

ATTACHMENT #1J

Diagnostic and Evaluation Center

DIAGNOSTIC AND EVALUATION CENTER

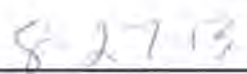
HOUSING UNIT RULES

The following is a list of rules you are responsible for complying with while at the Diagnostic and Evaluation Center. The rules are intended to maintain security, sanitation and order and will provide for fair and consistent treatment of all inmates. From time to time, there may be changes or additions to the rules as conditions change. You will be informed of new or modified rules. Remember that you are responsible for following all orders given to you by the Housing Unit Officers and all other employees.

Approved by:



Fred Britten
Warden



Date

TABLE OF CONTENTS

Inmate Behavior and Dress Code.....	3
Laundry/Furnishings/Rooms.....	5
Inmates Assigned to Cots.....	7
Safety and Sanitation.....	8
Property/Contraband/Searches.....	11
Unauthorized Areas.....	13
Running of Room Doors.....	13
Count Procedures.....	14
Smoking Policy.....	14
Showers.....	14
Telephone Procedures.....	15
Mail Procedures.....	16
Fire Evacuations/Tornado Procedures/Emergencies.....	17
Food Service.....	18
Restriction of Privileges/Room Restriction.....	18
Visiting.....	19
Inmate Jobs/Grievances/Interview Requests.....	19
Health Services and Medication.....	20
Religious Activities.....	21
Library Services and Law Library.....	22
Recreation and Recreation Equipment.....	23
Haircut Services.....	25
Canteen Services.....	26
Inmate Accounting.....	27
Indigent Supplies.....	27

I. INMATE BEHAVIOR AND DRESS CODE

- A. The Correctional Corporals/Officers assigned to housing units and control stations are the staff members in charge of their respective units. Inmates will comply with orders given by these and any other staff members. Any questions should be directed to your Floor Corporal.
- B. Most inmates in the institution will be double-bunked and will share a room with another inmate. Inmates who are double-bunked are expected to try to get along with their assigned roommate. If problems arise with a roommate, bring this to the attention of the Floor Corporal. Remember, you will be held accountable for your actions at all times.
- C. The stairs will only be used for going from one level of the unit to the other. Inmates will not climb or slide down the railings or jump off the second tier. Inmates will not throw any item from tier to tier. There will be no loitering or sitting on the stairs. Inmates will not jump steps to the landing.
- D. Running, excessive noise (including yelling, loud conversations and singing) and/or horseplay in any form is not permitted.
- E. Radios/headphones will not be played loudly (heard by others). **Headphones will not have cords run under room doors or from one level to another.**
- F. Inmates may not move tables/chairs together to impede access to areas or exits.
- G. Inmates may not participate in unauthorized group activities.
- H. Inmate Identification Cards must be carried at all times when outside of the assigned room, except when going to and from the shower.
- I. If inmates are escorted out of the unit, they must walk in single file on the right side of the hallway. **No talking is allowed.** Excessive noise, talking to inmates from other units and looking into other units, offices or the gym is not allowed. Inmates will follow all instructions given by escorting staff. Conversation will be limited to what is necessary to accomplish movement. There will be no exceptions to this policy.
- J. Inmates are expected to follow all rules of good behavior during lockdown and nighttime hours. Excessive noise, banging on doors, banging on lockers, loud conversations, throwing items out from under cell doors, etc. are not allowed.
- K. All inmates are to be fully dressed anytime they are outside of their rooms. See page 15, X. E. for proper clothing for going to and from the shower area.

1. **T-Shirts:** T-Shirts must be worn and tucked into the pants. Sleeves will not be rolled up. The t-shirt shall not be rolled up or cut off to show the inmate's mid-section.
 2. **Shirts:** A t-shirt must be worn under the khaki shirt. Khaki shirts will be buttoned up with the exception of the top/collar button. Sleeves will not be rolled up. Shirts will be tucked into the pants at all times. The khaki shirt must be worn whenever leaving the housing unit except for gym or yard.
 3. **Pants:** Pants will be worn, buttoned and fully zipped up. Pant legs will not be rolled up. Sagging of the pants is not allowed. Sagging is defined as top of pants being lower than hip level. A belt must be worn with the pants.
 4. **Sweatshirts:** Sweatshirts may be worn in your cell, the housing unit day area and the yard. **Sweatshirts are not allowed to be worn during meal times.** A T-Shirt and/or khaki shirt must be worn under the sweatshirt and must be tucked in. Sweatshirts will not be worn in the hallway or gym. Sweatshirts will not be worn inside out.
 5. **Coats:** Coats will not be worn inside the institution. When the coat is worn outside the facility (i.e. while on the yard), a t-shirt and khaki shirt must also be worn as instructed above. Coats will not be worn inside out.
 6. **Shoes:** Shoes will be worn with socks and must be fully on the foot (not used as slippers). Shoelaces will be tied.
 7. **Shower Shoes:** Inmates may have one pair of shower shoes in their possession. They may be purchased through the canteen or at time of initial intake. Shower shoes may be worn in place of shoes in the housing unit only. They may not be worn outside the housing unit. Socks must be worn with the shower shoes. Shower shoes will not be altered or drawn on.
 8. **Homemade Jewelry, Clothing and Earrings:** Inmates are not permitted to wear any type of homemade jewelry, clothing or earrings.
 9. Clothing, linen and bedding shall only be used for the purpose for which it was intended. All inmate clothing shall be worn in the acceptable, conventional manner. **No clothing may be altered.** Inmates will, at a minimum, wear t-shirts, boxer shorts, pants, socks and boots or shower shoes, while in the day area of the housing unit.
- L. Inmates will not be permitted to wear the following headgear in the housing unit day areas or hallways:
1. Shower Caps (except to and from the shower)
 2. Baseball Caps
 3. Stocking Caps (may only be worn on the yard)
 4. Doo-Rags (only allowed to be worn in the room)
 5. T-Shirts (worn on the head)
 6. Towels

7. Hairnets (except assigned food service workers during meal service)
 8. Combs or picks are not to be worn/left in the hair.
- M.** Wearing of religious headgear is permitted only if approved by the Warden or designee.
- N.** Inmates will not be permitted to participate in street or prison security threat group activity to include, but not limited to:
1. Dressing in a manner dictated by, or common to, a dress code. This includes colors, insignia and specific clothing items worn in such a way as to denote group identity or status, as well as specialty haircuts or braiding.
 2. Using hand signs or signals.
 3. Being in possession of gang-related photos, graffiti, drawings, material, publications, membership test, rules or lists, etc.
 4. Defacing property with gang markings, insignia, monikers, graffiti, etc.

Staff will confiscate the above-listed items and/or materials and a Misconduct Report may be filed.

II. LAUNDRY / FURNISHINGS / ROOMS

- A.** The laundry and clothing issue department operates Monday through Friday, excluding holidays. Regular laundry schedules are posted on each housing unit bulletin board.
- B.** Holiday schedules will be posted the weekend prior to a revised schedule.
- C.** In order to have the laundry cleaned:
1. Do not fill the laundry bag over half full to allow for proper washing.
 2. Tie the bag closed at or near the top with the attached rubber closure. If the bag is tied in a knot, the laundry will not be washed.
 3. White clothing and khaki clothing must not be mixed in the same bag.
 4. All items such as ID cards, pens, pencils, combs, papers, etc. must be removed from pockets prior to turning in to laundry.
 5. All clothing/linen exchanges **must** be submitted outside of the laundry bag. Attach an Inmate Interview Request to the item in need of exchange and turn it in to the Floor Corporal. Clothing exchanges are generally delivered within a 24-hour period Monday – Friday. The exchange must be sent to the laundry with an Interview Request. There will be no exceptions to this policy. The Laundry Supervisor will make the exchange when their schedule permits within two working days.

