

INSTITUTION PURPOSE AND GOALS

The Iowa Correctional Institution for Women provides integrated operations, services and programs necessary to enhance public safety. We strive to provide a safe, secure, clean, respectful and healthy environment. We use Evidence-Based and Gender-Responsive Practices to offer offenders the opportunity to grow and change in order to return to the Community as productive citizens. ICIW prohibits discrimination on the basis of disabilities in the provision of services, programs, and activities administered for program beneficiaries and participants.

UNIT MANAGEMENT

Unit Management is an approach to offender and institutional management designed to improve control and relationships by dividing a large institutional population into smaller, more manageable groups, in order to improve the delivery of correctional services. ICIW has Unit Managers and Correctional Counselors assigned to work with the offenders housed in specific units. For example, if you are assigned to Unit 1, and later are moved to Unit 4, you will change counselors. Unit Management allows for the delegation of authority. This means that there might be some different rules and procedures for units assigned to different Unit Managers. Unit Managers are the first step in the grievance process and they will participate in the various Classification processes. **When offenders have a problem, complaint or grievance they will not send offender staff requests to more than one staff person.** Most issues can be resolved with an offender staff request to the Counselor; however, issues involving the Business Office or Health Services should be addressed to those areas. If the problem or complaint is with the Unit Manager, send the offender staff request to the Associate Warden of Treatment.

RULES AND REGULATIONS

For questions on the major and minor disciplinary process, please refer to Institution Rules and Disciplinary Policies **IO-RD-01, IO-RD-02, IO-RD-03.**

It is the policy of ICIW to have only those rules and regulations necessary to operate an orderly institution, live together in a constructive manner and contribute to personal growth without infringing on the rights of others. They are designed to protect your rights and privileges, as well as to detail your responsibilities. In order to safeguard your privileges, as well as enable you to benefit from reduction of your sentence as provided by law, it is necessary that you thoroughly understand these rules of conduct. **If you have questions about any rule check with a staff member before you act.**

The rules in this handbook provide guidelines to assist in a clear understanding of the expectations of behavior. **Offenders are responsible for being aware of rules, regulations and policies.** Staff have the authority to remove offender privileges as

deemed necessary, to encourage behavior modification and as an alternative to issuing a minor or major discipline.

Offenders are expected to obey all rules of this institution, orders/directions issued by staff and all laws of the State of Iowa and of the United States. **Orders/directions need only be given once and failure to comply is a violation of institutional rules.** If a situation/item of property is not specifically mentioned this does not imply it would be allowable. This handbook is to serve as a guideline and does not include all of the expectations of offender behaviors.

The following progressive discipline structure shall be used at ICIW:

Behavior Modification and Withdrawal (BMW): a verbal reprimand with a temporary removal of a privilege or the addition of a directed work assignment used to correct a behavior. The privilege may be removed for up to eight hours (no longer). The directed work assignment shall not exceed three hours. If a privilege is removed beyond the eight hours a written discipline shall be used (Minor Discipline). Staff shall speak with the individual offender about the incident and why the privilege is being withdrawn. Staff shall place a generic note in ICON about the BMW issued.

Minor Infraction: Any rule violation, which, in the judgment of a supervisor or staff member observing or learning of the violation, is less serious than a major infraction. Minor infractions shall be handled through informal disciplinary action or the minor report process.

Major Infraction: Any rule violation, which, in the judgment of a supervisor or staff member observing or learning of the violation, has serious offender and institutional management implications. Major infractions shall be handled through the formal disciplinary process, referral for prosecution, or both.

SANCTIONS FOR DISCIPLINES

No Spending

Canteen:

You cannot order canteen during the sanction time period. You may pick up canteen that was ordered before your sanction started. If you have no hygiene during the sanction, this will be verified by staff and you may order the item you are lacking by the PCA system.

R&D:

You cannot order canteen items that must be listed on your inventory and you cannot submit a new catalog order for privately purchased items during the

sanction time period. You may pick up/exchange/repair state-issued items and pick up previously ordered items.

Activities and Crafts:

You cannot place a new craft catalog order or otherwise purchase craft items during the sanction period. You may pick up previously ordered items.

Stamps:

You cannot purchase stamps while on a no-spending sanction.

No Activity Card

You cannot attend any activity that requires your activity card. This includes but is not limited to the library, fitness and gym. You cannot be in the gym for any reason. You cannot attend any special activity or event sponsored by the Activity Department. You must turn in your activity card to the Activity Specialist by 4:00 p.m. on the Saturday before your sanction begins. You may continue to work on previously purchased crafts in your unit.

Unit Confinement

You must turn in your activity card to one of the activity staff members by 4:00 p.m. on the Saturday before your sanction begins.

You must remain in your Unit at all times during the sanction period except:

- Meals in the dining hall at the proper time.
- Required medication lines and Health Services appointments.
- GED, ABE, ICN and other vocational classes.
- Treatment groups.
- Assigned work details.
- Previously scheduled counseling/classification appointments.
- Central Laundry to deliver and pick up your laundry at the required times.
- A maximum of 2 visits per week for a maximum of 2 hours per visit.
- 1 church service per week.

You must have a pass for every destination. If you become ill during the sanction period, contact your Unit CO.

You may order only 1 each of the hygiene products listed below and 1 pencil or pen, 1 pad of stationery and 2 envelopes. You must see your Unit Manager to prove what you actually need so the Unit Manager can let the Clerk Specialist in charge of canteen orders know what is to be sent to the unit.

Allowable hygiene products, writing materials, and order codes:

5” comb	1241	Carmex	1053
Soap	1303, 1306	Deodorant	1501
Toothbrush	1604	Tampons	3213, 3214, 3215
Toothpaste	1607	Ibuprofen	1085
Shampoo	1213	Allergy tablets	1002
Conditioner	1206	Pen	3637
Lotion	1042	Pencil	3638
Hair grease	1219	Envelopes	3626
Hair food	1225, 1237	Filler paper	3609

Room Confinement

You must stay in your room at ALL TIMES. No communication with others outside your room is allowed. You must obtain permission from your Unit Officer to shower or bathe once per day. You may have a maximum of 1 visit per week for 1 hour per visit.

