excluded from the hearing, the reasons shall be noted in the adjustment committee's disposition. If the inmate declines to attend the hearing, it shall be held regardless of the inmate's absence.
- b. The committee shall explain the reason for the hearing and the nature of the charge(s) against the inmate. The inmate shall plead guilty or not guilty to the charges. A failure to plead shall be accepted as a plea of not guilty.
 - 1) A plea of guilty does not eliminate the need to consider other evidence against the inmate, who shall then be given an opportunity to explain the actions or offer evidence of mitigation.
 - 2) A plea of not guilty necessitates the consideration of evidence against the inmate.
- c. The inmate shall be advised of the right to remain silent, but that silence may be used as a permissible inference of guilt. An inmate cannot, however be compelled to testify against oneself without the granting of immunity and may not be required to waive that immunity.
- d. The inmate shall be advised that criminal charges may be pursued, if warranted by the offense.
- e. Formal rules of evidence shall not apply (i.e. Hawaii Rules of Evidence or the Federal Rules of Evidence). The committee may rely on any form of evidence, documentary, or testimonial that it believes is reliable.
- f. Confrontation and cross-examination at the discretion of Adjustment Committee.
 - 1) The inmate may be given privileges to confront and cross-examine adverse witnesses.

NOTE: A KCCC inmate correspondence authorization form, telephone authorization form and visitation authorization form will be made available to you in the Modules. These forms describe the facility's procedure and rules governing inmate correspondence, telephone and visitation.

CONTRABAND

Anything not specifically authorized for possession by the facility will be considered contraband. Anyone in possession of contraband may be subject to disciplinary action (COR.13.03.4.4a.8 -10).

FACILITY ISSUED PROPERTY

Upon admittance to the facility, inmates will be issued one (1) uniform, bedding, toothbrush and toothpaste. After it is determined how long the inmate will be incarcerated, he/she will be issued the allowable amount of clothing. Facility issued items are as follows:

- 1 Set of uniform (exchanged daily except for holidays & weekends)
- 1 Underwear (as supplies allow)
- 1 Bra (Females)
- 1 Sheet
- 1 Blanket
- 1 Pillow and Case
- 1 Mattress
- 1 Towel (Issue before shower / return after shower)
- 1 Toothbrush, Toothpaste, Bath Soap, Comb (as supplies allow)

NOTE: You may purchase your own toiletries from facility store order (refer to store order form for more details). You must have a doctor's approval for special needs items.

If you are released on weekends, holidays or in the evening after 4:30 pm and have high value items or a balance in your account, or both, you can pick it up anytime between 8:00 am and 3:00 pm, Monday through Friday. You are required to call for an appointment before you come down so arrangements can be made to have the items ready.

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- a. Criminal acts that the Hawaii Penal Code classifies, as a violation shall be considered to be minor misconducts.
- b. Sanctions that may be imposed as punishment for acts in subsection (a) shall include one or more of the following:
 - 1) Loss of privileges (i.e., community recreation, commissary, snacks, personal visits, personal correspondence, personal phone calls for not longer than fifteen days.)
 - 2) Impound inmate's personal property.
 - 3) Extra duty.
 - 4) Reprimand.
- .7 Attempting to commit any of the above acts, aiding another person to commit any of the above acts, and conspiring to commit any of the above acts shall be considered the same as a commission of the act itself.

5.0 PROCEDURES FOR SERIOUS MISCONDUCTS

- .1 The Warden or his designee shall appoint and assign staff members to an Adjustment Committee as defined by COR 13.02. The Warden or his/her designee shall assign a staff member to be the "chairperson" of the Adjustment Committee. The Adjustment Committee shall be composed of three members, who are not biased against the inmate. A small facility (a facility with less than 400 inmates/detainees) may designate one person to act in the capacity of the adjustment committee.
- .2 Chairperson
 - a) The Chairperson ensures compliance with all procedural requirements listed in the Departmental Policies and Procedures.
 - b) The Chairperson shall review all misconducts reported on an Incident Report Form, PSD 8214 and investigations to determine if the evidence can substantiate the charge(s) and if an adjustment hearing is warranted.
 - c) If the misconduct report or investigation does not appear complete, the Chairperson can forward the misconduct for further investigation through the appropriate chain of authority.

