

ATTACHMENT #1

Nebraska State Penitentiary

INSTITUTIONAL ORIENTATION CLASS

- 0900** Religious Program (Religious Coordinator or staff designee)
- 0910** Canteen Services (Canteen Supervisor or staff designee)
- 0920** Library Services (Librarian or staff designee)
- 0925** Legal Aid/Law Library Services (Librarian or staff designee)
- 0930** A & R/Hobby Services (A & R Director or staff designee)
- 0940** Clubs (Club Sponsor or staff designee)
- 0945** Laundry (Laundry Staff or staff designee)
- 0950** Cornhusker State Industries (CSI) (CSI Rep. or staff designee)
- 1000** NSP School - Educational Programs (School Rep or designee)
- 1015** Security Lecture (Security Officer or designee) including:
 - personal property
 - location of various areas at NSP
 - doors
 - rules and regulations
 - sanitation
- 1020** Grievance Procedure/PREA Handout (HU #3 Unit Manager or staff designee)

I have received information concerning the above matters and have had the opportunity to discuss it with staff members. A checklist will be completed on each inmate scheduled for orientation. If the inmate refuses to attend, indicate same on inmate signature block.

_____/_____
Inmate signature Number Date Living Location

Staff Member Witness Date

Original Inmate Central File
XC Case Manager

Education Orientation Information

Currently 6 classes offered in the Education Building. 5 instructors on duty.

1. ABE/ASE (otherwise know as GED classes)

Adult Basic Education or Adult Secondary Education (General Equivalency Diploma)

Through the Department of Corrections obtaining your GED is free, and through the Department of Corrections, you earn an actual High School Diploma. It is from Nebraska Community High Schools and says "High School Diploma."

A. Three parts to GED:

1. TABE Test (Test of Adult Basic Education) Required for any and all programs through Education. This establishes where your skills are intact and where they need to be reinforced. This is so that we are not teaching what you know, but what you need to know. Also, this is used to insure you are able to comprehend the material used in other classes as we know the reading level at which this material is written.
 - a. TABE Test has three parts – Reading, Math, Language
Must achieve a level of 10,4 to move on to next part of process. This is basically half way through the Sophomore year of high school.
2. Pre-GED Test – there are 5 parts
Reading – Math – Science – Language – Social Studies
Must score a minimum of 500 pts on this to move on. Maximum score is 800.
3. Official GED Test – there are 5 parts
Reading – Math – Science – Language – Social Studies
Must score a minimum of 410 to pass each part. Maximum score on each part is 800.
Your cumulative score of all 5 portions must equal 2250 pts to earn your GED. Do the math – 410×5 is only 2050. It is possible to pass all parts and still not obtain a GED. So you must shoot to get 450 or above on all portions.

Classes meet five days a week for a minimum of three hours a day.

2. ESL Class (English as a Second Language)

This is for any individual who does not have English as their first language. Primarily there are individuals who speak Spanish and wish to learn English, but there are also students who have Arabic or Vietnamese as their first language who are in class and working to learn English. This requires two tests: BEST Plus Test and BEST Literacy Test.

BEST Plus focuses on hearing and speaking English. BEST Literacy focuses on reading and writing English. Based on scores, students are placed in one of two sessions depending upon their ability. Once achieving a "graduating" score, students may move on to work on their GED, if they so choose.

Classes meet five days a week for two hours a day.

3. Parenting / Inside Out Dad's Class

This is an 8 week course, requiring the TABE test to begin with. The class focuses on working to get extended visits with your children and even solo visits with your children. The course also works to help you record videos for your children, either reading them a book or just talking to them. And finally, overall parenting skills are discussed and reviewed as no one is a perfect parent and we can all use help.

There are three other classes regarding parenting, but this is the pre-requisite course before taking the follow up additional classes.

Classes meet twice a week for the 8 week period, two hours a day.

4. Job Skills Class

This is an 8 week course, requiring the TABE test to begin with. The class focuses on determining what your goals and interests are in employment. It looks at the different ways to find jobs and filling out applications. Individuals will compose a resume, references, a cover letter and thank you letter. There will also be practice interviews conducted.

Classes meet twice a week for the 8 week period, two hours a day.

5. College Preparation Class

This class is for those who have a high school diploma or GED and whose TABE scores are not high enough to apply for college. This class meets twice a week and focuses on reinforcing and building skills in Math, Language, and Reading.

Classes meet once a week for 3-4 months.

6. College Correspondence

These are actual college courses for which you enroll and pay. Numerous contacts have been made with various institutions so that students may begin their secondary education quickly and hopefully, easily. There are also grants and tuition assistance available.

For any of these Education programs, an interview request should be sent to the school indicating which class, or classes, you wish to enroll in, or wish to obtain more information about. Specifically state the program and your interview request will be routed to the correct person and you will be contacted from the school.

There are waiting lists for many of the programs, so we do ask that you are patient, but also you may feel free to inquire as to the status of your entrance into whichever program you desire.

EMPLOYMENT –

There are two paid positions within Education.

TA (Teaching Assistant) and Porter

TA's work 8-11 and 12-3, five days a week, or whenever the school is open. The primary function of the TA is to assist students. TA's are also expected to grade papers, file, compose worksheets, monitor small groups, and whatever other duties are assigned. TA's are a valuable asset to the education program and the success of the students.

Porters work 1 ½ hours in the morning and afternoon. They are responsible for the upkeep and cleanliness of the entire building.

Regulations –

There is a dress code for Education: boots and khakis at all times. No hats or untucked shirts.

Individuals should have their ID's as these will be needed to check out education items or for routine checks.

Students are expected to follow all facility regulations, refrain from profane language, remain focused on study, and maintain an atmosphere conducive to learning.

For any applications or additional questions, please submit an interview request to the Education building and we will be more than happy to address your questions.



ORIENTATION SCHOOL REQUEST

DATE _____ TRANSFER FROM _____

NAME _____ DOB _____

NUMBER _____ SSN _____

UNIT _____ TRD _____ PAROLE _____

WORK:

LOCATION _____

DAYS _____

HOURS _____

PAY _____

EDUCATION:

_____ Last completed grade

_____ High School

_____ Diploma

_____ GED

_____ Post Secondary School

CASE MANAGER'S NAME _____

I request to be placed on the waiting list for the following:

_____ **GED** Class (Need a high school diploma)

_____ **ESL** Class (Need to learn better English)

_____ **PARENTING** Class (Need to learn how to be a better dad)

_____ **JOB SKILLS** Class (Need to learn better skills to get a job)

_____ **MONEY SMART** Class (Need to learn how to manage money)

_____ **COLLEGE** Class

_____ Youthful Offender

_____ Correspondence

_____ **I DO NOT WANT TO PARTICIPATE IN EDUCATIONAL CLASSES.**

_____ **I HAVE BEEN NOTIFIED ABOUT THE MANDATORY TABE TESTS.**

SIGNATURE _____

DATE _____

STAFF _____

DATE _____

EFFECTIVE AUGUST 3, 2009

FOUR SESSIONS

\$ MONEY SMART CLASSES \$

WHEN: MONDAY 10:00 - 11:00 TUESDAY 10:00 - 11:00
WEDNESDAY 2:00 - 3:00 THURSDAY 2:00 - 3:00

WHERE: NSP SCHOOL HOUSE

WHO: INMATES with a minimum of a 5th grade reading level
determined by the TABE Test or in JOB SKILLS

WHY: TO BETTER UNDERSTAND EVERYDAY FINANCES

HOW: SEND AN INMATE INTERVIEW REQUEST FORM FOR
EACH SPECIFIC CLASS (include the day and time)