An offender on room confinement can only leave their room for the following –

- Health Services/Psychology Services
- Mandated program classes; i.e. Moving On, Victim Impact, GED... (when in doubt call the Counselor/Education staff for clarification)
- Bathroom/Shower (1 shower a day)
- Dining Hall
- Work/Job Assignment

You may attend a religious service of your choice prior to 4:00 p.m.

You must have a pass for every destination.

You may not leave your room for any other reason. Your Unit Officer will contact Central Laundry to arrange laundry service. You must obtain any necessary supplies only at the times medications are distributed in your unit. If you become ill during the sanction period, contact your Unit Officer.

No Bay

You cannot be in the bay at any time. This means that you cannot use appliances that are in the bay such as the microwave or refrigerator. To use the telephone in the bay, you must obtain permission from your Unit Officer.

No Personal Phone Calls

You cannot make personal phone calls. Legal phone calls are allowed (Ombudsman's Office, attorneys, clerks of court, judges, court personnel, PREA hotline). You may receive emergency phone calls from outside ICIW as determined by the Security Director or Shift Supervisor.

Extra Detail

You must perform extra work detail without pay. Report to the designated staff person to receive detail assignment and report back to that staff person when the detail is completed. You may ask that your completion of the detail be logged.

No Yard

You may not be in the yard except to pass through on your way to other areas of the institution. This means you cannot stop at any place in the yard for any reason. If your unit has a specific area/time for yard, you cannot attend. You must have a pass for every destination.

Early Lock Up

You must be in your room by 4:00 p.m. Friday, Saturday and Sunday until mandatory wake-up the next morning. You may go to your evening meal in the dining hall and required medication lines. You also may go to a religious service prior to 4:00 p.m. However, you must have a pass for every destination after 4:00 p.m.

Nonverbal

During the sanction period, you will not speak to other offenders for any reason. You will not be allowed to speak to staff or officers unless it is to directly and politely answer a question that is asked of you, or in case of a verifiable emergency.

Standing Head Count

During the sanction period, you will stay out of your bed for at least one hour prior to the 12:30 p.m., 6:00 p.m. and 9:15 p.m. standing head counts. You will confirm with the Unit Officer doing headcount that count has cleared before you lie down on your bed.

End of Sanctions

NAME USAGE

All offenders shall be addressed by their proper given name. Offenders must use the name under which they are committed to the institution and will not be allowed to change their name, even if married. In no case will offenders be addressed by their number or nickname.

Staff shall be addressed by title and last name or as Ms., Mrs., or Mr. and the last name.

The institution recognizes only the marital status documented in court and sentencing records. For other purposes, an offender may be required to produce documentation of marriage license, divorce, public assistance or governmental program participation.

IDENTIFICATION

You must wear your photo identification card on the front upper left shoulder area of your outermost garment at all times and present it to staff upon request. ID's must be worn with the face showing at all times. The ID must remain as issued. No stickers, embroidery, or anything else is to be added unless authorized. Offenders who significantly change their appearance need to obtain a new identification card at their cost. Lost ID's will be replaced for a fee. Documents, forms, and all correspondence, including offender staff requests shall include the offender identification number. Offenders may not use each other's names, identification materials, or sign any forms, sign up sheets, etc. for another offender. Offenders may not possess identification material of staff or other offenders.

LIVING UNIT ASSIGNMENTS

All offenders should read Offender Classification Policy **IS-CL-02** in the Offender Policy Manual. This policy details the classification procedures. Decisions by the Classification Committee may be appealed to the Warden within 24 hours of receipt of the decision.

The Iowa Correctional Institution for Women has four basic housing placements: General Population, Special Needs, Therapeutic Community and Administrative Segregation which includes Disciplinary Detention and Protective Custody.

- Offenders who are identified by the Psychiatric Review Committee as Special Needs have individual programs to address their specific needs.
- The programs offered in the Therapeutic Community Environment are designed to provide opportunities to confront and change criminal behavior, attitudes and thinking.

WORK/PROGRAM ASSIGNMENTS

See Offender Work Programs Policy **OP-WI-01** in the Offender Policy Manual. Iowa law requires offenders to participate in work programs. Work/Program assignments are designed to closely resemble the “outside” world of work. Offenders must use assigned safety equipment and follow appropriate safety regulations.

Time sheets must accurately reflect hours actually worked (excluding breaks). It is the offender’s responsibility to report to their work assignment on time, dressed in an appropriate manner and follow the directives of their Work/Program Supervisor. These assignments take precedence over non-treatment related activities. Schedule changes for any reason must be approved in advance by a Unit Manager or Correctional Counselor.

All offenders must follow dress guidelines established in the dress code policy. See Offender Hygiene/Grooming Policy **IS-SH-01** and Offender Clothing, Bedding and Linen Supplies Policy **IS-SH-04**. Offenders must wear **state-issued clothing to all jobs**. No personal clothes are allowed at work. If your job requires work clothes or boots, you are to wear work clothes (for example: boots, hooded sweatshirts) to and from your job and while working, and not during free time.

ICIW Levels System determines where you are allowed to work:

It is your responsibility (except Orientation) to apply for level advancement. Submit the Application for Level Advancement form (available from your counselor) to your Counselor approximately two days prior to completion of level-required time frame.

Orientation/Reception: No paid employment.

Transitional Program: No paid employment.

Level 3: Employment options are Kitchen, Central Laundry and Housekeeping. Offenders must have a job prior to applying for advancement to Level 4.

Level 4: Allowed any employment including specialty work detail requiring gate pass, IPI, SSIP and mentor positions. Any offender refusing a job or not maintaining employment shall drop to Level 3.

Level 5: Offender shall meet MLO criteria as listed in IDOC Classification Policy **IS-CL-02**. Any offender refusing a job or not maintaining employment shall drop to Level 3.

Other work related guidelines to note:

- Routine appointments and visits shall not be scheduled during program/work hours.
- Jobs may be reassigned at any time for institutional need.

- Medical excuses are required for illness related absences. Offenders unable to work or attend programs due to illness will normally be placed on lay-in status. If you are not placed on lay-in by Health Services, you must report to work. Offenders shall be responsible for presenting medical restrictions to their job supervisor.
- Offenders who are fired from work details may receive major disciplinary reports.