RECREATIONAL AND LAW LIBRARY SERVICES

KCCC provides "state of the art" touch screen technology for law researchers. Requests should be submitted weekly to the librarian to access the law library. Pre-trial inmates are given priority, however all inmate requests including those from inmates housed in segregation will be processed in a timely manner. Law Library is open daily from 0715 – 1945 (7:15am – 7:45pm), excluding holidays. (There are five daily time blocks available by gender.) Inmates housed in segregation or other special management units, will be scheduled accordingly on designated days only.

The librarian also maintains facility recreational books and inmates must submit a book request form to borrow these books. The book lists are located in:

- 1) Cubicle A: Module A (females)
- 2) Cubicle B: Module A & B (males)
- 3) Module C Multi Area: LTS Mod C (males)
- 4) Cabins A & B: LTS Cabins A & B (Males)
- 5) Cabin C: LTS Cabin C (females)

Sign out & return of books shall be as follows:

- Module B (non-program): Mon & Sat @ open module time(s) as directed by the ACO.
- Module A (Program): Mon, Tues, Thurs, & Sat @ 2000hrs – 2145 hrs.
- Module A Females: Sun, Wed, & Fri @ 1415 hrs- 1515 hrs.
- LTS: Tues & Thurs @ 1500 hrs - 1600 hrs.

These times are subject to change, as deemed appropriate by staff. Distribution of requested books shall be the next working day following the schedule "sign-out" days. The complete procedure/rules for borrowing facility recreational reading books are included with each booklist and are also posted in each housing unit. Inmates must read these procedures/rules before submitting a request to borrow books. Borrowing these books is a privilege; abuse of such may result in a suspension or termination of this privilege.

Per KCCC P&P #8.17.54, inmates are allowed in their cell a maximum of reading materials as follows; 2 each – any authorized magazines, 2 each – personal books, 2 newspapers, 1 bible, and 1 bible reference book, all items in excess of this will be confiscated as contraband. Books must be soft cover, no hard cover books allowed, unless borrowed from the recreational library.

No recreational reading material shall be dropped off for inmates at the facility. Family and/or friends may arrange to have books, magazines, or newspapers mailed directly to the inmate from the publisher, distributor, and/or bookstore. Inmates are responsible to notify their family/friends of the facility policy regarding the amount of reading materials allowed (see above). If the items received are deemed inappropriate or jeopardizes the safety, security, and/or good government of the facility, or is in excess of the above allowable amount, it shall be confiscated as contraband.

EDUCATION

WELCOME TO EDUCATION:

It is our intention that education be a vital part of your time at K.C.C.C. When afforded the opportunity to work with an Education Specialist, inmates should make the most of it. While incarcerated you have the time right now to focus on skills and new ways of looking at yourself and the world. When an individual feels capable of doing a job, whether that job is vocational or personal, he or she is naturally more positive and successful. Many times individuals who are arrested do not have the skills and attitudes necessary to make a positive contribution, as well as to get their own needs met.

EDUCATION INTAKE PROCEDURES:

If you intend to enroll in education, there are several forms that you will fill out. These forms are kept in your education file. Your records will be forwarded, by inter-net, when you transfer to another facility. You will take reading, math, and language tests to determine your skill level and what classes would be most appropriate. The Community School comes in several times a year to do GED testing.

Once these forms have been read, signed, and the interview has been completed, your educational record will be reviewed. If you have taken these tests at another facility within a reasonable time, you will not need to take them again.

Since there is so much movement at this facility, our offerings are limited to basic skills and GED. In the area of cognitive skills we offer Breaking Barriers and Houses of Healing when there are enough inmates to participate. College correspondence courses are up to you to pursue. The Warden must approve and then the education specialist will make arrangements for you to use a computer if you need to do that to complete assignments. There are forms available if you wish to apply for Pell Grant when you are released to go to college. You need information about your parents' income.

