

# **ATTACHMENT #1H**

## **Community Correctional Center-Omaha**

Nebraska Department of Correctional Services  
*Community Corrections Center-Omaha*



Inmate  
In-house Rules  
and  
General Information  
Handbook

2320 Avenue "J"  
Omaha, Nebraska 68110  
(402) 595-2010

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**Inmate  
In-house Rules and General Information  
Handbook**

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## **Section A. GENERAL**

### **GENERAL INFORMATION**

Inmates are responsible for reading and following all posted rules, regulations and instructions. The most current in-house rules will always be posted on the inmate dayroom bulletin board. Any addendum or revision that may be required will also be posted on the dayroom bulletin board. Inmates may request copies of Administrative Regulations or Operational Memorandums through their assigned unit case manager.

### **RULES**

- A-1. Inmates are responsible for reading and following all posted instructions and rules. Inmates are responsible to be on time for all activities.
- A-2. Inmates are responsible for checking in/out of the facility with the staff member at the front desk. Inmates must be in possession of their inmate identification cards at all times when away from the institution. Inmates must use the main entrance when leaving or returning to the facility and present their inmate identification when requested. Social security cards and state vehicle licenses will be secured in lockers or carried by each individual inmate. All items brought into the facility must be checked in through and approved by a staff member.
- A-3. Five minutes prior to official counts, staff will announce over the intercom system, "Count will begin in five minutes." All inmates are expected to return to their rooms for count except for inmates that have been designated by staff to remain out of their rooms to complete duty assignments. Inmates will remain in their rooms until count is cleared.
- A-4. Physical contact and/or horseplay between inmates is prohibited. Inmates will not perform services for other inmates such as laundry or ironing.
- A-5. Animals and pets are prohibited in the facility or on the institutional grounds. Inmates are prohibited from feeding stray or wild animals.
- A-6. Recreational equipment, cleaning supplies, irons, etc., must be checked out/in through a staff member. All equipment must be returned immediately after use. The inmate's identification card will be held at the front desk until the equipment is returned. The inmate checking out the equipment is responsible for any loss or damage. Personal recreation equipment is not allowed. The weight pile opens at 6:30 am and closes at 8:45 pm daily. No loitering is permitted in exercise or recreational areas.

- A-7. Inmates will remain inside the center during curfew hours. All outside areas with the exception of the patio are closed at sunset or 9:30 p.m. The patio will close at 10:20 p.m.
- A-8. Sitting, standing, or lying on top of the tables, picnic tables, washers and dryers is prohibited. Inmates will not sit, stand, or lean on the fencing around the facility. There will be no standing on the back patio. There will be only four (4) persons to a table...two on either side. Inmates will not sleep in the day room, commons area, or prop their feet or legs on furniture, chairs or walls. No leaning back on chairs. Chairs may not be taken out of the dayroom, dining room or assigned living area without the permission of staff. Inmates will not shake or tamper with the vending machines. Any problems should be reported to staff.
- A-9. Inmates are responsible for maintaining the cleanliness and sanitation of the commons, dayrooms, restrooms and laundry rooms. Inmates will use proper waste receptacles when disposing of trash and recyclable materials. Inmates are not permitted to be in the laundry rooms with the doors closed.
- A-10. Inmates are prohibited from using tobacco or tobacco related products inside of the facility or in state vehicles. Inmates who are detailed to work at other NDCS facilities or NDCS controlled property may not use or possess tobacco, tobacco-related products or substitutes at the workplace or in state vehicles. Inmates are prohibited from using or possessing smokeless or chewing tobacco and loose tobacco inside or outside the facility and in state vehicles. No refillable types of cigarette lighters are permitted. Smoking is only permitted in designated smoking areas outside of the facility. Smokers must dispose of cigarette butts in the approved receptacles. Inmates are not permitted to possess any tobacco or tobacco related products in facility restrooms during curfew hours. Inmates are not to walk around the center with a cigarette in their mouth.
- A-11. Inmates are responsible for observing all posted areas and restricting their activities only to authorized areas unless approved by a staff member. Unauthorized areas are any area outside the perimeter of the facility, any yard area after the yard has been closed by staff, areas that have been temporarily closed by staff, the garages and parking lot areas; all unpaved grassy areas, the kitchen during non-meal times and any wing living location not assigned to the inmate.
- A-12. No loitering will be permitted in the wing hallways or inmate doorways, commons, laundry rooms, visiting or commons area, telephone areas, restrooms, near any posted or marked exit, the front desk and front entrance of the center including the entrance sidewalk.

- A-13. All inmates assigned to the 300-wing will access the 300-wing through the dayroom. All male inmates are prohibited from using the 200-wing hallway unless authorized by staff. Male porters must secure permission from staff prior to reporting to the detail supply closet in the 200-wing hallway.
- A-14 Radios, music boxes, musical instruments, newspapers, magazines, books or singing is not permitted during in-house meetings conducted in the dining or commons areas. The showing of videos or TV programs will be considered on a case by case basis with the prior written approval of the warden or assistant warden. Headphones and ear buds will not be worn in the commons area.

A handwritten signature in cursive script, appearing to read "Charles Reed", is written over a horizontal line. Above the first few letters of the signature, there are several small, diamond-shaped decorative marks.

Warden, CCC-O

CCC-O Inmate In-House Rules and General Information

SECTION A: General

*Nebraska Department of Correctional Services*

REVIEWED: 11/02

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03/01/10, 03/29/11, 04/16/12, 4/30/13



## **Section B. CONTRABAND**

### **GENERAL INFORMATION**

Contraband - Any item not officially issued, purchased through proper institutional procedures or otherwise specifically approved by the warden or designee for possession. Contraband can also include excessive amounts of an otherwise approved item.

Unauthorized Articles - Possessing or receiving unauthorized articles from another person without the approval of the warden. Any item which is altered or which has not been issued to an inmate, purchased by the inmates through proper institutional channels, or otherwise specifically approved for inmate possession by the institution is an unauthorized article.

### **RULES**

The following items are considered contraband:

- B-1. Smokeless or chewing tobacco, loose tobacco products, rolling papers, matches and refillable lighters.
- B-2. Narcotic, hallucinogenic, or other illegally or improperly possessed drugs. Expired prescription medication or unauthorized non-prescription medication or medication not prescribed or approved by health services personnel. Herbal incense are not allowed.
- B-3. Alcoholic beverages.
- B-4. Poisonous or hazardous substances (e.g., gasoline or paint thinner, etc). unless authorized by the warden.
- B-5. Weapons of any type.
- B-6. Plans for the manufacture of weapons, incendiary devices, drugs, alcohol, or escape routes.
- B-7. Any published materials which advocate or are likely to incite violent or illegal activity, including materials which advocate or depict violent or illegal sexual activity. Any pornographic material or picture that is removed from a magazine, book or other printed material.

- B-8. No beepers, cellular telephones, cellular telephone batteries, tape recorders, DVD players, DVD's, iPods or cameras will be brought into the institution without the warden's approval or designee's approval.
- B-9. Any printed, published, or photographed materials which are deemed by the warden to constitute a threat to the safety, security, or good order of the facility.
- B-10. Possession of authorized articles or items in excess of established property limitations.
- B-11. Body building supplements and herbal supplements are prohibited.
- B-12. Aerosol containers, mouthwash containing alcohol, bleach (liquid or powder), incense, candles, air or carpet fresheners or any personal care or consumer product that contains a warning label as flammable, combustible, toxic or caustic is not permitted in the facility. Fabric fresheners such as Febreze or fabric softeners that contain alcohol are not authorized in the facility.
- B-13. Glass bottles, jars and ceramic cups are not permitted.
- B-14. Work release inmates are not allowed to have work detail state issued clothing in their possession without prior approval from their unit case manager or the clothing supervisor.

  
Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION B: Contraband  
Nebraska Department of Correctional Services  
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## **Section C. ASSIGNED LIVING AREA / PERSONAL PROPERTY**

### **GENERAL INFORMATION**

Emergency exits and evacuation routes are posted on the back of each door in each assigned living area. During fire or tornado drills or in an actual emergency, close your room door and any other doors as you go to a designated shelter area or exit the building through the nearest emergency exit. Carefully listen and follow staff instructions and directions during any emergency situation.

Each inmate is responsible for safeguarding personal property. Staff is only responsible for those items that are lost or broken due to staff negligence after staff assume responsibility and inventory an inmate's personal property. Only padlocks purchased through NDCS canteens may be used to secure personal property. Inmates may receive personal property or clothing items once during their first seven days of assignment to the facility. Staff will inspect all personal property items that are brought into the facility and personal property items may be held at the front desk until property items in excess of property limitations are met. Clear casing televisions are not required at the community centers, however, only clear casing or flat screen televisions will be considered for transfer to other NDCS facilities.

### **RULES**

- C-1. Inmates are responsible for having their room clean and ready for inspection by 8:00 a.m. daily. Beds are to be made. The extra blanket is to be folded and placed on the bed, the floor vacuumed, the trash emptied, the desk, wardrobe locker, and blinds are to be dusted, shoes are to be lined up under the bed. All clothes are to be neatly folded or hanging in the locker. Cleaning supplies will not be stored in living areas. Towels should not block view of inmate. Towels are to be hung up on the end of the bunk near the wall. Cardboard boxes may not be used for storage. Boxes or paper may not be stored under beds. Inmates may possess a small cosmetic mirror for personal grooming and hygiene. Inmates may not take chairs from their assigned living area. Inmates may possess a small amount of paper towels or napkins in their lockers or assigned living area.
- C-2. All personal property excluding televisions, musical instruments and State issued items must fit within a space of four cubic feet. The following items may be left on the desk when not in use: a television, an alarm clock (no radio function) and a fan. Any type of lamp should not be covered. Inmates are responsible for the cost or replacement and/or restitution of lost or damaged State issued items. Clip-on lamps purchased through the canteen system are permissible. The light bulbs for clip-on lamps cannot exceed 40 watts. Inmates will not hang or attach any items in or on chairs, wardrobe lockers, windows,

window blinds, vents, light fixtures, walls, doors, or the ceiling. Photographs, pictures and calendars may be attached to bulletin boards provided in each room. Inmates will not block any vents or doors for any reason. Magazines or posters of nude or semi-nude persons will remain inside the magazines and be kept out of view.