6. Requests for larger pants and shirts will be forwarded to admissions staff who will measure each inmate and will have final approval for these requests.
 7. If laundry is returned unwashed for any of the above reasons, it will be placed in a plastic bag with a notice attached.
- D. It is the inmate's responsibility to turn in laundry to be washed on a regular basis. Sheets, towels, pillowcases and all other clothing items should be washed at least once a week.
- E. Washing of blankets will be done by sending one blanket per bag on any day that laundry is scheduled. If more than one blanket is placed in a laundry bag, it will not be clean or dry when it is returned.
- F. Each inmate is responsible for his issued clothing and linens. Inmates may be held responsible for the replacement cost of any issued item that is lost, missing or damaged.
- G. Inmates are not allowed to possess personal clothing while at the Diagnostic and Evaluation Center.
- H. Inmates may send an Inmate Interview Request form to the Laundry Supervisor regarding laundry or clothing questions.
- I. Inmate Assigned Property and Furnishings/Rooms
1. Upon assigning an inmate to a room, staff must inspect it thoroughly for any damage and/or contraband that previous occupants may have left behind. **The inmate must report any discrepancies to the Floor Corporal immediately.**
 2. The inmate will be asked to sign an inspection form. Any deficiencies found will be listed on this form. The inmate will be responsible for any damage to the room he occupies. In addition, the inmate will be responsible for any damage found upon departure or reassignment.
 3. All occupants of a room will be held responsible for any contraband found in the room or any damage to the room or its fixtures.
 4. Changes/alterations to state property or furnishings are strictly prohibited. This will be considered destruction of state property as defined by the Department of Correctional Services Code of Offenses.
 5. All rooms will be inspected twice daily by staff. Inmates are responsible for reporting any malfunctions or damage to equipment immediately.
 6. All furniture is to be used properly. Do not sit on the tables or desks. Keep feet off the furniture, table and railing. Do not sit or lie on the floor or sit on the railings.
 7. Each inmate will have a chair assigned to him. Chairs are not allowed out of the room except to be used in the TV area (with the exception of inmates assigned to cots and mealtimes in certain

- units). All four legs must be firmly planted on the floor while the chair is in use, and no tilting is allowed. The inmate is responsible for any damage to his assigned chair.
8. Inmates are not allowed to possess altered items, unauthorized articles, contraband or excessive property. Any/all of these items will be confiscated.
 - J. Inmates are **not** allowed to have pillows, blankets or any other type of bedding in the unit day areas except for the purpose of laundry service. Cot inmates will only be permitted to use bedding items in the day area during the nighttime deadlock count.
 - K. **Inmates are not allowed to lay/sleep on the floor.**

III. INMATES ASSIGNED TO COTS

A. Cot Placement

1. Inmates are expected to place their cots as instructed by staff. Inmates not adhering to cot placement instructions will be subject to disciplinary action.
 - a. Inmate's feet will be pointed toward the Control Station or the center of the unit, as appropriate.
 - b. Only the inmate assigned to Cot A will place his cot in the Cot A location, and so forth for all other cot assigned inmates.
 - c. Mattresses stored in the upper janitor closet will be carried down the stairs by the cot inmates. No mattresses are to be thrown from the upper tier.
2. Inmates will utilize the cots in the manner they were designed to be used. Cots will be placed hollow side down. The mattress will be placed on the flat surface of the cot.

B. Sanitation

1. At 8:30 pm, all chairs assigned to cot inmates will be stacked in the upper day area in stacks of five high. No personal items will be left in the upper day area after 8:30 pm.
2. Cot inmates will retrieve their assigned cot from under the housing unit stairs, a mattress and pillow from the upper janitor closet and properly place it in the assigned spot.
3. **It is mandatory that each night when cots are put out that the inmate assigned to the cot sanitize the mattress, pillow and cot with Techcide.**
4. All cot inmates are expected to get up as soon as the day area lights are turned on. At 6:00 am, inmates assigned to cots will remove any excess items from the lower day area, to include but not limited to, paper, trash, empty Styrofoam cups, personal items, etc.

5. All cots, mattresses and pillows will be stored in their designated locations. Cots will be stored under housing unit stairs and mattresses/pillows will be stored in the upper janitor closet.
6. Each inmate is responsible for storing his cot, mattress and pillow. Prior to preparation for breakfast, cot inmates are responsible for stacking the cot chairs and organizing the area as directed by the Floor Corporal.

C. Property

1. Inmates assigned to cots will be issued a specific letter assignment. The letter assigned to each inmate will designate the locker in which property will be stored.
2. All assigned lockers will be secured and padlocked when not being accessed.

D. Cot Inmate Expectations

1. Inmates assigned to cots will remain in the upper day area during meals when they are not eating, canteen distribution, count times and as directed by the Floor Corporal. Cot inmates are permitted free movement throughout the housing unit only at times when movement is also authorized for all inmates assigned to rooms.
2. Inmates assigned to cots will not pass/receive items between themselves and/or for other inmates.
3. Inmates assigned to cots will be on their assigned cots by 8:30 pm.
4. Inmates may not sit, lay or sleep on floors. Inmates will remain on their assigned cots between 8:30 pm and 6:00 am except to use the restroom. Loud talking/yelling is not permitted during this time.

IV. SAFETY AND SANITATION

Inmate rooms are to be kept clean and in good sanitary condition. Rooms are scheduled to be inspected twice daily but can be additionally inspected at any time. Room cleaning will take place daily after the morning meal. Rooms exhibiting unsatisfactory sanitation will be cleaned immediately and brought to the proper level of sanitation.

Cleaning supplies will be obtained from the assigned Floor Corporal. Inmates are responsible for the use and return of all issued cleaning supplies. Supplies are not to be left unattended, passed on to other inmates or stored in rooms. They are to be returned to the Floor Corporal as soon as cleaning is completed. Cleaning of the housing unit is accomplished at the direction of the Floor Corporal. Unit porters are assigned to this task but **ANY** inmate may be directed to assist in cleaning if the Floor Corporal deems it necessary.

Cleaning rags are available from the Floor Corporal. Rags are to be used **only** for cleaning the housing unit/rooms. Dirty rags are to be returned to the Floor Corporal so they can be washed. Inmates are not allowed to use paper towels for cleaning.

Rooms are to be kept clean at all times. A photo with a properly made bed and appropriate level of sanitation is posted on the housing unit bulletin board. The following is an explanation of the requirements of sanitation for each area of the inmate's room.

Room Cleaning Procedures

1. After the morning meal, the Floor Corporal will obtain the cleaning tote from the janitor's closet and the cleaning supplies from the control station.
2. The Floor Corporal will make available the broom, mop and mop bucket. Inmates will be responsible for filling the mop bucket with water from the janitor's closet.
3. The Floor Corporal will offer the cleaning supplies in a systematic way, starting at Room 1 or 16. The Floor Corporal will ensure that inmates on room restriction have completed cleaning their room prior to 9:00 a.m.
4. Each inmate has a maximum of 10 minutes to clean their room and dump their trash.
5. All cleaning supplies will stay together in one room at a time.
6. If inmates decline to clean a room, the Floor Corporal will inspect the room. If the inspection is approved, the Floor Corporal will deliver the cleaning supplies to the next room. If it does not pass inspection, the inmates will be instructed to clean the room.
7. Inmates are not allowed to pass cleaning supplies to another inmate. The Floor Corporal will maintain the movement of the cleaning supplies.
8. When inmates have finished cleaning, the Floor Corporal will deliver the cleaning supplies to the next room. If it does not pass inspection, the inmates will be instructed how to properly clean the room. This process will continue until all rooms have had an opportunity to be cleaned.
9. Cleaning supplies will not be made available for room cleaning until the following morning (except for special projects, spills, etc.).
10. Dayroom clean-up must be completed before dayroom activities can resume. Dayroom activities can continue during the room cleaning process, as long as they do not disrupt the room cleaning process.

Beds and Bunks

1. Beds must be properly made between 8:00 a.m. and 8:45 p.m. After 8:00 a.m., inmates may lie on top of the made bed and an additional blanket may be utilized as a cover.
2. The sheets and one blanket will cover the mattress tightly and be tucked under the mattress on all sides. Additional blankets will be folded across the foot of the bed.
3. The bed frame will be free of dust, dirt and debris. The mattress and pillow will be sanitized once a week.
4. **No laundry, canteen items or property will be stored on the end of the bunks. All clean laundry will be folded and placed inside the locker. Dirty laundry will be placed in the laundry bag and hung from the hooks attached on the outside of the lockers. Canteen items and property will also be stored neatly inside the lockers.**
5. No items will be draped on or from the bunks.

6. No items will be attached or affixed to the bunk or bed frame.
7. No items will be stored on empty bunks that the inmate is not assigned to.

Floors

1. Floors will be swept and mopped with hot water. Floors will be buffed once a week.
2. The corners will be clean and free of dirt, dust and debris.
3. Items will not be stored or stacked on the floor.
4. The gap between the bottom of the door and the floor is to remain unobstructed. Do not place rolled towels/clothing under the door.

Desks

1. Desks will be orderly and may have a reasonable amount of papers, letters, pens, etc. stored on top of them. No canteen food items will be stored on top of the desk.
2. Desks will be free of dirt, dust and debris. Desks will be cleaned and sanitized daily.

