

**GENERAL POPULATION UNITS
CROSSROADS CORRECTIONAL CENTER
HOUSING UNIT RULES AND REGULATIONS**

Signature on File

Effective: January 24, 2013

Larry Denney, Warden

1. **During count, offenders must be in their own assigned cell, being physically visible to the counting officers. Custody counts are at 7:30 a.m., 11:15 a.m., 4:30 p.m. and 10:00 p.m. Offenders must be standing or sitting during custody counts. (Note: At the 10:00 p.m. custody count, offenders must be standing and facing the counting officer upon their arrival at the cell and will show their identification card through the cell window.) The view of the entire cell shall not be obstructed at any time.**
2. **In-house recreation time to be utilized for shower/phone/Kiosk usage will be offered to all offenders within the housing unit between the hours of 8:30 a.m. – 10:30 a.m., 2:00 p.m. – 4:00 p.m. and 7:30 p.m. – 9:30 p.m. Each offender will be afforded 30 minutes during these scheduled times to shower and/or use the phone/Kiosk. Offenders on activity or living area restriction will only be afforded showers during these times and should only leave their assigned cell if utilizing the showers. Offenders in housing units with scheduled evening recreation will be allowed 20 minutes to shower and/or use the phone/Kiosk. Upon returning to the housing unit from evening recreation, offenders must return to their cell and lock down. The 20-minute rotation will resume after all cells are secured. No more than nine (9) cell doors will be open at a time.**
3. **Offenders are allowed only in their assigned housing unit, wing and cell. No offender shall be in another offender's assigned cell; nor shall an offender assigned to a cell allow another offender in that cell.**
4. **Chairs, stools, or any other furniture, or appliances, including walkmans/CD players, along with board games, will not be permitted in the wings.**
5. **While outside of the cell, there will be no sitting on steps or trash cans; nor will there be any type of exercising allowed in the wings.**
6. **Curfew is at 9:45 p.m. each night.**
7. **Offenders will not be allowed to smoke within the confines of any building, including the housing unit. Smoking will be limited to**

- designated outside areas only. Cigarette butts must be disposed of in the appropriate receptacles. Smokeless tobacco will not be permitted.
8. Offenders will not be allowed to loiter in the sallyport or front walk area of the housing unit. These areas are for movement only. The only exception will be when staff announces that an offender is to wait in the sallyport for official purposes (i.e., appointment with staff, etc.). Sallyport and wing door must be secured upon entrance/exit of wing and/or unit.
 9. Offenders will not enter an office without prior approval of a staff member. One offender at a time will be allowed in the unit office only. Exceptions may be made on an individual basis.
 10. Offenders must be in possession of their identification cards at all times unless required to relinquish it to institutional staff. The offender must display the identification card at the request of any staff member.
 11. The noise within the unit will be kept to a minimum. Televisions, radios, tape players and CD players can only be played with the use of headphones. Appliances and lights will be turned off when the room is vacated by the offender occupants. Quiet time will commence at 10:00 p.m. daily.
 12. It is the offender's responsibility to be awake, properly dressed and ready to leave at their designated time for work, medical or other assigned outcount times. Beds shall be made prior to the offender exiting the housing unit for work, recreation or yard.
 13. Offenders will be properly attired when outside their assigned cells. Proper apparel consists of state gray shirt, state gray trousers, or sweat suits, shorts and t-shirt. Pants must be worn at the waist area at all times. State clothing will be worn as designed – no rolling/cuffing up of sleeves/pant legs. Suitable shower attire will consist of boxer shorts or towel wrapped around the waist or, when possible, a bathrobe. Appropriate footwear must be worn at all times.
 14. Offenders are required to maintain good personal hygiene by showering and regularly washing their hair, clothing and linens. It is mandatory that each offender exchange their sheets and pillowcases on a weekly basis during their housing unit's scheduled laundry day. Offenders shall also maintain cleanliness of their cells.
 15. Offenders will be held responsible for damages to any state property and will be required to make payment for any repair or replacement. Offenders should check their cells with appropriate staff for existing conditions/damages, documenting any discrepancies prior to signing