LENGTH: EACH SESSION IS 2-4 CLASS PERIODS IN LENGTH

Teacher: MICHAEL POOL

SESSION

- 1 **BANK ON IT:** Services banks offer and how to open an account
- 2 **BORROWING BASICS:** Deciding when and how to use credit
- 3 **CHECK IT OUT:** Skills for correctly using a checking account
- 4 **MONEY MATTERS:** Preparing and following a budget
- 5 **PAY YOURSELF FIRST:** Saving money through savings and investments
- 6 **KEEP IT SAFE:** Rights as banking customers and predatory practices
- 7 **TO YOUR CREDIT:** Building and maintaining a good credit history
- 8 **CHARGE IT RIGHT:** Choosing and using the right credit card
- 9 **LOAN TO OWN:** Which installment loans are best for your needs
- 10 **YOUR OWN HOME:** Determining if you are ready to become a homeowner

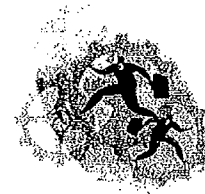
ENROLLMENT IS DETERMINED BY DATE OF INTERVIEW REQUEST FORM

EACH SESSION IS LIMITED TO 10 STUDENTS

NO SESSION WILL BE OFFERED BACK TO BACK

A COMPLETION CERTIFICATE WILL BE ISSUED AFTER EACH SESSION

Work Place Essentials



Skills to be addressed:

Job Application Forms

Resumes

Interview – Language / Dress

Networking

Transition

Class Requirements: Attendance – Self Motivation – Excellent
Work Ethic – (School Regulations Apply)

Inside Out Dad

Our goal is to understand the importance of being a Dad, to build better relationships with family and loved ones and to treat each other with respect and dignity.

- Class #1 Getting Started**
Setting the Rules; Completing the Survey

- Class #2 About Me**
Remembering My Past and What Kind of Father Am I?

- Class #3 Being a Man**
Masculinity and the Media

- Class #4 Spirituality and Family**
Spirituality and Change

- Class #5 Handling and Expressing Emotions**
Stress and Anger/Drinking and Stress

- Class # 6 Relationships**
Improving My Communication Skills

- Class #7 Fathering**
Ideal Father/Fathering and Culture

- Class #8 Parenting**
Career Expectations for My Children

- Class #9 Discipline**
Fair and Loving Father

- Class #10 Child Development**
Expectations and Self-Worth

- Class #11 Fathering from the Inside**
Understanding Mentoring Programs

- Class #12 Paper Hugs from Daddy**
Follow-up Recap

- Class #13 Ending the Program**
Reentry Plan

General Services

Religious Activities: Please send an Inmate Interview Request to the Religious Coordinator's office to be put on pass. Note the following:

- YOU MAY ATTEND ONE WORSHIP SERVICE EACH WEEK
- YOU MUST HAVE A PASS TO ATTEND
- PASSES MUST BE RECEIVED BY THURSDAY FOR THE FOLLOWING WEEK

Religious Materials: A wide variety of religious publications, books and music CDs are available in the Religious Center library.

Printed religious materials may be ordered directly from the publisher. Audiocassettes/CDs are to be purchased from Weird Harold's and must be prepaid. All other religious property must be obtained through the canteen by direct or special order, after approval by a Religious Coordinator.

Printed materials, audiocassettes, and CDs may be donated to an inmate from a religious organization, but not an individual.

Clergy Visitation: You can visit with your own clergy/spiritual advisor and it does not count as a regular visit. Send your clergy/spiritual advisor's name and address to the Religious Coordinator's office on an interview request form. The Religious Coordinator will send them the necessary paperwork to have them approved.

Marriage: Send an interview request to the Religious Coordinator's office for a Marriage Intention Form. Religious Coordinators and Fulltime Volunteer Clergy do not perform ceremonies.

Religious Diet: A religious diet tray is available to inmates whose religious conviction requires such.

Notes

1. The Religious Center allows religious education DVDs to be watched during class time as a group – no individual viewing.
2. Religious activities are led by volunteers when a community volunteer is available
3. Inmates on room restriction are allowed to attend one worship service every seven days and not allowed to attend education class or studies. Holidays and extra religious activities are not included in the regular weekly worship cycle.

Nebraska State Penitentiary

Religious Programs

Religious Center Staff:

Randy Bartelt, Religious Coordinator

Jeff Miller, Religious Coordinator

Rev. Bob Bryan, Fulltime Volunteer Clergy

Rev. Ruth Karlsson, Fulltime Volunteer Clergy

Rev. Bill Hance, Fulltime Volunteer Clergy

Your right to hold and express religious beliefs is guaranteed by the First Amendment of the United States Constitution.

Administrative Regulation 208.1: To provide viable religious programming and activities to help meet the Departmental objectives of increasing the opportunities for inmate self-betterment.

Activities Current as of February 21, 2012

One Hour Worship & Class Religious Program Schedule
Class Rotation Week A (April 8 to 14, 2013)

Monday 4-8	Tuesday 4-9	Wednesday 4-10	Thursday 4-11	Friday 4-12	Saturday 4-13	Sunday 4-14
					Native Amer. Sweat Lodge Worship Land 8:15 to 10:15 am	Native Amer. Sweat Lodge Worship Land 8:15 to 10:15 am
					JW Worship 8:15 to 9:15 am	Catholic Mass 8:15 to 9:15 am
				MST of A Worship 9:30 to 10:30 am		Protestant Worship 9:30-10:30 am
				Nation of Islam Worship 9:30-10:30 am	7 th Day Advent. Worship 1:15 to 2:15 pm	
					Asatru Worship Land 1:15 to 3:15 pm	Buddhist Worship 1:15 to 2:15 pm
	Planning with Purpose Class 1:15 to 2:15 pm			Muslim Worship 1:15 to 2:15 pm		
	Rastafarian Class 2:30 to 3:30 pm			Rastafarian Worship 2:30 to 3:30 pm	Wiccan Worship 2:30 to 3:30 pm	
				Spanish Catholic Catechism Class 2:30 to 3:30 pm	House of Yahweh Worship 2:30 to 3:30 pm	
House of Yahweh Class 7:30 to 8:30 pm	Jehovah Witness Spanish Class 7:30 to 8:30 pm					
LDS Worship 7:30 to 8:30	Thelema Worship 7:30 to 8:30 pm	7 th Day Advent. Spanish & English Class 7:30 to 8:30 pm	Ma'at Worship 7:30 to 8:30 pm	Buddhist Class 7:30 to 8:30 pm		Spanish Protestant Worship 7:30 to 8:30 pm
MST of A Class 7:30 to 8:30 pm	Theodish Class 7:30 to 8:30 pm	Pentecostal Bible Class 7:30 to 8:30 pm				Span Cath Mass 2 nd Sunday only 7:30-8:30 pm

All worship and class events are held in the Religious Center except Native American, & Asatru worship which is on the Religious use lands.
 28 total events Revised 2-27-2013

DID YOU KNOW?