- C-3. Inmates will not change rooms or bed assignments without approval from staff. Inmates shall not rearrange or remove furniture from their assigned living area. State blankets are not to be taken outside into the yard or in the visiting area. Personal bedding including pillows, sheets, blankets, or comforters are not permitted. Stuffed animals and dolls are not permitted. Inmates are responsible for the cost of replacement for lost or damaged keys and door locks. Room doors are to be secured at all times. Doors will not be propped open. Keys necessary for work or educational purposes will be kept in the inmate's mailbox when they are in the facility. No personal car or house keys are permitted without the approval of staff. Padlocks are permitted provided they were issued through NDCS canteen. Footlockers and storage boxes are prohibited. No items may be stored on top of your wardrobe locker.
- C-4. Inmates are to turn off the lights and all electrical appliances when leaving their rooms. The cable plugs located in each room are for televisions only. Connecting any other type of equipment to this outlet is prohibited. Cable and electrical cords will not be run through doorways, taped to walls, or hung from light fixtures. Only UL listed electrical outlets with ground fault/surge protectors that secure directly to the wall outlet will be allowed. All electrical appliances (i.e. TV's, curling irons) must be UL approved. Electrical cords will not be broken, frayed or taped; have exposed wires or altered connectors or adapters. No extension cords are permitted in inmate living areas. Personal irons are permitted, but may only be used in the laundry rooms. Irons are also available for check out at the front desk.
- C-5. Perishable food items must be consumed at the time they are opened. Non-perishable food items must be stored in personally assigned living areas in the original container in which the item was purchased. See the list of approved food products posted on the inmate bulletin board located in the dayroom. No open containers are to be brought into the facility.
- C-6. An inmate may have one MP3 player or "Walkman" type AM/FM with either a cassette OR compact disc player capability. The MP3 player or Walkman unit shall not have a video, photographic or any other type of visual or audio recording capability and shall not exceed a maximum purchase price of \$200. Headphones must be used at all times and Walkman or MP3 devices must be played at a non-disruptive level. External speakers may not be attached to these devices. Each inmate may possess no more than 25 compact discs, cassette tapes or combination of both. Walkman or MP3

playing devices may not be played while walking on the access road or in the commons area of the center.

- C-7. Televisions must be 19" flat screen or diagonal or less and have headphone capability. Televisions may not exceed a maximum purchase price of \$100 for black and white sets or \$350 for color sets. Televisions must be played at a non-disruptive volume. Headphones are required for televisions during curfew hours. No component systems or systems with detachable speakers will be allowed. Audio/video cassette recorders, TV/VCR combinations, video materials, films and cameras are prohibited. Electronic dictionaries and typewriters are permitted. Maximum purchase price for typewriters is \$200. They are to be electric and may not have memory text. Electronic organizer and radio alarm clocks are not allowed. Cameras and video equipment are prohibited. Posing for pictures on the facility premises is not permitted.
- C-8. Jewelry is limited to the following: one wristwatch, one necklace, one ring (wedding ring counts as a ring), one pair of earrings and nose ring, one AA medallion and one religious medallion/medicine bag/amulet. Earrings/rings or other items may not be worn in pierced body parts other than the ears and nose. Inmates cannot get additional piercings of body parts without approval from staff.
- C-9. Musical instruments are permitted but must be valued at \$300 or less and have headphone capability and be small enough to be stored in your personally assigned area. Acoustic guitars are not permitted.
- C-10. During curfew hours inmates may be out of their rooms only to use the toilet or urinals. Inmates must go directly to and from the restroom. Curfew is in effect from 10:30 P.M. to 5:00 A.M. during the week, and from 10:30 P.M. to 6:00 A.M. on Saturdays, Sundays and the following holidays: New Years, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas. Work release inmates returning to the center during curfew hours will be allowed 30 minutes to shower. There will be no loitering in the bathrooms.
- C-11. Inmates may possess "Plug and Play" or handheld electronic game devices. These games must be self-contained units; battery operated and can not have game cartridges or the ability to play CD's or DVD's. Plug and Play games that have a gun as a controller are not allowed. Games that are related to gambling or violent activity will not be permitted. If you have any questions regarding these games, please check with staff prior to purchasing the game.
- C-12. Inmates may possess the following board or card games: Checkers, chess, dominos, backgammon, cribbage, scrabble, UNO, playing or pinochle cards.
- C-13. Flowers, floral arrangements, candy arrangements or any other deliveries such as plants or balloons, are prohibited.



A handwritten signature in cursive script, appearing to read "Charles West".

Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION C: Assigned Living Area / Personal Property

*Nebraska Department of Correctional Services*

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03/01/10, 03/29/11, 04/16/12, 04/30/13

## **Section D. DRESS CODE / PERSONAL HYGIENE**

### **GENERAL INFORMATION**

Personal hygiene shall be maintained on a daily basis. Inmates will be fully and appropriately dressed. Clothing will be neat, clean and free from tears, holes or tatters. Staff will use their discretion to determine the appropriateness of an inmate's attire. Inmates will not be permitted to dress in a manner that is distracting, offensive or poses a threat to the security or safety of the institution. State issue clothing items will be provided to work detail inmates. See Addendum #2 & #3 for state issue and personal clothing allowances and property limitations.

### **RULES**

- D-1. Inmates are required to wear appropriate undergarments. Shorts, skirts, dresses, shorts, culottes will be no shorter than mid-thigh. Inmates need to be appropriately dressed when going to and from the shower. A minimum of shorts, T-shirt and shower shoes may be taken to and from the shower. No cutoffs are allowed. Halter tops, tube tops, tank tops, sleeveless shirts or other clothing revealing bare shoulders, a bare midriff or any part of the breast is prohibited. Tights, leggings, stirrup pants or clothing made of spandex or lycra is not allowed. Shear or see-through clothing is not permitted. Military uniforms are not permitted. Pajamas, loungewear or bathrobes may be worn outside of your room only if you are going directly to or from the restroom. Boxer shorts are not pajamas. Trousers, slacks, shorts, culottes, skirts, and/or dresses will be fully zipped, hooked, snapped, buttoned and/or otherwise fastened. Pants or trousers will be buttoned or zipped and will be worn around the waist at all times. No sagging of pants is permitted. Gym shorts can only be worn if inmates are going directly to the restroom, weight pile and outside to exercise. Monday through Friday, from the hours of 8 a.m. to 5 p.m., inmates will be required to have their shirts tucked into their trousers, pants and slacks.
- D-2. Shoes, socks, shirts, blouses or sweaters, skirts, dresses or long pants will be worn during meal times. Open toed shoes and slippers are inappropriate for the dining hall. Headgear will not be worn inside the center. Inmates may request approval for religious headgear by submitting an interview request form to the assistant warden.
- D-3. Sunbathing is allowed only on the lawn directly north of the patio area. Bathing suits and swim trunks must fit properly. Thong type swimwear is prohibited. A shirt and pants or shorts must be worn to and from the sunbathing area. Sunglasses will not be worn indoors unless medically

prescribed. Sleeveless shirts are permitted on the weight pad or volleyball court during exercise activities.

- D-4. Work detail inmates will wear state issued clothing to and from the job site during scheduled work hours. Inmates may not wear kitchen whites on the weight pile, horseshoe or volleyball pits, walking track and basketball court. Inmates assigned to the grounds or road crews may wear personally owned hooded sweatshirts, neck warmers or winter boots while working outdoors during the winter months provided the clothing does not interfere with the safe operation of any equipment or tool. The staff supervisors in these areas will approve the personal clothing for wear on a case-by-case basis. Inmates will not alter state issued or personal clothing. Inmates cannot wear headphones while doing their assigned work duties.
- D-5. Participation in street or prison gang activity is prohibited. This includes dressing in a manner dictated by a gang dress code which includes colors (colors are not limited to red, blue, or black), insignia, specific clothing items worn in such a way as to denote group identity or status (i.e. sagging), using hand signs or be in possession of gang related photos, graffiti, materials, publications or membership lists. The wearing of predominantly red, blue or black clothing is not allowed, excluding blue denim jeans. Logos on clothing, jewelry, hats or caps that pertain to athletic teams, drugs, alcohol, criminal activities, profane language or are of a sexual nature are not authorized in the facility.
- D-6. Inmates will wash their state issued bed linens, towels and clothing a minimum of once per week. Blankets must be laundered through the CSI laundry service at the TSCI. Laundry machines are not to be overloaded. Work clothes that contain asphalt or tar may not be dried in a facility dryer. Inmates will use the laundry room assigned to their housing wing unless otherwise directed by staff. The NDCS is not responsible for the loss or damage to any personal clothing. No shoes will not be placed in any of the facility dryers.
- D-7. The facility will not store or dispense personal (FCTC) flammable, combustible, toxic or caustic materials or products for personal use. Perfume cologne, toilet water/splashes, hair spray, shampoo, hand lotion and after-shave lotions are the only items containing alcohol, which are permitted for personal use.
- D-8. Hair care will be conducted in the restroom area only. Inmates will thoroughly clean the area upon completion. Hair care will not be conducted in restroom sinks. Hair dyes, color rinses, permanents, straighteners or other hair coloring products are prohibited. Hair extensions are prohibited. Inmates are permitted to braid, comb or style each other's hair in the facility restroom located in the wing that the inmates reside in. Inmates are not approved to be in restrooms

outside of their assigned living area. Personal scissors are not permitted. Fingernails will be kept at a length that does not pose a safety or security threat. The requirement that an inmate must cut his/her fingernails will be made on a case-by-case basis. Artificial/acrylic nails, nail polish, and nail polish remover are prohibited.