Rooms and Windows

1. Mirrors will be free of dirt, dust, stains and water spots. Techcide should be utilized to clean the mirror.
2. Room windows will also be free of dirt, stains and dust. Window frames will be wiped down to remove dirt and dust.
3. No items will be stored in the window frames.
4. Room and door windows will not be covered at any time – **NO EXCEPTIONS (This includes when toilets are in use.)**

Sinks and Toilets

1. The sinks and toilets are to be kept clean and sanitized.
2. The sinks and toilets should appear lustrous and polished.
3. The sinks and toilets are to be free of dirt, dust, debris, stains and water spots.
4. Items are not to be stored on top of the sink.

Walls and Ceilings

1. Air vents will remain free of obstructions and will be uncovered at all times.
2. Items are not to be hung or attached to the walls, doors or ceilings. Toothpaste, tape or window sealer/caulking are not to be used to attach items to the walls, doors, ceiling or bunks, etc.

Lockers

1. Locker doors will be closed when not in use.
2. Clean laundry will be folded and organized inside the locker or on the shelf.

3. Items (such as photos, news clippings, magazine photos/articles, etc.) will not be attached or hung to the exterior or interior of the lockers.
4. Laundry bags may be hung from the hooks attached to the outside of the locker.
5. While not being used, locks will remain in the locked position, secured to the assigned locker.

Trash Cans

1. Trash cans are to be emptied daily or more often as needed.
2. Trash cans are to be sanitized as needed/directed by the Floor Corporal.
3. Trash can liners or paper sacks used as liners are not allowed.

Room and door windows, overhead lights, air vents and night lights are to be left uncovered and unobstructed at all times. Tampering with light switches, overhead lights or outlets will result in a Misconduct Report.

The Diagnostic and Evaluation Center maintains high standards of sanitation and cleanliness. Your efforts toward this mission are greatly appreciated.

V. PROPERTY / CONTRABAND / SEARCHES

- A.** All inmates are searched when entering and leaving their housing units. During these searches inmates are expected to empty all pockets, turn them inside out and remove outer garments and shoes as appropriate. As part of the visual check the officer will ask the inmate to open his mouth. The inmate will also be instructed to turn around, spread legs shoulder width and extend the arms with palms up. The officer will inform the inmate when the search is complete.

An inmate's room, property and person are subject to search at any time by any employee. In no case will the inmate be allowed to stay in the room during the search. Inmates are required to go to the dayroom area when their room is being searched. Inmates will be subject to a strip search at staff's discretion.

- B.** All inmate property that is not issued or approved by the state, purchased from the canteen or brought with the inmate when he enters the facility will be considered contraband. Any personal or state property that has been altered from its original use and/or form will be considered contraband.

- C.** Those inmates who have been placed in the general population housing units may have in their possession the following items of personal property:

1. 30 institutional tokens
2. One pair of boots
3. Bible/Qur'an or other book of sacred writings
4. Toothbrush
5. Toothpaste

6. Plastic comb
 7. Soap
 8. Deodorant
 9. Shaving cream
 10. Razor
 11. Pen (limit 10)
 12. Commercial religious medallion
 13. Store goods from the approved list
 14. Nail clippers
 15. Approved self-medication
 16. Personal letters (reasonable amount)
 17. Legal material
 18. No newspapers over seven days old
 19. Five books/magazines (in addition to the allowed five books and/or magazines checked out from the DEC library)
 20. Watch
 21. Ring (wedding ring only)
 22. Personal photographs (no larger than 8x10)
 23. Drinking cup
 24. Pre-stamped envelopes (no more than 40)
 25. Shower shoes
 26. One authorized AM/FM radio
 27. Four AAA batteries or AA batteries (necessary to run radio)
 28. Three cans of soda pop.
 29. One combination padlock
- D. No inmate property is to be rented or given to another inmate. Inmates are not allowed to buy or receive another inmate's property.
- E. All canteen items or other items must be stored in their original containers. Items not in their original container, empty canister/containers or containers with anything other than the original contents are considered contraband and will be confiscated by staff. **Empty containers are not to be used as drinking vessels.**
- F. Razorblades removed from their cartridges will be considered contraband and may also be considered as a Class I Offense – Possession or Manufacture of a Weapon (see NDCS Rules and Regulations, Title 68, Code of Offenses).
- G. Excessive amounts of canteen items will be considered contraband. Inmates may have in their possession the amount of canteen items they are allowed to order at one time. Any questions may be addressed through the Floor Corporal.
- H. Each inmate may have a total of five library books or library magazines in their possession at one time.
- I. Extra clothing, laundry items and clothing in sizes other than as assigned by staff will be picked up and may be treated as contraband. Altered or

damaged clothing is contraband and the inmate may be charged restitution for same.

- J. Any medication or other medical items issues will be listed on a hospital pass. A copy of the pass will be given to the inmate. The inmate must have the pass for verification or the item will be picked up. Medical items must be turned in to the Floor Corporal on the expiration date listed on the pass.
- K. Ibuprofen, antihistamines and antacid are available from the Floor Corporal. This medication is to be taken immediately and/or according to direction (i.e. one every four hours).
- L. No meal items from any meal may be retained. Any meal item found in an inmate's room will be considered contraband. This includes, but is not limited to: milk, bread, cereal, fruit, vegetables, desserts, condiments, spices, cups, plastic ware, bowls, plates and any other item served.

VI. UNAUTHORIZED AREAS

- A. Only inmate(s) assigned to a room may enter that room. Entering the room is defined as breaking the plane of the doorway. **Inmates are NOT allowed to stand in front of or in the doorway of another inmate's room.**
- B. Inmates are not allowed to approach the control station or to speak with the Control Station Officer. Inmates will not touch the control station hatch. All housing unit business will be conducted with the Floor Corporal. The Floor Corporal will issue any/all supplies needed.
- C. Inmates are not permitted to stand directly in front of the control station window. Inmates are not allowed to communicate with inmates in the adjacent unit through the control station windows.
- D. The yard door is to be used only during designated yard time and for emergency purposes. Inmates will not loiter around the yard door or attempt to communicate with inmates on the other side of the door. While out to yard, inmates are not allowed to be past the red line unless escorted.
- E. Inmates are not allowed to loiter in the unit restroom areas.
- F. Inmates are not allowed in the hallways unless they are escorted.
- G. Inmates are not allowed to sit or loiter on the steps of the housing unit.

VII. RUNNING OF ROOM DOORS

- A. Inmates have access to their rooms from five minutes before the hour until five minutes after the hour. Inmates will be allowed to enter their rooms at any time during the hour but will **NOT** be allowed to exit their

room until hourly doors. Inmates will make prior arrangements with the Floor Corporal in regard to showers, phone calls, etc.

- B.** Inmates will not ask the Control Station Officer or yell in the day area to have a door opened. The Floor Corporal is responsible for having room doors unlocked. Direct all requests to open room doors to the Floor Corporal.
- C.** Inmates will make sure their door is closed and locked when entering or leaving the room. Room doors are not to be left open. This is for protection of personal property and safety of all individuals.
- D.** During count times and overnight deadlock, inmate room doors will be opened only in the event of an emergency as determined by the Shift Lieutenant.

VIII. COUNT PROCEDURES

- A.** When count is called, inmates are to go directly to their assigned room and close the door. Inmates assigned to cots will remain seated in the upper day area. At the deadlock count, cot inmates will remain on their respective cot at all times. Cot inmates may use the lower tier toilet/restroom area only with staff permission after count has been completed. Only one inmate is permitted in the restroom area at a time.
- B.** For inmates assigned to cots, the cots, mattresses and pillows will be stacked neatly in designated areas. All bedding will be stored between 6:00 a.m. and 9:00 p.m. Bedding will not be used on the unit during the day. At evening count, cots will be placed in specific designated areas as directed by the Floor Corporal.
- C.** If the officer cannot see enough of the inmate to successfully complete a count, the inmate will be ordered to show himself and must comply.

IV. SMOKING POLICY

The Diagnostic and Evaluation Center is a smoke-free facility. NDCS prohibit smoking and possession of tobacco and tobacco-related items to include lighter and matches. Any smoking materials are considered contraband and the inmate will be subject to disciplinary action.

X. SHOWERS

- A.** Inmates are required to shower at least three times a week during scheduled times from 8:00 a.m. to 8:15 p.m. excluding counts, meals, clean-up and recreation time. Cot inmates may use the showers during lockdown as approved by the Floor Corporal.
- B.** Inmates are to use the shower located on the same level as their room. Cot inmates will be given the opportunity to use either the upper or lower shower.