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

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

FACTS FOR THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES:

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

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

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

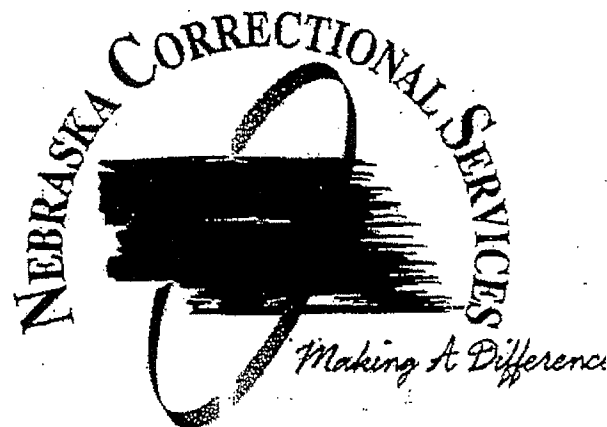
All cases of sexual assault will be referred to the DCS investigators/Nebraska State Patrol for criminal investigation and possible prosecution.

SEXUAL

ASSAULT

AWARENESS

Inmate Sexual Assault/Abuse Awareness



Canteen, Mail, and Business Orientation

April 15, 2013

All documents submitted to the Canteen, Mailroom, or Business Office must be legible.

Mail-Reference OM205.001.101-Mail Room Procedures; Inmate Handbook

1. It is your responsibility to notify family, friends, lawyers, newspaper/magazine subscriptions, etc. that your address has changed to: **Committed Name (and Legally Changed Name) ID Number, Box 22500, Lincoln NE 68542-2500.**
2. Mail will be forwarded between facilities up to 60 days, and then it will be returned to sender or destroyed.
3. Incoming mail must include the complete name and address of the sender.
4. Outgoing mail must include your complete name and ID number in the return address and the full name and address of the person you are sending the mail to.
 - a. Housing Unit staff will have the forms for sending mail out Certified. These forms need to be filled out completely and submitted with your mail. Do not remove parts of the forms, nor attach the forms to the mail.
5. It is to your advantage if only complete (first/last) legal names are used for both incoming and outgoing mail. Aliases, initials, nicknames, etc. have caused delays in mail distribution and money posting to inmate accounts.

Incoming Funds-Reference OM113.002.101-Inmate Accounting; Inmate Handbook

1. You cannot receive cash or money from another inmate, parolee, relative of another inmate, a person on the visiting list of another inmate, or a volunteer.
2. The sender must provide their complete (first/last) name and address on the money order or envelope. The sender's information on the money order and envelope must be legible and match.
3. All personal checks, including cashier's checks, and all financial instruments over \$1,000 will be frozen for 21 days.
4. All received from unauthorized sources, without your committed name, with incomplete/conflicting information, etc. will be placed on your reentry confiscated account. You have 30 days to submit an appeal to the Business Office or Warden stating why an exception should be made to move the funds to your institutional account. Appeals for cash received are not accepted.

Inmate Accounts-Reference OM113.002.101-Inmate Accounting; Inmate Handbook.

Housing unit staff have access to these accounts and can answer most questions concerning balances and transactions. You are expected to keep a running balance of your account transactions.

1. Institutional Account Wages, authorized funds received from external sources, etc. are placed into this 'spending' account. These funds can be spent at the Canteens, for special orders, support to immediate family, copies, etc.
 - a. An Institutional Check is used to 'spend' these funds in most cases. The checks require staff to witness you signing the check and approve the use of the check. Make sure you have staff sign these.
 - b. Special orders for personal property require additional order forms and most require one check for the goods being purchased and one check for a handling fee. These are processed through Hobby, Canteen, Religious Coordinator, and A&R.
 - c. Special orders for books, magazines, newspapers, etc. need to have the check and order form on the outside of the envelope when submitted to unit staff for processing.
 - d. Money can be sent to immediate family members for support. Support to minor children require specific wording.
2. Reentry Confiscated Account Unauthorized funds, funds in violation of department rules, excessive tokens/picture tickets, cash, etc. are placed in this non-interest-bearing account. Funds become available upon release with a few exceptions.
3. Savings Accounts
 - a. Five percent of wages is placed in the Release Savings account to be available upon release.
 - b. An optional Regular Savings account can be established by submitting a Savings Request Transaction form through housing unit staff.
 - c. A Private Venture savings account is established when working for CSI and can be used for family support.
 - d. All savings accounts earn interest with a minimum balance.
4. Suspense Account Insufficient fund checks for legal postage, legal copies, DNA testing fee, certain telephone calls, eyeglasses in certain cases, shower shoes/padlocks/telephone headphones (or FM receivers), Canteen fees, etc. post the this account until funds become available in the Institutional Account to pay the debt.
5. Restitution Account Established to collect costs for property destruction, escape, absconder, predetermined agreements, etc. until funds become available in the Institutional Account to pay the debt.

6. Legal Account Used to collect legal obligations as specified by the courts administrated by NDCS Inmate Accounting based on legal documents. Court orders are not subject to NDCS Policy to leave \$10 per month available to you.
7. Maintenance Accounts Established to money due to the NDCS from inmates on work or educational release until funds become available in the Institutional Account to pay the debt.
8. Parole Account Established to collect monthly fees assessed to inmates on parole until funds become available in the Institutional Account to pay the debt.

Inmate Pay-Reference OM113.002.101-Inmate Accounting; OM113.017.101-Inmate Payroll.

1. You will be classified to a work area prior to beginning a particular work assignment.
2. All questions/concerns you have related to pay rates, work schedules, missing pay, etc. need to be resolved by working with your inmate supervisor.
3. Inmate pay posts on the 12th working day of each month. This is noted on the monthly Canteen schedule.
4. Generally, job assignments are five days per week; a few are seven days per week.
5. Pay rates are \$1.21, \$2.25, and \$3.78 per day. Your inmate supervisor determines the rate you will be paid with limitations on the number of positions that can be paid at the higher rates.
6. Inmates working on a GED will be paid at the \$2.25 rate. Those in the RTC program will be paid at the \$1.21 rate.

Tort Claims-Reference OM217.002.101-Inmate Grievance Procedures; Inmate Handbook; State Tort Claims Act.

1. A tort claim can be filed against the State of Nebraska for money only as a result of damage to, or loss of property, or because of personal injury or death caused by the negligent or wrongful act or omission of any employee of the State while acting in the scope of his/her employment.
2. Tort Claim forms (with instructions) are available by sending an Interview Request to the Associate Warden-Administrative Services Secretary.

Inmate Calling System-Reference OM205.003.101-Inmate Telephone Regulations.

1. The Inmate Calling System (ICS) is accessed by applying for/receiving a Personal Identification Number (PIN). Do not share this PIN with anyone.
2. You must purchase Debit Calling funds from the Canteens which will be applied to your ICS account.
3. You must complete a Standard ICS Registration form for social calls and/or an ICS Special Registration Form for confidential calls. Each list is limited to thirty numbers which must be approved prior to calling.
4. Problems with the ICS, list update requests, PIN change requests, etc. should be directed to the Associate Warden-Administrative Services Secretary.

Records-Reference OM113.002.101-Inmate Accounting

1. To order birth your birth certificate, attach a stamped envelope, check, and order form from the state (country) you were born in to the NSP Records area. Staff will assist you to get a copy of your birth certificate and will store it in your records file.
2. To order a replacement Social Security Card, send an Inmate Interview Request to the Records Office. You will be put on pass to meet with staff and fill out the necessary forms. It can take up to three weeks to receive the Social Security Card and the card will be stored in the Records Office.
3. A few days prior to Parole hearings, discharge, and, in some cases Parole or discharge to a detainer, your financial accounts will be frozen and a release check created so you have money available if/when you leave. Your funds will remain frozen until you leave the facility, or NDCS-Inmate Accounting at Central Office is officially notified you will not be leaving the facility in the near future.

Canteen Procedures-Reference OM113.002.101-Inmate Accounting; OM204.001.101-Inmate Personal Property.