D-9 Purses, wallets, billfolds with chains attached to them are not permitted.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION D: Dress Code / Personal Hygiene  
*Nebraska Department of Correctional Services*  
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## **Section E. HEALTH SERVICES**

### **GENERAL INFORMATION**

The CCC-O and the Omaha Correctional Center (OCC) share health care services. Health services staff will make regular visits to the institution to conduct nurse call, Mondays through Fridays each week. Requests to see the nurse, physician, physician assistant, dentist or psychiatrist can be made by submitting an interview request form in the medical mailbox that is located near the administrative office doorway. Sick calls will be scheduled as determined by health services staff. Open sick call is conducted on Mondays, Tuesdays, Thursdays and Fridays during CCC-O 6 am pill call. Please review procedures on health services request form. All medical or dental treatment will be provided by or scheduled through the health service section. Inmates on work or education release may see their own physician or dentist at their own expense; however, an institutional check for the costs of the appointment must be completed before a pass can be submitted. Inmates in the work release program who are injured on the work site will go to the medical provider established by the employer or the Creighton University Medical Center (CUMC) or the University of Nebraska Medical Center (UNMC). Work release inmates will contact the center as soon as possible after medical treatment is obtained.

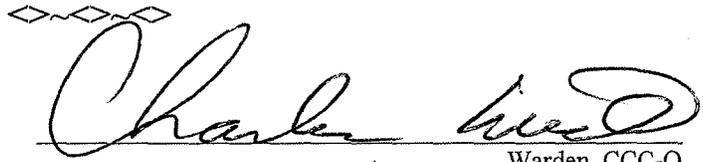
Pill call will be conducted daily at 6:00 am, 12:00 pm and 9:00 pm. Medication for headaches, cold symptoms and upset stomach is available at the front desk. Only one or two tablets will be issued at a time for these medications and the medications must be signed for. Prescription medication may be taken with inmates on authorized absences from the facility if the medication delivery time occurs while the inmate is approved to be out of the facility. It is each inmate's responsibility to complete a request to reorder prescription medication. Requests should be submitted when a one week supply of medication is remaining.

General health education information is available in Addendum #6. Brochures and handouts are also available at the front desk.

### **RULES**

- E-1. Any medication received or prescribed by a community health service provider must be turned into staff at the front desk immediately upon return. NDCS health service staff must review and approve this medication before it can be taken.
- E-2. Inmates are responsible for reporting to the front desk and notifying their work supervisor when ill. Inmates will complete a health services request form to see health services for sick call before an appropriate lay-in status will be established. Medical appointments are posted on the bulletin board.

- E-3. All medication, health related products and equipment must be maintained in its original container. Expiration dates must be current.
- E-4. Inmates will not possess any creams, rubbing alcohol, cough syrup, ointments, over-the-counter medications or prescription medications without the prior approval of the health services.
- E-5. Inmates will receive staff-administered medication at the designated pill call times. Inmates are expected to report to pill call as soon as it is announced over the intercom system. Inmates will be required to bring a glass of water and show their inmate ID to the nurse conducting pill call and take their medication at the pill call window as soon as it is given. Inmates may check out their medications if they will be out of the institution during scheduled pill call times. Self-medications will be stored inside wardrobe locker.
- E-6. Contact lenses or decorative dental plates or "grills" are not permitted unless approved by the health services staff.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION E: Health Services  
*Nebraska Department of Correctional Services*

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## **Section F. MEAL SERVICES**

### **GENERAL INFORMATION**

The CCC-O intends to provide a nutritionally balanced diet that meets or exceeds the established recommended daily allowances for each inmate assigned to the facility. All meals will be prepared and served in a sanitary environment. The CCC-O will provide all inmates with access to three meals per day. Meal portion sizes will be set on the production schedules for the inmate servers. Sack lunches are available for inmates who will miss scheduled meal times by leaving the center for work or self-betterment passes. If an inmate is going out on a job seeking pass, you must get a sack lunch prior to leaving the facility. If you are in the facility when the meal is served, no sack lunch will be issued. Inmates that are out of the center for two meals may take one sack lunch at check out and receive their second sack lunch after returning from work or a programming pass. All special diets must be verified in writing by health services staff. Special diets will be served during regular meal times. Inmates on furlough and personal needs passes are not authorized sack lunches.

### **RULES**

- F-1. Inmates assigned to work in the kitchen area during count will be required to have their inmate ID card and will show it to the staff member conducting count in the area.
- F-2. Personal containers, glasses, and cups are not permitted in the serving line. Only two glasses and one cup per inmate per meal are allowed.
- F-3. Eating in the serving line is not permitted. Inmates will not be allowed to return to the serving line after they exit the area. Entering the serving area during non-meal times is prohibited unless directed to do so by staff. No food items may be traded or given to another person in the serving line. Food may be traded or given to another person in the dining area. Only one serving of desert or salad bar item is permitted unless otherwise approved by food service staff.
- F-4. All meal items will be consumed in the dining area. Inmates may dine in the commons area when permitted by staff. Inmates will not be allowed to change seats or tables after they have been seated. No food, dishes or utensils will be left on dining tables. No loitering is permitted in the dining area. Inmates will have a maximum of 20 minutes to consume their meal.

- F-5. No special or extra portions of food will be requested by or served to inmates. All inmates will be served the same portion sizes of food with the exception of inmates receiving approved medical diets.
- F-6. Inmates are responsible for taking their tray, dishes, and silverware to the tray window.
- F-7. Kitchen/dining room items will not be removed from these areas for personal use. Food will not be removed from the kitchen/dining area. Sack lunches are available for inmates leaving the center for work or self-betterment passes. Inmates are required to sign for a sack lunch. Inmates will pick-up sack lunches prior to scheduled departure and the sack lunches will not be taken back into the center or personally assigned rooms.
- F-8. Walkmans, MP3 players or musical devices of any type are prohibited in the dining area.

  
Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION F: Meal Services  
Nebraska Department of Correctional Services  
REVIEWED: 11/02

REVISED: 03/24/03, 03/10/04, 06/15/05, 06/30/06, 03/05/07, 03/07/08, 04/29/09  
03/01/10, 03/29/11, 04/16/12, 04/30/13

## **Section G. VISITS**

### **GENERAL INFORMATION**

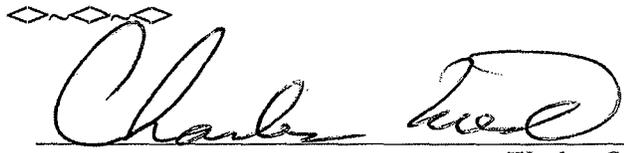
Visiting regulations are posted on the bulletin board near the doorway to the administrative offices. Visitors may view the regulations during regular visiting hours. Visiting hours are from 12:30 P.M. to 3:30 P.M. on Saturdays and Sundays and on New Year's Day, Thanksgiving, and Christmas. Visitors will be required to show a photographic identification. Visitors will be processed in up until 3:15 PM. Inmates and their visitors are responsible for obeying visiting rules and regulations. Children age 18 and under must be under the direct supervision of a parent/legal guardian when visiting (spouses are exempt). Minors may visit without a parent/legal guardian if the minor is accompanied by an adult (age 19 or older) who is listed on the inmate's visiting list, but the parent/legal guardian must provide the institution with written, notarized permission for said adult to accompany the minor prior to any visit taking place. Visitors will be processed on a first come first served basis. Visitors will be placed on a waiting list once the visiting area reaches its capacity. Requests for special visits must be submitted in writing to your unit case manager for review and approval.

Appropriate clothing and proper hygiene is required of all inmates and visitors. Visits may be refused if the attire that is worn is deemed inappropriate. Staff will use their discretion in determining if a visitor's clothing is inappropriate. Sleeveless dresses, shirts, tank tops, muscle shirts, halter tops, see-through clothing, and spaghetti string-tie, and/or back-less tops or other clothing which reveals bare shoulders, a bare midriff, or any part of the breast or chest are not permitted. Shorts of any style or length, including cutoffs, are not permitted. Lycra/spandex, leggings, tights, biking shorts are not allowed. Shoes/boots and socks/hosiery must be worn. Shower shoes or slippers are not allowed. Dresses and skirts must be at least knee length (top of the knee). Underclothing must be worn.

### **RULES**

- G-1. Inmates will clear the front recreation area and street 15 minutes prior to visiting hours and will not be opened until all of the visitors have departed from the parking lot. Inmates will not visit with their visitors prior to being called for visits. Inmates are prohibited from visiting with another inmate's visitors.
- G-2. Inmates will be fully dressed and properly attired during visits. No shorts, skirts or culottes may be worn during a visit.
- G-3. Visits at detail work assignments and work or educational release locations are prohibited. Inmates will not visit with people in vehicles either in the parking lot or on the road adjacent to the facility.

- G-4. Physical contact between inmates and visitors is limited to a short embrace at the beginning and conclusion of the visit. Caressing is not permitted. Visitors and inmates will not be permitted to sit on each other's laps or straddle chairs, benches, etc. No children age four or above are allowed to sit on the lap of any inmate. Inmates on "No Contact" status will have no contact with a minor at any time including the beginning or end of visitation.
- G-5. Inmates are responsible for cleaning up after themselves and their visitors at the conclusion of their visit. This includes disposal of any trash, returning games and wiping down tables.
- G-6. Visitors are responsible for the conduct of accompanying children. Inmates and their visitors will not be permitted to use corporal punishment on children or others on institutional property. If a child becomes disruptive during a visit and does not respond to verbal direction from the supervising visitor the visit will be terminated.
- G-7. Inmates are not permitted to visit with family members or sponsors outside of the scheduled visiting hours.
- G-8. Visitors will not be allowed to drop off food items during visiting hours.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION G: Visits

*Nebraska Department of Correctional Services*

REVIEWED: 11/02, 06/30/06, 04/16/12, 04/30/13

REVISED: 03/24/03, 03/10/04, 06/15/05, 03/05/07, 03/07/08, 04/29/09  
03/01/10, 03/29/11

## **Section H. MAIL & TELEPHONES**

### **GENERAL INFORMATION**

All incoming mail must have the complete return address of the sender (name and address); otherwise, it is subject to being read, confiscated and held as contraband. Outgoing mail must contain the complete return address of the inmate sender and will be processed through the front desk. Outgoing mail and envelopes may be sealed. Legal mail must be signed for and will only be opened by staff in the presence of the inmate recipient. Incoming packages will be accepted and inspected by the front desk. Outgoing packages may be mailed through the U.S. Post Office/U.P.S./commercial mail site on your shopping pass or furlough.