- C. Only one inmate is permitted in the shower and restroom area at a time. Loitering in this area is not allowed.
- D. Shower time is limited to 10 minutes per inmate.
- E. Inmates must wear at least undershorts and a towel to and from the shower. The genital and buttock areas will remain covered. Inmates assigned to rooms will go directly to and from the shower with no stops between. Inmates assigned to cots will dress in the restroom area prior to returning to the dayroom.
- F. No towels, soap, shampoo or other items are to be left in the shower area to save your spot. These items will be confiscated and considered contraband.
- G. The shower and restroom area are to be left in a sanitary condition.

XI. TELEPHONE PROCEDURES

- A. Inmates must complete an Inmate Calling System (ICS) registration form before they will be allowed to make phone calls.
 - 1. All areas of the form must be filled out completely and accurately. The form has two sides, one for standard/social numbers and the other for special/confidential numbers (attorneys)
 - 2. **CELL PHONE NUMBERS MAY BE REGISTERED.**
 - 3. Each inmate may submit up to 30 telephone numbers total for both standard/social and special/confidential purposes.
 - 4. The completed form should be placed in the mailbox on the housing unit.
 - 5. Seven to ten working days after the registration form is turned in, an individual four-digit PIN number will be assigned.
 - 6. New commit inmates/safe keepers may submit two phone sheets within the first 30 days of arrival at the DEC. Changes are allowed for social calls once every 90 days, except in verified immediate family instances. This would include the addition or change in an immediate family members' phone number.
 - 7. Additions, deletions and changes related to calls to attorneys may be made at any time by submitting an ICS Special Registration form and shall be made within 48 hours of the time designated staff receive a written request.
 - 8. Inmates are not required to submit a registration form to make calls to the Office of Public Counsel/Ombudsman. Speed dial 01# is provided to allow an inmate to call the Ombudsman free of charge. Calls to the Ombudsman have the same duration limits and confidential status as attorney/client calls.
- B. All phone calls placed on the unit are collect or the inmate can purchase phone debit calling time from the canteen in increments of \$2.50. **The**

inmate must wait until a PIN number is assigned to purchase debit calling time.

- C. Inmates are allowed 15 minutes of social telephone time every day, seven days a week, including weekends and holidays. Inmates may make as many phone calls as they wish during the day if the phone is vacant. However, once the 15 minute time block has expired, the telephone system will automatically shut off. (For example, you can make three phone calls that total 15 minutes for the day: a five-minute call at 9:30 a.m., four-minute call at 1:15 p.m. and a six-minute call at 7:30 p.m.)
- D. Telephone call availability will end at least 30 minutes prior to evening deadlock. Telephones will be turned off 15 minutes prior to any scheduled activity such as gym or yard periods. Inmates are not entitled to place telephone calls during assigned working hours while on institutional jobs.
- E. During the approved phone call, an inmate will not be allowed to pass the phone to another inmate to talk or convey messages for another inmate.
- F. Inmates will not sit or lie on the floor when using the telephone. Inmates must be fully visible to the Control Station Officer.
- G. Inmates are prohibited from submitting telephone numbers for use by another inmate. Using another inmate's PIN number or being in possession of another inmate's PIN number is a violation of telephone procedures.
- H. Three-way calls are not permitted for social calls.
- I. Failure to comply with telephone regulations or procedures may result in termination of any phone call and a Misconduct Report.

XII. MAIL PROCEDURES

- A. Generally, inmates may send mail to anyone they choose. Prior approval from the Warden is needed in order to send mail to an inmate's immediate family incarcerated in other correctional facilities.

All mail leaving the housing unit must remain unsealed. The only exception is privileged mail as defined in NDCS Rules and Regulations, Title 68, Chapter 3.
- B. All outgoing mail must have the inmate's full committed name with the institutional number after it and the return address of the facility in the upper left-hand corner. The writing must be legible.
- C. All envelopes are pre-stamped. If the envelope has your number on it, the number must not be removed, scratched out or otherwise made unreadable. Envelopes with unreadable numbers will be returned. Inmates are not allowed to possess stamps.

- D. When sending an "inmate check" to pay postage, the assigned Floor Corporal should witness the inmate's signature. Inmate checks will not be accepted for conventional letters requiring only one first-class stamp.
- E. Gang-related graffiti is not permitted on mail.
- F. A mailbox is located on each unit. Instructions regarding mail and the return address are on the mailbox. Your mail may be delayed or returned to you if the posted instructions are not followed.
- G. Mail must be placed in the mailbox before 8:30 p.m. Second shift staff will not pick up mail from inmate rooms. The mail will be removed from the mailboxes on third shift every night except Saturday.
- H. Mail is passed out daily on second shift except on Sundays and holidays.
- I. For further information regarding mail, read the NDCS Rules and Regulations, Title 68, Chapter 3.

XIII. FIRE EVACUATION / TORNADO PROCEDURES / EMERGENCIES

- A. Emergency situations include, but are not limited to, fire, severe weather, fights, etc. During an emergency, inmates will be required to follow all instructions given by staff without question or delay.
- B. In the event of an altercation or other incident, staff will order inmates in close proximity to the incident area to disperse immediately when possible. If on a unit, the inmate should return to their assigned room or stand in front of their door until further instructions are given (unless the incident is right in front of their door). Inmates remaining in the immediate area will be required to lie face down on the ground. Inmates who fail to adhere to these directives will be considered an active participant in the incident and will be managed accordingly, which may include exposure to chemical agents and/or physical force.
- C. Fire evacuation routes are posted on the wall in each unit next to the housing unit entrance. Each inmate needs to understand their housing unit evacuation route.
- D. During an evacuation (drill or real), all inmates should remain calm and quiet. No talking will be allowed among inmates. All orders given by staff will be followed.

Fire prevention is the most important element of a fire evacuation plan. Report any fire hazards you may see to the Officer in Charge.
- E. In the event of a tornado warning, all inmates will be required to return to their respective rooms for count. Inmates should take cover under the lower bunk and cover their head and body with a mattress to protect themselves as much as possible. Inmates assigned to cots will report to areas as directed by the Floor Corporal.

- F. Any inmate interfering or hindering staff's ability to respond or manage an emergency situation will be held accountable through the appropriate disciplinary process.

XIV. FOOD SERVICE

- A. All meals are prepared at the Lincoln Correctional Center kitchen and transported to the DEC via food carts.
- B. A portion size list is determined by the kitchen and sent to each housing unit.
- C. Inmates are to receive only one portion of each item per meal as noted by the kitchen. All trays will be made the same. The only exception to this will be medical diet trays.
- D. Food porters are assigned to handle food pans, set up for meals and serve the food and drinks. Absolutely no other inmates are authorized to be behind the steam cart or assist in the handling of food.
- E. Canteen items may be eaten during meal times. Canned pop may also be consumed during meal times.
- F. All meals will be eaten at the tables in the day area of the housing units. Inmates are not to eat meals in their rooms unless ordered to do so by staff.
- G. Inmates are not allowed to wear sweatshirts in the serving/eating areas during meal periods.
- H. Inmates have a maximum of 20 minutes to eat their meal.
- I. Inmates will be let out two rooms at a time to eat.
- J. Inmates are not allowed to pass or receive any food items.
- K. When finished with their meal, the inmates will clean up their table area and empty their tray into the trash can. Trays will be neatly stacked onto a designated area. Inmates will then return to their assigned room or return to the TV area if assigned to a cot.

XV. RESTRICTION OF PRIVILEGES / ROOM RESTRICTION

- A. Inmates on room restriction will remain locked in their room. The inmate is responsible for making sure their door is closed.
- B. Inmates on room restriction may attend functions and complete work assignments only as designated by the Disciplinary Committee. Inmates not allowed to attend gym or yard will remain at a designated table in the lower day area so the Control Station Officer can see them. Inmates on

room restriction must complete their shower and room cleaning prior to 9:00 a.m. When recreation is scheduled between 8:30 a.m. and 9:30 a.m., the shower and room cleaning must be completed immediately after the inmates return to the unit.

- C. Inmates on room restriction will be required to sign up for a phone call by submitting an Inmate Interview Request to the Floor Corporal at least one day before the requested call. The Interview Request will include the date and time of the requested call. Inmates on room restriction are granted one attempt to complete their 15 minute phone call. If the inmate is unable to make contact during the requested time, he must sign up for the next day.

