

**ATTACHMENT E**

**ALGOA CORRECTIONAL CENTER  
INSTITUTIONAL RULES AND REGULATIONS  
April 30, 2012**

**General Population**

1. Offenders will check their room/living area for damage when they move in and immediately report any discrepancies to the housing unit officer.
2. Room/Bay doors must remain closed at all times, except when offenders are entering or exiting their room/bay.
3. Only serial number V-60 combination locks may be used on offender lockers. Padlocks which cannot be opened by a master key will be considered contraband and cut off and/or destroyed.
4. Each room will contain one double bunk, two lockers, and may have up to two chairs. Bay areas will contain seven double bunks, seven chairs, one table, and fourteen lockers. Lockers in bays must have the door facing into the room. All furniture must stay in the designated room/bay. The bed number must be visible and will not be covered.
5. Nothing will be attached to or hung from the beds, windows, doors, conduit, grillwork, molding, walls, or lockers with the following exceptions:
  - a. One reading lamp may be attached to the bed or molding. (It must be turned off when not in use.)
  - b. One current calendar (11" x 17" maximum) may be placed inside or on top of each locker, in the bay areas. One calendar, per offender, may be attached to the molding across from the bed, in rooms.
  - c. Radios and headphones may be placed on the window ledge, in rooms.
  - d. Approved rugs will only be utilized on the floor (2'x3' maximum)
6. Authorized pictures may include:
  - a. One picture album.
  - b. Two framed pictures. (No wooden or metal frames)
  - c. Twenty-five loose photo's, no larger than 8" x 10".
  - d. Any photograph/pictures, depicting nudity, must be placed inside the locker door and not in open view.
7. Beds must be made when offenders leave their housing unit.

8. All personal property must fit in the locker in accordance with SOP22-1.2 Property Control.

9. Offenders must have their name and number engraved on any item that cost more than \$10.

10. All electronics will be played with ear plugs or headphones and must NOT be able to be heard by others.

11. Walkmans and personal CD players may be taken outdoors during recreation periods. They may be used on the outer recreation yard; however, they MUST remain in the owner's possession. (They will NOT be permitted on the work site.)

12. All headphones/earphones MUST be removed for official counts.

13. Room lights must be turned off at bedtime (10:30 p.m. Sunday through Thursday 12:00 a.m. Friday, Saturday and Holidays) and kept off until first call, unless preparing for early morning work. Reading lamps, radios, personal CD players, tape players, and televisions may be utilized after bedtime.

14. Offenders must have their hair neat and clean. They must wear pants or outside shorts (waistband worn around the waist) and tee shirts when in any area outside of their immediate living quarters. When moving to and from the shower/restroom, offenders must wear, at minimum, a pair of under shorts.

15. The recreation areas will be open beginning at 8:00 a.m. (or open movement). They will be closed during counts, when programs and/or activities warrant the closing of the area, and at bedtime.

16. All offenders are responsible for housing unit cleanliness.

17. During line counts, offenders assigned to rooms will stand quietly outside their room with the door closed. Offenders assigned to bays will stand quietly at the end of their beds or as directed by counting staff.

18. Loitering will not be permitted in the shower/toilet area, stairways, hallways, in the area in front of housing units, in the area adjacent to the recycling pavilion, areas in front of the chapel, canteen, food service, academic/education building, sidewalks, or any area posted no loitering. Offenders will walk to and from destinations, on sidewalks, quietly and in an orderly manner.

19. Only those offenders assigned to the bay areas will be permitted to be present in the bay. Those assigned to the bay will not be permitted beyond the bathroom/shower on their floor.

20. Work clothes will be left at the job site at the end of the day's work period with the following exceptions:

- a. 24 hour plumbing and electrician workers.
- b. Food Service Whites

21. Athletic shoes, state issue boots, state issue gray shirt, and state issue gray pants, will be worn while at work on assigned institutional jobs, when entering the medical clinic, unit offices, education, chapel, and areas east of the Sally Port.

a. During cold weather conditions in addition to wearing state issued coats, it is permissible for offenders to wear personal long johns and sweatshirts under the state clothing

1. Offenders on work release and outside clearance work details will follow guidelines established in

IS/SOP23-2.1 Offender Work Release Programs.

b. Offenders entering the administration building must wear state issue shoes, state issue gray shirts and state issue gray pants. (NO PERSONAL CLOTHING WILL BE ALLOWED)

c. Offenders on living area or activity restriction must wear the white or orange vest the classification staff issued to them. (NO PERSONAL CLOTHING WILL BE ALLOWED)

22. Leisure clothing may be worn during recreation periods. Athletic clothing may be worn to meals as long as shirt has sleeves that cover your arm pits and socks are worn with open face shoes. Non-prescription sunglasses may be worn outside the buildings only.

23. Headgear (hats, dew-rags, caps, hoods, etc.) will not be worn inside any building. With the exception that headgear may be worn while inside assigned cell, but must be removed before exiting the cell. (In open bays, the assigned cell is considered to be no more than 6 feet from the assigned bed.)

24. Offenders must wear their identification card, photo forward, visible on the chest area at all times except while utilizing the bathroom/shower area, when required to turn it in at your work site, or for recreation activities. Work Release offenders, while at your work site, must wear their identification card, photo forward, on their shirt collar or shirt pocket.

25. Out of bounds areas are areas which an offender is not assigned, areas which are not open for activities, any area that an offender is in when required to be somewhere else, and those areas which are posted out of bounds. An institutional pass is required when entering any area which an offender is not assigned. (If you have any doubts about whether you are allowed in a certain area, ask a staff member.)

26. The use of tobacco products is prohibited in all areas except the back recreation yard and the designated smoking area, through Gate 11, for assigned workers. No smoking or tobacco paraphernalia (i.e. Lighters, papers, tobacco, etc.) is permitted in Food Service.

27. Nothing is to be placed on top of or over any electrical appliance.

28. Offenders will not sit on the back of chairs or benches.

**Housing Unit 16 (these are in addition to the General Population Rules)**

1. The coat hooks located at the foot of the bunk will be utilized to hang clothing, towels, and the laundry bag of the assigned offender.

2. Offenders may have one visitor in their area at a time. Offenders may only visit within their assigned bay.

3. Offenders assigned to the top bunk will utilize shelves for placement of electronics, etc., when available. All other offenders will place their electronics, etc. on top of their locker.

4. Lights on AFL will be turned off at 9:30 p.m. Sunday through Thursday and 12:00 a.m. Friday, Saturday and Holidays. Electronics may be utilized after bedtime.

**APPROVED:**

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**Institution Head**

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**Date**