Each wing has telephones that are for inmate use. The telephones are for out-going calls only; this includes local calls as well as long-distance. The pay phone in the center's lobby is for work release inmates to contact employers, and to arrange rides to and from work. Inmates must have permission from staff prior to using the phone. The pay phone may also be used to contact volunteers or sponsors that are not listed on the inmate calling system. Telephone calls may be transferred to the legal phone in the lobby. Calls to the courts, ombudsman, legislators, or attorneys may be made through the inmate calling system. Staff will not assist in legal phone calls.

### **RULES**

- H-1. All out-going regular mail whether general, certified or legal mail, must be mailed from this facility and must bear the inmate's name, institutional number and address as part of the return address.
- H-2. There is a 15-minute time limit on telephone calls. Inmates will not be allowed to exchange or allow another inmate access to their Inmate Calling System PIN number or telephone call. Inmates may not participate in three way or third party calls. Telephone cards and cell phones are prohibited. Cell phones or pagers required for work release inmates must be approved in advance by the inmate's unit case manager and will be stored at the work site or the front desk.
- H-3. Inmates on work release are not permitted to make personal calls from their place of employment without prior approval of their case manager. Inmates may contact the CCC-O; however, inmates are not permitted to telephone other NDCS institutions, parole offices or any of its employees at any time.
- H-4. Inmates may receive telephone calls or messages from current or perspective employers relating to work, mental health professional or other profession relating to programming as it pertains to a personalized plan, verifiable

emergency information or notification of a death of an immediate family member. An example of a verifiable emergency would be a family member being taken to the hospital. To help expedite the verification process staff would need the name of the mortuary or hospital.

- H-5. Facsimiles will be coordinated through unit case managers.
- H-6. Inmates may not leave telephones unattended or hanging off of the receiver. No eating, drinking or sitting in chairs is permitted while using the telephone.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION H: Mail & Telephones  
*Nebraska Department of Correctional Services*

REVIEWED: 11/02, 03/29/11, 04/16/12, 04/30/13  
REVISID: 03/24/03, 03/10/04, 06/15/05, 06/30/06, 03/05/07, 03/07/08, 04/29/09  
03/01/10

## **Section I. MONEY**

### **GENERAL INFORMATION**

The CCC-O is not responsible for any lost or stolen money. Inmates are encouraged to secure money and valuables in their assigned lockers. The CCC-O and the Omaha Correctional Center share the services of the business office. Savings accounts may be established through inmate accounting system by contacting the business manager with an interview request form. Emergency financial assistance is available for inmates on the work release program in the form of release savings. Inmates may access up to \$100 of release savings for the purpose of job seeking, transportation or the purchase of work clothing. Advanced gate pay will not be considered. To be considered for an advance from their release savings, inmates will generally have had earned less than \$50 in inmate wages during the month preceding their placement on work release. The inmate must complete and submit an interview request form to their assigned case manager requesting the release savings advance and specifying the supplies or materials needed. An institutional check will also be completed and attached to the interview request. Inmates who transfer to the work release program will be able to make a one-time purchase of a 10 ride w/transfer MAT bus pass from the facility for \$15. Each inmate will be issued a debit card and pin number. The debit card may be used for point of sale transactions, withdrawal of funds and inmate account checks. Requests to transfer funds from the inmate trust fund account to debit card account must be submitted to the front desk by 10:30 pm each Sunday. Funds will be posted to the inmate's debit card the following Thursday afternoon. A list of frequently asked questions regarding the debit card process is attached to this handbook as Addendum #7. Inmates that do not receive passes or furloughs will be considered for store runs as needed or at least one every two weeks.

### **RULES**

- I-1. Inmates may have a maximum of \$100 in their possession. Inmates are required to show the front desk staff all sale receipts and merchandise upon return from a shopping pass.
- I-2. Inmates will give their payroll check and/or tips to the front desk staff immediately upon return to the center. Inmates cannot accept cash payments from their employers or work as independent contractors. Inmates will not be permitted to work for employers who do not withhold taxes. Payroll deductions other than taxes or child support must be approved in advance by the assistant warden or designee. Inmates are responsible for submitting an interview request listing the amount of tips or cash they are turning into staff. Inmates may not take advance pay from their employers. Upon approval from inmate's unit case manager, pay cards may be accepted.

- I-3. All incoming monies will be processed through the inmate accounting department. Inmates are not authorized to use or possess credit cards, gift cards or establish lay-away, time payments, charge accounts, or any other type of contractual agreement. Checking accounts are not authorized. The only bankcard that is authorized for inmates is the debit card issued by Inmate Accounting.
- I-4. All family support transactions, bills, and restitution will be managed through inmate accounting. Inmates may not purchase money orders. Inmate trust fund checks will be cashed only by the inmate for whom the check is made out to.
- I-5. Inmate families and friends may not drop money off for inmates. All incoming monies must be sent through the U.S. Mail by money order or check and be processed through the inmate's trust account.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION I: Money  
Nebraska Department of Correctional Services  
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03/01/10, 03/29/11, 04/16/12, 04/30/13

## **Section J. TRANSPORTATION**

### **GENERAL INFORMATION**

The transportation schedule is posted on the bulletin board next to the front desk. The transportation schedule lists the times that the facility van departs from the institution. The CCC-O will assign work detail inmates to van driving positions for the purpose of transporting work and educational release inmates to the proximity of their work or educational sites. The transportation van schedule will be developed in a manner that meets the transportation needs of the inmate population. Public transportation sites will also be considered in developing the transportation schedule. Inmates assigned to the work release program may be approved to ride bicycles to and from their work locations by submitting a bicycle waiver form to their case manager. An inmate assigned to the work or education release programs may arrange for transportation other than that provided by the center. This alternate means of transportation may be by public transportation, with co-workers/fellow students, family members, or with other individuals who are on the inmate's approved visiting list.

### **RULES**

- J-1. Inmates are responsible for following the posted transportation schedules. Report to the front desk area to complete all checkout procedures no sooner than 10 minutes prior to the departure of the scheduled van runs. Van schedules will not be altered unless authorized by staff. Inmates will contact the front desk if there are any changes to the van run they are signed up for.
  
- J-2. Verbally abusive comments or physical gestures directed toward anyone while in a state vehicle are prohibited. Eating, drinking, and/or smoking while in a state vehicle is prohibited. Seatbelts must be worn at all times while in a state vehicle. Inmates are not permitted to board or exit any state vehicle until it has come to a complete stop at the designated drop-off or pick-up sites. The number of inmates in the van will not exceed the vehicle's rated capacity.
  
- J-3. Time allowed for travel to and from work or school will be approved by each inmate's case manager. Times will be based on location (distance from the center) and mode of transportation. If no time constraints are set, inmates will have a maximum of two hours each way. Inmates will take the most direct route to and from their place of employment/school. Hitchhiking is prohibited. Inmates that check out of the center for work early because they are walking

are not authorized to accept a ride once they have left. Inmates that check their self out for job-seeking are not permitted to accept rides other than the inmate van after they leave the center.

  
Warden, CCC-O

CCC-O Inmate In-House Rules and General Information

SECTION J: Transportation

*Nebraska Department of Correctional Services*

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03/01/10, 04/30/13

## **Section K. PASSES**

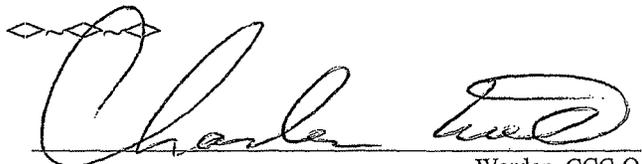
### **GENERAL INFORMATION**

Passes are a privilege and incentive granted through the Community Incentive Program to encourage positive progress and transition back into the community. Pass privileges are granted to inmates based upon their conduct at the facility and school, place of employment, and program participation and performance. Substandard work performance, inappropriate behavior or attitude, disciplinary record or misuse of this privilege may be reason(s) for restriction or suspension of the pass privileges. This privilege will not interfere with work, school, stipulated in-house activities, Parole Board hearings, or other assigned or stipulated programming. Passes are to be submitted to your unit case manager from 6:00 p.m. Friday through 10:30 p.m. Sunday each week. A maximum of two itinerary locations will be approved for each personal needs pass. Passes must be completed in black or blue ink. Shopping passes may not be taken during working hours. Exceptions may be made to accommodate programming needs, i.e. substance abuse evaluation. All passes are restricted to the Omaha-metro area unless approval is given by the warden or designee. All passes are restricted to the State of Nebraska.

### **RULES**

- K-1. Passes for home visits will not be approved for locations that do not have a working landline telephone without the approval of the warden or designee. The telephone at the pass residence may not have a call forwarding, answering machine or voice mail feature. Inmates must be available to answer the telephone at all times when on home visits.
- K-2. Unit case managers will approve program passes based on the needs identified in each inmate's personalized plan. The pass week runs from Monday through Sunday.
- K-3. Shopping passes are limited to a maximum of 2 locations not including a US Bank or ATM location. Inmates may stop to make a withdrawal from an ATM machines but the location must be listed on the pass itinerary. Shopping passes are restricted to the city limits of Omaha. Going to shopping malls, pawnshops, tattoo parlors and any place where the primary sale is alcohol is not permitted.
- K-4. Inmates have a maximum of 20 hours per month for religious activities. The inmate's case manager must receive a letter from the spiritual or religious leader granting permission for the inmate to attend services, the day and time of religious services or programs.