1. You must present your photo ID card to staff, when requested, to receive your canteen order. If your appearance has changed, the ID altered, or the ID damaged to the point a positive identification is not possible, you will not be served and you will be directed to obtain a new ID through the NSP Photo Lab.
2. The External Canteen will provide window service to Housing Units #6, #7, and #8. All other Housing Units, the Skilled Nursing area, and inmates on bay/room restriction will be served by sacked orders which may be filled at either Canteen.
 - a. Inmates housed in the Skilled Nursing area or on bay/room restriction may order Canteen items ONLY AFTER being housed in the Skilled Nursing area or on bay/room restriction for seven (7) consecutive days. These orders are subject to specific limitations based on unique circumstances.
3. The canteens charge tax based on State of Nebraska statutes.
4. Radios and other electronic devices will not be played in the line or in the vicinity of the canteens.
5. Inmates will not be permitted to loiter in the lobby areas adjacent to the Canteens. Once an inmate has received his merchandise and checked it, he must leave the lobby area.
6. Security Staff will be on duty to direct traffic and maintain order during window hours. Only three inmates per serving window will be allowed inside the Canteen serving area.
7. You must use your canteen bag for any purchases over five items. The canteen bags are not to be used for any other purposes; you cannot borrow/loan your canteen bag to anyone else, and cannot use pillow cases, laundry bags, etc. in lieu of your canteen bag.
8. The Canteen schedules (monthly and daily) are posted in your housing units.
 - a. To maintain control and better serve the inmate population, the schedules may change, and restrictions may be placed on the (dollar amount, number of items, etc.). Generally, these restrictions will be temporary until the need for them has passed.
 - b. The Canteens cannot process orders until 9:00 on the days that inmate pay posts.
 - i. Beginning with the first canteen session after inmate pay posts, Housing Units #6, #7, and #8 will send inmates to the canteen by 'calling bunks'. This is done through coordination of Housing Unit and Custody staff. If/when all bunks have been called the Canteen lines will be opened to anyone from the housing unit being served who was unavailable when their bunk was called.
 - ii. Generally, this does not affect delivery of sacked orders.
9. You may be turned away late in the day if there are adequate inmates at the External Canteen windows to serve just prior to schedule closing time.
10. Updated NSP Canteen Lists and Direct Order Lists are available in your housing unit. Canteen lists may be purchased for individual use by sending an Interview Request and check for \$1.10 to the Business Manager. Prices are subject to change without notice.
11. You must present a legible Canteen shopping list to be served. It must be completely filled out with your name, ID number and items listed in priority order. The list must reflect exactly the items you want to purchase including brand, size, etc. as described on the Canteen list.
12. The Canteens will not extend credit. Your account is not allowed to go to a negative balance. Indigent inmates are allowed to write insufficient fund checks to purchase shower shoes, a padlock, and/or headphones or an FM receiver if needed to listen to TV's in the day rooms if they do not have these items.
13. Inmates are not permitted to go on a shopping trip to any Canteen window with another inmate, assist another inmate to order canteen items, assist another inmate with carrying shopping bags unless authorized to do so.
14. When merchandise is given to an inmate, you must legibly sign the lower part of your tape with your full name and number. Canteen staff will keep the original tape and shopping list, then give you duplicate copy of the tape.
15. There will be no refunds or exchanges once you have signed the tape and left the area. You should make sure all items purchased are the correct ones before signing the tape and should compare the contents of their bag to the tape while canteen staff is in sight. Once you have signed the tape and left the area, the order is accepted as being correct.
16. You are responsible for maintaining the institutional limits on items purchased from the canteens. You must make sure the items being ordered, plus those already in your possession, do not exceed the allowed limits.
 - a. A maximum of 40 pre-stamped envelopes may be purchased per day. You may only have 40 pre-stamped envelopes in his possession.
 - b. A maximum of 25 token (\$10.00) may be purchased per day. You may have no more than \$10.00 in tokens in possession at any time. Tokens can only be used in the pop machines. No tokens may be redeemed for merchandise at the canteen
 - c. You may spend no more than \$85.00 per day at the canteen excluding special orders, direct orders and phone time.

- d. You are allowed to purchase up to \$50.00 in phone time at \$2.50 per unit or 20 units per store visit. Credit for phone time errors can only be given on the same day the funds come off your account.
- e. A limit of five photo tickets may be purchased at the canteen for \$2.00 each, plus tax. You may have no more than five photo tickets in your possession. There are no refunds on photo tickets except when you are transferred or released from NSP before you have time to use the tickets and inform staff that you have them at the time.
- f. Personal property may be ordered at any time using an Inmate Direct Order form or, up to four times per year (one order each Jan/Feb, Mar/Apr, July/Aug, Sept/Oct) using an Inmate Special Order form.
 - i. Items available from the Direct Order process are posted in your housing unit. These orders cannot be canceled once they are entered into the Canteen sales system.
 - ii. Items being ordered through the Special Order process must be ordered from an approved vendor and must be accompanied by a stamped envelope addressed to the vendor and two institutional checks. One check is made payable to the vendor for the amount of the merchandise plus tax and shipping. The other check, a non-refundable handling fee, is made payable to the appropriate canteen for 5% of the merchandise total. The minimum charge is \$1.00 for orders under \$20.00 and maximum charge of \$5.00 for orders over \$100.00. The Unit Manager/designee must witness and approve the checks and confirm that the inmate may order the requested items. Any checks incorrectly made out will be returned to the inmate for correction.
 - iii. Items similar to those sold in the Canteen or through the Direct Order process cannot be ordered using the Special Order process without extenuating circumstances and prior approval.
 - iv. You will be notified when your special/direct order property can be issued to you. Personal property will not be distributed during pay store week or three days following unless the Canteen Supervisor determines that time permits.
 - v. Any Special Order items returned to the vendor will be done so at your expense.
- g. All personal property repairs allowed, such as watches, TV's, radios, headphones, etc., will be handled through the canteen. You will pay for the UPS or postage charge to send an item out and return it. Repair bills will be paid in full before the inmate receives the repaired item and only the inmate may pay the repair bill. If repairs are paid directly to the vendor by friends/family, you will need to dispose of the item when it is return to the facility.

ATHLETICS AND RECREATION

Internal Staff

Rob Treptow, Recreation Manager
Jason Jisa, Recreation Specialist
Alex Zabel, Recreation Specialist
Stephen Sudol, Recreation Specialist
Eric Oltjenbruns, Recreation Specialist

Gym Hours

7:00pm-8:00pm one housing unit
Per night as scheduled

Event hours in gym:

6:30pm-7:00pm nightly as scheduled
Saturdays 2:00 and 3:00

Gymnasium:

No cards, gambling, or unauthorized table games
No hair chemicals, no hair cutting
No dropping weight equipment
Tennis shoes only on basketball court

External Staff

Mike Kirklin, Recreation Specialist
Bryce Meyer, Recreation Specialist

Yard hours:

8:30
9:30
1:30 weekdays 2:00pm weekends
2:30 weekdays 3:00pm weekends

Evening hours as scheduled

All State-Observed Holidays

A & R runs special activities which include sports competitions

New Years Day
Martin Luther King, Jr. Day
Presidents' Day
Arbor Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving and day after Thanksgiving
Christmas

Music Groups

Sports League / Activities

Flag Football
Softball
Horseshoes – Singles / Doubles
Soccer
Pinochle
Bid Whist
Bocce ball
Summer Games
Volleyball
Pitch
Spades
Basketball
Summer Challenge

Saturday & Sunday 8:30-9:30
9:30-10:30

Drums, microphones, P.A. system and instruments
available for music sessions.