VISITS

The approval and appeal process are outlined in Offender Visiting Policy **OP-MTV-04** in the Offender Policy Manual located in each living unit and in the offender library.

Frequency:

General Population	See Level System
Ad Seg	See Unit Rules
Disciplinary Detention/Transitional Program	1 no-contact visit per week, 1 hour each
DD/Transitional Program/Ad Seg must be immediate family on your approved list.	

* No contact visits must be scheduled 24 hours in advance by the visitor.

Visiting Room Hours:

Monday	8:30AM–12:30PM
Friday, Saturday, and State Holidays	9:30AM-4:30PM
Sunday	9:30AM-7:30PM

General Visiting Rules:

The Officer will inform the offender what time the visit will end when they check in at the start of the visit. It is the offender's responsibility to end the visit on time.

It is the offender's responsibility to tell their visitors about the visiting rules. The offender may send a copy of the visiting rules and procedures when sending them the visitor application.

Seating is assigned by the Officer.

Visit only with your visitors. No visiting between groups of visitors.

Small children must be closely supervised. No corporal discipline of children is allowed.

Offenders will pick up toys, put away and clean area after visit is over.

Offenders may bring a comb or brush, one pair of prescription eyeglasses and ID to the visiting room. Papers must have prior approval from the Shift Supervisor/Unit Manager. No photos are to be brought into the Visiting Room.

No one is to lie on the floor.

No personal clothing is worn to visiting room, only state-issued clothing. If thermals are worn they may be worn under clothes, as they are considered to be underwear. Pajamas are not allowed in the visiting room.

Visitors may briefly embrace and kiss offender (one hug and one kiss) at beginning and end of visit. Hand holding is allowed only on top of table. No other touching or caressing allowed.

Offenders may hold and show affection to their minor children. This type of affection must be age appropriate.

Bathroom breaks are given once per hour. A medical restriction is necessary for more frequent occurrences. Offenders will be escorted to the bathroom and may not use the visitor bathroom.

Offenders shall be strip searched before and after each visit. The Officer conducting the strip search will document what is worn in and out of the visit.

Offenders on Early Lock-Up sanctions will end visits at 3:30pm.

Offenders on medical lay-in status will not be allowed visits.

Offenders are not allowed to leave work or class for a visit. A "Request for Excused Absence" form must be approved at least 3 days in advance of the visit. Offenders who must go to work or class during a visit must end their visit one half hour before work or class time.

Special Visit Request Forms must be turned in to offender's Counselor 14 days in advance of desired visit. If you do not receive a reply to your request, then it has not been approved.

Shoes will be worn to the visiting room. Shower shoes/sandals and state boots will not be allowed.

Visitors will not be allowed to bring any money inside the Visiting Room. Visitors may purchase a Debit Card at check-in for \$5.00 initially. Once cards are purchased, you can add any additional dollar amounts (for example: \$1, \$10, etc.).

Once someone is dropped from your visiting list you must wait six months to reinstate them.

Any exchange of papers, property, etc., during a visit must have prior approval from the Shift Supervisor or Unit Manager. Nothing may be brought into the visiting room or taken from the visiting room without prior written approval.

Digital pictures are taken in the visiting room. In order for offenders to receive pictures taken, a withdrawal for payment must be processed by the Business Office. No kissing adults or inappropriate hand gestures will be allowed in pictures. Offenders may not appear in a photo with another offender, unless prior approval has been received from the Unit Manager. Offenders may not possess photos of another offender.

LIVING UNIT

Offenders should follow the posted rules for living units and special programs which will outline activities and privileges related to the program/unit. All offenders must participate in fire and tornado drills and no talking is allowed.

Rooms:

- 1) All room assignments are made by the Unit Manager.
- 2) Do not enter another offender's room nor stand in/at a door of a room other than the one to which you are assigned.
- 3) Do not use any bed other than the one assigned to you.
- 4) Socializing is allowed in the **bay area only**, not in the sleeping areas of the units. No talking is allowed in the hallways of the sleeping areas. No talking from one room to another or yelling down the hallway for other offenders.
- 5) Do not loiter in hallways, stairways, entryways, at the stairwell mirrors, or at the security mirrors.
- 6) Do not lean on, talk, or yell over stair railings.
- 7) Staff will not wake you. Alarms clocks are available from canteen.
- 8) Level 3 offenders must be awake and out of bed according to the following schedule:

Monday through Friday:	Offenders must be up and out of bed by 8:00AM. Beds must be made by 9:00AM.
Saturday and Sunday:	Offenders must be up and out of bed by 9:00 AM. Beds must be made by 10:00AM. Rooms will be inspected for cleanliness and compliance with property lists.
- 9) Property must be stored in footlockers, lockers or in dressers (if available) to avoid theft. The only items that may be left out are clothing hung in closet, work boots, fan, TV, head phones, wet towels, dirty clothes bag, clock and bar of soap. See pack in procedures. **The institution will not be responsible for loss of property or theft. Padlocks and trunks must be secured at all times.**
- 10) All non-consumable property should be listed on your property list and be clearly marked with offender identification.
- 11) Nothing is to be placed on/in window ledges or on heat registers.

