

ATTACHMENT #1F

Lincoln Correctional Center

LINCOLN CORRECTIONAL CENTER

INSTITUTIONAL ORIENTATION

LINCOLN CORRECTIONAL CENTER INSTITUTIONAL ORIENTATION

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It is the inmate's responsibility to contact family and friends and inform them of their new living location.

This orientation is designed to provide an overview of available programming and expected behavior. Questions are encouraged at any time during orientation. If questions arise after orientation, they should be directed to unit staff.

I SECURITY

A. Dress Code

1. **Pants:** Inmates will wear state-issued khaki long pants unless special clothing is required. Pants will be kept neat, properly buttoned and zipped at all times. Pants will be worn at the waist at all times, and the belt(s) will be buckled in line with the fly of the pants. Inmates in possession of pants that are baggy or sagging, will be sent to laundry to exchange for the correct size.
2. **Shirts:** Inmates will wear state-issued khaki shirts unless an alternative is specified in a memorandum. Shirts will be tucked into pants and properly buttoned (with the exception of the top button). Shirt collars may not be tucked inside the shirt. Inmates in possession of shirts that are baggy will be sent to laundry to exchange for the correct size.

Inmates assigned to Unit porter/recreation/grounds crew/laundry/CSI shops may wear T-shirts instead of state-issued khaki shirts to work. All shirts will be tucked inside the pants.

3. **Shoes and socks:** Inmates will wear state-issued shoes at all times when at assigned job, unless the Medical Department authorizes, in writing, alternate footwear. Inmates who are assigned jobs requiring boots, who receive a Medical authorization for alternate footwear, will be reassigned.
4. **Headgear:** Inmates may wear recognized religious headgear. Plastic head coverings are not acceptable unless necessary for work. Inmates assigned to the kitchen detail may wear recognized religious headgear while performing their assigned duties; however, a kitchen hat or hairnet must be worn as well.

B. Searches

1. Inmates are subject to searches (either pat or strip) at any time upon request by staff. Inmate cells or personal property are also subject to search at any time.

C. Grievances

It is the policy of the Department to provide an inmate with a procedure for the administrative settlement of a legitimate grievance. Most valid grievances can be resolved quickly through informal direct contact with the staff of the institution who have responsibility for the particular area in which the problem arose.

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1. **Informal Resolution:** Inmates shall submit the inmate concern to the Unit staff member who can most adequately respond on an informal grievance resolution form. If dissatisfied with the informal response, the inmate may file a grievance for formal resolution. Inmates can obtain an informal grievance from unit staff. Informal grievances must be submitted within 3 calendar days of the incident. The grievance will be investigated and answered by the Unit Manager or designee, and returned to the inmate within 10 working days.
2. **Step One Formal Grievances:** If the inmate is not satisfied with the response on the informal grievance, the inmate may file a complaint with the Warden on a Step One Grievance form. Grievances must be filed within 15 calendar days of the receipt of the informal response, if no response was received within 20 calendar days of the incident giving rise to the complaint. The inmate will receive a response within 10 working days after receipt of the grievance.
3. **Step Two Grievance:** If the inmate wishes to appeal the relief suggested, the inmate can obtain a step two grievance from the Unit Case Manager for appeal to the Director. The inmate should attach a copy of the original grievance to the step two and mail it to the Director via interoffice mail. The inmate will receive a response within 10 working days of the response to the Step One Grievance.
4. **Emergency Grievance:** Emergency grievances involve those matters, which must be resolved quickly. The inmate needs to write *Emergency Grievance* on the grievance and submit it to staff. Staff will then turn it over to the Warden or designee for her/his determination that it is a legitimate emergency grievance. If not, it would be sent back without a response, and staff will tell the inmate to submit a new grievance. If the Warden states that it *is* an *emergency*, then it would be answered within 24 hours.
5. **Confidential Grievance:** Whenever an inmate is of the opinion that a grievance is of a sensitive nature, he may file it directly with the Director and mail it as *Privileged Mail*.
6. Grievance procedures are more thoroughly explained in Chapter 2 of Title 68, Rules and Regulations.

D. Personal Property

1. Inmate personal property is defined as an item that the inmate purchases or acquires through authorized channels. Personal property must be purchased through approved channels - Canteen or special purchase orders. Authorized items may be considered contraband when found in an altered condition, in excessive quantities, or in the possession of someone other than the person who was issued the items or owns the items.

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2. The amount of state issue clothing will be four (4) shirts, four (4) pants, one (1) pair of boots. No winter protective clothing will be issued from May 1 to October 31 of each year.
3. The amount of underclothing will be five (5) changes. (Underwear, socks, T-shirts.)
4. State issue of bedding and linens will not exceed one (1) mattress, one (1) pillow, four (4) sheets, two (2) blankets, two (2) pillow cases, four (4) towels and four (4) washcloths.
5. State issued clothing may be exchanged for replacement when it is worn out. If state issued clothing has been allegedly altered, lost or damaged, the inmate may be charged restitution for the replacement of the item(s). Inmates are responsible for all State property issued to them.
6. Walkman AM/FM radio, cassette tape/compact disc player capability style units shall not have recording capability and may not have external speakers or alarms. Walkman style units shall not exceed a maximum purchase price of \$200.00.
7. All televisions purchased by inmates must have headphone capability. The maximum purchase prices are: \$120.00 for black and white sets and \$350.00 for color sets with clear casing. Television sets shall not have swing or detachable speakers and shall not be on a swivel base.
8. Each inmate shall be allowed to possess property not to exceed an amount that can be stored in a space measuring four (4) cubic feet. Television sets, walkman style units, musical instruments, **legal materials** and state issued items shall not be included in the four cubic feet allotment. Personal clothing (including shoes), personal grooming items, paper material/tools and other miscellaneous authorized personal property (i.e. foodstuffs and canteen purchases not reflected above) shall be included in this allotment.
9. Other specific questions regarding personal property can be addressed to Unit staff.

E. Doors

1. Groups/individual inmates may move throughout the institution with the announcement of Gates and Doors through the loudspeaker system. An officer shall authorize the beginning and ending of each mass movement by using the loudspeaker system. A set of gates and doors is normally run five minutes before and five minutes after the hour.
2. Doors Schedule: (See Attachment A)

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F. Sanitation

The following is a list of expectations for cell sanitation and orderliness:

1. Keep floors clear of barriers.
2. Clean walls.
3. Nothing on walls; all items within the bulletin board area only.
4. Painted.
5. Clothes must be hung on wall hooks or in cabinet. No other areas are authorized. No strings, rope, or other material may be used to hang clothing.
6. No items (including electrical cords and headphones) may be hung on bed rails or the end rail.
7. Footlockers must be stored neatly under the bed when not in use.
8. Shoes must be lined up neatly under the bed.
9. Cosmetics may be stored only on the cosmetic shelf or in the cabinet.
10. No items may be hung from the cabinet or cosmetic shelves (except a towel from the towel bar).
11. Desks must be neatly organized at all times.
12. Cabinets must remain against the wall with the back of the cabinet to the wall.
13. Beds shall be made and remain made from 7:00 am to 9:00 pm. The blanket must be tucked in.
14. Excellent sanitation is expected and appreciated.
15. Inmates are not allowed to cover their windows or vents at any time.

Inmates are to keep their cells clean and orderly at all times. The above expectations will be monitored and checked daily by unit staff. The results of these inspections will be posted.

G. Rules and Regulations

1. The institution provides a written set of rules governing conduct, established penalties for violations of such rules, and established disciplinary procedures for inmates incarcerated at the Lincoln Correctional Center.

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2. A copy of rules 5 and 6, which contain all chargeable offenses and ranges of penalties and disciplinary procedures, shall be given to each inmate during the orientation process at the Diagnostic and Evaluation Center (DEC). If an inmate has questions, they should direct them to the Unit Manager or designee. If literacy or language problems prevent an inmate from understanding the rulebook, a staff member or interpreter will assist the inmate in understanding the rules. Visually impaired inmates will have access to an audiotape of Rules 5 and 6.