XVI. VISITING

- A. Visiting forms and rules and regulations for the visiting room are provided to each inmate as part of the orientation packet. Additional visiting forms may be obtained from the Floor Corporal. Special/extended/emergency visit request forms are also available from the Floor Corporal and must be sent to your Case Manager upon completion. Visiting rules are also posted in the visiting room. Each inmate and his visitors are responsible for complying with the visitation rules. Any violation of these rules may result in termination of the visit.
- B. Inmates are strip searched prior to entering and leaving the visiting room. Inmates must wear socks, boots, undershorts, T-Shirt, khaki shirt, pants and a belt. The shirt must be tucked in and buttoned. The only items the inmate is allowed to take into the visiting room are a comb, wedding ring, watch, religious medallion, prescription glasses, ID card and religious headgear such as a Kufee or Native American headband. The Shift Lieutenant must approve any exceptions. Inmates will not give any item to a visitor and will not take/accept any item from a visitor. Paperwork from a legal or law enforcement visit may be approved by the Shift Lieutenant. For more specific details, read the DEC Visiting Rules and Regulations.

XVII. INMATE JOBS / GRIEVANCES / INTERVIEW REQUESTS

- A. A limited number of jobs are available for inmates at the Diagnostic and Evaluation Center. If inmates are interested in working, an Interview Request should be sent to the Job Committee. Inmates are medically screened by the institution. Once assigned to a job, the only way to resign is to submit an Interview Request to the Job Committee asking to be unassigned for the job. An inmate must continue to work until officially unassigned unless the Day Shift Sergeant or Shift Lieutenant determines the inmate needs to be terminated before an un-assignment occurs. Disciplinary action will be imposed for failure to work.
- B. **Grievances**

1. Grievance forms (Informal, Step I, Step II) are obtained from the Floor Corporal.
2. Most valid grievances can be resolved quickly through informal, direct contact with staff. Any topic may be the subject of a grievance except inmate disciplinary actions, classification actions and matters over which the Department has no control.
3. There are three levels of grievances. Inmates should begin with an Informal Grievance. For further information regarding grievances, read the NDCS Rules and Regulations, Title 68, Chapter 2.

C. Inmate Interview Requests

1. Inmate Interview Request Forms are available on the housing unit. These forms are not to be used for scratch paper etc.
2. All matters regarding classification, good time restorations, transfers, institutional progress reports, legal calls, visitation and personalized plans should be directed to the assigned Case Manager.
3. Counseling, crisis intervention and other services can be provided by mental health staff. They may be contacted through the assigned Case Manager or by an Inmate Interview Request addressed to mental health staff.

XVIII. HEALTH SERVICES AND MEDICATION

A. Health Services

1. In order to confer with Health Services staff or to be placed on sick call (held Monday through Friday); an Inmate Interview Request must be sent to Health Services. The Inmate Interview Request should contain an explanation of your medical needs/issues. Report medical emergencies immediately to the Floor Corporal.
2. Dental services are available to all inmates. Appointments are made by sending an Inmate Interview Request to dental. Report dental emergencies immediately to the Floor Corporal.
3. Any medication or other medical items issued will be listed on a hospital pass. A copy of the pass will be given to the inmate. If these items are in your room, you must have the pass for verification or the item will be picked up. Medical items must be turned in to the Floor Corporal on the expiration date listed on the pass.
 - a. Medication prescribed as self-medication will be **secured in the assigned inmate locker with a padlock.** In the event an inmate does not have a padlock his self-medication will be stored and dispensed from the Housing Unit Control Station. It is the inmate's responsibility to follow the NDCS self-medication program guidelines. Medications which are not taken as prescribed will be confiscated as contraband. If the inmate is not assigned a

locker, his medication will be stored and dispensed from the Housing Unit Control Station.

4. Inmates placed on lay-in by Health Services must remain in their rooms at all times except for meals, passes and showers. During gym or yard, the inmates will remain at a designated table in the lower day area so the Control Station Officer can see them.

B. Medication

1. Ibuprofen, antihistamine and antacid are available from the Floor Corporal. This medication is to be taken immediately and/or according to direction.
2. The housing unit Floor Corporal distributes medication at 6:00a.m., 11:00 a.m., 5:00 p.m. and 9:00 p.m. (The Floor Corporal has about one hour in which to distribute medication during these timeframes.) It is the inmate's responsibility to properly consume all medication in the presence of staff. Failure to consume medication properly or keeping it for future use will result in disciplinary action. If you fail to pick up your medication or refuse it three times in a row, the prescription will be cancelled. In order to have a prescription reinstated, you must write an Interview Request to request to be placed on the list of sick call.

XIX. RELIGIOUS ACTIVITIES

- A.** The schedule of religious and spiritual programming, obtained during orientation lists a wide variety of worship, educational and recovery activities. Inmates should send an Inmate Interview Request to the Religious Coordinator to attend specific activities. Once inmates are placed on the roster, their name will remain until:
1. They ask to have their name removed.
 2. They fail to attend and sign the roster.
 3. They disrupt or interfere with another inmate's ability to participate/benefit in the program.
 4. They cause or create a disruption that is perceived by staff to be a threat to the safety, security and good order of the facility.

Inmates may also worship, pray, meditate or study in their rooms. No freestanding alters statues or candles are permitted. Inmates who wish to attend pipe ceremony must submit an Inmate Interview Request Form each week prior to the week they wish to attend.

B. Religious Property

1. Inmates may possess the following religious property: one commercial religious medallion; one wedding ring; one Bible, Qur'an or other book of sacred writings. (Rosary beads are not to be worn as a necklace).

2. Other faith-specific items to include additional sacred writings may be allowed. Inmates with questions should send an Interview request to the Religious Coordinator.
3. As a precondition for retaining religious jewelry, inmates will be required to sign a statement that limits the liability of the Department to fifty dollars for each item in the event that staff negligence results in the loss of the jewelry.
4. Inmates may receive religious books, magazines and newspapers through the mail. These materials must be mailed directly from a publisher or bookstore. No multiple copies are allowed. Multiple copies and materials received from other sources will be considered contraband.
5. No audio recordings are permitted at the DEC.
6. No altered, homemade or hobby-made items will be permitted.
7. Religious articles deemed to be physically harmful to the health and safety of others or that pose a threat to the safety, security or good order of the facility will not be allowed.

XX. LIBRARY SERVICES AND LAW LIBRARY

A. Circulation Library

1. Circulating library is offered three days a week: Tuesday, Wednesday and Thursday. Circulating library begins immediately following the lunch meal at approximately 12:15 p.m. Sign-up sheets are placed on the housing unit the day before the unit is offered library. Sign up sheets will be available from 7:30 a.m. to 10:30 a.m. Inmates must sign up in order to attend circulating library. There will be no additions to the approved pass list. Inmates will need to return their books on or before the date due stamped in each book in order to attend general library. As a reminder, a list of books not returned will be placed on the unit the day they are due. There is approximately a three-week library schedule interval for each unit between library visits.
2. Inmates are allowed to check out/possess five books and/or magazines at any one time. Inmates may only check out two magazines and two books per category (example: mysteries) from the fiction section.
3. Inmates are encouraged to put their books in the drop boxes located on each housing unit.
4. Inmates are responsible for the books checked out to them. Damaged or lost books may result in loss of library privileges and/or disciplinary action. No DEC Library books will be removed from the institution upon inmate transfer.

B. Law Library

1. Inmates will be allowed to access the law library one hour per week. An inmate must write an Interview Request to the librarian to attend the law library.
2. The librarian **will not** answer questions regarding legal matters. Legal aides are available to discuss legal issues and to assist inmates in locating legal materials.
3. Materials will not be removed from the law library.
4. Inmates may use the typewriter only for legal documents and only during scheduled law library. Copies of legal materials only may be copied at a rate of ten cents per page.
5. Further legal assistance may also be obtained by contacting a legal aide via Interview Request. Legal aides do not represent inmates as attorneys or at Disciplinary Committee.

C. Read-to-Me Program

The Read-to-Me Program provides the inmate population with an opportunity to make a video reading a book to their child(ren). The following guidelines apply:

1. Relationship to child eight years of age or younger will be verified by staff (child includes: biological child, stepchild or adopted child).
2. Only books approved and provided by the DEC library will be used.
3. Cost of each video is \$4.00 total (\$2.00 to DEC for the video and \$2.00 to LCC mailroom for postage). Time limit of 15 minutes per video (inmates may make more than one video).
4. The dress code is listed in Rule 1 and must be followed.
5. Any inappropriate comments/behaviors during taping will result in termination of the video and the cost will not be reimbursed.
6. Brief opening and closing comments may be allowed as long as they are appropriate.
7. Inmates who have committed crimes in which minor-aged children were the victim(s) will not be allowed to participate in this program without the approval of the Warden.
8. In order to participate, an Inmate Interview Request must be sent to the Unit Administrator with the names, ages, and address of children. Scheduling will occur once the checks have cleared the inmate's account.