- 12) Nothing is to be fastened to walls, doors, or other furnishings. Photos and papers may be hung inside your trunks or on bulletin boards which are available in some of the rooms.
- 13) Trunks must be kept underneath your own bunk.
- 14) Furniture may not be moved without the Unit Manager's approval.
- 15) Only authorized containers are allowed in your room. These may be purchased at canteen. All food items must be in a container.
- 16) Do not open another offender's room or cell door.
- 17) You may not obstruct the door window view into your room or the view to your bed.
- 18) Blanket/pillows, TV's, and other appliances may not be taken out of your room. Hair care appliances may be taken to and used only in the designated grooming area in each unit.
- 19) Razors, nail clippers, tweezers and personal light bulbs must not be thrown in trash can. You must turn them in to the Unit Officer for disposal.
- 20) Level 3 offenders must be in their rooms by 10:30PM, Monday through Sunday.
Level 4 offenders must be in their rooms by 11:30PM, Monday through Sunday.
- 21) General population offenders' room lights/TV's/radios/etc. must be off by 11:30PM Sunday through Thursday and 12:30AM Friday and Saturday.
- 22) General population offenders' room doors will remain wide open from 9:00AM until 5:00PM. Level 3 offenders shall not be allowed to recline, lie down, or sleep during this time period except during 12:30PM headcount after the second counter and, **then** only until count clears.
- 23) Noise is to be kept at a reasonable level.
- 24) All TV's, radios, and cassette/cd players must be used with headphones.
- 25) Appliances must be in safe working order and may not be tampered with or altered.
- 26) Do not tamper with heating, air conditioning, or air circulation devices or vents.
- 27) All products must be kept in original containers. Containers with the labels removed are not considered original containers. The only exception would be bottled water containers.
- 28) Work orders for repairs must be submitted through the Unit Officers.
- 29) Radios and headphones are allowed only in living units, gym and yard. Radios and headphones are not allowed in med line or dining hall.
- 30) Early lock-up will begin at 4:00PM. Offenders must be in their room and all necessary needs must be completed prior to lock-up. (Example: showers taken, phone calls made, visits completed to include time necessary for strips, etc.) No controlled items will be allowed in early lock-up.

Common Areas

- 1) Correctional Officers will regulate lighting. Lights will be on in the general halls at all times.
- 2) Living Units may be closed for room searches and at other times as announced.
- 3) Personal property shall not be abandoned in common areas.
- 4) Clean up after yourself. This includes bathtubs, microwaves and showers.
- 5) Use the tubs/showers in your dorm.
- 6) Use waste receptacles and recycling receptacles as designated.

- 7) **Never** touch security devices, locking apparatuses or electronic controls.
- 8) Majority vote rules on programs watched on Unit TV's. **A program voted on is watched to its conclusion by all offenders that voted for it.** Audio receptors must be used to watch TV.
- 9) The TV should be turned off anytime it is not being watched.
- 10) Do not sleep or lie down in common areas.
- 11) **Staff phones are for staff use only.**
- 12) You must be appropriately clothed at all times when in the bay. Robes, pajamas, thermals and nightshirts are not allowed to be worn in the bay.
- 13) You are not allowed to enter any living unit, other than your own, without permission from staff.
- 14) You may do crafts in the bay area, read, write, play cards, watch TV, etc.
- 15) Noise levels in the unit must be kept to a minimum.
- 16) Unit newspapers can be read in the bay area only. Articles cannot be removed from the newspaper until the following Sunday.
- 17) You may braid or style another offender's hair in the bay area. Makeup and electrical items are not allowed in the bay. You must clean up after yourself by wiping tables, sweeping hair, etc. You may flat iron or curl another offender's hair in the grooming area **ONLY**.
- 18) Shower times are from 6:00AM until lock-in times. No showers during headcount.
- 19) Sanitize the showers with chemicals checked out from the officer after every use. Goggles and gloves must be used per the Material Safety Data Sheets when using chemicals.
- 20) Shower sign-up sheets are used in some of the units. You must sign up prior to showering.

CONTROLLED ITEMS CHECK OUT

- 1) Controlled items must be turned in 15 minutes prior to the end of each shift. Controlled items must be turned in to Unit Officer before the offender leaves the unit. Controlled items must be turned in prior to lights out.
- 2) Check out times for controlled items may change based on institutional need. This will be determined by staff.
- 3) If a controlled item is damaged, inform the Officer so the item can be replaced.
- 4) Controlled items must remain in your possession until you turn them back in to the Officer. They may not be passed from offender to offender.
- 5) Irons may be checked out from the Officer. A water bottle is provided for spraying clothes. Do not put water in the iron. Do not use hair spray for ironing. Irons are to be used on clothing only and not for other reasons such as straightening hair or warming food.
- 6) State office supplies are not to be used for personal use. These items may be purchased from canteen.

NOISE

Noise is to be kept at a reasonable level as designated by the staff. **No yelling is permitted anywhere at ICIW.** This includes yelling/talking out the windows. Visiting is permitted at the dining tables; however, noise is to be kept at a reasonable level.

LOITERING

Offenders are not to gather in hallways, stairs, sidewalks, doorways, around Officers' desks, staff offices, at Control Center or other unauthorized areas. Offenders are not to be in shower/tub area unless bathing or assigned to clean.

DRESS CODE

See Offender Clothing, Bedding and Linen Supplies Policy **IS-SH-04** for additional dress code information. Offenders' clothing is to be clean, in good repair, appropriate and not altered. Do not walk on the bottom of scrubs or jeans. Thermals are considered underwear and cannot be worn as an outer garment. Underwear, including underpants and bras are required. Offenders are to be fully dressed, which will include ID and footwear, except when in your sleeping area. Offenders must be clothed or wear a robe and shower shoes to and from showers. Shoes or approved personal sandals must be worn outdoors. Offenders must wear socks with state-issued shoes. Offenders out of their room must wear shoes or shower shoes. Shower shoes can only be worn in the living unit. Personally purchased flip flops may be worn everywhere except work, Sacred Place, Education and the VR. No hats or sunglasses may be worn in any building. Offenders must wear pajamas or a nightgown with underpants, at a minimum, while sleeping.

Clothing may not bear markings, colors, insignias, etc. that are associated with drugs, alcohol, substance abuse, gang activities, illegal activities or obscenities. Names may not be printed on clothing. Shorts may not be worn to work details, the visiting room, or anywhere in the Administration Building except for recreation in the gym. Clothing will be worn in the manner intended by the manufacturer. Pants may not be rolled above ankle height. Shorts may not be rolled. Shirt sleeves may only be rolled into two one-inch rolls.

You may only wear one earring in each ear. The earring is to be worn on the ear lobe.

PERSONAL PROPERTY

All offenders must read Offender Personal Property Policy **IS-RO-03** in the Offender Policy Manual. This policy will give all necessary details of what property is allowed. Failure to know this policy shall not be accepted as an excuse for not being in compliance. Personal property shall not be altered and shall only be used in the manner

intended by the manufacturer. Misuse of personal clothing and other personal property may result in the loss of that privilege.