H. Disciplinary Committees

1. The Lincoln Correctional Center has both an Institutional Disciplinary Committee (IDC) and Unit Disciplinary Committee (UDC). The UDC's are created to hear disciplinary cases of a less serious nature where loss of good time or placement in disciplinary segregation will not be used as sanctions. Neither the IDC nor the UDC's shall impose changes in work, education, or other program assignments as disciplinary sanctions. Inmates may be restricted from participating in certain activities, however, including work activities, during periods of disciplinary segregation. Beginning August 1, 2007, inmates who receive IDC Room Restriction will not be allowed to attend their institutional work assignment. IDC may impose a sanction of Work Restriction for Misconduct Reports issued for work related incidents of misconduct. The IDC will specifically note the number of days of work restriction and/or credit for days the inmate did not work due to work related incident of misconduct. The sanction of Work Restriction may be imposed by the IDC only, and will not be a sanction that can be imposed by the UDC.
2. If the UDC, after considering all the reports and the defense provided by the inmate, finds that the inmate is guilty of the infraction(s), the following penalties may be imposed:
 - a. Verbal Reprimand.
 - b. Extra Duty, not to exceed thirty (30) hours on each report.
 - c. Room Restriction, not to exceed fourteen (14) days on each report.
 - d. Telephone, television, and other restrictions as defined in operational memorandum, not to exceed fourteen (14) days.
 - e. Restitution, not to exceed \$100.00.
 - f. Any combination of the above in accordance with Administrative Regulation 217.1.
 - g. Restriction from the use of radio, television, or stereo for thirty (30) days (for violating the headphone and noise level policy of the institution).

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I. Visiting

1. It is the responsibility of each inmate to initiate the visiting process. Inmates may obtain visitation request forms from their Unit staff and mail them to those persons they desire to have placed on their approved visiting list. Each prospective visitor must complete a visitation form and return it to the Pass Clerk.

2. **Visiting Schedule:** (See Attachment E)

3. **Special / Emergency Visits**

This visiting process is to accommodate immediate family visitors on the inmate's approved visiting list who visit infrequently (less than one (1) visit per month) because of long distance (more than 200 miles from the facility) or due to limitations imposed upon the facility due to space or staffing restrictions. Special/emergency visits may also be granted for reasons of hospitalization or for inmates in Segregation Status when the security or the good order of the facility/community is not jeopardized. Other persons not on an inmate's approved visiting list, but who may be considered for special visiting privileges include prospective employers, attorneys, members of the clergy, and Social Service representatives. These individuals may be able to offer valuable assistance to inmates and, therefore, shall be allowed to visit with the approval of the Warden or her/his designee.

4. **Extended Visits**

These visits (i.e., allowing visits on consecutive days which may or may not be on regularly scheduled visiting days, or for extended hours) may be granted to visitors in special circumstances when they have traveled a long distance (over 200 miles) to visit an inmate. These visits may be appropriate for reasons of hospitalization or for inmates in Segregation status when the security or good order of the institution or community is not jeopardized.

J. Telephone Procedures

1. An automated Inmate Calling System (ICS) has been implemented to permit inmates' reasonable and equitable access to telephone services for the purpose of maintaining family and community contacts. Telephone usage by inmates is a privilege that may be restricted or withheld to protect the public, to ensure the safety, security, and good order of the Department, and to enforce departmental rules and statutes.
2. Inmates may purchase debit calling through the Canteen. Purchases of time will be in \$5 units and inmates may purchase an unlimited number of units. Due to the automation of this process the canteen cannot process refunds. The only time that refunds are processed is following an inmate's release (parole or discharge)

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from an institution. The balance will be received in the month following release and be included in the final check later that month. Follow the prompts when making a call. If problems occur, inmates can send an Interview Request Form stating the problem to the Inmate Calling System.

3. Collect calling services will be provided by AT&T. Inmates are not permitted to make third party billing or credit card calls.
4. Inmates will be required to complete and sign an ICS Registration Form, which will be used to submit the name, address and telephone number for each person the inmate wishes to have entered into the Inmate Calling System. Each inmate may have up to twenty (20) entries on his calling list including family, friends, the Ombudsman's office and his Attorney. Telephone privileges will be withheld from any inmate who refuses to complete or sign the registration form. All information submitted by the inmate must be accurate and verifiable.
5. Changes (additions/deletions) to the calling list will be permitted once every ninety days, unless they are immediate family. The Warden or designee may authorize exceptions for extraordinary circumstances on a case-by-case basis (change of attorney of record, verified family emergencies, etc.). This date is computed as ninety days from the date the inmate signed the last ICS Registration Form.
6. Calls will be placed by dialing a nine digit Personal Identification Number (PIN) which is comprised of the inmate's five (5) digit institutional registration number and a confidential random four (4)-digit number.
7. To place a call, the inmate enters the PIN and then a speed dial number (1-20), which corresponds, to any one of the telephone numbers on the calling list.
8. Inmates are not permitted to use or possess another inmate's PIN for any reason. An inmate is not permitted to divulge to another inmate his assigned PIN. The Warden or designee may make PIN changes on a case-by-case basis upon approval after review of the circumstances requiring the change.
9. All calls, except Ombudsman and attorney/client calls, are subject to electronic recording and monitoring by designated staff. Telephonic judicial hearings will be conducted over the facility staff telephone system on an as needed basis. Telephonic judicial hearings are not subject to recording/monitoring but will be directly supervised by staff.
10. All calls will be branded with an automated announcement, which advises the called party, the name of the caller, the facility name and location, and the status of electronic recording and monitoring along with other brief user instructions. Charges for the cost of the call do not begin until the party accepts the call.

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11. Inmates are prohibited from making telephone calls to staff, other inmates, contract personnel and volunteers. Staff, contract personnel and volunteers are prohibited from accepting telephone calls from inmates.
12. Inmates are not permitted to participate in three way, call forward, or conference call services. Use of these custom-calling features may result in electronic call termination and disciplinary action.
13. Disciplinary sanctions may be imposed for violations of telephone regulations. Telephone privileges may be restricted by a Disciplinary Committee for violations of the Code of Offenses or placement on Drug Offender Classification. Abusing telephone equipment and/or law violations, or the conspiracy to commit law violations, shall be considered a violation of this regulation. The maximum period of telephone restriction shall be set at thirty (90) days.
14. Telephone call time limits will be as follows as defined in Operational Memorandum 205.1.1:
 - General Population:** Inmates will be permitted one (1) fifteen (15) minute time block each day, seven days per week.
 - Immediate Segregation:** Inmates will be permitted one (1) fifteen (15) minute time block per week.
 - Administrative Confinement:** Inmates will be permitted one (1) fifteen (15) minute time block per week.
 - Disciplinary Segregation:** Inmates will be permitted to make attorney/client calls and emergency calls only.
 - Protective Custody:** Inmates will be permitted one (1) fifteen (15) minute time block each day, seven days per week.
15. All inmates and designated staff shall receive sufficient training to ensure successful usage of ICS telephones.
16. Inmates with disabilities shall have equal access to the ICS as other inmates without a disability. Reasonable accommodation, including specialized telephone equipment and assistance, shall be provided to an inmate who has a bona fide disability in accordance with department regulations and the Americans with Disabilities Act.
17. Rates for collect calls are not established by the NDCS. The Public Service Commission approves rates. Time of day and mileage parameters along with applicable surcharges determine the cost of a call. Calls are billed in one (1) minute increments. The cost of a local call is \$2.25 per call. For information regarding rates, the public may contact AS&T at 1-800-844-6591. In order to

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receive accurate rate information, the caller must provide the name of the institution where the inmate is calling from and the destination telephone number.

K. Counts

Count procedures establish and maintain a system of formal and informal counts and census checks to maintain around-the-clock accountability of all inmates incarcerated at the LCC and on extended limits. When count is called all inmates must report back to their Housing Units without delay and lock down in their assigned cells. All inmates **must** keep themselves in plain sight when staff is conducting counts. Any violations will result in a Misconduct Report. Designated times for counts at LCC are 5:00 am, 11:00 am (weekends and holidays only) 4:00 pm, 9:00 pm and 1:00 am.