Unexcused absences are cause for being dropped from classes. After the second unexcused absence, you will be notified that you are being dropped from class. When you wish to talk to the education specialist about an education program or concern, write a request and she will get back to you as soon as possible.

Sentenced felons participating in LTS have the opportunity to go to class several hours a day and can make fast progress.

HIV & HEP C TESTING:

Testing is available upon request. Inmates must submit a request to the Education Specialist and she will schedule an appointment. Test results come back within two weeks. Malama Pono currently provides both testing.

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- 1) Disciplinary segregation up to thirty days.
- 2) Any other sanctions other than disciplinary segregation.

4 Moderate Misconduct Violations (8).

- a. 8 (1) Engaging in sexual acts.
- 8 (2) Making sexual proposals or threats to another.
- 8 (3) Indecent exposure.
- 8 (4) Wearing a disguise or mask.
- 8 (5) Destroying, altering or damaging government property or the property of another person resulting in damages between \$50-\$499.99.
- 8 (6) Theft.
- 8 (7) Misuse of authorized medication.
- 8 (8) Possession of unauthorized money or currency.
- 8 (9) Loaning of property or anything of value for profit or increased return.
- 8 (10) Possession of anything not authorized for retention or receipt by the inmate/detainee and not issued to the inmate/detainee through regular institutional channels.
- 8 (11) Refusing to obey an order of any staff member, which may include violations in the low moderate category.
- 8 (12) Failing to perform work as instructed by a staff member.
- 8 (13) Lying or providing false statements, information, or documents to a staff member, government official, or member of the public.
- 8 (14) Counterfeiting, or unauthorized reproduction of any document, article, or identification, money, security, or official paper.
- 8 (15) Participating in an unauthorized meeting or gathering.
- 8 (16) Being in an unauthorized area.
- 8 (17) Failing to stand count or interfering with the taking of count.
- 8 (18) Gambling, preparing or conducting a gambling pool, or possession of gambling paraphernalia.
- 8 (19) Unauthorized contacts with the public or other inmates.
- 8 (20) Giving money or anything of value to or accepting money or anything of value from an inmate/detainee, a member of the inmate's/detainee's family or friend.
- 8 (21) Smoking where prohibited.
- 8 (22) Tattooing or self-mutilation or possession of tattooing tool/implements.
- 8 (23) Harassment of employees.
- 8 (24) Any lesser and reasonably included offense of paragraphs (1) to (23).
- 8 (25) Any other criminal acts which the Hawaii Penal Code classifies as a class C felony and misdemeanor.

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- 6 (4) The use of force on or threats to a correctional worker or the worker's family.
- 6 (5) Escapes:
(A) From closed confinement, with or without threats of violence;
(B) From an open facility or program involving the use of violence or threat of violence.
- 6 (6) Setting a fire.
- 6 (7) Destroying, altering or damaging government property or the property of another person resulting in damage of \$1,000 or more, including irreplaceable documents.
- 6 (8) Adulteration of any food or drink, which may result in serious bodily injury or death.
- 6 (9) Possession, introduction or manufacture of explosive or ammunition.
- 6 (10) Possession, introduction or manufacture of any firearm, weapon, sharpened instrument, knife or other dangerous instrument.
- 6 (11) Rioting.
- 6 (12) Encouraging others to riot.
- 6 (13) The use of force or violence resulting in the obstruction, hindrance, or impairment of the performance of a correctional function by a public servant.
- 6 (14) Possession, tampering, compromising or manufacturing of any security equipment or locking mechanism, such as, but not limited, to handcuffs, handcuff keys, or any tool designed to lock or unlock any type of locking mechanism.
- 6 (15) Throwing or attempting to throw feces, urine, blood, or other types of bodily fluids (including spitting) at or on staff.
- 6 (16) Attempting, tampering, or obstructing the lawful collection of a ruling sample.
- 6 (17) Extortion, blackmail, protection: demanding or receiving anything of value (goods, services, or money directly or indirectly) in return for protection against others, to avoid bodily harm, or under threat of informing.
- 6 (18) Possession of electronics by an inmate/detainee not authorized for purchase through regular institutional channels. (Cell phones, PDA's, computers, two way radios, GPS, CD players, MP3's, etc).
- 6 (19) Any lesser or reasonably included offense of the acts in paragraph (1) to (17).
- 6 (20) Any other criminal act which the Hawaii Penal Code classifies as a class A felony.