STATE PROPERTY

State property is not to be wasted, defaced, abused, or used without authorization. Offenders are not allowed access to staff desks, papers or storage rooms. Offenders are not to use/have state office supplies (Examples: pens, paper clips, paper, scotch tape, etc.).

State Issue Property

All items issued by the State to offenders shall be recorded. Offenders shall be responsible for the care and return of state-issued items. Items may not be altered in any way. Offenders shall be charged for damage and loss.

Requests for all state-issued items are to be submitted to Central Laundry. All offenders shall be issued bedding, linens and clothing sufficient to provide comfortable, sanitary and safe conditions during incarceration. All mattresses and pillows are cleaned and sanitized before issue to each offender. All bed linens, towels and clothing are laundered before reissue. State-issued winter clothing shall be circulated by October.

FURNITURE

- 1) Furniture is to be used for the purpose it was intended. **Please keep feet off furniture.**
- 2) Furniture is not to be moved.
- 3) **Nothing** is to be stored on top of your mattress.
- 4) Do not sit or stand on footlockers.

ELECTRICAL EQUIPMENT/APPLIANCES

Do not tamper with or attempt to repair any equipment. Do not leave electrical equipment unattended when in use. The Maintenance Department does not repair personal appliances. Do not tape up appliances for any reason. Appliances may be sent out for repair at the offender's expense. Electrical equipment/appliances shall not be in use or plugged in while the item is sitting on a bed.

APPROPRIATE CONDUCT

- 1) Do not ask staff questions of a personal nature, request favors, telephone or write to staff. All interactions shall be of a professional nature.

- 2) You are expected to conduct yourself in a manner not offensive to others.
- 3) Do not to engage in conduct of a sexual nature with others. This includes kissing, hugging, sexual embraces, back rubs, written sexual material, verbal sexual statements, etc.
- 4) Physical contact is not permitted.
- 5) You must not be in shower stalls, bathtubs, or bathroom stalls with anyone else.
- 6) Do not communicate (written, verbal, or via body language) with staff or other offenders in a sexual way or in a manner intended to harass or embarrass anyone.
- 7) Profanity is not allowed.
- 8) **No Smoking. ICIW is a non-smoking facility. Smoking is not allowed at any time by offenders.**

PHOTOCOPYING

Photocopying shall be done on a time available, first-come, first-serve basis. Special requests due to unusual circumstances and deadlines should be clearly spelled out with any supporting documentation attached. Photocopying is available through the library. A withdrawal slip submitted for payment with the offender's name, identification number and number of copies should be dropped off at the library. Cost of photocopying is posted in the library. Offenders will be contacted when photocopying has been completed.

CANTEEN

Offenders may submit weekly bubble sheets that should be complete and accurate. Orders must have a unit number documented and only the person filling out the sheet can turn it in. Offenders are not allowed to order on bubble sheets not belonging to them.

Please refer to ICIW Offender Funds Policy **AD-FM-11** for spending limits. General population units do not have a spending limit. Administrative Segregation and Disciplinary Detention will have a \$10.00 spending limit as well as restrictions on which items that can be ordered. Going over the spending limit will result in sending canteen out at offender's own expense, donate it or discard it. Insufficient funds over offender's account balance will result in a minor discipline report, a five dollar administrative fee and two weeks no spending. TV's are exempt from the spending limit. Orientation spending limit is the same as GP with the exception of no razors in Orientation status.

For purposes of purchasing items from Treat Shop and soda pop machines, your initial Debit card is complimentary and you will not be charged for it.

- If you lose/misplace/destroy your card, you will be charged \$2.00 for a replacement. You must send an offender staff request to the Business Office to have a new Debit card printed. Funds for "**LOST**" cards are not refundable; you will **NOT** be refunded the monies you may have lost/stolen/destroyed on misplaced cards.

- Offenders will be called to the Old VR twice a month to transfer money to their Debit cards. If you do not come when your unit is called, you will have to wait until the next scheduled time to transfer money. Exceptions may be made by the staff supervisor on a case-by-case basis.
- To keep the line moving, questions about deposits, expenditures, etc. are not allowed during this time. If you have questions, you must send an offender staff request to the Business Office.
- Debit cards are **NOT** to be used for identification purposes; please wear this card between your Activity Card and your Identification Card. Lock in your trunk when not in use. ICIW will not be responsible for lost or stolen cards.

Miscellaneous Canteen Rules:

- 1) Regular canteen orders must be turned in by 10:00PM Monday evening to the Unit Officer.
- 2) Shoe, CD, and craft orders must be turned in by 10:00PM on Thursday nights.
- 3) Bubble sheets are given out by the Unit Officer. Once you turn in your bubble sheet you cannot ask for it back. You must fill out the canteen bubble sheets with pencil only. You may use as many bubble sheets as you need without exceeding your spending limit.
- 4) Catalog orders must be filled out with black or blue ink. You must use an ICIW catalog order form.
- 5) There is no limit on the amount of food that may be ordered. When a pack-in is conducted it must all fit in your trunk. If it does not fit, you may mail it out at your expense, donate or destroy it upon your first offense. After that the items will be donated or destroyed.
- 6) Canteen books, craft ordering books, college course information, etc., are available during Book Cart hours. Hours are posted in each unit. Items can be checked out during these times, but must be returned before the end of the Book Cart shift.
- 7) You are limited on the number of hygiene products you can have. One full and one partial are allowed for each item. For example: 1 bar of soap already being used and 1 bar that is brand new.
- 8) Questions or complaints about canteen products should be directed to the Business Office personnel by sending an offender staff request.

ORDERING PROCESS

When replacing an item on your personal property inventory:

- 1) Permission to replace an item shall not be required.
- 2) You must exchange the item currently on inventory in order to receive the new purchase. Example: You will bring an old sweatshirt to package pickup to exchange and receive the new sweatshirt that was purchased. If you cannot produce the old sweatshirt you will forfeit the newly ordered item. You will choose if the item will be destroyed, donated or mailed out at your expense.