During picture card counts, inmates **must** stand in front of their cell door when staff is conducting counts.

L. Security Threat Groups

Inmates will not be permitted to participate in street or prison security threat group activities. Prohibited activities include, but are not limited to: dressing in a manner dictated by a security threat group's common dress code. This includes colors, insignia, and specific clothing items worn in such a way as to denote group identity or status. Using hand signs/gestures or being in possession of security threat group related photos, graffiti, training materials, publications, or members lists, etc. is also prohibited. All of these items and/or materials will be confiscated by the discovering employee and submitted to the Disciplinary Committee Coordinator with a Misconduct Report, following established evidence handling procedures.

M. Inmate I.D. Cards

All inmates will be issued an I.D. Card. The following rules and regulations apply:

1. Cards must be carried at all times when inmates are outside of their assigned room, except when going to and from the shower.
2. Cards are the property of DCS.
3. Cards must be presented to any DCS or contracted staff upon request.
4. Inmates may purchase a clip from the canteen to carry their card.
5. Cards must be used during all Canteen purchases.

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6. Cards may not be given to any other inmate or unauthorized person; Inmates may not be in possession of another inmate's card.
7. Cards may not be altered or damaged.
8. Lost, missing, damaged or destroyed cards must be immediately reported to facility staff.
9. Cards intentionally damaged will result in a Misconduct Report, and replaced at the inmate's expense.
10. Cards must be returned upon discharge or parole.
11. Cards may not be used for any purpose except as defined by Departmental Policy.

N. Red Line Areas

Inmates are not allowed to cross any red line in any area where they are not assigned to live or work without authorization of staff.

II. LAUNDRY AND CLOTHING ISSUE DEPARTMENT

- A. The Laundry and Clothing Issue Department operates Monday through Friday, excluding holidays. Regular laundry schedules are posted on each Housing Unit. State issued laundry can be washed on a daily basis, Monday through Friday.
- B. Holiday schedules will be posted in the Housing Units.
- C. All laundry received by the Laundry Supervisor must adhere to the following guidelines:
 1. Laundry bags must be tied closed with a string or rubber closure. A knot tied in the laundry bag is not acceptable. Laundry bags must not be overfilled (more than one third (1/3) full), or tied with laundry in a compacted fashion.
 2. Clothing will be washed according to the laundry schedule.
 3. Clothing must be properly separated by color (i.e. one laundry bag for white and one laundry bag for colored clothing).
 4. The tag on the laundry bag must be on the outside of the laundry bag.
 5. Laundry bags sent to Laundry must not contain any unwashable fabrics/items (i.e. bar soap, pens, etc.).

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Failure to adhere to the following guidelines will result in the laundry being returned to the respective inmate area at the end of the day unwashed.

- D. Unwashed laundry will be placed inside a plastic bag as not to contaminate the clean laundry. A notice will be attached to the plastic bag indicating who the laundry belongs to and the reason that the laundry was not washed.
- E. It is the inmate's responsibility to wash his laundry on a regular basis. Linens should be washed at least once a week (sheets, towels, pillowcases, etc).
- F. Washing of blankets will be done by sending one blanket per laundry bag on any day designated on the laundry schedule.
- G. Inmates are held accountable for all property issued to them. Any state issued items that are lost, stolen, or damaged will be replaced only upon payment by the inmate if the inmate has received a Misconduct Report and received a sanction of restitution by the Disciplinary Committee.
- H. Personal clothing may be sent to the Laundry on those days specified. The institution assumes no liability for the loss or damage to non-state issued clothing or linen items, although reasonable precautions will be followed to provide maximum care and accountability.
- I. Clothing exchange will be handled as follows: General population inmates can report to Laundry during the hours of 9:00 am and 10:00 am Monday through Friday, with the items intending to exchange. An Interview Request Form with staff verification that items have been lost or stolen will be needed to exchange clothing without an item. Exchanges will be one for one, using serviceable clean, used clothing for reissue. New clothing will be issued only after the used clothing supply has been exhausted.

NOTE: Laundry or clothing issue questions, should be submitted on an Interview Request form to your Unit Manager or designee.

III. CORNHUSKER STATE INDUSTRIES SHOPS #14 AND #31

Correctional Industries is a program as closely related to public employment as possible.

Shop #14

The Print Shop produces forms and envelopes used by State Agencies, expiration stickers for license plates, spiral binding and data transfer to microfilm.

Shop #31

The Wood/CNC shop produces wood furniture and custom wood pieces.

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Application Process:

The hiring process is similar to applying for work in the private sector. As positions open in the shops, notices will be posted in the inmate housing units.

If interested in applying, the inmate should submit a completed application to the shop supervisor no later than the posted closing date. Interviews will be scheduled and employment selections will be made.

CSI Shop Training:

Inmates will learn proper machine use, safety procedures, quality standards, and how to meet required production standards for the shop in which they work.

Probationary Period:

During the first 30 days, inmates will be on probation. Inmates will be paid at a rate of \$0.38 per hour. During this period inmates will receive training. Successful completion of training may lead to an increase in pay to \$0.54 per hour.

Work Schedule:

Shop employees are scheduled to work 7.8 hours per day, Monday through Friday. Hours for both shops are 7:20 a.m. to 3:42 p.m. Inmates will receive a 30-minute lunch break that begins around 11:30 a.m.

Opportunity:

CSI Shops offer an excellent opportunity to learn new skills, job experience, and to earn an hourly wage.

If interested in more information or in applying for a job in one of the shops, inmates should contact Unit staff.

IV. RELIGIOUS PROGRAMMING

A. Worship Services currently available – See Attachment D.

B. Staff

1. Religious Coordinator
2. Volunteers

C. Religious Property – see attached list of specific religious items

1. Main Religious writing – i.e., Bible, Qu'ran
2. One Religious Medallion
3. Kufee

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4. Prayer Rug
 5. Other Religious writings and tapes -- subject to general property restrictions.
- D. Services Available through Religious Coordinator
1. Spiritual Counseling
 2. Limited Religious writing/Religious Center Library
 3. Limited study guides, pamphlets, calendars, address books
 4. Angel Tree -- Christmas gift program for children of inmates
 5. Special needs
- E. Attending Worship or Receiving Religious Services
1. Must be on the roster for the Faith Group.
 2. Inmates must send an Interview Request form to the Religious Coordinator or the Religious Center to be placed on a religious roster or receive information/materials.

V. EDUCATIONAL PROGRAMS

- A. Metro Community College is contracted to provide educational services at this institution. Metropolitan Community College provides inmates at the Lincoln Correctional Center with the following educational/vocational programs:
1. Basic Studies Program -- which provide literacy instruction for limited and non-readers. This includes English as a Second Language (ESL). Preparation for GED testing.
 2. College Level Courses -- are offered in a variety of general education areas including but not limited to: mathematics, english, communications, and social sciences.
 3. Correspondence Courses -- offer an inmate the opportunity to continue their education beyond that provided by the Department.
 4. Pre-Release Program -- provides a comprehensive program directed at a successful transition back to family and the community.
 5. Life Skills -- provides skills that enable inmates to succeed in society.

Inmates may submit an Inmate Interview Request to Metropolitan Community College for details regarding offerings.

VI. MENTAL HEALTH SERVICES

A. Policy

The Lincoln Correctional Center will provide appropriate Mental Health program services, including a systematic referral process to ensure that the treatment needs

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of the mentally ill, emotionally disturbed, or mentally and socially impaired inmates are properly addressed.

B. Availability of Mental Health Services

1. Outpatient Counseling (group and individual sessions)
2. Emergency transfer to the Diagnostic and Evaluation Center hospital for hospital care.
3. Referral to inpatient services at the Lincoln Correctional Center and/or Lincoln Regional Center.
4. Referral to aftercare.

C. Access to Mental Health Services/Programming

All participation and programming is voluntary. Inmates will be encouraged to participate in appropriate programs designed to meet their varying needs.