XXI. RECREATION AND RECREATIONAL EQUIPMENT

- A. All recreation equipment, including board games and televisions, is to be treated with respect. Use of recreation equipment is a privilege that may be suspended by the Floor Corporal when abused.
- B. Board games are available from the Recreation Department. Playing cards may be purchased from the canteen. No board games containing

dice are available. Inmates are responsible for returning all games checked out from the gym to the Floor Corporal; failure to do so could result in disciplinary action.

- C. The housing unit television set and remote control are to be operated by the Floor Corporal only. The TV schedule is developed by the Inmate TV Committee under the supervision of the Recreation Specialist and will be strictly followed. The televisions located on the lower levels of Housing Units 2 through 9 are closed-captioned and will show sports channels. The second television in Housing Unit 1 is also set on a sports channel.
- D. All inmates are required to attend gym. All inmates are required to attend yard except those on medical lay-in or room restriction. Medical lay-in inmates and room restriction inmates will remain at a designated table in the lower day area so the Control Station Officer can see them.
- E. While on the yard, inmates may only possess their ID card, a wedding ring, religious medallion, gloves, and hat or approved religious headgear, in addition to a coat and other issued clothing. All other items including doo-rags, food, candy, drinks, board games, playing cards, candy, etc. are not allowed.
- F. Climbing or hanging on the yard fence is strictly prohibited.
- G. Inmates are not allowed to be by yard doors or cross the red line without staff escort.
- H. Yard/Gym areas are to be thoroughly cleaned up by inmates prior to the expiration of the yard/gym period.
- I. The decision to cancel yard due to inclement weather or other factors will be made by the Shift Lieutenant. If yard is cancelled, regular dayroom activities will continue and the unit will not be locked down. Yard and gym must be attended if it is not cancelled. There will be no exceptions to this rule. Inmates are not allowed to vote on yard or gym attendance.
- J. While at gym, inmates may only possess headphones, a wedding ring, religious medallion, ID card and approved religious headgear. Inmates are **not allowed** to take watches, radios, gloves, hats, coats, doo-rags, food, drinks, board games, playing cards, candy or any other item to the gym. While being escorted to and from the gym, inmates are to remain quiet and will stay on the right side of the hallway. If the unit does not comply with these rules, the unit may be denied gym time and the entire unit may be locked down.
- K. Inmates must wear shoes issued by the NDCS while in the gym unless they have a medical pass referring to footwear. Shower shoes are not allowed in the gym. All inmates must keep shoes fully on the feet and have shoelaces tied.

- L.** Inmates are not allowed to sit on the gym steps or loiter at the bottom of the steps. Inmates may not enter the recreation office unless authorized to do so by staff.
- M.** No chairs are allowed on the gym floor except during religious services or other scheduled programs. If inmates wish to sit during gym time, they may use the benches secured to the gym wall. Headphone jacks are located by the benches. Inmates must provide their own headphones in order to listen to the radio during gym. Inmates will not be allowed to lie down on the benches, weightlifting equipment or on the floor.
- N.** Inmates arriving at the gym from an area outside of their housing unit will be pat-searched upon entering the gym All inmates will be pat-searched as they leave the gym.
- O.** Additional guidelines are as follows:
 - 1.** Basketballs are not to be purposely kicked, thrown against the wall or used to hit another person.
 - 2.** Inmates are not allowed to hang on the basketball net or hoop.
 - 3.** The weight machines are not to be moved, dropped or abused in any way. Weight benches are not to be removed from the weight area in the gym or while on the yard.
 - 4.** Gloves are not to be used during weightlifting and are not allowed in the gym.
 - 5.** To prevent injury, staff may suspend or cancel any recreational activity, including basketball, as necessary.
 - 6.** Weight machines are to be used as designed.

XXII. HAIRCUT SERVICES

- A.** Inmates will be offered haircut services during their unit's scheduled gym time. Inmates are not allowed to cut each others hair while on the housing unit.
- B.** Inmates must submit an Interview Request to the Floor Corporal requesting a haircut. The Control Station Officer will log and schedule the haircuts.
- C.** Only the authorized haircutter will be allowed to use the haircutting equipment. The inmate haircutter will not allow inmates to use hair care supplies on themselves or on any other inmate.
- D.** Haircuts are limited to 15 minutes. No special haircuts will be given (i.e. graffiti, numbers, designs, mohawks, etc.). Inmates will be taken off the list if they get too "sweaty" before a haircut.
- E.** Security Threat Group designs/patterns in an inmate's hair is strictly prohibited. This includes, but is not limited to: notching of eyebrows, haircuts resulting in a design/pattern, design/pattern combed or braided

into hair or facial hair, wearing hair in such a manner that a pattern/design is created.

- F. The Recreation Specialist or Floor Corporal will determine the order in which inmates will receive a haircut. If an inmate refuses a haircut, he must re-submit another Interview Request. Inmates are allowed only one haircut per calendar month.
- G. Inmates are not allowed to loiter on the gym steps or in front of the haircut area.
- H. If an inmate becomes disruptive or does not comply with the above-mentioned procedures, staff will terminate the haircut and appropriately document the inmate's behavior.
- I. Inmate haircutters are not to charge for providing this service.

XXIII. CANTEEN SERVICES

- A. Inmates may purchase items from the canteen once a week. Canteen lists are available on the unit. Pop is available for purchase through vending machines located on the Housing Unit. Each inmate is allowed to have three cans of pop in their possession.
- B. Blank canteen order sheets are passed out on second shift on Sunday. The canteen sheet must be completed and turned in to the Floor Corporal by 9:00 p.m. Sunday evening.
- C. Canteen goods are distributed according to the schedule on the canteen order sheet. Sacks containing canteen goods are not allowed in the inmate rooms once canteen has been distributed. All sacks must be disposed of properly in the trash receptacle on the unit.
- D. If money is not posted on the inmate's account by Tuesday of the week the order is placed, the order will not be filled. The canteen is not responsible for inmate accounts. If there is an issue, contact Inmate Accounting via Interview Request form.
- E. Canteen items may be eaten in your room, the dayroom and/or during mealtimes. An inmate will not take canteen items off the unit.
- F. The maximum number of authorized items an inmate is allowed to possess is indicated in the shaded column on the canteen order sheet (for example: ten pens, two bars of soap, twelve candy bars). Excessive amounts of canteen items will be considered contraband and will be confiscated.

XXIV. INMATE ACCOUNTING

- A. Institutional checks can be obtained from the Floor Corporal. The inmate must have completed the check and stub and have the Floor Corporal witness the signature before it is sent. The check and addressed envelope should be attached to the Interview Request and sent to the assigned Case Manager for approval. Questions about institutional checks should be directed to the Floor Corporal or assigned Case Manager.
- B. Any problems or issues regarding an inmate's institutional account should be addressed to Inmate Accounting, the Business Manager or assigned Case Manager. The Floor Corporal does not have access to information regarding your account.
- C. If an inmate receives a money order, it is removed from the letter by mailroom staff and a receipt is issued to the inmate. Custody staff will bring the money order to the inmate for signature/endorsement. Once the money order is signed, it is sent to Inmate Accounting to be processed. It is normally placed on the inmate's account within three to five days. If a personal check is received, the same process is followed but the check is held for 21 days before it is placed on the inmate's account.
- D. If a money order is placed on an inmate's confiscated account, the inmate must submit an Interview Request to the Institutional Business Manager in order to appeal the decision.