- 3) When the item to be exchanged is reported as “lost” you shall report during R and D open hours to remove the item from your inventory. Once the “lost” item is removed it may be replaced. Disciplinary action shall be taken if you falsely report “lost” items. Refer to IO-RD-01 Offender Discipline.
- 4) Catalog ordering is as posted. Only two orders per month. Catalogs must be checked out with the Unit Craft Aide. Do not leave catalogs in the bay. Misuse of personal property/clothing may result in loss of the item/privilege.
- 5) Appliances may be replaced as needed.
- 6) If an item is available from canteen it may not be ordered from another source.
- 7) Overspending your offender account for catalog orders shall result in a minor discipline and an administrative fee of \$5.00, two weeks no spending and possible loss of catalog order privileges.

OFFENDER ACCOUNTS

Cash/coins are contraband. All payment transactions are handled by account withdrawal slips, except for transactions for Debitek cards. Offenders may not enter into contracts, incur indebtedness, or engage in a profession or business with other offenders while incarcerated. Offenders are expected to maintain accurate records of their financial transactions. Money is not to be assumed to be in the offender account until a receipt has been issued. Offender accounts may be frozen or assessed to repay charges to the institution. Offenders who overspend their account will receive a minor discipline and an administrative fee.

Offenders who misuse or circumvent incoming or outgoing fund procedures may have those privileges suspended which will be determined by the Administrative Law Judge.

Offenders may be required to participate in Mandatory Savings Plan (**AD-FM-11**) or in a plan of Restitution (**AD-CR-03**). See Offender Funds policy **AD-FM-11** for details about how accounts are processed.

LAUNDRY

- 1) Health regulations prohibit you from hand-washing any clothing in your rooms.
- 2) All laundry, with the exception of Unit 9 and MLOs, shall be done in Central Laundry and **personal clothes are laundered at your own risk.**
- 3) Laundry must be turned in to the unit laundry cart each day, no later than 10 minutes after yard opens. It is your responsibility to turn in your own laundry.
- 4) Items contaminated with blood or body secretions must be placed in your laundry bag and the entire bag placed inside a yellow protocol bag. See Laundry Policy **IS-SH-04**.
- 5) All items must be clearly marked with your name. Unmarked laundry will be confiscated.

MAIL

Mail is defined as first class mail excluding advertisements and fliers, etc. All mail must have your full name and offender number at the end of the letter. See the Offender Correspondence Policy **OP-MTV-01** in the Offender Policy Manual. All mail will be checked for contraband and may be monitored for security reasons. Correspondence must clearly identify both name and address of sender and receiver. Legal and confidential mail must be clearly marked and kept separate from other mail in a brown envelope. Letters must be to the addressee only and may not go through third parties. Offenders may have 50 letters/cards in their possession. IPI canteen envelopes must be used to send correspondence out. All outgoing mail will identify that it is being sent from a correctional institution. Non-legal mail is subject to review. Confiscated mail must be disposed of in three business days.

Offenders can receive O-mail from family and friends. O-mail can be accessed through computers in each unit.

Miscellaneous Mail Rules:

- 1) Mail handout times are posted in the units. These times are approximate.
- 2) You may have a maximum of 404 photos at one time.
- 3) You may not correspond with anyone who is on probation, parole, in jail, in prison, etc., without first receiving written permission through the “Inter-Institution Correspondence Request” process. If permission is granted and then the other person moves to another location, you must go through the request process again for the new location. These forms are available through the Unit Officer and must be turned in to the assigned Counselor.
- 4) Once mail has been placed in the mailbox, staff will not retrieve it for return to you
- 5) Incoming mail is not allowed to contain stickers, musical cards, lighted cards or glue. Incoming envelopes cannot be larger than 8 x 11 inches. Pictures may not be larger than 8 x 10 inches.
- 6) Incoming mail may be no more than 10 pages or 10 photos.

PHONE

You must prepay for all calls. You may make phone calls during designated phone times. Calls may not be redirected through three-way calling, call waiting, or other phone transfers. Phone privilege may be restricted or lost if abused or as a sanction for a rule violation. Phone calls are monitored and may be recorded.

- Telephone rooms will remain lighted when in use.
- Unit phones may be used from 6:00AM until lights out. Phones may be used for up to 20 minutes at a time. Phones located upstairs may be used from 8:00AM to 9:00PM.

Times and charge calls are for verifiable emergencies only, such as death or hospitalization of immediate family. These calls must be approved by your Unit Manager or the Shift Supervisor.

HOLIDAYS

Holidays are defined for purposes of special activities, hours, visits, etc., as New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas Day.

RELIGIOUS PROGRAMS

See Religious Programming policy **OP-RP-01** in Offender Policy Manual. Religious services, expression, program and activities are facilitated to meet the broad needs of the offender population. You may practice your faith as scheduling and security concerns allow. Spiritual-personal guidance will be facilitated for those who are interested.

SAFETY/SANITATION/HYGIENE

Living and general quarters shall be maintained in a clean and orderly manner. Bathing facilities shall be cleaned after use. Spills of blood or body secretions shall be cleaned as directed by staff. Offenders shall follow posted safety regulations or staff instructions. Offenders shall fully cooperate with all safety drills and evacuations and should familiarize themselves with posted evacuation routes. Reckless and dangerous behavior shall result in disciplinary action.

Offenders shall bathe regularly and maintain acceptable personal hygiene. Fingernails are to be trimmed close to the finger and shall not present a safety hazard to others. Hair combing, brushing, braiding, flat ironing, perms or blow drying is to be done in designated areas. Haircutting services are available. You must make an appointment for haircutting. Offenders may not cut designs or symbols into their hair. Offenders may style each other's hair only in the bay or designated grooming area. Picks or combs shall not be worn in the hair; only items designed to be worn in hair (examples: hair ties, rubber bands, scrunchies, etc.). Clothing items cannot be altered for any reason.

FOOD SERVICE

Follow all posted dining room regulations. Offenders in line are not to talk to servers except to communicate their food selections. No other talking is allowed in the service line.

If you are prescribed a modified diet by Health Services it is your responsibility to identify yourself as being authorized to have a modified diet. Failure to obtain a tray when medically ordered shall be subject to disciplinary action.