b. Sanctions that may be imposed as punishment for acts listed above shall include one or more of the following:

HOUSING ASSIGNMENT

Once you have been given a bunk assignment, you cannot change without submitting a written request to Control. Control will advise if you are approved to move or not.

It is your responsibility to notify Control and/or the Medical Unit if you have any medical conditions that require special bunk assignments, such as a back injury, pregnancy or a condition, which will prevent you from climbing up to the top bunk. All special needs accommodations will be made as directed by the Health Care Unit.

HEADCOUNT

Headcount is a very important procedure for the facility. The Correctional Officers conduct it at various times on a 24-hour basis. When the headcount is being conducted, all inmates must return to their assigned bunk or area unless ordered to remain in place until the headcount is cleared. Inmates are not to interfere with the headcount unless it is an emergency.

FIRE SAFETY

Electrical devices/equipment: Any electrical devices/equipment that is in the housing unit will be used in a safe manner. Any unattended electrical devices/equipment will be turned off. Tampering, or any unsafe act, with electrical devices/equipment will result in misconduct violations (COR.13.03), and/or possible criminal charges.

Fire Evacuation: In case of a fire evacuation, all inmates will obey all directives given by the Security staff. The fire evacuation plans are posted in each housing unit. Inmates will be evacuated from their housing units to designated areas and will not return to their housing unit until the "all clear" is given by the Control Center. The plan is as follows:

Modules A & B: Inmates housed in Modules A & B will be evacuated from their housing unit, through security doors 9A, 7B to the recreation yard, then to the primary site adjacent to the Module C HCS. This is subject to change based on location of emergency therefore complete compliance to security staff directives will be adhered to.

Module C and-Cabins: Inmates housed in Module C and the Cabins will be evacuated from their housing unit to the front lawn area.

COR	SUBJECT: ADJUSTMENT PROCEDURES GOVERNING SERIOUS MISCONDUCT VIOLATIONS AND THE ADJUSTMENT OF MINOR MISCONDUCT VIOLATIONS	POLICY NO.: COR.13.03
		EFFECTIVE DATE: FEB 04 2010
P & PM		Page 2 of 18

- e. Disciplinary Segregation: The placement of an inmate in a segregation unit separated from the general population after being found guilty by an adjustment committee or misconduct violation(s), conduct rules or directives.
- f. Minor Misconduct Adjustment: The resolution of minor infractions of a conduct rule or directive between the inmate and an employee, other than the one who reports the infraction, through a process which enables appropriate sanctions for minor infractions and enables prompt and fair dispositions of minor offenses.
- g. Minor Rule or Directive Violation: One that poses no serious threat to safety, security, or welfare of the staff, other inmates, or the institution, or subjects the individual to the imposition of lesser penalties. Any violation of low moderate category (9) and minor misconduct category (10) shall be considered a minor violation.
- h. Pre-Hearing Detention: A non-punitive form of segregation from the general population based on a pending disciplinary action, authorized by the Warden or his designee, when the continued presence of the inmate in the general population would pose a serious threat to property, self, staff, other inmates, the security or orderly running of the facility, the community. Pursuant to departmental policy COR.11.01.
- i. Privileges: Something granted by a Warden or his designee such as visitation, smoking, personal phone calls, personal correspondence, access to commissary, community recreation, etc. Pursuant to departmental policy COR.15.02.
- j. Rules: Laws, Executive Orders or Legislative Orders for conduct or administrative proceedings, usually adopted after due process and/or hearings. Also called "Rules and Regulations."
- k. Serious Misconduct: A serious rule violation, moderate or above category misconducts, all of which are considered to pose a serious threat to the safety, security or welfare of the staff, other inmates, or the institution, and subjects the inmate to the imposition of serious penalties such as segregation for longer than four hours. Any violation of greatest category (6) through moderate category (8) shall be considered a serious misconduct.
- l. Serious Misconduct Adjustment: A serious misconduct shall be addressed through the adjustment committee process.