- K-5. Inmates must adhere to the approved itineraries while on pass. Pass itineraries will be listed in chronological order beginning with the first itinerary location. Pass itineraries are for the expressed purpose indicated on the pass itinerary (i.e. no loitering is permitted in the parking or exterior areas of pass locations, inmates on job-seeking passes who fail to inquire, obtain or complete job applications at potential employers are loitering). Inmate sponsors and individuals providing transportation for job seeking passes must provide a valid driver's license, insurance card and registration every time they pick up an inmate for pass or furlough. Sponsors may not change to a different vehicle for the duration of the pass or furlough. Inmates on job-seeking passes will be required to note the contact person, time of arrival and departure at itinerary locations. If a listed activity is cancelled or potential employer or business is closed, inmates will proceed to the next approved itinerary location or return to the center. Inmates will take the most direct route to and from pass locations and the CCC-O.
- K-6. Inmates must return to and be checked in at the center on or before the time specified on the pass. The sponsor who checks you out of the facility on pass must be the same sponsor checking you back into the facility.
- K-7. Program activity passes must have activity verification signed by the meeting leader's signature for A.A. or N.A., by an inmate's therapist for mental health, and by clergy for religious services. Inmates will only be permitted to use program activity passes to meet the needs identified on their personalized plan, however, inmates may use personal needs passes to exceed these recommendations.
- K-8. Inmates with pending misconduct reports or on room restriction will only be permitted take passes that involve a previously established program with a professional or religious activity. Inmates will not be permitted to take passes for support group meetings such as NA, AA, CA or GA, or participate in community service projects, job-seeking passes will be considered on a case by case basis.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION K: Passes  
Nebraska Department of Correctional Services  
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03/01/10, 03/29/11, 04/16/12, 04/30/13

## **Section L. FURLOUGHS**

### **GENERAL INFORMATION**

Furloughs are a privilege and incentive granted through the Community Incentive Program to encourage positive progress and transition back into the community. A furlough is the authorized absence from the institution. Furloughs are granted to inmates based upon their conduct at the facility and school, place of employment, and program participation and performance. Substandard work performance, inappropriate behavior or attitude, disciplinary record or misuse of this privilege may be reason(s) for restriction or suspension of the furlough privileges. Inmates are to submit furlough request to their unit case managers from 6:00 p.m. each Friday through Sunday by 10:30 p.m. Furloughs must be submitted at least two weeks prior to their desired furlough date. Furloughs may not be taken during the scheduled work hours of work detail inmates. For inmates that work seven days a week, their furlough request needs to be signed off by their supervisor. Furloughs are restricted to the State of Nebraska.

### **RULES**

- L-1. Inmates must furlough to a residence where there is a working landline telephone. Cellular telephones are not acceptable. The telephone at the furlough residence may not have an activated call forwarding, answering machine or voice mail feature. Inmates must be available to answer the phone at all times.
- L-2. Inmates must remain with their furlough sponsors at all times at the approved furlough itinerary locations with the exception of approved work or educational assignments. Inmates are required to immediately contact the center and receive instructions if they become separated from their sponsor while on furlough. Inmates on furloughs of 24 hours or more, may have two immediate family members listed on their furlough agreement and must remain with one the approved immediate family sponsors at all times. If two immediate family member sponsors are approved, either sponsor may check out or check in the inmate from furlough.
- L-3. Inmates must adhere to the approved itinerary while on furlough. Furlough itineraries are for the expressed purpose indicated on the furlough itinerary; (i.e. no loitering is permitted in the parking or exterior areas of furlough activity locations). Travel time is included in furlough itineraries. Inmates submitting furlough itineraries to attend movies will be required to provide staff the title and beginning time of the movie prior to departing the facility and show staff a ticket stub upon returning from furlough. Inmates will take the most direct route to and from furlough itinerary locations, furlough residence and the institution. There must be a working telephone at furlough itinerary locations.

itinerary. Inmates are required to be at the furlough residence or the institution by the 10:00 p.m. curfew.

- L-4. All furloughs will begin and end at the front desk. Inmates must return to and be checked in at the center on or before the time specified on the furlough.
- L-5. Inmates with misconduct reports pending or serving room restriction will not be permitted to go on furloughs
- L-6. Inmates that have received a misconduct report that resulted in the loss of good time are not eligible for furloughs for three months from the date the report was written.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION L: Furloughs

*Nebraska Department of Correctional Services*

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03/01/10

**Section M. WORK DETAIL**

**GENERAL**

Information concerning individual detail assignments is available through work supervisors assigned to each area. Work detail supervisors will provide input into the monthly report for each inmate regarding work performance. Inmates may not change job assignments until the request is approved by work area supervisor and unit case manager. Inmates will inform their work supervisors when they are directed to report for sick call, have medical appointments in the community, required to attend a stipulated program activity or any situation that conflicts with the inmate's work schedule.

**Rules**

The information contained in the General Information may also be used when determining if a RULES violation has occurred.

M-1. Inmates must remain within the limits of their confinement

M-2. Inmates will carry or take the authorized items to their detail work assignment. Inmates are limited to having \$10.00 in their possession while on a work detail crew assignment.

M-3. No unauthorized visits will be allowed at work sites.

M-4. Inmates are required to wear state issue clothing to work assignments. All state issued clothing must be turned into the clothing issue officer at the front desk when inmates transfer from the work detail to the work release program, parole or discharge. Work release inmates are not to have work detail issued clothing in their possession without approval from their unit case manager or clothing supervisor.



Warden, CCC-O

CCCO Inmate In-House Rules and General Information  
SECTION M: Work Detail  
Nebraska Department of Correctional Services  
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## **Section N. WORK & EDUCATIONAL RELEASE**

### **GENERAL**

Inmates assigned to the work release program will be given two weeks to secure employment. All requests for job seeking passes will end at 2:00 pm on Fridays unless approved by the warden or designee. Educational and work release inmates will be assessed room and board at the rate of \$12 per day. Room and board payments will commence the eighth day following placement on Community B status or the first day of employment or class, whichever comes first. Room and board will be collected from each inmate's trust fund account as monies become available in that account regardless of the source of the funds. Room and board is generally collected by the NDCS from each inmate's account at the first of the month for the preceding month. Work release and educational release inmates may be considered for part time employment or education through their unit case manager. Approval will be based upon inmate performance and program participation. Inmates will not be allowed to check out of the center without a current work or class schedule. It is the responsibility of work and educational release inmates to provide their current work or class schedules to their case manager and the front desk. Inmates may not resign from their employment without receiving approval from their unit case manager. All mid-term progress reports, final semester grades or down slips will be turned into unit case managers.

### **RULES**

- N-1. Inmates must remain within the limits of their confinement at all times.
- N-2. Inmates must report to their unit case manager and front desk staff any changes in your work or class schedule, including days off, over-time hours, work or class locations. Inmates may not resign or terminate their employment without the permission of their unit case manager. If an inmate is terminated from their employment they are to report immediately to the front desk. Inmates may not drop classes without the approval of their case manager.
- N-3. Tools, including knives, which are required for employment will be checked in upon return to the center from work and checked out upon leaving for work.
- N-4. Inmates on educational release must turn in all down-slips, mid-term grade reports, or final quarter/semester grades to their case managers as soon as they receive them. Inmates must report any changes in their educational program including funding, school activities, class schedules, and class locations.

- N-5. No unauthorized visits or telephone calls will be allowed at work or class sites.
- N-6. Inmates are prohibited from working without pay. Unit case managers must approve split shift schedules. Inmates working split shift must return to the CCC-O in between their shifts unless authorized to remain at their job site with the approval of the warden or designee. Inmates may not loiter at school or work sites. Inmates will return to the facility at the end of the work or school day.
- N-7. Inmates may not work more than sixteen hours in a 24-hour period without the approval of a unit case manager or above.
- N-8. Inmates may not drive or operate a motor vehicle for their employer or to and from work without written approval from the warden. Employers will initiate the request to drive through each inmate's case manager.



Warden, CCC-O

CCC-O Inmate In-House Rules and General Information  
SECTION N: Work & Educational Release  
Nebraska Department of Correctional Services  
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03/01/10, 04/16/12, 04/30/13

Addendum #1  
**EMERGENCY PLANS / PROCEDURES**

**FIRE**

If a fire is discovered, immediately notify a staff member on duty. At the sound of the fire alarm, all inmates will immediately evacuate the facility in an orderly fashion by the nearest exit. Inmates will proceed to the far east end of the parking lot located east of the CCC-O. Do not move or re-enter the institution until "all clear" is announced or you are so instructed by a staff member. Once you have re-entered the institution, you are to go directly to your room for an emergency count. Evacuation routes are posted inside all inmate rooms and throughout the institution. It is your responsibility to become familiar with these plans.

**TORNADO WARNING**

During a tornado warning, a staff member will announce over the telephone paging system that all inmates are to move to the closest designated tornado shelter area. Civil Defense approved areas are the 300 and 400 wing hallways and the 200-wing commons area for inmates living in those areas. Stay away from all doorways and windows and take a seated position on the floor. The safest position is to tuck your head between your knees and protect it with your arms. Do not leave the shelter area until "all clear" is announced or you are so instructed by a staff member.

**WINTER STORM EMERGENCY**

Inmate movement and transportation may be restricted during winter storm emergencies depending on road conditions. Inmates that are permitted to leave the facility during winter storm emergencies will be expected to have transportation to and from the facility. Inmates are encouraged to dress in layers appropriate for the winter conditions.

**INJURY/ILLNESS**

In the event of an injury or illness to yourself or someone else, report it immediately to a staff member on duty. If you are injured while you are in the community, contact the center immediately for instructions.

**POWER OUTAGE**

All inmates will return to their rooms when there is a power outage and remain there until the power is restored or until directed otherwise by a staff member. If the power will be off for an extended period of time, inmates may be transported to another facility for temporary shelter.

**OTHER EMERGENCIES**

All inmates are expected to immediately comply with all directives from staff during any emergency situation.

Addendum #2  
**STATE ISSUE CLOTHING LIMITS**

**STATE ISSUE CLOTHING**

All state issue clothing items will conform to the established dress code guidelines. Inmates assigned to the dining facility will be issued kitchen whites.