Food cannot be taken into or out of the dining hall. Food may be exchanged between offenders at the same table. Every seat must be filled at each table before starting a new table. Sit where the Officer directs.

Theft of food will result in disciplinary action.

Talking between tables is prohibited to reduce the noise level. Do not take any electronic devices to the dining hall. GED schoolbooks only are allowed in the dining hall. Do not interrupt staff to ask questions while they are in line to eat or when they are eating unless there is a medical emergency.

Plastic ware must be returned with your tray. Problems with food are to be reported to Food Service staff, not offender workers.

SEARCHES

Staff may conduct searches of an offender's living area, work area, or person as necessary to maintain the safety and security of the institution. All areas are considered subject to search without notice.

Legal materials may be searched for contraband. Legal material will be stored and clearly marked to be obvious to staff.

UA's and Alcoalyzer Tests will be conducted to assist control of contraband on grounds.

INTERNAL COMMUNICATION

Review the Daily Bulletin for announcements and notices, and look for memos posted in the living units. Listen for announcements on the intercom and respond accordingly.

Do not stop staff on the sidewalk to ask questions. You must follow the chain of communication. You may send an offender staff request or attend open hours. Offender Staff Request forms are available to request information or schedule appointments. Offender Staff Requests should be as specific as possible so that they can be directed to the appropriate person. **Do not send multiple offender staff requests to several staff members on the same issue.** Do not write in the "Staff Response" space.

Complaints against staff conduct should be directed to the Unit Manager where you live. (See section on Grievances)

The Unit Officer is not available 15 minutes prior to, during or 15 minutes after shift change. Do not approach the Unit Officer or the office during this time unless there is an emergency.

Counselors and other staff members have posted open hours. You may attend open hours when you are not on unit confinement, room confinement, at work, at class, etc.

You may not go to staff offices outside of their posted hours unless you have a scheduled appointment or have been instructed by staff to report there at that particular time. Do not ask staff to call your Counselor or other staff on your behalf.

All personal and case management issues will be addressed through the assigned counselor. Do not request information from other Counselors or Unit Managers.

OFFENDER COUNCIL

An Offender Council of elected offender representatives meets monthly with the Unit Manager and quarterly with Administrative Staff in an effort to maintain communication between staff and offenders. Meeting minutes will be distributed to all living units.

Discussions items will include:

- Problem Solving
- Updates on policy changes
- Suggestion for improved institution operations and programs

Items not appropriate for offender council include:

- Concerns and complaints about staff should be directed to the employee's supervisor or the grievance procedure.
- Questions about individual offender's concerns or complaints.
- Canteen issues are to be addressed in an offender staff request to the Business Office.

GRIEVANCES

Please see Offender Grievance Procedures policy **IR-OR-06**. Before filing a written, formal grievance, you must attempt an informal resolution to the problem. Informal resolutions are completed by submitting an offender staff request to your Unit Manager, the person's supervisor or for Health Services, send to the Nurse Supervisor. More often than not, the problem can be resolved at this level but if not, you may file a formal grievance.

HEALTH SERVICES

Obtaining Services

Offenders with health complaints should submit a Health Clinic Request Form. Health Services staff will evaluate and schedule any necessary follow-up care. A \$3.00 fee is charged against offender's account for each self-initiated request for Health Services. In addition, there is a \$3.00 fee for Health Services rendered in reference to self-inflicted injuries, injuries to others and for Health Services you receive in relation to negligence on the part of the offender. Health care will not be denied due to lack of funds. Offender's account will reflect a negative balance until applicable fees are paid. The co-pay will be charged for nurse and dental encounters.

Medications

Medications kept in the offender's possession under the SAMS program must be kept locked in their trunk at all times. Medication line times are announced each day for those medications which are dispensed directly from Health Services. Failure to report to the medication line will result in a notice by Health Services. If you receive two notices for not showing up during your Unit's medication line time you will receive a sanction of early lock up on your third notice.

Offenders may purchase over-the-counter medication from canteen. Over-the-counter pain medication and antacids will not be dispensed from Health Services unless ordered by the physician. Possession of over-the-counter medication will be limited.

Offenders need to obtain a pass in order to go to Health Services at times other than Medication line, scheduled appointments or other instructions.

Lay-In Status

Lay-In Status is provided for offenders who have particular medical needs that require bed rest. All Lay-In status must be assigned through Health Services. Offenders on Lay-In status must observe the following guidelines:

- 1) The offender shall remain in her own room except for medical appointments and personal hygiene (showers).
- 2) No visitation allowed while on Lay-In status.
- 3) No phone calls are allowed except for an emergency that has been determined and approved by the Unit Manager or Shift Supervisor.
- 4) Offenders on Lay-In status must stand for standing counts unless specifically stated by Health Services.
- 5) If an offender reports to their Unit Officer or Work Supervisor that they are too sick to work, go to school, etc., the following procedure is to be followed:
 - a. The offender is to be sent to Health Services for evaluation after Duty Nurse notification.
 - b. The Unit Officer will communicate the circumstances to the offender's Work Supervisor or Education Dept., as it applies.

- c. The offender will need to wait in the waiting area (outside of HS) until Health Services can work them in to be seen by the next available nurse.
- d. If an offender is placed on lay-in status, their LAN (Limited Activity Notice) must also reflect that they are on bed rest - restricted to the unit & from all activities except meals/meds during that time.
- e. The offender must report back to their unit and give the LAN (authorizing their lay-in status) to the Unit Officer.
- f. Lay-In status is on a day-to-day basis only and ends at midnight the day it is started. (i.e: if an offender reports being sick Monday morning and is placed on lay-in status, then reports being sick again Tuesday morning, the process starts all over again)
- g. The offender is charged the \$3 co-pay fee for being assessed for lay-in status.

Treatment Refusal

Offenders refusing recommended or prescribed health services procedures, treatment, medication(s), activity restrictions or other advice of Health Professionals shall be asked to sign a "Treatment Refusal Form" stating the reason for refusing treatment. Except for physician/dentist determined exceptions, an offender's signed refusal of the recommended health services is considered in effect for the duration of incarceration for her current offense.

An offender may be assessed for all or part of any extraordinary expenses or increased medical costs which are directly associated with their refusal to comply with recommended Health Services, to include failure to notify staff of intent to refuse without adequate time for rescheduling.