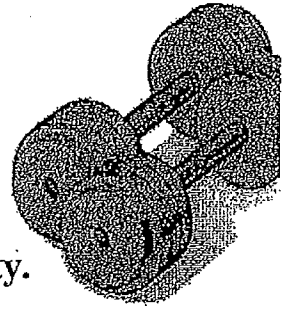
Hobby

Drawing/Sketching
Stamp Collecting
Painting
Leather work (kits only)
Bead work
Obtaining a hobby card

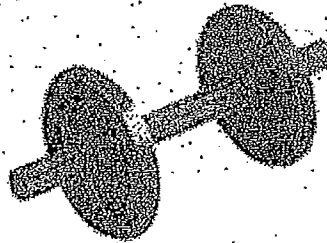
1. 90 days mr free
2. send an interview request form
3. List hobbies you wish to have

NEW INMATE ORIENTATION

WEIGHTLIFTING



- *Warm up properly prior to any physical activity.
- *Stretch before lifting weights or running
- *When lifting, warm up with light weights prior to lifting heavier weights.
- *Use proper form for all lifting exercises
- *Do not bounce bars off you chest/body
- *Use of a spotter is recommended
- *Do not throw or drop weights. Set them down properly
- *Do not save weight benches by leaving weights on or around benches then leaving the area.



SELF-BETTERMENT CLUB AND/OR ORGANIZATIONS ORIENTATION

Note: In order to get into any Self-Betterment Club or Organization, you need to send an Inmate Interview Request to the Clubs Center C/O Les Auman or Amy Whitfield (Club Sponsors). All clubs and/or organizations have rules and obligations such as, members are required to pay dues and attend a certain number of meetings to remain in the club. All clubs have a Constitution and By-laws that they adhere to, and they have open membership rosters for the general population. You can obtain all other information about your respective interest directly from the club and/or organization.

Note: Sometimes club meeting are held in the Turnkey area, and when they are announced to be held in that area. Only those individuals listed on the rosters can attend.

Club Name	Meeting Days	Time	Place
7th Step	Monday nights	6:00 P.M.	Clubs Center

7th Step is a group that deals with any and all social issues that you may be interested in, or want to work on; be it drug issues, anger or family issues. This group even helps to find support groups in the outside community.

H.A.C.O.	Tuesday nights	6:00 P.M.	Clubs Center
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Harambee African Cultural Organization is a group that primarily deals with the African population. It helps young men to explore the root of their cultural heritage; past, present and future. This group heavily emphasizes the need for education as well as taking responsibility for ones own life.

M.A.T.A	Thursday Nights	6:00 P.M.	Clubs Center
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Mexican Awareness Through Association, is a cultural that is geared primarily for the Hispanic speaking population, but it helps both Hispanic and Non-Hispanic population learn more about each other. It creates an environment where those who speak Spanish can find persons of similar background.

Club Name	Meeting Days	Time	Place
N.A.S.C.A.	Wednesday Nights	6:00 P.M.	Clubs Center

The **Native American Spiritual and Cultural Awareness Organization** is designed to work with Native Americans, by trying to help them find the opportunity to express their uniqueness of cultural and spiritual practices. NASCA allows non-natives the opportunity to learn of the many accomplishments of Native Americans. Participants are given the chance to learn how to sing, pray, and even dance from a Native perspective.

SELF-BETTERMENT CLUB AND/OR ORGANIZATIONS ORIENTATION

Vets Group Vets Group	Thursday Nights Alternating Fridays	6:00 P.M. 6:00 P.M.	Turnkey CR #1 Clubs Center
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The Vets Group is an organization made up of Veterans helping Veterans with service connected issues or allowing Veterans to come together as a group. Those eligible can also meet with the Lincoln Vets Center to discuss service connected disabilities. The Vets Group is also open to the general population, any one wishing to join the Vets Group may join.

Toastmasters	Sunday Nights	6:00 P.M.	Clubs Center
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Toastmasters empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change. **(Toastmaster International's Vision statement)**

Toastmasters helps men and women learn the arts of speaking, listening and thinking - vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind. **(Toastmasters International Mission)**

MEETINGS ARE GENERALLY HELD EVERY SUNDAY, STARTING AT 6 pm in the Club Center. IF YOU ARE INTERESTED in checking out INnovators Toastmasters fill out an Inmate Interview Request form asking to be put on the roster as a guest. Address your Inmate Interview Request Form to Club Center, Amy Whitfield.

A.A. A.A.	Sunday Nights Tuesday Nights	6:00 P.M. 6:00 P.M.	Turnkey CR #1 Visiting Room
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AA offers the population many opportunities to get involved. Anyone wishing to get involved with the AA program must attend Tuesday night meetings. The following are a few things you can expect: AA has different rosters for its meetings for example, Sunday nights are a closed meeting night for hard-core members and Tuesday nights are open meetings. **Every Tuesday night is a mandatory meeting for those who want to stay on the rosters.**

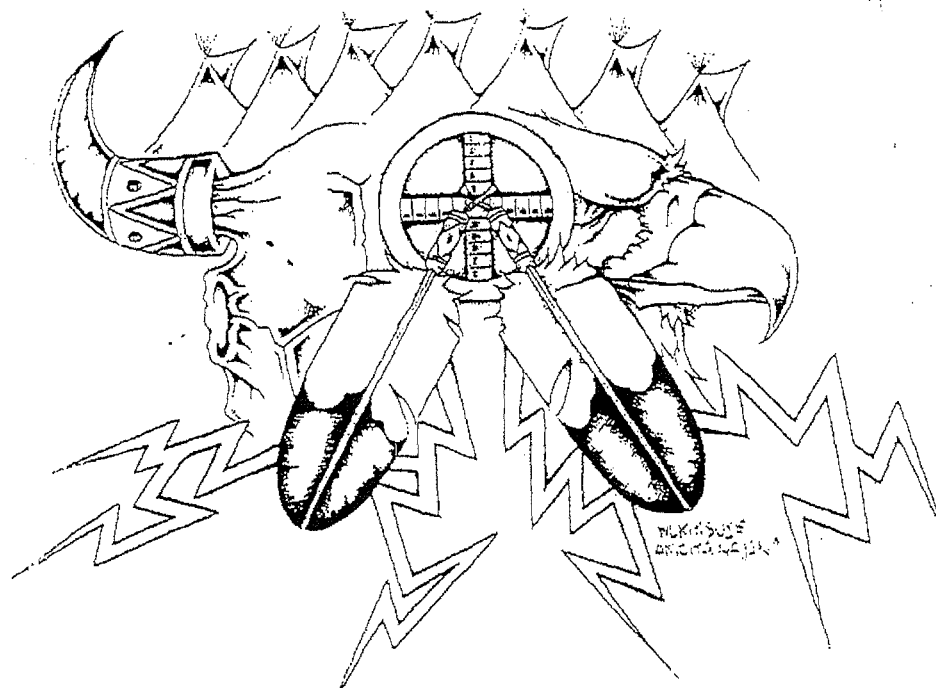
VOLUNTEERS

NASCA depends on our volunteers to provide meaningful programs to our membership. NASCA has volunteers from the Lincoln Community including two UNL professors, Miss Fran Kaye and Mr. Thomas Gannon, both from the English Department, who are instrumental during NASCA Reading Circle and NASCA Writer's Group Meetings.