<u>Item</u>	<u>Community A</u>	<u>Community B</u>
Khaki Shirt (Kitchen Whites*)	1 (3)	0
Khaki Pants (Kitchen Whites*)	1 (3)	0
T-shirts	5	0
Underwear	5	0
Bras (Female inmates)	3	0
Socks	5pr	0
Belt	1	0
Footwear	1	0
Towel	2	2
Washcloth	2	2
Sheets	2	2
Blankets	3	3
Pillowcase	2	2
Laundry Bag	1	1
Mattress	1	1
Pillow	1	1
Mailbox Key	1	1
Room Key	1	1

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03/29/11, 03/01/10, 03/29/11, 04/30/2013

Addendum #3A  
**PERSONAL CLOTHING LIMITS**

**PERSONAL CLOTHING**

All personal clothing items will conform to the established dress code guidelines. Clothing items that are altered, torn, poorly fitted or excessively worn will be sent out of the facility. Each inmate assigned to the institution will be required to remain within the following personal clothing limitations:

**MALE INMATES**

<u>Clothing Item</u>	<u>Community A</u>	<u>Community B</u>
Shirts/T-shirts/Sweats	5	10
Pants/Shorts/Sweats	5	8
Belt	1	2
Socks	5 pr	10 pr
Underwear	5	10
Athletic Supporter	1	1
Suit Coat/ Blazer	1	1
Ball Cap or Stocking Cap	1	1
Footwear	2	3
Shower shoes	1	1
Coat/Jacket	1	1
Bathrobe	1	1
Bath Towels	3	3
Wash Cloths	3	3
Hand Towels	3	3
Pajamas	1	1
Thermal Underwear	1	1
Neckties	1	2
Swimsuit	1	1
Gloves	1	1
Earrings, Ring, Necklace, Watch	1 each	1 each

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03/01/10

Addendum #3B  
**PERSONAL CLOTHING LIMITS**

**PERSONAL CLOTHING**

All personal clothing items will conform to the established dress code guidelines. Clothing items that are altered, torn, poorly fitted or excessively worn will be sent out of the facility. Each inmate assigned to the institution will be required to remain within the following personal clothing limitations:

**FEMALE INMATES**

<u>Clothing Item</u>	<u>Community A</u>	<u>Community B</u>
Shirts/T-shirts/Sweats	5	10
Pants/Shorts/Skirts/Dresses/Sweats	5	8
Suit Coat/Blazer	1	1
Socks/Stockings	5 pr	10 pr
Underwear	5	10
Bras/Slips	5	8
Ball Cap or Stocking Cap	1	1
Footwear	2	3
Shower Shoes	1	1
Coat/Jacket	1	1
Bathrobe	1	1
Bath Towels	3	3
Wash Cloths	3	3
Hand Towels	3	3
Pajamas	1	1
Neckties/Scarves	1	2
Belt	1	2
Swimsuit (one piece style)	1	1
Gloves	1	1
Earrings, Ring, Necklace, Watch	1 each	1 each

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03/01/10

## DID YOU KNOW?

- People of all ages, economic classes, races, and levels of education, who live in all different types of neighborhoods are victimized.
- Sexual Assault usually does not happen spontaneously  
-Perpetrators know what they are doing.
- Sexual Assault is a deliberate action usually used to make another person feel helpless, humiliated, and degraded, and in turn, makes the rapist feel powerful.
- 84% of victims know their assailant in some way.
- Nearly one-third of sexual assault victims will develop stress disorders as a direct result of the assault at sometime in their lifetime, increasing their risk for serious alcohol and drug abuse problems.
- The National Violence Against Women Survey estimated that 302,091 women and 92,748 men were sexually assaulted in the 12 months prior to the survey administration. Victims often experience more than one assault. Of those who were assaulted in the previous 12 months, women experienced 2.9 assaults and men experienced 1.9 assaults on average.
- 1 in 5 men will be sexually assaulted

in their life. Most of these will be heterosexual male-on-heterosexual male assaults.

## FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

The Department of Correctional Services has a zero tolerance standard regarding abusive sexual contacts or acts within the correctional setting. Inmates should expect a facility that is free from any form of abuse to include:

- Physical/sexual assault
- Physical/sexual pressuring
- Extortion (pressuring for personal property, charging rent, demanding sexual favors or money)
- Physical/sexual intimidation or manipulation
- Retaliation/retribution

Inmates who engage in the above cited prohibited acts are subject to disciplinary action and/or criminal prosecution. Inmates who are determined to be a threat to staff or inmates will be considered for Administrative Segregation placement through the inmate classification process.

All cases of sexual assault will be referred to the DCS investigators/Nebraska State Patrol for criminal investigation and possible prosecution.

Revised 1-14-05

# SEXUAL ASSAULT AWARENESS

## Inmate Sexual Assault/Abuse Awareness



SEXUAL ASSAULT AWARENESS

Addendum #4

Nebraska Department of Correctional Services  
Community Corrections Center-Omaha

## SEXUAL ASSAULT

Sexual assault as defined by NDCS Administrative Regulation 203.11, Sexual Assault is "The carnal knowledge, oral sodomy, sexual penetration with an object, or sexual fondling of a person, forcibly or against the person's will; or where the victim is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity; or when achieved through the exploitation of the fear or threat of physical violence or bodily injury.

Sexual assault will be separated into two categories of inmate-on-inmate sexual violence and all incidents of staff sexual misconduct.

1. Completed non-consensual sexual acts include:
  - Contact with any inmate without his or her consent, or with an inmate who is unable to consent or refuse;
  - Contact between the penis and the vulva or the penis and the anus involving penetration, however slight;
  - Contact between the mouth and the penis, vulva, or anus;
  - Penetration of the anal or genital opening of another person by a hand, finger, or other object.
2. Inmate-on-inmate abusive sexual contacts include:
  - Contact with any inmate without his or her consent, or with an inmate who is unable to consent or refuse;
  - Intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of an inmate;
3. All sexual acts involving staff, volunteers, or contractors are considered misconduct including:
  - Any behavior of a sexual nature directed toward an inmate;
  - All completed, attempted, threatened, or requested sexual acts with an inmate;
  - Any incident of intentional touching of the genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, arouse, or gratify sexual desire;
  - Incidents of indecent exposure or invasion of privacy for sexual gratification.

## SELF PROTECTION

Inmates should take all reasonable measures to protect themselves. Inmates have the right to defend themselves provided they take reasonable measures to avoid conflict/confrontations/ altercations by leaving the immediate area, soliciting staff assistance and taking a defensive posture during altercations.

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE.

Don't be afraid to say "NO" or "STOP IT NOW."

Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak.

Casual nudity and talking about sex may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Do not accept canteen items or other gifts from other inmates. Avoid placing yourself in debt to another inmate; this can lead to the expectation of repaying the debt with sexual favors.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to any staff member immediately.

## WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

### If the attack just happened.....

As soon as it is safe to do so, **REPORT THE ATTACK IMMEDIATELY TO A STAFF MEMBER.** The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation. The assault can be reported to any staff member.

**Do not** shower, brush your teeth, use the rest room, or change your clothes. You may destroy important evidence.

**Do** request immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

### Later on.....

Seek the support of a trusted friend, family member, or staff member. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Professional help is available. Any nonconsensual sexual activity is degrading. Mental Health Staff within the institution are available to help inmates recover from the emotional impact of sexual assault.

Addendum #5  
**OPEN SICK CALL**

Open sick call will be available to CCC-O inmates Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays will be reserved for chronic care and specialty clinics. *Inmates who want to be seen during open sick call will be required to:*

1. Complete a "Health Services Request" form (top portion only). The form will be available at the facility's front desk. Do not write on the bottom portion of the form marked "For Medical Response Only". Forms will not be accepted if you do.
2. On Mondays, Tuesday, Thursdays & Fridays, please bring your completed "Health Services Request" to the nurse conducting the morning pill call. The nurse will collect the forms, determine the level of medical care, and prioritize accordingly. Medical emergencies and inmates with urgent care needs will be cared for as needed and will not be required to fill out a Health Services Request form.
3. The nurse will give the facility's front desk staff and the central control officer a list of CCC-O inmates who will be coming to OCC for sick call. Those inmates will report to the front desk and promptly leave the facility together at 0745 hours for OCC security processing. Health care services staff will see inmates from 0815 to 0900 hours. Inmates requiring more time consuming procedures may be instructed to return to medical at a later time.

Addendum #6  
**HEALTH EDUCATION**

**Acquired Immune Deficiency Syndrome (AIDS)**

AIDS is a serious illness that impairs the body's ability to fight infection. Without full resistance, a person with AIDS is susceptible to certain diseases and infections. Symptoms usually associated with AIDS include fever, loss of appetite, weight loss, extreme fatigue, and enlargement of lymph nodes. AIDS is caused by a virus called HIV (Human Immunodeficiency Virus). A person infected with HIV may transmit the virus to others, show no signs of infection, develop symptoms of HIV infection or develop AIDS. HIV can be transmitted by sexual contact, sharing an infected hypodermic needle, or through blood or blood products. Also, an infected mother may transmit the virus to her baby before, during, or after birth (possibly through breast feeding). No case of transmitting the virus is known to have been caused by being around a person who has been infected by the virus; touching or shaking hands; eating food prepared by a person who has been infected with HIV; sharing food, utensils, or plates; using restrooms; having contact with towels, bed lines, etc.; or being bitten by mosquitoes or any other insect.

**Breast Self-Examination**

Ninety percent of breast masses are found by women, either accidentally or during self-examination. Examine your breasts monthly, 1 week after the start of your period. After menopause, any day will do as long as it's the same day each month. This enables you to become acquainted with the topography of each breast so that you will be able to detect any change, lump, bump, or thickening. The sooner breast cancer is discovered, the better your chance of cure.

**Cancer**

The risk of cancer increases with age. Cancer can spread rapidly; the sooner you find out if you have it the better. Pain is usually a later symptom of cancer. The seven warning signs of cancer are a change in bowel or bladder habits, a sore that does not heal, unusual bleeding or discharge, thickening or lump in the breast or elsewhere, indigestion or difficulty swallowing, an obvious change in a wart or mole, a nagging cough or hoarseness. If you have any of these symptoms contact the medical department as soon as possible.

**Common Cold**

The common cold is a general name for a number of short-lived infections of the nose and throat. Over 100 different viruses can cause a cold. Antibiotics won't fight the viruses that usually cause a cold; however, antihistamines are occasionally prescribed to help relieve congestion. When you have a cold, eat well-balanced meals, try not to get chilled or over tired, and cover your mouth and nose with Kleenex when you cough or sneeze so you don't spread the germs.