D. Mental Health Referrals

1. Staff initiate referrals to Mental Health
2. Inmates may request to be seen by Mental Health staff by contacting correctional staff who will then document the request and forward such to Mental Health.
3. Inmates may request to be seen by Mental Health staff by sending them an Inmate Interview Request.
4. In cases of an emergency, Mental Health staff will be contacted immediately by staff.

E. Substance Abuse Programming

The Lincoln Correctional Center provides substance abuse treatment services to inmates who seek treatment. Inmates whose crime falls under the LB28-416 statute of Nebraska shall be informed that they will be considered for Parole only upon the satisfactory attendance and completion of appropriate education, treatment and/or counseling on drug abuse.

The primary substance abuse treatment service is conducted by the Non-Residential Treatment Service (NRTS). This service will include diagnosis, identification of problem areas, individual treatment goals and objectives, drug/alcohol education, relapse prevention and management, culturally sensitive treatment objectives.

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VII. LIBRARY

A. Circulating Library

Library services are available to inmates as per published schedule.

1. Inmates housed in general population may access the library by sending an Inmate Interview Request form to the Librarian requesting time in the library. The Librarian will, in turn, issue a pass to those inmates requesting access to the library.
2. Library Schedule: (See Attachment B)
3. Inmates on Room Restriction are not allowed to view books or materials except law materials. Inmates can read Operational Memorandums 217.1.1 and 210.1.1 for policies pertaining to Room Restriction.
4. Inmates on Segregation Units (Control Unit and C Segregation) have access to a mobile "book cart". "Book carts" are replenished with reading materials on a semi-monthly basis (every two weeks).
5. Inmates may have in their possession five (5) books.
6. Library users shall be held accountable for materials borrowed. This may include paying the replacement costs for lost or damaged books.
7. The Librarian shall notify the inmate, via written overdue notice, when library materials have been held by an inmate past the due date. If library materials are not returned within a week of the due date, a list of overdue books shall be sent to the housing units.
8. Periodicals may be read in the library and are not to be checked out. Old periodicals may be checked out for a 7-day period and will have a due date card taped to the front of the magazine.

B. Law Library Services

1. The Law Library is staffed with three inmate legal aides, who will assist inmates in doing legal research and in preparing documentation. The Operational Memorandums and Administrative Regulations are available to inmates in notebooks in the Law Library.
2. Inmates may obtain access to legal aides by sending an Inmate Interview Request to the Law Library. Legal Aides are inmates who have been trained for a minimum of 40 class hours and have been required to pass several tests and a major final test. They have experience in assisting inmates and will give assistance at no cost.

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3. To visit the Law Library, inmates need to send an Inmate Interview Request. All requests are logged in and then passes are issued (from Security to the Housing Unit). It is important, when sending Inmate Interview Requests, that inmates state the reason they need to come to the Law Library so that it is scheduled correctly.
 - a. If inmates want to use the Law Library for research, send an Inmate Interview Request to the Law Library and ask to use the Library for research.
 - b. If inmates need help from a legal aide, write it on the Inmate Interview Request. Inmates will have a specified appointment time.
 - c. If inmates need to use a typewriter for legal typing, write this on the Inmate Interview Request.
 - d. If the legal aide has been doing work for an inmate, the inmate may be issued a pass to come to the Law Library to sign papers or pick up completed papers.

C. Inmate Computer Usage

1. Inmates are not permitted to use staff computers.
2. Computers authorized for inmate use will be identified with the phrase "Inmate Use Authorized" as part of the monitor's background image.
3. Inmates are not permitted to open computer equipment.
4. Computers authorized for inmate use in CSI shops, law libraries, and administrative areas will only be used for the purpose they are intended for.
5. Inappropriate use or mistreatment of computer equipment or software may result in the inmate losing his computer use right and may be subject to the inmate receiving a Misconduct Report based on the nature of the incident.

VIII. CANTEEN

A. Canteen Procedures

1. Inmate store list must include name, number and current living location. (Requests not filled out completely will NOT be filled.)
2. Inmates on Room Restriction, Protective Custody, D-1, or Segregation who intend to order canteen goods will turn their "Canteen Order Sheet" into the Unit Staff on Sundays and may only submit one (1) store list per

LINCOLN CORRECTIONAL CENTER INSTITUTIONAL ORIENTATION

week. The Canteen order sheet displays the current month and the order pick-up/delivery schedule for each unit or delivery group.

3. The first week of Room Restriction for an inmate does not allow any purchase of items from the canteen. Inmates are permitted to spend a maximum of \$75.00 per day on over-the-counter canteen items.
4. Inmates picking up Canteen orders will wait in line and proceed in an orderly fashion. Open store inmates are allowed one (1) visit to the store daily. Filling out store sheets wrong or waiting on money is one (1) visit.
5. During Open Store, inmates will turn their completed store lists to canteen staff prior to entering the site. Custody Staff will call an inmate's name and admit them into the Canteen.

B. Canteen Schedule: (See Attachment F)

C. Canteen Products

1. A variety of products are offered in the Canteen for purchase. Each Unit has a product list. If money is not posted on an inmate account, it cannot be spent. The Canteen order form as well as the inmates ID card is required for entrance to the Canteen. There will be no exceptions to this policy. Conduct in the Canteen shall be kept in an organized and quiet fashion. Disciplinary action may result if the noise level in the Canteen interrupts or delays the processing of orders. Maximum limits will be adhered to when trying to purchase products. For example: thirty tokens (\$12.00), 40 stamped envelopes, and \$75.00 dollar (including 30 tokens) purchase limit per day.
2. All account discrepancies should be addressed through an Inmate Interview Request form to DCS Inmate Accounting or see Unit Staff. Canteen staff can not tell an inmate his account balance.
3. Inmates are allowed to purchase certain items of clothing, as well as other items (televisions, walkmans, shoes, etc.) through the Canteen. For further clarification of approved items for purchase, refer to Operational Memorandum 204.01.01 or contact Unit staff.
4. "Open-Store" Procedures
 - a. Inmates are allowed to go to the store once a day.
 - b. Inmates shall turn in their completed Store list to Canteen staff prior to entering the store. The inmate's name, number and living location must be noted legibly on the Store list.

LINCOLN CORRECTIONAL CENTER INSTITUTIONAL ORIENTATION

- c. The Custody staff member working the Canteen will call an inmate's name and admit him to the Canteen. If an inmate is not present when his name is called, his Store list will be placed on the bottom of the stack and will be called again if time permits.
- d. The Canteen will remain open during the hours posted or until all inmates who have submitted Store lists have been served. The store will not close early if Store lists remain.
- e. No more than two (2) inmate customers will be allowed into the Canteen at any one time.
- f. The first week of room restriction for an inmate does not allow any purchase of store from Canteen.
- g. After the first week of room restriction, orders must be submitted to Unit staff so Canteen can review it on Monday morning.

D. Catalog Orders

1. Catalog orders will only be ordered from approved vendors. All orders are at the inmate's own risk. Catalog orders are subject to the warranty as provided by the vendor or manufacturer.
2. The LCC or the Canteen will not be responsible for loss, damage, theft or the condition of any items purchased through the Canteen once receipted by the inmate.

E. Catalog Ordering Procedures

1. Catalog orders shall be processed through the Canteen. A Catalog must be available for purchasing reference and items ordered must be in accordance with the provisions detailed in Attachment 3 and Attachment 4 of Operational Memorandum 113.20.1. A pre-order handling charge of five percent (5%) of the total merchandise, with a one-dollar (\$1.00) minimum and a maximum of five dollars (\$5.00) will be assessed on all catalog orders. An institutional check payable to the vendor and another payable to the LCC Canteen #3, shall be submitted to Central Office Accounting by the Canteen Supervisor, along with the Purchase Order form (DCS-A-200) and a stamped addressed envelope with two completed institutional checks.
2. The handling charge will be collected or held for collection even if non-sufficient funds are available for the vendor order. Refunds will not be made on the handling charge, however, if an order cannot be filed by the

LINCOLN CORRECTIONAL CENTER INSTITUTIONAL ORIENTATION

vendor, the inmate has thirty (30) days to submit the same or similar purchase without an additional handling charge being assessed.