XXV. INDIGENT SUPPLIES

- A. Inmates who have not had an institutional job assignment for at least 30 days **and** who have had a balance of less than \$10.00 on their account for 30 days may be considered for indigent status.
- B. Inmates must submit an Indigent Request form to the Unit Administrator by the fifth of each month requesting indigent status. A list of inmates who qualify for indigent status will be distributed to institutional staff by the tenth of each month. **Inmates must request indigent status each month.**
- C. Once an inmate has been declared indigent, he will receive the following items from Admissions:
 - 1. Toothpaste
 - 2. Toothbrush
 - 3. Shaving Cream
 - 4. Razor
 - 5. Shampoo
 - 6. Deodorant
 - 7. Writing Paper (15 pages per month)
 - 8. Pen (one – must turn in empty one to get new one)

9. Envelopes (five per month) or \$2.50 debit phone card. Inmate must specify their choice of either envelopes or phone time.
- D. Bar soap is available on the housing unit and may be requested at any time by inmates whether they are on indigent status or not.
 - E. Indigent inmates who have used their five envelopes for the month and need to send out **legal documents**, may attach an inmate check to the envelope for the cost of the stamp. Inmate Accounting will debit the inmate's account and pay off the debt as money becomes available. The same process is available for **legal** copies.
 - F. Legal supplies may be obtained for legitimate legal purposes as verified by the librarian. The following legal supplies may be requested each month as needed from the librarian:
 1. Three legal-sized envelopes
 2. Two manila envelopes
 3. Five sheets of typing paper

DIAGNOSTIC AND EVALUATION CENTER VISITING REGULATIONS

I. GENERAL RULES

- A. Only persons who have filled out a Visitation Request Form (VRF) and have been placed on the inmate's approved visiting list may visit on a regular basis. Under certain conditions the Warden/designee may approve Special Visits for individuals not on the inmate's approved visiting list. These conditions are explained in Section V. on page 6.
- B. Persons 19 years of age above – (1) must complete a visitation request form, (2) may visit without parent or guardian.
- C. Persons 18 and under: - (1) must each complete/submit individual VRF to the Warden/designee; (2) must be accompanied on visit by parent, legal guardian or court appointed agent or other authorized adult (age 19 or above); (3) must submit notarized permission letter from parent, guardian or court appointed agent to visit in company with another authorized adult; (4) parent, legal guardian, court appointed agent or another authorized adult who accompanies said minor must also be on the inmate's approved visiting list; (5) Minors age 18 and under must have a birth certificate with a state seal to present to the Visiting Staff during their first visit; (6) All minors age 16 and older must also present a picture ID to the Visiting Staff on all visits.
 - 1. Additional offspring (newborn or adopted) may have one special visit prior to approval of that individual for the inmate's approved visiting list, the hospital certificate may be used for identification this one time with the Unit Administrator's approval.
 - 2. Minors who are married do not need parental or legal guardian consent to visit their spouse, but must be an approved visitor via the Visitation Request Form process. They also will be required to present a copy of their marriage license along with the Visitation Request Form.
 - 3. Persons with criminal records are not automatically excluded from visiting. In determining whether or not to approve a person with a criminal record, the nature and extent of that person's criminal record, plus his/her history of recent criminal activity is weighed carefully against the benefits of visitation. The Warden/designee shall retain final authority to review, assess and approve/disapprove applications to visit. Appeals of denials to visit must be submitted in writing to the Warden/designee. Note: Failure to list previous criminal convictions on the VRF can result in denial of visiting
- D. Visitors will not be authorized to be on more than one inmate's visiting list without special permission from the Warden/Designee.
- E. Each visitor is required to show proper photo identification each time he/she comes to visit. The only forms of acceptable identification are:
 - 1. Driver's License with photo.
 - 2. State identification card, including a State of Nebraska employee identification card.

DIAGNOSTIC AND EVALUATION CENTER VISITING REGULATIONS

3. City/County/Federal identification cards.
 4. Foreign passports, with approval from Shift Lieutenant.
- F. A pat search, scan with a metal detector and canine search are routine methods of searching all visitors entering the institution and may be conducted at any time. More thorough searches may be conducted if indicated. All property and persons, while on the grounds of the Diagnostic and Evaluation Center, are subject to search by the appropriate authority. Refusal to submit to any type of search shall be sufficient grounds for denial of the visit and may impact future visitation.
- G. Visiting hours are from 8:00 a.m. to 10:50 a.m. and from 1:00 p.m. to 3:50 p.m. Inmates may visit at only one time period on one of their specified visiting days, one day per week. In other words, an inmate may only have one, three-hour visiting period per week. Visitors will not be processed during the last one-half hour of visiting hours.
- H. INMATES ARE ALLOWED ONLY ONE THREE-HOUR VISIT PERIOD PER WEEK. Specific visiting days are as follows:
- | | |
|-----------------------------|--|
| Monday and Tuesday | No visits. |
| Wednesday 8:00 - 10:50 a.m. | DEC Hospital Patients |
| Wednesday 1:00 - 3:50 p.m. | Inmates with numbers ending in 0 or 1 |
| Thursday 8:00 - 10:50 a.m. | Inmates with numbers ending in 2 or 3 |
| Thursday 1:00 - 3:50 p.m. | Inmates with numbers ending in 4 or 5 |
| Friday 8:00 - 10:50 a.m. | Inmates with numbers ending in 6 or 7 |
| Friday 1:00 - 3:50 p.m. | Inmates with numbers ending in 8 or 9 |
| Saturday 8:00 - 10:50 a.m. | Inmates with numbers ending in 0, 1 or 2 |
| Saturday 1:00 - 3:50 p.m. | Inmates with numbers ending in 3 or 4 |
| Sunday 8:00 - 10:50 a.m. | Inmates with numbers ending in 5, 6 or 7 |
| Sunday 1:00 - 3:50 p.m. | Inmates with numbers ending in 8 or 9 |
- I. Visitors may only take the following items into the visiting room:
1. Infant necessities including:
 - a. Four diapers.
 - b. Two bottles, one formula and one water or juice or one sippy cup (infants only).
 - c. One change of clothing.
 - d. One pacifier.
 - e. Six paper towels or baby wipes.
 - f. Infant car seat
 - g. Simple plastic, non-weapon, non-metal type toys, with no removable parts, and without wheels or batteries are allowed. Toys must be

able to be searched. (Dolls, stuffed toys and books will not be permitted.)

2. One plastic comb or pick.
3. One handkerchief.
4. One watch.
5. One religious medallion or religious head gear (i.e., Kufee, Native American headband).
6. One pair of prescription glasses.
7. Reasonable amount of jewelry as appropriate.
8. Medically authorized prosthetic appliances, such as wheelchairs, crutches, canes, hearing aids, or artificial limbs.
9. Asthma inhaler / nitrate medication.

*No chewing gum will be allowed in the visiting room.

NOTE: ALL items taken into the visiting room must accompany the visitor when he or she leaves the visiting room. **NO ITEMS CAN BE GIVEN TO AN INMATE.**

II. CONDUCT DURING VISITS

- A. It is the responsibility of the visitor and the inmate to conduct themselves in a manner which will not bring discredit upon themselves and is respectful of the rights of other inmates and their visitors.
- B. Tobacco products are not permitted on Department property. Tobacco products include: cigarettes, pipes, pipe tobacco, tobacco substitutes, chewing tobacco, matches, cigarette/pipe lighters, smoking paraphernalia, and all other items developed or processed for the primary purpose of facilitation of the use or possession of tobacco or tobacco-related products. Tobacco products should be left in the vehicle.
- C. It is the responsibility of all visitors to supervise and maintain control over their accompanying children. **NEITHER VISITORS NOR INMATES ARE PERMITTED TO USE CORPORAL PUNISHMENT ON CHILDREN OR OTHERS WHILE ON DEPARTMENT PROPERTY.** If a child becomes disruptive during a visit and is not controlled by verbal direction from the supervising visitor or the inmate, the visit shall be terminated.
- D. Visitors and inmates must obey staff instructions and all posted rules and regulations.
- E. Visitors and inmates must accept the responsibility to behave in a mature, responsible manner, respectful of the rights of other inmates and their visitors.
- F. A short embrace and kiss at the beginning and end of each visiting period are the only type of physical contact allowed. Other displays of affection (i.e., caressing, fondling, etc.) are **not** permitted at any time.
 1. The beginning of a visiting period shall be defined as the initial 15 second period of time when an inmate and his visitor enter the visiting room and approach and greet each other. A short embrace and a kiss may be

displayed during this greeting.

2. The end of each visiting period shall be defined as the concluding 15 second period of time just before the inmate and his visitor separate and the visitor leaves the visiting room. A short embrace and a kiss may be displayed during this 15 second period of time.
3. The time between the initial 15 seconds and the concluding 15 seconds shall be considered the middle visiting time. During this middle visiting time, the only types of physical contact allowed are:
 - a. Visitors and inmates may hold hands as long as the hands are in full view and the handholding is not improper.
 - b. Visitors may sit with an arm on the back of the adjacent chair as long as that chair is not occupied.
 - c. Unless otherwise restricted, children three years and younger may sit on the inmate's lap. No child ages four or above is allowed to sit on any inmate's lap.
4. At the conclusion of the visit, inmates and visitors share a responsibility for cleaning up the immediate area, which was used for their visit.
5. No other forms of physical contact are permitted. Examples of prohibited contact include, but are not limited to:
 - a. Either visitors or inmates sitting with an arm or their arms around each other.
 - b. Kissing.
 - c. Caressing.
 - d. Fondling.
 - e. Turning bodies toward each other (sitting sideways in chair).
 - f. No materials such as blankets, cloth, etc., may be used as a lap cover, draped over tables, benches, or chairs in the visiting area.
 - g. Visitors and inmates will not be allowed to sit on each other's laps or straddle chairs, benches, etc.