## **Dental Hygiene**

Dental plaque is a sticky form of bacteria that forms on your teeth and is the major cause of dental disease. Plaque produces acid that gets into the enamel of your teeth and causes cavities and gum disease. Any form of sugar that stays in contact with your teeth for very long can cause cavities. To prevent dental diseases you need to brush and floss your teeth and have regular check ups by a dentist. You should use a toothbrush with soft bristles and use unwaxed or slightly waxed dental floss to remove food particles between your teeth. Fluoride toothpaste also helps prevent tooth decay.

## **Diabetes**

Diabetes mellitus is the most commonly occurring disorder of the pancreas. The hormones produced by the pancreas enable your body to break down (metabolize) the food you eat. They regulate your body's use of glucose, a simple form of sugar. Symptoms of diabetes include increased thirst and urination (frequency and volume), weight loss, fatigue, nausea, vomiting, vaginitis, skin infections, blurred vision, and frequent bladder infections. Treatment consists of diet, insulin, exercise, and hygienic measures. Once you have been diagnosed as having diabetes, it is of prime importance that you learn all the factors involved in the management and treatment of this disease. Treatment will continue all of your life and you must carefully follow all instructions.

## **Family Planning**

Family planning, birth control options, pregnancy, childbirth, parenthood, and related counseling services are available in the community. Your case manager has a community services directory to assist you in finding a suitable agency to discuss your concerns.

## **Hepatitis**

Hepatitis is a liver problem caused by a virus or by certain chemicals, such as alcohol. Hepatitis A virus spreads from feces or urine and enters through the mouth of another person. Hepatitis B virus is found in all body fluids of infected persons, including blood, semen, saliva, and urine and is spread by intimate contact with infected people or exposure to body fluids from these individuals. The Hepatitis B virus may be transmitted sexually when contaminated body fluids come into contact with mucous membranes or tiny breaks in the skin; by piercing of the skin by contaminated instruments such as those used for tattooing, body piercing, and sharing of dirty needles or syringes. Hepatitis C virus is transmitted primarily by contact with infected blood and manifests few symptoms. Millions of people in the U.S. are believed to carry the virus with many not even aware they have been exposed. Symptoms of hepatitis are stomach discomfort, vomiting, and yellowish skin. A simple blood test can determine if you have hepatitis.

## **Hypertension (High Blood Pressure)**

Over 11, 000, 000 people in America have high blood pressure. High blood pressure makes your heart, arteries, and kidneys work harder and other organs can also be damaged. The tendency toward high blood pressure can be inherited from your mother or father. People with mild high blood pressure often have no warning signs or symptoms. High blood

pressure is usually controlled with medication and diet. Eating a low salt diet and keeping your weight down can decrease your chances of getting high blood pressure. High blood pressure can cause headaches, dizziness, tiredness, and can be serious. An annual check up from your doctor is the best way to find out if you have high blood pressure.

### **Immunizations/Vaccinations**

Influenza shots are offered each year to inmates in DCS facilities. Adults with chronic disorders of the cardiovascular (heart) or pulmonary (lungs); residents of nursing homes and other chronic-care facilities; personnel who have extensive contact with high-risk clients; persons over 65 years of age; and adults with chronic metabolic diseases; renal dysfunction; anemia; immunosuppression; or severe asthma would benefit from annual influenza vaccinations. Influenza immunization is also recommended for those who wish to reduce their chances of acquiring influenza infection.

Persons with sickle cell anemia, multiple myeloma, cirrhosis, alcoholism, renal disease, splenic dysfunction (including splenectomy), diabetes mellitus, chronic pulmonary disease (bronchitis, emphysema, and asthma), or conditions associated with immunosuppression are at increased risk for developing severe pneumococcal disease (pneumonia). If you are in one of these categories, please discuss with medical staff the protection that can be obtained by the use of the pneumonia vaccine.

### **Influenza (Flu)**

The flu is a virus that is spread easily through the air we breathe. The flu itself is usually not serious but it can cause more serious problems. Symptoms of the flu include fever, chills, weakness, loss of appetite, and aching of the head, arms, and legs. Antibiotics are not effective against viruses; however, many flu types can be prevented by vaccination.

### **Mental Health**

There are many kinds of emotional disorders. Some common symptoms include difficulty sleeping, difficulty staying asleep, eating too much, or eating too little foods. People with more serious emotional problems may be helped with medication, which makes up for chemical imbalances in their body. The Omaha Correctional Center's Mental Health Department provides psychiatric and acute care to CCC-O inmates. Other mental health services can be obtained through community mental health agencies. Your case manager has a community services directory to assist you in obtaining a suitable agency.

### **Nutrition**

Health and nutrition experts suggest planning your diet based on the Food Guide Pyramid. The Pyramid lists a range for number of servings in each of the five food groups and provides a guide to daily food choices for eating a variety of foods to get the nutrients you need and the right amount of calories to maintain a healthy weight.

You should keep your weight at an ideal level by eating good, well-balanced meals and by exercising regularly. If you eat more calories than you work off, the extra calories are stored in your body as fat. Foods that are high in fat content have about twice the calories of foods high in protein or carbohydrates. An overweight person's heart must work at least twice as

hard as a slender person's heart and overweight people are more likely to get diabetes and high blood pressure.

### **Pediculosis or Lice Infestation**

Infestations of the body or hairy parts of the body or clothing with adult lice (little insects), larvae, or nits (eggs), leading to severe itching and irritation of the scalp or scratch marks on the body. The louse also may transmit diseases. Transmission is direct contact with an infected person and indirect contact with the personal belongings of an infected person, especially clothing and headgear. Pediculosis is communicable as long as lice remain alive on the infected person and until eggs in the hair and clothing have been destroyed. There are shampoos, lotions, and creams that will get rid of lice. To prevent spread and re-infestation all bedding and personal belongings must be laundered.

### **Personal Hygiene**

The main cause of skin problems is not taking care of yourself. To keep skin healthy, eat a balanced diet with not too much fatty and greasy foods, don't drink too much caffeine, be careful of strong sun when getting a tan, and wash your skin everyday. Regular exercise like walking fast or jogging fills the blood stream with oxygen and aids circulation which helps you have healthy skin. Both your skin and your body need a chance to get enough sleep and relaxation.

### **Self-Medication**

Prescription and nonprescription drugs, when taken as directed, can effectively treat many illnesses. However, if they are not used as directed or are intentionally abused, health problems can result. If you take two or more drugs at the same time, they may interact and lead to undesirable effects. Millions of Americans abuse prescription and nonprescription medications, sometimes with tragic results. In fact, these drugs dominate the statistics on drug-related deaths and emergencies. Be sure to tell your doctor about all your medical conditions, other medications you are using, if you have any allergies, or if you are pregnant. Take your medications as prescribed and report any side effects to your physician immediately.

### **Sexually Transmissible Diseases (STD)**

The term venereal disease has been replaced by sexually transmissible diseases (STD). The scope of STD includes chlamydial infections, gonorrhea, nongonococcal urethritis (NGU), genital herpes and warts, syphilis, and AIDS. With prompt and proper diagnosis, the medical profession has available many drugs to treat these diseases. A qualified physician can detect and treat sexually transmitted diseases. Anyone suspicious of having a STD should immediately contact a physician and/or community public health authorities.

- **Chlamydial Urethritis** – Men may have moderate to scanty amount of discharge (drainage) from the penis mainly present on awakening or after long period without urination; feeling of urination or urethral itching. Women usually have no obvious external symptoms even when infectious.

- **Gonorrhea** – Sometimes called “drip, clap, or strain”. It is transmitted by intercourse with an infected partner. Early signs in the male may be burning sensation when urinating and a discharge from the penis. A woman may have a vaginal discharge.
- **Herpes** – Caused by a virus that may be spread during sexual intercourse, the disease causes sores or blisters, which are similar to cold sores or fever blisters, on the sex organs. A small area of itching develops on the sex organ. Most have only local discomfort while some develop fever, headaches, and fatigue.
- **Nongonococcal Urethritis** – Sometimes called non-specific urethritis (NSU) is an inflammation of the male urethra that can be caused by several different kinds of germs. Most men have a discharge from the penis and burning during urination. Although most women do not develop symptoms of NGU, they may carry the disease unknowingly while it does further bodily damage.
- **Syphilis** – Sometimes called “pox, lues, syph, or bad blood”. The first sign of a syphilis infection is usually a single, painless sore called a chancre. During the secondary stage a rash or sores may appear on parts of the body. These symptoms may disappear without treatment but the disease is still in the body and could eventually result in syphilitic insanity, paralysis, heart disease, and even death.

### Smoking

Smoking is the major cause of bronchitis, emphysema, lung cancer, and heart disease. Over 340,000 Americans die each year from the effects of smoking. Smoking increases your heart beat and blood pressure, interrupts the normal flow of air and blood in your lungs, and causes a drop in skin temperature of your fingers and toes. Eighty percent of the harmful ingredients you inhale when you smoke stays in your lungs. The minute you stop smoking your body will go to work to repair some of the damage the cigarettes have done. The best way to quit smoking is to do it “cold turkey” and get support from others who have quit. Almost 33,000,000 Americans have quit smoking. Join that group now and live longer!

### Tuberculosis (TB)

Tuberculosis is an infectious disease that is spread from person to person through aerosolized (spit, coughed, sneezed) droplets. Not everyone who inhales infected droplets develops TB. A person can have tuberculosis without having any signs or symptoms. A simple skin test called a PPD can determine if you have tuberculosis and new medicines make it possible for all patients to completely recover. People who recently had a positive skin test should receive medication to ensure the least amount of damage to your lungs.

### **Wellness During Incarceration**

- A person should maintain “a good general health”, including sound eating and sleeping patterns, wash hands frequently, and keep the hands away from the face.
- Quit smoking - Smoking is harmful to your health and the health of those around you. Information is available from the medical department to assist you.
- Enjoy a lifetime of fitness - No matter what your age, regular exercise can help you stay healthy. Choose an activity that you enjoy and that strengthens your heart and

lungs. Always warm up before you begin exercising and always cool down afterwards.