NASCA extends an invitation to join us during our events or regular meetings. If you are interested in becoming more involved with NASCA, contact Amy Whitfield, Club Supervisor, (402) 479-3380, M-F 12:30 p.m. to 3 p.m.

NASCA
Nebraska State Penitentiary
P.O. Box 2500
Lincoln, NE 68542-2500

NASCA



Native American Spiritual
and Cultural Awareness

ACTIVITIES SCHEDULE

General Business Meetings

The first Wednesday evening of every month NASCA discusses or resolves old & new business, which deals with operating or creating activities for the members.

Reading Circle

The second Wednesday evening of every month NASCA, with the assistance of a volunteer, facilitates a reading of short stories, poetry, or novels by indigenous authors. The reading is followed by a group dialogue on the substance of the reading, either identifying traditional concepts or the contemporary concepts of yesterday & today's indigenous authors.

Drum Group

The third Wednesday evening of every month NASCA, with the assistance of the Oyate Wanji Singers, will share indigenous social songs with the members and each other. The passing of traditional and contemporary social songs is necessary for the singers.

Writer's Group

The last Wednesday evening of every month NASCA, with the assistance of a volunteer, facilitates a writing group. During this time writers will share their work, discuss the content, or share tips to improve each other's material.

[ALL MEETINGS ARE BETWEEN 6 p.m. & 7:45 p.m.]

MEMBERSHIP

Those interested in participating with NASCA must 1) submit a Inmate Request to Club Supervisor, Amy Whitfield, persons will be notified what date to attend NASCA, 2) attend (4) four consecutive meetings, and 3) have no opposition from members in good standing.

Becoming members you are required to review the NASCA Constitution & By Laws, pay dues each month, attend & participate during weekly meetings, and conduct yourself in accordance with Constitution & By Laws.

NATIVE AMERICAN SPIRITUAL & CULTURAL AWARENESS NASCA

PURPOSE

The purpose of this Native American Self-Betterment group is to initiate cultural studies of the various Indigenous nations, and to provide suitable programs and opportunities for developing self-improvement within the NASCA group, with an emphasis on communication, identification, and orientation to social expectations and community adjustments.

OBJECTIVES

- > study the customs and traditional values of Indigenous nations in the Americas and to compare and evaluate social values in Indigenous & non-indigenous peoples.
- > assist any Indigenous men within the general population to participate & benefit from NASCA programs and community organizations or Tribal Offices.
- > contact individuals, groups, and organizations for assisting Indigenous men in the areas of employment, resident placement, and other related information. To invite eligible resourceful, and responsible people from the outside community to participate in group activities.

"Since I got out of the service..."

- I know something is bothering me, but I can't put my finger on it.
 - Often
 - Sometimes
 - Never
- I get depressed, angry, withdrawn, or moody.
 - Often
 - Sometimes
 - Never
- I have trouble holding down a job for any length of time.
 - Often
 - Sometimes
 - Never
- I find it hard to get close to my spouse/partner, children, and other family members.
 - Often
 - Sometimes
 - Never
- I feel guilty that I made it back when some of my buddies didn't.
 - Often
 - Sometimes
 - Never
- I have concerns about my use of alcohol and drugs.
 - Often
 - Sometimes
 - Never
- I have self-destructive behavior or thoughts of suicide.
 - Often
 - Sometimes
 - Never
- I think about my war experiences just about every day.
 - Often
 - Sometimes
 - Never
- I have dreams or nightmares over some of my experiences during the war.
 - Often
 - Sometimes
 - Never

If you were in the Conflict Zones of World War II, Korea, Vietnam, Lebanon, Grenada, Panama, Gulf War, Somalia, Bosnia/Kosovo, Afghanistan, Iraq, and GWOT (Global War On Terrorism)...

...you know what it was like. The fact is that in the aftermath of war, while the nation enjoys peace, some warriors have social and emotional distress as a natural consequence of the experience.

An alert to Reserve and Guard vets of Iraq and Afghanistan conflict zones regarding their special VA health care eligibility on return. You are encouraged to seek treatment and file claims as indicated.

We know that the Army, Army Air Forces, Marines, Navy, Air Force, Merchant Marine, and Coast Guard all made valued contributions and sacrifices. You are not forgotten. We are sensitive to the important role played by minority and woman veterans.

Contact your local VA Medical Center to schedule an Agent Orange or Gulf War registry exam. In addition, be sure and file a claim for any disease, illness or injury from exposure to any chemical or environmental hazard. Vietnam combat vets should consider getting tested for Hepatitis C.

If you are having job problems, call for an appointment. We work closely with the Veterans Employment Specialists of the Nebraska Workforce Development.

Contacts are welcome from families, friends, and veterans from any period of military service.

Come on in. We're close, we're free, and we're friendly. We are as close as your phone or our nearest Outreach Station in southeast and central Nebraska.



920 L Street • Lincoln, NE 68508-2228
(402) 476-9736 • Toll Free 800-228-6838 (NVET)

www.va.gov/RCS

Office and Phone Hours: Monday-Friday 8 a.m.-4:30 p.m.
Evenings by appointment

Putting Veterans
First for Over
25 Years

Vet Center

Services for
all conflict zone veterans

For Those With Problems
as a Result of Service in:

WORLD WAR II

7 Dec '41 to 31 Dec '46 Merchant Marines to 15 Aug '46

KOREAN WAR

27 June '50 to 31 Jan '55

VIETNAM WAR

28 Feb '61 to 7 May '75

LEBANON

25 Aug '82 to 26 Feb '84

GRENADA

23 Oct '83 to 21 Nov '83

PANAMA

20 Dec '89 to 31 Jan '90

GULF WAR

2 Aug '90 to 16 Dec '91 by VADDD

SOMALIA

17 Sept '82 to 16 Dec '91 by VADDD

BOSNIA & KOSOVO

30 Nov '98 to 15 Dec '99 by VADDD

AFGHANISTAN

24 Dec '01 to 15 Dec '02 by VADDD

IRAQ

19 March '03 to 15 Dec '04 by VADDD

GWOT

12 Sept '01 to 15 Dec '04 by VADDD

- Sexual trauma/harassment counseling
- Bereavement counseling

Welcome home to the

LINCOLN YET CENTER

1-800-228-6838

Let us help put war and trauma behind you.

We know the problems veterans face and we're here to provide the help you need.

AT THE VET CENTER, YOU CAN EXPECT CONFIDENTIAL AND PRIVATE HELP from friends who will treat you with respect and understanding. Our counselors are veterans. They are also professionals who specialize in marriage and family counseling and clinical social work. They not only know the problems first hand, they also have the skills to help you solve them. Experienced counselors can show you how to deal with service-related problems and cope with stress from problems of daily living.

THE VET CENTER IS INFORMAL. It is easy for veterans to get help. Evening groups and after-hours appointments are available. The only requirement is active duty in the Conflict Zones of World War II, Korea, Vietnam, Panama, Grenada, Lebanon, Gulf War, Somalia, Bosnia/Kosovo, Afghanistan, Iraq or the GWOT (Global War On Terrorism).

NOBODY CAN GUARANTEE YOUR SUCCESS ...not even the Vet Center. We can, however, guarantee that if you do your part, we'll do ours. If you take the time and make the effort, the Vet Center will do everything possible to help. We've been there for you since June 13, 1979. (PL 96-22)

YOUR GOALS FOR SERVICE MAY VARY. You may want to put your military service in perspective; recover from a combat experience; get closer to your family and friends; get off and remain off alcohol/drugs; deal with stress, anger, anxiety, depression, guilt, grief, loneliness, fear and confusion; set worthwhile goals and reach them; develop a positive and productive lifestyle; improve your self-esteem; get the benefits to which you are entitled; obtain medical care if you need it.