LIBRARY

See Library Services policy **OP-LB-01**. Offenders have access to the institutional library. Offenders must have an activity card to enter the library. Library hours are posted in the units. Offenders may check out materials from the library or books from the unit library carts. Offenders may check out a total of 5 items from the library.

YARD PRIVILEGES

Yard is open as announced by staff during daylight hours except in inclement weather. The yard is closed during headcounts and as needed. Yard is the three concrete areas in

front of Units 2 and 3. No grass areas are considered yard. **Offenders must stay farther than 10 feet from the perimeter fence at all times.**

Eligibility

Level 4 offenders in General Population status may go to yard during free time when the yard is open. Level 3 offenders in General Population status may only go to yard during free time after 12:30 headcount has cleared and the yard is open. Level 3 offenders are on necessary movement until after 12:30 count. Offenders in programs including Therapeutic Communities, Special Privileges Unit, Minimum Live Out and Mental Health Housing should check their program and unit rules.

Rules

- 1) Do not lie down in the yard.
- 2) Have ID's on at all times.
- 3) No yelling, excessive noise or horseplay.
- 4) Follow safety rules and use recreation equipment as intended.
- 5) Pick up all trash.
- 6) Yard should be left neat and clean at all times.
- 7) Stay within yard boundaries. Do not enter out-of-bounds areas at any time or loiter near gates.
- 8) Yard chairs must be returned to the Rec Shed when yard closes.
- 9) Authorized footwear must be worn in yard at all times.
- 10) No canteen bags or laundry bags in yard.
- 11) No chairs on grass. Chairs may only be used on the three large cement areas.
- 12) Return any games checked out to the Rec Shed when yard closes.
- 13) **Unit 6 sidewalks are off limits.**
- 14) Sunbathing is not allowed.
- 15) You must sign out of your unit to go to yard and may not go to other locations unless returning to your unit to sign out.
- 16) Do not attempt to communicate through fence.
- 17) Stay off the grass.
- 18) No loitering on the sidewalks.
- 19) No loitering around the benches. The number of offenders allowed on the bench area is determined by how many can comfortably sit side by side on the bench without touching each other. No sitting on the ground next to the bench.
- 20) General Population offenders are not allowed to mingle or fraternize with Unit 9 offenders.
- 21) Do not approach staff in yard other than Yard Officers.
- 22) A designated jogging path may be used by offenders during designated times if allowed by the offender's Unit Rules.

RECREATION ACTIVITIES

- 1) Offenders are issued an Activity Card after completing the Activities Department Orientation. This card is needed for admittance to all activities sponsored by the Activity Department. There is a fine for replacement of a lost or destroyed card.
- 2) The gym is open daily for various activities. Check the bulletin or Activities Calendar posted in the units for days and times.
- 3) Recreation Aides are available from the time yard opens until it closes to check out recreation equipment for use in the yard.
- 4) Withdrawals for photos to be taken in the gym or visiting room are payable to the Recreation Department. Have Unit Officer sign the withdrawal and send to the Business Office.
- 5) All unit craft projects must be stored in one mesh craft bag except for one finished afghan/quilt on bed, one unfinished afghan/quilt, one sketchpad for drawing, four picture frames and one canvas for painting.
 - The mesh craft bag can be purchased from IPI canteen.
 - Offenders must have their mesh bag marked by R&D within 10 days after it is received from canteen.
 - Items that do not fit in the craft bag will need to be sent out at the offender's expense.
- 6) Do not sign out of your unit for any activity until it is called on the intercom.

CRAFT PROCEDURES

All allowable crafts are listed on the "Approved Crafts List" that is posted in the unit. Offenders are only allowed to order from the following catalogs: Herrschners, Triarco, Dick Blick and Fire Mountain Gems. **For additional information on craft rules see OP-RA-03 (ICIW 03).**

OFFENDER MOVEMENT

- 1) You are permitted to move in yard during the hours when yard is open or as directed by the Shift Supervisor. Offender movement shall be approved and monitored by all staff. **Do not enter areas marked out-of-bounds.**
- 2) The center sidewalk is the primary movement sidewalk.
- 3) Sign out of the unit on the Peg Board, indicating your destination prior to leaving the unit.
- 4) Do not move from one destination to another through the grass. Sidewalks must be used.
- 5) All movement through yard after dusk shall require staff escort.
- 6) You are responsible for being ready to go to class/work on time.
- 7) You may only go to the destination listed on the Peg Board.
- 8) Offenders going to the Administration Building shall enter through the west door. All offenders going to the second floor shall use the west stairs.

- 9) All movement shall cease during headcounts.
- 10) Do not enter any staff's office or open the door without permission.
- 11) Do not approach the Unit Officer's office during shift change except for emergencies.
- 12) Offenders found in unauthorized areas shall be redirected and appropriate disciplinary action shall be taken.
- 13) **DO NOT speak to offenders under escort or interfere with the escort.**

Offenders at class/work shall be given a pass when called by their Counselor, Health Services or Management staff to go to another area. They do not have to return to their unit first. Staff shall fill out the pass and initial it. The receiving staff shall initial and time the pass when the offender arrives and leaves their area. The offender shall then return to their class/work. A pass system will also be used for those on restrictions such as room confinement, unit confinement, and no yard.

COUNT

Offender counts are conducted by correctional staff. It is the offender's responsibility to be in her place of assignment at all times. After lock-up, offenders must be clearly seen by staff for all headcounts.

Standing counts are at 12:30PM, 6:00PM, and 9:15PM. All offenders shall return to their unit for count with the exception of those designated by the Shift Supervisor. Offenders are to be in their rooms 5 minutes prior to each count. Offender doors must be open for standing counts. Overhead lights must be turned on for the 6:00PM and the 9:15PM headcounts. Offenders must stand for headcount until the second counter has gone by, and must remain in their rooms until count is cleared. Offenders are not to ask staff if count has cleared.

Other headcounts are conducted at 12:30AM, 3:00AM and 5:00AM. Offenders are not required to stand for these headcounts. Offender heads must be uncovered and visible from the doorway.

Revised May 2012