- Keep your heart healthy - The heart is your body's most important muscle, take good care of it. Quit smoking, cut down on saturated fats, high cholesterol foods, and sodium.
- Control your weight - and stay healthy by combining a balanced diet with regular exercise.
- Learn to manage stress – Take a course in stress reduction or relaxation techniques. Ask the physician or mental health department for advice if you are suffering from stress.
- Eat sensibly – Eat well-balanced meals, drink plenty of fluids and watch your calories. Ask the physician or dietician for advice, especially if you have special needs in your diet.
- Protect yourself against cancer – Avoid all tobacco products, eat more cancer-fighting foods such as legumes, cabbage, broccoli, cauliflower, fiber (whole-grain bread and rice); protect you skin from the sun; learn about self exams – breast cancer for women and testicular self-exams for men.
- Colds – The best treatment for colds is getting plenty of rest, keep warm, and increase fluid intake.

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Addendum #7  
**PREPAID DEBIT CARD**  
Frequently Asked Questions

**Q1 What is a prepaid debit card?**

A1 A prepaid debit card works like a credit card but can only be used based on the current available balance existing on the prepaid debit card account.

**Q2 Why are inmates being issued a prepaid debit card?**

A2 Inmates at community centers have been allowed cash; however, in today's society it is common business practice for an individual to have a credit or debit card. The debit card will allow you to carry less cash but still be able to make purchases. Cash can be obtained by using an ATM.

**Q3 Where can I use my prepaid debit card?**

A3 A prepaid debit card can be used at vendors that accept VISA, however, the card issued to you does have some additional restrictions.

**Q4 What are the restrictions for use of the prepaid debit card?**

A4 The card can only be used at merchants that are registered in categories authorized by DCS. Certain merchant codes have been blocked; a listing of the type of vendors allowed will be posted. Additionally, the card has the following limitations:

- One (1) ATM withdrawal per day not to exceed \$40
- Five (5) PIN- Based Point of Sale (POS) transactions per day not to exceed \$300 in total
- Five (5) Signature Based POS transactions per day not to exceed \$300 in total
- No withdrawals of cash at a bank via a teller
- No POS transactions that provide cash back

**Q5 How do I determine if a vendor is allowed or blocked?**

A5 Vendors are each assigned one merchant code when they accept debit and credit cards. Based on that assigned code and the department's decision to block or unblock a code determines whether your prepaid debit card will be accepted. For example, Restaurants are split into three different merchant codes:

5812	Restaurants	Allowed
5813	Bars/Taverns/Lounges/Discos	Blocked
5814	Fast Food Restaurants	Allowed

A vendor may serve both food and alcoholic beverages. If they are registered under code 5812 your card will be accepted. If they are registered under 5813 your card will be blocked and cannot be used at that location.

- Q6 How can I determine if a specific vendor's merchant code is blocked?**
- A6 You can present your card to the vendor and request they determine if your card is accepted at their location. Generally this would mean they would scan your card and determine if it was acceptable. The Department will post a listing of commonly used vendors.
- Q7 What is Point of Sale?**
- A7 Point of Sale indicates a location that accepts VISA and allows you to purchase goods or services and pay with the prepaid debit card.
- Q8 What is an ATM?**
- A8 An ATM is an automated teller machine. An ATM will be located at each community center and will allow you to obtain cash and inquire on your prepaid debit card balance. The prepaid debit card can be used at any ATM; however, ATM's not part of the US Bank network may charge a fee to withdraw cash or obtain a balance inquiry. Location of US Bank ATM's in Lincoln and Omaha will be posted at the appropriate facility.
- Q9 Can I use my card at a bank or other financial institution to get cash?**
- A9 You cannot go to a bank and use your card at a teller window to get cash. You can use your card at the ATM that is located at a bank.
- Q10 How do I get money from my institutional account to my prepaid debit card?**
- A10 Institutional checks will need to be submitted to community staff by that facility's specified deadline so that funds will be loaded the following Thursday. Facility staff will be responsible for submitting the institutional checks to Inmate Accounting on Monday. The funds will be debited from your account no later than Tuesday and available on Thursday morning. This process replaces the spending and shopping checks that have been previously used by you to obtain cash.
- Q11 What is the dollar limit for loading funds on my prepaid debit card?**
- A11 Each facility will identify the specific limits that you are allowed to load on the card on a regular basis. Exceptions for loading higher levels will be allowed for shopping or furloughs.
- Q12 Why do I have a PIN (personal identification number) for my prepaid debit card?**
- A12 You will need to use your PIN with certain transactions. When you withdraw cash or make an inquiry regarding balance at an ATM you will need to enter your PIN. At times you will make purchases and be required to enter your 4-digit PIN. It is your responsibility to keep your PIN confidential. No one else, including staff should know your 4-digit PIN.
- Q13 What happens if I lose my prepaid debit card?**
- A13 You must report your lost card to US Bank at 866-363-4134 and you must notify DCS staff immediately. The US Bank notification will stop all additional transactions from processing against your card. A new card will be issued by US Bank within 3 – 5 business days via Inmate Accounting.

**Q14 What happens if I forget my PIN?**

A14 A new PIN can be obtained by contacting US Bank at 866-363-4134. They will have a series of questions to ask you regarding your account and then you will be asked to select a new 4-digit number as your PIN.

**Q15 How will I know the balance on my prepaid debit card?**

A15 It is your responsibility to maintain a log of your transactions, funds added, cash withdrawn, and purchases made. A balance inquiry can be made at any ATM or by calling US Bank at 866-363-4134.

**Q16 Will the bank send me a monthly statement?**

A16 Each month you will receive a monthly statement. Statements will be sent to Inmate Accounting and then to the facility. Staff may open and review your statement. It is your responsibility to review all the transactions to assure that they were authorized by you. A procedure for disputing a charge will be provided; however, you must also notify facility staff if you have a disputed charge. A disputed charge can lead to your card being cancelled and a new card being issued.

**Q17 Will staff monitor my use of the prepaid debit card?**

A17 Use of the card will be monitored by staff. Misuse of the card can lead to a misconduct report.

**Q18 Are there specific issues that I am required to report to staff?**

A18 Four specific situations that must be reported are:  
Lost cards must be reported to U S Bank and community center staff.  
Disputed transactions must be reported to U S Bank and community center staff.  
Declined transactions must be reported to community center staff.  
Returns of merchandise must be reported to community center staff.

**Q19 Why must I report declined transactions to community center staff?**

A19 Declined transactions may indicate a business we believe has an allowable merchant code but is blocked. This will give DCS the opportunity to determine if changes need to be made in the authorized merchant codes or if an error occurred in the authorizations.

**Q20 What fees do I have to pay for using the prepaid debit card?**

A20 The following processes have no fee associated with the use of the prepaid debit card:

Card Issuance	\$0.00	
Card Activation	\$0.00	
Monthly Fee	\$0.00	
POS Fees	\$0.00	
ATM Withdrawal (Surcharge)	\$0.00	US Bank/Money Pass/InterCept ATM's Nationwide, 112 Convenient Locations in Nebraska
ATM Withdrawal (Surcharge)	\$1.50 - \$2.00	Estimated ATM Surcharges by other ATM owners (No Surcharge for using ATM's at the Community centers, but other non-US Bank ATM's may charge a fee.)
ATM Withdrawal (Service Fee)	\$0.00	US Bank.Money Pass/InterCept ATM's Nationwide, 112 Convenient Locations in Nebraska
ATM Withdrawal (Service Fee)	\$0.00	One (1) free every seven (7) calendar days at non-US Bank ATM's that use Visa/PLUS branded ATM – 2650 locations in Nebraska

ATM Withdrawal (Service Fee)	\$1.25	ATM fee for additional withdrawals during the seven (7) calendar period at Visa/PLUS branded ATM's – 2650 locations in Nebraska
Customer Service	\$0.00	Unlimited (card activation, balance inquiries, PIN selection/change, report lost or stolen card, account questions)
Card Replacement	\$0.00	Non-emergency (3-5 Business Days)
Card Replacement	\$15.00	Emergency (2 Business Days)
Account Overdraft	\$10.00	First occurrence fee may be waived

**Q21 Give me an example of how I can make withdrawals and not pay any fees?**

A21 Make one withdrawal every seven days at the facility ATM and all additional withdrawals at US Bank ATM's.

**Q22 Can funds from other sources be loaded on my prepaid debit card?**

A22 To ensure compliance with statutes 83-183, 83-183.01, and 83-184 all funds an inmate receives must be initially deposited with the Department and placed on the appropriate account. Additionally, the bank does not allow any other sources to load funds on the card.

**Q23 What happens to my prepaid debit card if I am returned to a secure facility?**

A23 You will be required to surrender your card. Staff will place it in a secure location at the community center and notify Inmate Accounting immediately. Inmate Accounting will request US Bank place a hold on your account so no transactions can occur. The balance on the card will remain on the card and unavailable until reclassification is completed. If you are returned to the community center the card will be reactivated and returned to you with the same balance on the card as when you were removed from the community center. If you are not returned to the community center or the card cannot be located at the time of your removal from the community center the card will be cancelled and the funds returned to your institutional account.

**Q24 Will I get my prepaid debit card back if I return to the community center from a secure facility?**

A24 The card will be returned to you and Inmate Accounting will work with the bank to remove the hold on your account.

**Q25 How do I get the funds removed from my prepaid debit card and back on my institutional account?**

A25 Generally, the only time this will occur is when you are permanently removed from the community center to a secure facility. Inmate Accounting will request the funds be returned to DCS. Once the funds are returned they will be restored to your institutional account.

**Q26 What happens to the balance on the card when I am released?**

A26 You will retain the card and you can continue using the card until the balance is zero.

**Q27 Can I use my card at an automated gas pump?**

A27 The card will not be allowed to be used at an automated gas pump, but you can go inside and pay.

**Q28** What happens to monthly statements once I have been released?

A28 The statements will be forwarded to the address you provide on your Release Statement.

**Q29** References on the monthly statement or other documents provided by the bank may indicate that your account is accessible via the banks website, is this the case?

A29 You cannot access your account via the bank's website.

**Q30** Do I have to participate in the prepaid debit card system?

A30 Participation is required for all inmates at the community centers.

**Q31** Will I have to sign an agreement?

A31 Yes, you will need to sign an agreement regarding the Department's terms for the card.

**Q32** What if I refuse to sign the agreement?

A32 Signing the agreement is a requirement for remaining at the community center.