III. VISITOR DRESS CODE

- A. Rule 4 of the Department's Rule Book, Titled Visiting, paragraph 004.07 states: The Chief Executive Officer of the facility may establish a dress code for visitors. To comply with this directive, the Diagnostic and Evaluation Center has implemented the following dress code for visitors:
 1. When visiting, proper attire is expected. Clothing should not be distracting or offensive to inmates or other visitors. The following modes of dress are INAPPROPRIATE:

- a. Shorts worn by either male or female visitors. Children ten years old and younger may wear shorts.
 - b. Skirts, dresses, skorts, culottes or capris less than knee length (top of knee). Children ten years old and younger are excluded.
 - c. Halter-tops, tube tops, sleeveless dresses or shirts, spaghetti/string tied tops, backless tops, muscle shirts, tank tops, half shirts, crop tops or other clothing revealing bare shoulders, a bare midriff, or any part of the breast, chest or back (10 years of age or under are excluded).
 - d. Clothing with offensive markings or innuendo (violence, nudity, alcohol, drugs etc.)
 - e. See-through clothing.
 - f. Not wearing undergarments (i.e., females must wear pantyhose and/or underwear and bra, males must wear underwear/undershorts).
 - g. Tights, leggings, stirrup pants, spandex/stretch pants. Children ten years old and younger are excluded.
 - h. Visitors are not allowed to wear a both khaki pants and khaki shirt. A visitor may choose to wear either a khaki shirt or khaki pants but these clothing items must not be worn together.
 - i. Any tight fitting clothing that would be considered "revealing".
 - j. Clothing with holes; either worn through or manufactured that way.
 - k. Hooded shirts, sweaters, sweatshirts or other hooded apparel.
 - l. Hats or caps of any kind may not be worn while in the visiting area. Exception for hats should be made for approved visiting clergy.
2. The following clothing is APPROPRIATE:
- a. Casual attire; footwear must be worn. Visitors will not be required to wear socks.
 - b. Sweat clothing that is clean, in good repair, and which is unaltered is appropriate for wear by visitors of both genders and all ages.
 - c. Female visitors are encouraged to wear slacks/pants. Skirts or dresses must be the appropriate length as indicated above. Any slit in the skirt/dress will only be considered appropriate if below the knee.

IV. VISIT LIMITATIONS

- A. The Pass Clerk or Correctional Staff in charge of the visiting area may terminate any visit at any time he/she deems appropriate, as in the case of any institutional rule or State Law violation.
- B. The Pass Clerk may assign specific seating for visitors.
- C. Under normal circumstances, each inmate may have four adults, age 19 or older, and any reasonable number of children visit at one time. Due to the limited size of the visiting area, and to ensure that the number of visitors is consistent with the amount of staff available for supervision of visits, it may become necessary to place limitations on the number of visitors who can visit an inmate at any given time. The Pass Clerk shall exercise discretion regarding the number of persons allowed to enter the visiting room at times when the visiting area is nearing its capacity.
- D. No money or property may be left with the Pass Clerk to be delivered to an inmate. Lockers are provided for visitors to lock up personal belongings not allowed in the visiting room.
- E. A visit will be terminated if the visitor leaves the visiting room for any reason during the visit (going passed Door #1 into lobby). The visitor will not be allowed to return to visit the inmate during that day.
- F. Attorneys and ministers may visit during regular business hours Monday through Sunday. After-hours visits must have prior approval from the Warden/designee.

V. VISITING RESTRICTIONS

- A. It is the policy of the Nebraska Department of Correctional Services to encourage visits between members of the community and inmates as a means of promoting the rehabilitation process. The following actions may result in temporary or permanent visiting restrictions:
 - 1. Improper inmate or visitor conduct during the visiting process.
 - 2. Disruptive behavior.
 - 3. Introduction of contraband into the institution or taking unauthorized items or property from the institution (criminal prosecution possible).
 - 4. Drinking of alcohol/use of illegal drugs or being under the influence of alcohol/illegal drugs.
 - 5. Refusal to submit to a search.
 - 6. Not following the dress code.
 - 7. Violation of any posted visiting rules and regulations or failure to follow staff instructions.
 - 8. Leaving the visiting area and proceeding into an unauthorized area.
 - 9. Doing anything that jeopardizes the safety and good order of the institution.
 - 10. False or incomplete information on VRF or visiting or attempting to visit under a false identification.

11. Physical contact with a minor by inmate on "No Contact" status with minors.
12. Poor sanitation and hygiene of visitor.
13. Other behavior as determined by the facility administrator/designee.

VI. SPECIAL, EXTENDED, AND EMERGENCY VISITS

- A. **Special Visits:** An inmate at the Diagnostic and Evaluation Center may receive a Special Visit under the following circumstances:
 1. An inmate may receive one Special Visit from an immediate family member prior to approval of that individual for the inmate's approved visiting list. Immediate family is defined as parents, brothers and sisters, sons and daughters, spouses, grand parents, stepparents, stepchildren, half-brothers and sisters.
 2. An inmate whose immediate family member cannot visit on the inmate's approved visiting day may receive one Special Visit per month on a day other than the approved visiting day. The visitor receiving the special visiting privileges will only be permitted to visit once per month.
 3. An inmate who has an immediate family member with a criminal record may request one Special Visit per month for that immediate family member. The Special Visit must be approved by the Warden/Designee.
- B. **Extended Visits:** Visitors traveling more than four hours/200 miles may visit up to six hours total. These six hours may be taken in one or two consecutive days. Extended visits are for visitors who can only visit occasionally due to the distance to be traveled. Inmates are limited to one extended visit per month.
- C. **Emergency Visits:** Special family circumstances, i.e., hospitalization or death in the family, may result in a visit up to six hours and can be taken in one or two consecutive days. The frequency of emergency visits is on an as needed basis.
- D. All requests for special and extended visits must be submitted through the inmate's Case Manager. The inmate must submit the request far enough in advance so that the Case Manager receives the request by Thursday at 3:00 p.m. prior to the requested visit. Any requests for special or extended visits received after 3:00 p.m. on Thursday may not be approved.
- E. Inmates will not be allowed to visit on days other than their assigned visiting day (except for emergency visits). Visiting days and times have been scheduled so that each inmate will have a choice of a visiting period during the week or weekend. This schedule was developed to assist visitors who have to work by giving them a choice of a weekday or weekend. If the visitor is an immediate family member who cannot make arrangements to visit on the inmate's approved visiting days, he/she will be limited to one Special Visit per month as explained in Section V. A. of these regulations. This will be the only exception made to the inmate's visiting schedule.

VII. DRUG OFFENDER CLASSIFICATION (DOC)


- A. Inmates who have verified positive for drug use will be classified to DOC status. This DOC status will be processed by utilizing normal classification procedures. Inmates are classified to DOC status based on the safety and security of the institution, their own needs and deficits, and not as punishment.
- B. Inmates classified to the DOC status will be given one telephone call to a person of their choice who is on their authorized telephone call list to notify them of the DOC status.
- C. The DOC disincentives for verified drug use will be suspension of visiting privileges, except for legal and clergy visits, and suspension of telephone privileges, except for legal and verified family emergencies (i.e., life threatening injuries or death). Suspensions are as follows:
 - 1. First Verified Incident: 30 days suspension of visiting and telephone privileges and a recommendation for substance abuse program participation if said recommendation is not already a part of the inmate's personalized plan.
 - 2. Second Verified Incident: 60 days suspension of visiting and telephone privileges.
 - 3. Third Verified Incident: 90 days suspension of visiting and telephone privileges.
 - 4. Fourth and Subsequent Verified Incidents: Six months suspension of visiting and telephone privileges.

Additional DOC disincentives suspensions for offenses that occur during an existing suspension will be run consecutively. However, the suspension is not to exceed a six-month timeframe from the date of the last DOC classification action signed by the Warden.

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APPROVED:



Fred Britten, Warden
Diagnostic and Evaluation Center