A WHOLE ARRAY OF SERVICES ARE AVAILABLE TO HELP YOU:

- * Special outreach to Iraq and Afghanistan vets
- * Readjustment counseling for combat-related stress and transition back to home, family and career
- * Individual and group counseling
- * Marital, family or partner counseling
- * Substance abuse counseling and referral
- * Career and vocational counseling
- * Employment assistance with job readiness counseling, résumé preparation, and job referral
- * Referral for possible financial aid resources
- * VA benefit information and referral
- * Discharge upgrade information and referral
- * Post-incarceration counseling and referral
- * Homeless veteran assistance and referral
- * Liaison with the VA Medical Center, or PTSD (Post Traumatic Stress Disorder) programs
- * Referral to local mental health provider in western Nebraska for readjustment counseling
- * Coping with retirement and age-related problems
- * Sexual trauma/harassment counseling and benefit assistance for both men and women
- * Bereavement counseling for families in the event of any Active Duty death from any cause

Video education materials are available and presentations to school classes or groups can be arranged.

BRING YOUR FAMILY. An unhappy home life can cause or be a consequence of your problems. We'll sit down with your spouse/partner and kids and try to iron out the conflicts.

YOU CAN HELP YOURSELF. Groups are available for peer support and feedback. A group is also available for vet's spouse/partner.

You are not alone.

To give you an example of what war can do, one 1990 study of WW II and Korean vets found a current prevalence of Post Traumatic Stress Disorder (PTSD) of 9% and 7% respectively, for those who had never sought psychiatric treatment. This jumped to 37% and 80% respectively, if they had sought treatment. About 15% of the men and 8% of the women who served in the Vietnam Theater had a lifetime prevalence of PTSD. The rates were higher for any former POWs. An estimated 3-8% Gulf War zone vets also experienced PTSD. Preliminary studies of Iraq and Afghanistan vets indicate 15-20% are reporting PTSD symptoms. Approximately 8-10% of women veterans and those on active duty are considered to suffer from PTSD. Treatment research continues. Others experienced difficulties adjusting to civilian life or have problems with family, job or obtaining the benefits to which they are entitled.

If you answered "often" or "sometimes" to some of the questions on the reverse side, you're not alone. These feelings and experiences are natural reactions of exposure to combat or sexual trauma.

The task for those with recent exposure is to identify acute stress reaction symptoms early and work on a debriefing process. Here one can talk over what has been lived through and work on reconnecting with normal peacetime living.

The goal is to prevent the experience from becoming a chronic problem. If not dealt with in a timely manner, the issue can surface years later in a manner and time that is not expected.

• Some of us feel intense loneliness, depression, alienation, or have turned to alcohol or other drugs in a futile attempt to erase the anguish of war and service experiences and sexual trauma

• A few have had trouble with the law, are chronically unemployed, or have conflicts with families.

• Some of us have "gotten it together again" through counseling and/or in-patient care.

CORNHUSKER STATE INDUSTRIES

ORIENTATION

INTRODUCTION

The Cornhusker State Industries (CSI) primary purpose is two-fold:

1. To provide necessary, reasonably-priced quality products to public agencies throughout the state; and,
2. To employ a significant portion of the adult inmate population of the Department of Correctional Services in a meaningful work situation.

In the production of goods and services utilizing inmate labor, the CSI provides a work environment which resembles and is modeled after the private sector. Technology and line processes utilized provide a realistic work atmosphere. CSI demands a full day's work for a full day's pay. The linkage between performance and reward is based on an hourly pay and bonus eligibility plan that is fair and not subject to abuse. In order to minimize the risk of security breaches, all policies and procedures conform to the supervision and control needs of the prison environment. Since CSI strives to maximize inmate job opportunities, industries are labor intensive and provide a variety of skill levels and occupational choices. The objectives of CSI are to provide training and skill development, which will improve the employability of inmates upon release, to ensure the production of quality products through the enforcement of high performance standards, and to be self-sustaining.

Through Federal legislation, CSI may enter into agreement(s) with private sector companies to provide goods and services. The private sector company may operate the shop; CSI may operate the shop and sell manufactured products to the private sector company, or a combination thereof may exist. Inmate workers participating in private venture operations are paid minimum federally mandated wages or entry level of prevailing wage less deductions as required by legislation. Work expectations, ethics, and standards are high and in-line with what is expected from workers in the private sector.

We live in an age of high technology. Skilled and trained workers are always in demand. We are also a capitalistic society, which means that any business must be profitable to survive. Businesses, factories, and plants cannot survive unless their employees are skilled, know their jobs, and can be depended on to get them done on time and get them done right. The businesses that hire skilled people who care about the quality of their work are the same companies that are growing. If you provide a good product and produce it at a reasonable cost with very little waste of materials, the market will buy from you, not from another company. Once the product is sold it must serve its purpose and hold up well. Then the market will come back to you again, and it will pass the word on about your product, thus creating a bigger market. Every businessperson will tell you that the best advertising comes from customers telling other people about their product. That's growth. People like to feel they're getting value for the dollars they spend. Employers like to feel they're getting the most qualified and dependable workers for their money. Businesses cannot survive unless they hire good people. The skills you learn here, coupled with your positive attitude and work ethic will make you one of those good people employers are seeking.

CONTENTS

1. CORNHUSKER STATE INDUSTRIES ORGANIZATION
2. CORNHUSKER STATE INDUSTRIES SHOPS
3. EMPLOYMENT
4. SALES DEPARTMENT
5. WAREHOUSE/INVENTORY
6. WORKMANSHIP

1. CORNHUSKER STATE INDUSTRIES/ ORGANIZATION:

1. **QUESTION:** What is Cornhusker State Industries (CSI)

ANSWER: It is a business. Products are made in a number of shops (furniture, metal fabrication, printing, etc.) and sold to state agencies and qualified non-profits throughout Nebraska.

2. **QUESTION:** Where are these shops located?

ANSWER: The shops are located at the Nebraska Correctional Center for Women (York), Omaha Correctional Center, Lincoln Correctional Center, Nebraska State Penitentiary, and the Tecumseh State Correctional Institution. There is also a warehouse in Lincoln. Some shops are traditional CSI operations and others are private ventures.

3. **QUESTION:** How are they administered?

ANSWER: CSI is a division of the Nebraska Department of Correctional Services. They are centrally administered by a CSI Administrator who provides oversight to all CSI programs. The CSI Manufacturing Manager and the Assistant CSI Administrator manage the shops and warehouse and an Administrative Assistant is the contact for CSI PIECP (PIE) programs. These staff answer to the CSI Administrator. The Administrator has assistants that supervise overall scheduling, production, business operations, and sales. Each shop has a shop supervisor who is responsible for their area and the products or service produced there.

4. **QUESTION:** How many shops are there?