3. Allow six to eight weeks for delivery of all products. All orders, which do not meet institutional standards, will be returned. A pass to the Canteen will be issued when products are ready for pick up. Any item received, which does not meet institutional stipulations, will be returned or shipped out.
4. Inmates will be permitted to place a maximum of six (6) special orders through the Canteen every year.
5. Inmate to Inmate Television Purchases
 - a. Inmates may sell their used television to another inmate if he is discharging or paroling within 14 days
 - b. The buying inmate must not already have a television
 - c. Buyer and seller must agree on a selling price subject to approval of the Canteen Supervisor. Inmates must request such transactions on an Interview Request Form to the Canteen Supervisor.

F. "Pay Store" Procedures

- a. Inmate pay is posted on the twelfth (12th) working day of each month, this excludes weekends and Holidays. Starting with this day, each Housing Unit will be given a "priority" day to go to the store on a rotating basis.

IX. RECREATION PROGRAMS

Athletic and Recreation Programming is available to inmates to encourage skill building, promote positive development of leisure skills, and to increase knowledge of positive leisure pursuits. It also serves as a means to vent stress, frustrations and anxieties in a positive manner. The following programs are offered through the Athletics and Recreation Department (A&R).

A. Intramural Sports are offered year round and include:

1. Softball
2. Flag Football
3. Volleyball
4. Basketball
5. Soccer

**LINCOLN CORRECTIONAL CENTER
INSTITUTIONAL ORIENTATION**

B. Big Yard: Open Sports/Activities

1. Running/Walking Track
2. Softball
3. Football
4. Weight Lifting
5. Horseshoes
6. Sand Volleyball
7. Soccer
8. Frisbee

C. Compound: Open Sports/Activities

1. Handball
2. Tennis
3. Racquetball
4. Basketball
5. Hacky Sack

D. Gym: Sports/Activities

1. Weight Lifting
2. Basketball
3. Volleyball
4. Foosball
5. Ping Pong
6. Indoor Soccer

E. A Hobby Program is offered to learn and practice activities such as:

1. Painting
2. Drawing
3. Match Stick/Popsicle projects
4. Bead Work
5. Knitting/Crocheting
6. Cardboard Crafts
7. Leather Kit Projects which require no tools
8. Other hobby as approved

F. The Self-Betterment Club Program (See Attachment F)

G. Additional activities include:

1. Satellite TV
2. Special Events
3. Holiday Events
4. Weight Lifting Competitions

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5. Art Contests
6. Board Games
7. Body Building Competitions

H. General Gym rules include, but are not limited to:

1. No radios without use of headphones.
2. Balls are not to be thrown against the wall or kicked.
3. Gym shoes only and they must be scuff mark resistant.
4. Dunking only on the breakaway rims.
5. No dropping of any weight equipment.
6. No headgear allowed other than recognized religious headgear.
7. Food Service white clothing is not to be worn in the Gym.
8. No food or drink allowed in the Gym.

I. General Big Yard Rules include, but are not limited to:

1. No radios without use of headphones.
2. Balls are not to be thrown/kicked against the fences.
3. No dropping of any weight equipment.
4. Re-stack your own weights.
5. Food Service white clothing is not to be worn on the Big Yard.
6. Observe unauthorized areas in the Big Yard.

X. MEDICAL SERVICES

The medical services available through LCC include: General health care, dental services and eye care.

- A. Daily sick/dental call – Monday through Friday. Access to sick/dental via Interview request form that must be placed in the inmate's unit mailbox.
- B. Emergency services access to emergency health care is gained by having unit staff, work supervisor or a custody staff member contact on duty medical staff who will then advise them of the appropriate action to be taken.

XI. ZERO TOLERANCE STANDARD – SEXUAL ABUSE/SEXUAL ASSAULT

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:

- A. Physical/sexual assault
- B. Physical/sexual pressuring

LINCOLN CORRECTIONAL CENTER INSTITUTIONAL ORIENTATION

C. Extortion (pressuring for personal property, charging rent, demanding favors or money)

D. Retaliation/retribution

Inmates who engage in the above cited prohibited acts are subject to disciplinary actions 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.

Staff, volunteers, and contractors who engage in the above cited prohibited acts are subject to appropriate administrative action and/or criminal prosecution.

E. Prevention/Intervention

If necessary, inmates will be placed on immediate segregation for their protection pending an investigation. Upon completion of an investigation, consideration will be given for alternative housing to include custody placement.

F. Safety

Inmates, who at any time, have concerns for their safety, need to immediately contact staff.

G. Reporting Sexual Abuse/Assault

Inmates who believe that they have been treated in such a manner or treated inappropriately should immediately contact any staff member and report their concerns. Immediate reporting may assist law enforcement personnel in more effective evidence collecting and for prosecution.

H. Treatment and Counseling

In the event of a sexual abuse/assault situation, a victim-sensitive medical examination will be conducted. Treatment of physical injuries will occur following the assault, including the testing for and treatment of sexually transmitted and other communicable diseases, if necessary.

Mental health services in the form of crisis intervention will be provided immediately following disclosure of sexual victimization. Ongoing mental health services will be provided to address the short-term and long-term emotional and psychological impact (e.g. Rape Trauma Syndrome, Post-Traumatic Stress Disorder.) Advocacy services will assist victims from the point of disclosure through potential court proceedings.

**LINCOLN CORRECTIONAL CENTER
INSTITUTIONAL ORIENTATION**

Approved:



Diane Sabatka-Rine, Warden
Lincoln Correctional Center

Revision Date: **January 24, 2007**
 January 10, 2007
 April 14, 2006
 October 18, 2005
 March 8, 2005
 February 14, 2005
 May 27, 2004
 July 24, 2007

**LINCOLN CORRECTIONAL CENTER
INSTITUTIONAL ORIENTATION**

ATTACHMENT A

GATES AND DOORS SCHEDULE

0630	Laundry workers (DEC cart pushers) Inmates are to push only one (1) cart at a time, and Annex porters.
0700-0715	Laundry Workers (LCC Laundry Carts)
0720-0730	CSI Workers.
0730-0740	Maintenance, MCC Teachers Aides and Security porters.
0740-0750	Kitchen, Inside Utility, A. & R porters, and Recycling Crew.
0750-0800	College Classes and GED classes, weight pile.
0800-0810	Mental Health porters and Canteen workers. (Inmates who miss getting to work at their appointed time will not be permitted to go to work until 0900 gates/doors unless the work area advised the Unit to issue a pass to the inmate. Gym and big yard open.
0855	First call Gates and Doors.
0900	Last call Gates and Doors. Inmate movement through Turnkey for trash pick-up, recycling crew.
0905	Gates and Doors Closed, gymnasium and Big Yard.
0955	Gates and Doors Open.
1005	Gates and Doors Closed.
1120	Yard Closed. All inmates report to their Housing units excluding CSI Shop, Maintenance workers, Warehouse porters and Laundry.

LINCOLN CORRECTIONAL CENTER
VISITATION ORIENTATION AND INFORMATION CHECK LIST

- The facility address and telephone number is:
Lincoln Correctional Center
P.O. Box 22800
Lincoln, NE 68542-2800
(402) 471-2861

- Visiting days and hours are:

General Population

Weekdays: Wednesdays, Thursday and Friday
Morning session – 8:00 a.m. – 10:45 a.m.
Processing ends at 10:20 a.m.

Friday: Afternoon session – 12:30 p.m. – 3:30 p.m.
Processing ends at 3:05 p.m.

Wednesday, Thursday, Friday
Evening session – 5:00 p.m. – 7:30 p.m.
Processing ends at 7:05 p.m.

Weekend: Saturday
Evening session – 5:00 p.m. – 7:30 p.m.
Processing ends at 7:05 p.m.

Weekend: Sunday
Morning session – 8:00 a.m. – 10:45 a.m.
Processing ends at 10:20 a.m.
Afternoon session – 12:30 p.m. – 3:30 p.m.
Processing ends at 3:05 p.m.