- the Room Inspection Checklist. This should be done upon the offender's assignment to and departure from the cell.
16. Offenders will not use state forms for purposes other than their original intent.
 17. Offenders who are reassigned from their cell or who intentionally or through personal neglect create an unsanitary environment in their assigned cell will be directed to clean their cell. Offenders will be provided the approved cleaning supplies and will be given instructions on the cleaning standards expected. Once the cell has been cleaned, an inspection will be conducted to ensure it meets the standards detailed in the attached cleaning procedures.
 18. Attempts to alter or remove state or personal property are prohibited. Altered items will be confiscated and proceedings will be initiated according to currently established policy and procedure.
 19. Offenders will not be in possession of more personal property than is permitted by currently established policy. Only those items on the approved offender property list will be allowed in the cell. Offenders will not trade, sell, loan or barter any item of personal or state property to another offender.
 20. Excess property or property in the offender's possession which is not on his property list will be considered contraband. Said property will be confiscated and handled in accordance with currently established policy and procedure.
 21. All appliances must be marked with the owner's name and number. Appliances are only allowed in the offender's cell. Appliances may not be hung from the walls, ceilings and beds or stacked in any manner. Televisions will be kept only on the desk or shelf within the cell. In addition, no appliance cords will be stretched across and/or permanently attached to the walls, ceilings, floors, beds, lights, vents, etc...at any time. You may only have your headphone extension cord extended across the cell when in use.
 22. Only trash cans purchased from the canteen will be allowed in the cells; no "paper" trash cans. Trash cans are also available for use in the housing unit wings during movement times.
 23. Legal material must be stored in a legal-sized accordion folder with flap. All legal material retained in the offender's possession must be stored in the offender's locker when not in use. All excess legal material will be labeled and stored in accordance with currently established policy.

- 24. No items will be posted on the bulletin boards or walls unless authorized and/or approved by the Functional Unit Manager. Offenders are not authorized to remove posted material.**
- 25. Photographs, artwork, and calendars will be allowed on the wall behind the desk, but will not extend past the length of the desk. No pornography, nudity, maps or posters will be displayed on the walls of any cell.**
- 26. There shall be no writing, distributing or possession with intent to distribute any motto, creed, saying, drawing or gang-related material within the offender population which is designed to disrupt the institution by encouraging strikes, riots, fights, racial or religious hatred, or prohibited acts.**
- 27. All cell windows, lights and vents will be kept clean and clear at all times. Window ledges will also be kept neat and uncluttered. No rugs or other items will be used to block the bottom of the cell door and no blankets, towels, etc., will be used as rugs. Cell doors will be secured when exiting your cell.**
- 28. If you choose to wash your personal clothing, you may hang the wet clothing on the wooden peg anchored to the cell wall just to the right of the cell door. Each offender assigned to the cell may place four (4) plastic hooks in the cell, for a total of eight (8) hooks. The hooks must be purchased by the offender and placed as follows: two hooks in the area of the wooden peg (total of four); one hook behind the desk (total of two); and one hook by the sink (total of two). A multiple looped garment hanger may be purchased from the Canteen. This hanger is the only acceptable area to hang clothing.**
- 29. Towels may be used to cover desks and footlockers only. Towels will be folded flat and may not hang or be secured in any manner during cell searches.**
- 30. Offender telephone calls can be made collect, debit or prepay. Abuse of telephone privileges may result in restricted use, denial of privileges, and/or issuance of a conduct violation. Three-way connections are prohibited. Phone calls may be monitored at any time.**
- 31. No appliances will be allowed on the yard. Walkmans/CD players will be permitted.**
- 32. No correspondence will be allowed between offenders within the institution.**
- 33. Guidelines for distribution of toilet paper and soap will be: one (1) roll of toilet paper and one (1) small bar of soap per week.**

34. During a cell search, items may not be replaced as they were prior to a search, but will be left in an orderly manner.
35. Call buttons are not considered "emergency buttons" and will be responded to by staff as time allows within their normal duties.
36. Exceptions to the above stated rules, as outlined in SOP5-3.1 Offender Housing Assignments and per Honor Dorm Privileges, may be made for those offenders assigned to the Honor Dorm. See your housing unit classification staff for eligibility requirements for those wings.

NOTE: Any of the preceding rules and regulations are subject to change at the discretion of the Administration. Noncompliance with any published rule governing this institution may result in utilization of approved behavioral modification tools.

Original Date: May 9, 1997
Revised Date: March 26, 1999
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