0520 hours Module males & Holding BREAKFAST (Multi Area)

SECOND WATCH:

- 0610 hours Module females BREAKFAST (Pretrial & sentenced females separated)
- 0715 hours Pretrial males RECREATION (1 hour)
- 0730 hours: TELEPHONE calls (0730 until 1015 hours, refer to phone schedule)
- 0815 hours: Pretrial males SHOWERS
Sentenced males RECREATION (1 hour)
Nursing rounds
- 0915 hours: Sentenced males SHOWERS
Pretrial female RECREATION (1 hour)
- 1015 hours: All programs, visits, etc... end
Pretrial female SHOWERS
- 1040 hours: Males & Holding LUNCH
- 1105 hours: Females Lunch
- 1130 hours: Sentenced female RECREATION (1 hour)
- 1145 hours: Warden Module Contract Meeting (1 hour)
- 1230 hours: Sentenced females showers
1st Segregation RECREATION (Sentenced/Pretrial/males/females)
- 1300 hours: STANDING HEADCOUNT (breakdown)
- 1330 hours: 1st Segregation Showers (Sentenced/Pretrial/males/females)
- THIRD WATCH:**
- 1400 hours: 2nd Segregation RECREATION (Sentenced/Pretrial/males/females)
- 1410 hours: Non Program TV time (if staff & operations allow - 1 hour max)
General Population (non program inmates) Reading Materials (books & magazines) sign in/out (until 1500 hours)
- 1500 hours: 2nd Segregation SHOWERS (Sentenced/Pretrial/males/females)
3rd Segregation RECREATION (Sentenced/Pretrial/males/females)
- 1525 hours: Module Contract inspections & daily Room Representative meeting.

INMATE REQUEST FORM

To: _____ Date: _____
 From: _____ SID: _____ Module: _____ Block: _____ Quad: _____
 Request: _____


For Staff Response Only

Comments: _____

Approved/Disapproved Staff Signature: _____ Date: _____

I have seen the response to my request. Inmate Signature: _____ Date: _____

NOT CONFIDENTIAL

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: 10/01/2002	POLICY NO.: COR.12.08
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): 493.12.08 February 7, 1986	
SUBJECT: COUNSEL SUBSTITUTE, REQUEST AND SELECTION			Page 1 of 3

No. 2002-1043

1.0 PURPOSE

To establish guidelines for the initiation of request and for the selection process involved in providing counsel substitute at Adjustment Committee Hearings.

2.0 REFERENCE AND DEFINITIONS

.1 Reference

- a. Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties.

.2 Definitions

- a. Counsel Substitute – a staff member who did not actively participate in the process by which the inmate was brought before the committee. Counsel substitute is necessary when it is apparent that an inmate is not capable (i.e. mentally deficient, unable to read or write, deaf, blind, etc.) of collecting and presenting evidence effectively on his or her behalf.

3.0 POLICY

It shall be the policy of the Corrections Division that the provisions of Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties, shall be carried out in all facilities.

4.0 PROCEDURES

- .1 Any employee who notifies an inmate/detainee of a charge alleging misconduct which requires a hearing before the Adjustment Committee shall also inform the inmate/detainee that a request for counsel substitute may be submitted (see attached request form).
 - a. The request shall be submitted in writing and may indicate at least two individuals, in order of preference, whom they wish to act as their counsel substitute at the hearing.