Segregation

Wednesdays and Saturdays – 12:30 p.m. – 3:30 p.m.
Processing ends at 2:45 p.m.

Protective Custody

Thursday – 12:30 p.m. – 3:30 p.m.
Processing ends at 3:05 p.m.

Saturday – 8:00 a.m. – 10:45 a.m.
Processing ends at 10:20 a.m.

Sunday – 5:00 p.m. – 7:30 p.m.
Processing ends at 7:05 p.m.
May visit once per week on either a Friday or Saturday or Sunday.

- Operational Memorandum 205.02.01, available in the library and posted in the visiting room and the front lobby addresses the following:
 - Approved dress code for inmates and visitors.
 - Required identification.
 - Items authorized or prohibited in the visiting room.
 - Rules for visitation by minors or children.
 - Special/extended/emergency visits.
- Chapter 4 of the Nebraska Department of Correctional Services Rules and Regulations Inmate Rule Book.

I have received information concerning the above matters and have had the opportunity to discuss this with staff members. A checklist will be completed indicating I have received this visitation information. If I refuse to attend or sign the attendance document, it will be indicated on the inmate signature block.

Inmate Signature

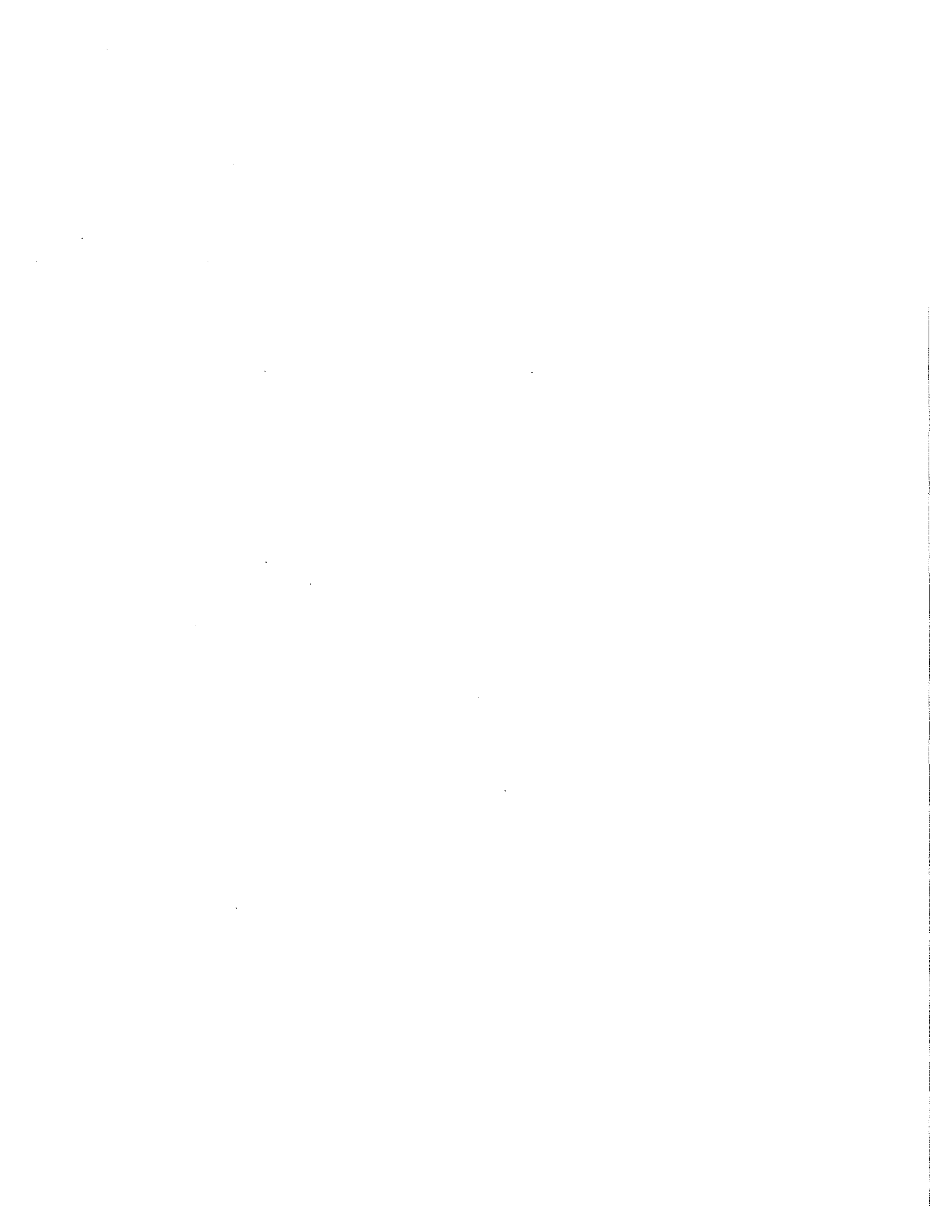
Inmate #

Date

Staff Member Witness Signature

Date

DISTRIBUTION: Inmate Master File (original), Case Manager



LINCOLN CORRECTIONAL CENTER

**PERSONAL CLOTHING
(NO RED, BLUE OR BLACK ITEMS ALLOWED)**

ITEM	MAXIMUM NUMBER ALLOWED	SPECIFIC GUIDELINES	MAXIMUM PURCHASE PRICE
T-shirts	Five (5)	White only, cotton blend, no logo, one (1) breast pocket allowable. No tank tops or v-necks.	\$ 5.00 each
Boxer Shorts	Five (5)	White only, cotton/cotton blend, no jockey or brief underwear.	\$15.00 each
Long Underwear	Two (2) sets	White or natural only, two piece sets only, no button/flaps. Cotton/Cotton blend only.	\$30.00 per set \$15.00 Top \$15.00 Bottom
Socks (athletic or dress)	Five (5) pair	No patterned, striped, argyle or thermal	\$ 4.00 per pair
Polo-type Buttoned/ Pullover Shirts *	Two (2)	Solid colors only, no stripes or designs, one (1) breast pocket allowed. Colors allowed are yellow, tan, green and white. Oatmeal is ok. Two (2) short sleeve and two (2) long sleeve. No other combination.	\$25.00 each
Tennis/Athletic Shoes	Two (2) pair	Must be all white, all gray, gray-on-white, or white-on-gray	\$105.00 per pair
Dress Shoes	One (1) pair	Dress shoes will be solid color that can be polished and/or shined, plain toed or embossed design, and may be black, brown or gray. No tassels, penny loafers, or similar designs are allowed, and must not contain any type of hidden compartments. No boot-type dress shoes or waffle shoes are allowed. Soles must have a smooth or near smooth surface and shoes must be no higher than six inches from the bottom of the heel to the top of the shoe.	\$80.00 per pair
Slippers	One (1) pair	No moccasins allowed	\$15.00 per pair
Sweat Suits * (Pants may be purchased in combination with jeans)	Two (2) sets	Fleece material only, no stripes or emblems, shirts may be any style (short or long sleeved, crew or v-neck), no hooded or zip front sweatshirts allowed	\$40.00 per set \$20.00 Top \$20.00 Bottom
Athletic Shorts	Two (2) pair	Solid color only, no emblems allowed	\$20.00 per pair
Ball Cap	One (1)	No red, blue or black or shades thereof in solid colors, however, stripes in these colors are allowed, no logos/emblems No special orders; must be purchased from in-stock inventory at the Canteen	

- * Inmates may possess a total of two (2) shirts, either personal shirts or sweatshirts or a combination, and a total of two (2) pairs of pants, either jeans or sweatpants or a combination.

EXAMPLE: An inmate may purchase 1 personal shirt and 1 sweatshirt for a total of 2, or 2 personal shirts OR 2 sweatshirts. Pants may also be purchased as either 2 of one type OR 2 of the other or 1 of each as long as the total is 2 pairs.

PERSONAL CLOTHING

ITEM	MAXIMUM NUMBER ALLOWED	SPECIFIC GUIDELINES	MAXIMUM PURCHASE PRICE
Athletic Supporters	Two (2)	No special orders; must be purchased from in-stock inventory at the Canteen	
Blue Jeans *	Two (2) pair	Dark/navy blue (indigo) denim only, no stone-washed allowed; no cotton-polyester, twills, brushed, stretch fabrics allowed. No painter pants or coveralls; no more than 4 pockets and no baggy fit jeans.	\$40.00 per pair
Gloves	One (1) pair	Jersey only No special orders; must be purchased from in-stock inventory at the Canteen	
Belt	One (1)	Cloth, web or leather, 1 1/2 inches in size. Black, brown or tan in color.	\$25.00 each
Weight Belt	One (1)	No neoprene, leather only.	\$65.00 each
Shower shoes	One (1) pair	No special orders; must be purchased from in-stock inventory at the Canteen	
Bath Robe	One (1)	Solid colors only, no emblems, must be color fast and machine washable, no silk, rayon or nylon	
Pajamas	One (1) pair	Solid colors only, no emblems, must be color fast and machine washable, no silk, rayon or nylon	\$30.00 per pair
Stocking Cap	One (1)	No emblems/logos No special orders; must be purchased from in-stock inventory at the Canteen	

- Inmates may possess a total of two (2) shirts, either personal shirts or sweatshirts or a combination, and a total of two (2) pairs of pants, either jeans or sweatpants or a combination.

EXAMPLE: An inmate may purchase 1 personal shirt and 1 sweatshirt for a total of 2, or 2 personal shirts OR 2 sweatshirts. Pants may also be purchased as either 2 of one type OR 2 of the other or 1 of each as long as the total is 2 pairs.

LINCOLN CORRECTIONAL CENTER

PERSONAL PROPERTY ITEMS

ITEM	MAXIMUM NUMBER ALLOWED	SPECIFIC GUIDELINES	MAXIMUM PURCHASE PRICE
AM/FM Cassette/ Compact Disc Player	One (1)	<p>Portable unit, no detachable speakers, must have headphone jack, must be marked with the inmate's number serial number (if any) and lexon seal (by Canteen Staff or Property Control Officer only), no larger than 18" x 18" x 18", if purchased prior to March 24, 1997. No Am/Fm Cassette/Compact Disc Players may be purchased after March 24, 1997.</p> <p>Inmates who currently possess component type stereo systems will not be permitted to repair or replace any component which becomes damaged. Inmates will be required to use headphones when a radio/stereo is used. Inmates will not be authorized to possess their radios at their work sites. Inmates who violate this procedure shall receive a misconduct report. Upon first violation, the inmate's radio will be confiscated for thirty (30) days. Upon the second violation, the inmate's radio will be confiscated, the inmate will be required to send the radio out of the institution and the inmate will not be allowed to purchase another radio for ninety (90) days.</p> <p>All compact disk players purchased by inmates shall be in a clear (no tint) case only.</p>	\$200.00 each
Headphones	One (1) set	Non amplified	\$80.00
Earbuds	One (1) set		\$15.00 each
Television Set	One (1) set	<p>One (1) black and white twelve (12) inch or color thirteen (13) inch television set; all new televisions ordered must be headphone accessible; with speakers disconnected. One TV remote control is permitted.</p> <p>All Television sets purchased by inmates shall be in a clear (no tint) case only.</p>	<p>\$120.00 each Black and White television; \$350.00 each Color television</p>
Coaxial TV Cable	Two (2)	May not exceed 6 feet in length	
Multi-plug electrical strip	One (1)	Limited to six (6) outlets; no more than a six (6) foot cord; must be UL listed; may contain surge protection and/or noise reduction options.	\$25.00 each
*Prayer rug	One (1)	Included as miscellaneous property, Shall not exceed 3' by 4' when rug is laid out.	
*Kuffee	Two (2)	* These and other religious items are limited in Religious OM..	

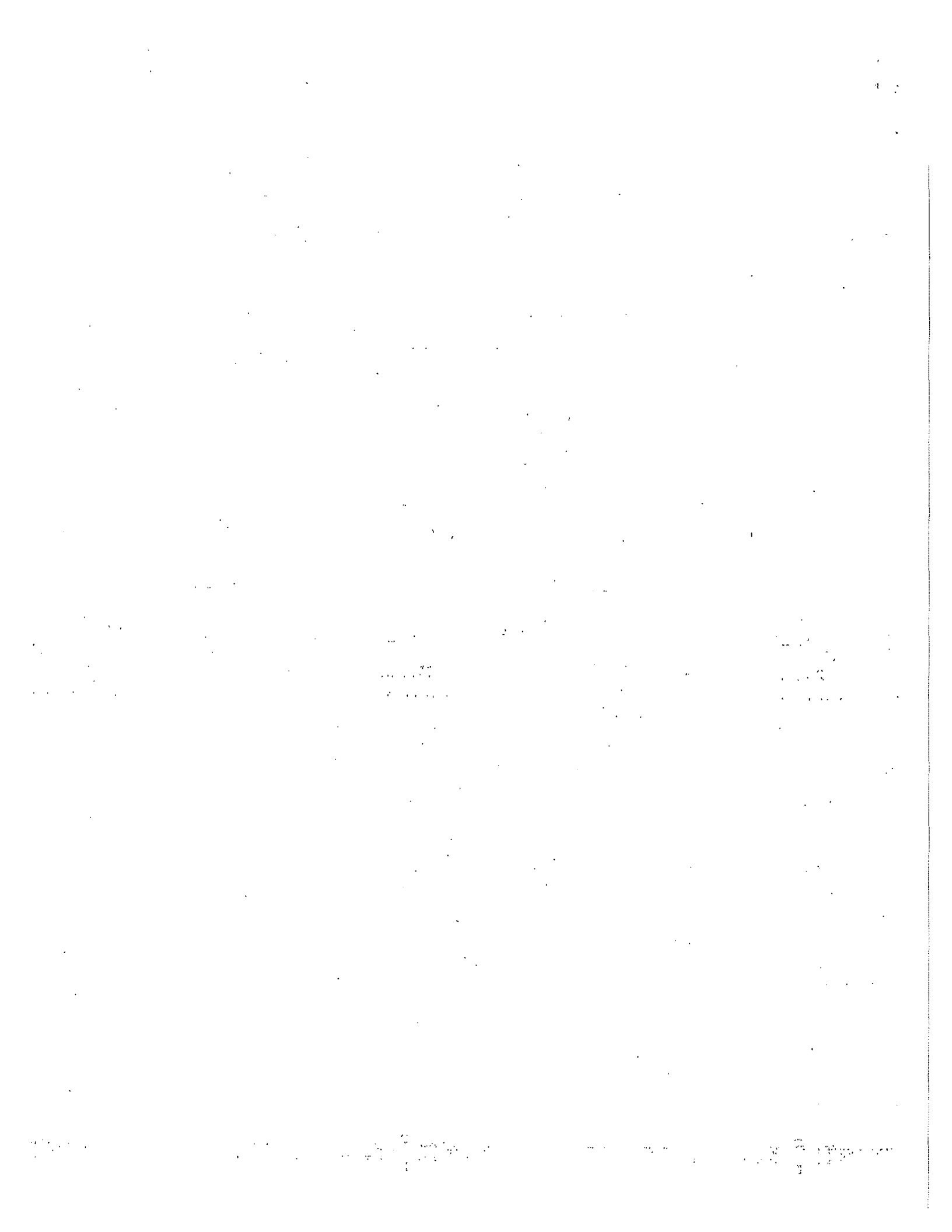
PERSONAL PROPERTY ITEMS

ITEM	MAXIMUM NUMBER ALLOWED	SPECIFIC GUIDELINES	MAXIMUM PURCHASE PRICE
Footlocker	One (1)	30"x18"x12"; from CNN Manufacturing; no choice of size, color, or vendor.	Determined by Vendor
Acoustical Guitar, case and picks	One (1)	Six string; may possess either an acoustical or electric guitar, not both.	\$300.00 Including Accessories
Electric guitar with headphone amplifier, case, and picks	One (1)	Must be played with headphones; may possess either an acoustical or electric guitar, not both.	\$300.00 Including Accessories
Guitar Accessories	One (1) One (1) Two (2) One (1) *Six (6) Maximum Twelve (12)	Guitar Case. Headphone amplifier (speakerless, electric guitars only) Cables (12 foot maximum combined, electric guitars only) Chord Tuner Sets of strings. May have two (2) in possession (including strings on guitar) Guitar picks	
Harmonica	One (1)		\$40.00 each
Electric Piano (with case and adapter)	One (1)	Maximum 40"L x 20"W x 6" H, no standard or external speakers allowed, no supporting stands or base allowed, must be played with headphones.	\$300.00 each
Harmonica	One (1)		\$40.00 each
Electric Razor and/or Mustache/Beard Trimmer and/or Electric Nose/Ear Hair Trimmer	One (1)	Trimmers are allowed with guides or attachments. Replacement heads may be purchased.	\$75.00 each
Cassette tapes or Compact Discs (CD's)	Twenty-five (25)	Twenty-five cassette tapes (blank or pre-recorded) or Compact Discs or a combination of cassettes and CDs not to exceed 25.	
Wrist Watch	One (1)		\$50.00 each
Wedding Band	One (1)	Not to be purchased by way of special order through Canteen. Wedding band must be in the possession of the inmate upon receipt at the facility or approved by the Chaplain in conjunction with a marriage ceremony. As a precondition for retaining the ring, the inmate will be required to sign a statement which limits the liability of DCS to \$50 for the ring.	\$50.00 each
Photo Albums	Two (2)	May be used for photo storage only, inmates may not have any more photographs than can be stored. No special orders; must be purchased from in-stock inventory at the Canteen.	
Games (i.e. dominoes, chess)	Four (4)	UNO, Scrabble, dominoes, backgammon and cribbage boards may be special ordered. All other games must be purchased from in-stock inventory at the Canteen. (Chess tote bags may be purchased through USCF.	\$10.00
Tennis/Racquetball Racquet	One (1)		\$75.00 each
Calculator	One (1)	Solar Powered.	\$50.00 each
Watch Battery	One (1)		\$10.00 each
Electric Pocket Spell Checker	One (1)	approx. 3" by 5" in size, no internal games	\$25.00 each

PERSONAL PROPERTY ITEMS

ITEM	MAXIMUM NUMBER ALLOWED	SPECIFIC GUIDELINES	MAXIMUM PURCHASE PRICE
Softball Glove	One (1)		\$70.00 each
Batting Gloves	One (1) pair		\$35.00 per pair
Lifting Gloves	One (1) pair		\$35.00 per pair
Knee Wraps	One (1) pair		\$20.00 per pair
Wrist Wraps	One (1) pair		\$15.00 per pair
Religious Medallion attached to Chain	One (1)	Must come directly from vendor/distributor.	\$50.00 each
Cassette Tape/Compact Disc Holder	One (1)	No special orders; must be purchased from in-stock inventory at the Canteen.	
Dry CDS Head Cleaner	One (1)		
Typewriter	One (1)	Approved models only.	\$200.00 each
Typewriter Ribbons	Ten (10)	Replacement ribbons only.	\$7.00 each
Lamp	One (1)	Clamp on light. No special orders; must be purchased from in-stock inventory at the Canteen.	
Padlock	Two (2)	No special orders; must be purchased from in-stock inventory at the Canteen.	
Sunglasses	One (1) pair	No special orders; must be purchased from in-stock inventory at the Canteen.	
Alarm Clock	One (1)	No special orders; must be purchased from in-stock inventory at the Canteen.	
Necklace	One (1)		\$50.00 each
Earrings	Two (2)		\$50.00 for two
Bandannas	Two (2)	White with black design only.	\$3.00 each
CD Folders			

*In Religious OM.



**LINCOLN CORRECTIONAL CENTER
INSTITUTIONAL ORIENTATION**

ATTACHMENT B

GENERAL POPULATION - LIBRARY SCHEDULE

Monday	General Population	1:00 pm - 3:00 pm
	Mental Health - D-1	3:00 pm - 3:30 pm
	General Population	6:00 pm - 8:00 pm
Tuesday	General Population	1:00 pm - 3:30 pm 6:00 pm - 8:00 pm
Wednesday	General Population	1:00 pm - 3:00 pm
	Mental Health - D1	3:00 pm - 3:30 pm
	General Population	6:00 pm - 8:00 pm
Thursday	General Population	1:00 pm - 3:30 pm 6:00 pm - 8:00 pm
Friday	Library is not open	
Saturday	Library is not open	
Sunday	General Population	8:00 am - 10:45 am

Times are subject to change

LINCOLN CORRECTIONAL CENTER
INSTITUTIONAL ORIENTATION

ATTACHMENT C

SELF-BETTERMENT CLUB PROGRAM SCHEDULE

Monday	6:00 pm – 7:30 pm	Alcoholics Anonymous (AA)
Tuesday	6:00 pm – 7:30 pm	Mexican Awareness Through Association (MATA)
Thursday	6:00 pm – 7:30 pm	Native American Spiritual & Cultural Awareness (NASCA)
Friday	6:00 pm – 7:30 pm	African American Cultural Society (AACS)
Saturday	1:00 pm – 2:30 pm	Standing Together On Principle (STOP)

**LINCOLN CORRECTIONAL CENTER
INSTITUTIONAL ORIENTATION**

ATTACHMENT A

GATES AND DOORS SCHEDULE

1130	Feed CSI, Maintenance workers, Laundry and Warehouse porters.
1200-1210	Compound is open. Work lines for shops (Monday – Friday) Gates and Doors/Work and School Call (Monday – Friday). Only assigned inmates will be allowed passage through gates to attend school. Big Yard opens 1200 hours to 1530 hours on weekends and Holidays.
1300	First call Gates/Doors/Work/School call.
1305	Last call Gates/Doors.
1310	Gates/Doors closed.
1405	First call Gates and Doors.
1410	Last call Gates and Doors.
1415	Gates and Doors Closed.
1500	5 Minute incoming Gates and Doors.
1505	Gates and Doors are closed.
1530	Yard In
1600	Formal Count
1630-1755	Dinner Per Institution schedule. Day Rooms are open when a Unit is called for dinner.
1755	Central Dining is closed and secure, Big yard opens 7:30 to 8:45 summer only. First call for 6:00pm doors.
1800	Last call Gates and Doors. Gym opens.
1805	Gates and Doors are closed.
1855	First call Gates and Doors.

**LINCOLN CORRECTIONAL CENTER
INSTITUTIONAL ORIENTATION**

ATTACHMENT A

GATES AND DOORS SCHEDULE

1905	Last call Gates and Doors.
1945	Big yard/weight pile is closed (during summer months). Gym closes.
1955	Gates and Doors are open.
2005	Gates and Doors are closed.
2015	Medication distribution
2045	Yard In
2100	Formal Count.

L.C.C. Chapel Schedule

	Time												
Day	8:00	9:00	10:00	10:30	12:00	13:00	14:05	14:15	15:00	15:45	18:00	19:00	19:30
Sunday		Protestant Worship			Satanist		Catholic Mass				N.A. Religious Education		
Sunday		Asatru Worship											
Monday											House of YHWY Ed		
Monday											Protestant Religious Education		
Tuesday					Buddhist Education						Wiccan Education		
Wednesday											Protestant Religious Education		
Thursday											Protestant Religious Education		
Friday							Islamic Jumah			Buddhist ZA ZEN			
Saturday		Islamic Religious Education				Asatru Religious Education				Wiccan Worship			
Saturday		N.A. Sweat Lodge				Sabbatarian Services							
Saturday		LDS Education				House of YHWH							

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICE
APPROVED RELIGIOUS FAITH GROUPS

1. Asatru/Theodism.
2. Buddhism
3. Catholic
4. Community of Christ
5. House of Yahweh
6. Islam
7. Jehovah's Witness
8. Judaism
9. LDS (The Church of Jesus Christ of Latter Day Saints).
10. Ma'at
11. Native American Practices
12. Protestant
13. Satanism
14. Wicca