ANSWER: As of November 1st 2006 there are a total of 26 shops. Occasionally, shops are added or closed. The current shops are:

Shop 1 –	Garments (NCCW)
Shop 3 –	Garments (OCC)
Shop 10 –	Wood / Upholstery (NSP)
Shop 14 –	Printing (LCC)
Shop 15 –	Soap (NSP)
Shop 16 –	Warehouse (CSI)
Shop 17 –	Admin / Inventory Control (CSI)
Shop 18 –	Sales (CSI)
Shop 19 –	Metal Fabrication (NSP)
Shop 20 –	Digital License Plates (NSP)
Shop 21 –	Wood (OCC)
Shop 22 –	TEK (NSP)
Shop 30 –	Date Entry (NCCW)
Shop 31 –	Wood / CNC (LCC)
Shop 41 –	Braille (NSP)
Shop 42 –	Laundry (TSCI)

Shop 43 – Bar-None Modular Homes (CSI)
Shop 45 – Garner Industries (NSP) – PV
Shop 47 – Sillosock (OCC) – PV
Shop 48 – Oriental Trading Company (OCC) – PV
Shop 49 – Yik Yak (LCC) – PV
Shop 50 – Oriental Trading Company (LCC) – PV
Shop 52 – Laundry (NSP)
TEK (LCC)
Sillosock (NSP)
Production Office (CSI)

In addition, there is a Quality Assurance Department, Inventory Control Department and Production Office.

2. CORNHUSKER STATE INDUSTRIES SHOPS

The following is a breakdown of the shop, products made, skills needed and location.

NEBRASKA STATE PENITENTIARY

Shop 10 New Wood Furniture

This shop makes a wide variety of book shelves, desks, chairs, tables, cabinets and other wood furniture. Shop 10 also builds and upholsters chairs. Employees must have basic math skills to add, subtract, divide and multiply whole numbers and fractions. They must know measurements and have the ability to read blueprints and layout designs. Employees could handle and identify a wide variety of woods, nails, screws, hinges and related hardware. They must have a good knowledge of hand and power tools.

Reconditioned Furniture (re-upholstery)

Employees will need to know basic skills to follow drawings, patterns and directions in recovering and refinishing a variety of chairs and padded furniture. Could operate sewing machines and a variety of hand tools.

Shop 15 Janitorial Chemicals

Employees are trained to read and mix formulas, to manufacture a large variety of cleaning products. Must have math and reading abilities to identify types of chemicals and caustic materials that are harmful.

Shop 19 Metal Fabrication

Produces metal frames for furniture such as tables, lockers, chairs and beds. Employees must have basic math and reading skills. Could receive training in welding, blueprint reading and tool safety.

Shop 20 Digital License Plate Factory

License plates for the State of Nebraska are manufactured here. Employees work with coiled aluminum and a computerized system that produces individual digital overlay for license plates. Must have basic math and reading skills be able to follow written and verbal instructions and understand the safe operation of hand and power tools.

Shop 41 Braille Printing

This program transcribes regular textbook material into Braille for schools for the blind throughout the United States and some 12 foreign countries. Employees must have strong backgrounds in math and English to effectively work in this program. Typing and computer skills are valuable for some shop assignments. Inmates have the opportunity to become certified Braille specialists in several areas through the Library of Congress.

Shop 52 Laundry

This is a new laundry operation that will serve as a back up to the laundry operation at TSCI. This laundry will handle the NSP laundry and smaller laundry contracts. Employees will need basic math, reading and comprehension skills.

OMAHA CORRECTIONAL CENTER

Shop 3 Garments

A wide variety of garments for inmate wear including coats, white pants, sweatshirts, boxers and aprons are manufactured here. Employees must have basic math and reading skills to follow drawings, patterns, and directions in producing quality products.

Shop 21 New Wood Furniture

This line consists of mostly custom furniture products. Employees must have basic math skills to add, subtract, divide and multiply whole numbers and fractions. They must know measurements

and have the ability to read blueprints and layout designs. Must have a good knowledge of the safe handling and proper use of hand and power tools.

NEBRASKA CORRECTIONAL CENTER FOR WOMEN, York

Shop 1 Garments

A wide variety of fabric products are designed and produced which include: khaki, gray and white shirts, khaki and gray pants, flannel shirts and jeans. Employees must have basic math and reading skills to follow drawings, patterns, and directions in producing quality products.

Shop 30 Data Entry

Enter data using a 10-key keyboard for the State Department of Labor and HHSS. Employees must have basic keyboarding skills, ability to follow instructions and have attention to detail.

LINCOLN CORRECTIONAL CENTER

Shop 14 Printing

The Print Shop completes most Department of Corrections forms; print the majority of State Agency envelopes and Nebraska license plate expiration stickers. Spiral binding and data transfer to microfilm are also done. Necessary skills include basic math skills, basic hand tool knowledge and reading and comprehension skills.

Shop 31 Wood/CNC

Stock wood furniture is manufactured as well as custom wood products using a CNC machine. Employee skills mirror those of NSP shop 10 and OCC shop 21 and include the essential ability to read a tape measure.

TECUMSEH STATE CORRECTIONAL INSTITUTION

Shop 42 Laundry

This is an industrial size laundry operation that handles several large laundry contracts throughout the state. Inmates need basic mathematic, reading and comprehension skills, and the ability to understand and follow instructions is essential, as specific requirements must be met pertaining to the laundry contracts.

CORNHUSKER STATE INDUSTRIES

There are several shops that operate within the Cornhusker State Industries Administrative building these include the Warehouse, Administration and Sales. Warehouse inmates work in a warehouse setting and need to comprehend and follow instructions. Inmates working in Administration and Sales will be involved with customer service, quality and clerical responsibilities. Skills include following instructions, ability to interact with customers, take messages and assist staff with various responsibilities.

PRIVATE VENTURE

There are several Private Venture shop opportunities where inmates work in shops where they produce products for businesses under contract with CSI. These shops are not traditional and vary in length depending on the needs of the contractor. Many of these shops have had a long tenure with CSI; some have operated only a short time. To learn more about Private Venture (PIE) employment opportunities submit a communication form to the PIE shop supervisor.

3. EMPLOYMENT

QUESTION: What are the job classifications in CSI?

ANSWER: CSI places the employees in the following classifications for pay purposes and to designate the basic skills needed. Each position has a specific title (i.e. welder), which can be substituted for "worker."

Worker I – Workers needing considerable supervision and instruction in the safe use of tools and equipment; very little or no experience in an industrial setting.

Worker II – Worker needing some supervision and instruction in the safe use of tools and equipment. Worker should have some experience in an industrial setting. Worker should have a good knowledge of the tools and equipment used in the industrial shop.

Worker III – Semi-skilled worker who can perform tasks with a limited amount of instruction and supervision. Worker must have a working knowledge of all tools and equipment in the industrial shop. Workers in this category must be multi-skilled and able to perform assigned tasks in several areas of the shop or factory.

Lead Person – A worker that has considerable experience and can perform needed tasks in a shop. This person is *not* a supervisor but may help train or give advise to other inmates in

the safe use of tools and equipment and the technical aspects of completing a specific task. This person must be able to work closely with the shop supervisor and will perform all tasks as required by the shop supervisor.

Clerk I – This person performs any combination of clerical tasks requiring limited knowledge of systems and procedures. Writes or types bills, statements, receipts or other documents. May copy information from one record to another. Proofreads records or forms for accuracy of information and content. Addresses and stuffs envelopes or packages. Answers telephone, conveys messages and runs errands. Stamps, sorts and distributes mail. May copy documents utilizing duplicating equipment. May perform inventory checks and maintain inventory records. Works as directed or assigned.

Clerk II – This person compiles data and operates typewriter or computer (as required) in performance of routine clerical duties to maintain business records and reports, such as business reports, correspondence, application forms, shipping tickets and other matters. Files records and reports, posts information to records, sorts and distributes mail, answers telephones and performs other similar duties as required. May compute amounts, using adding machine or calculator. May perform physical inventories and maintain perpetual inventory records. Works as directed or assigned.

Clerk III – Schedules appointments, gives information to callers, takes dictation as required, and otherwise relieves officials of clerical work and minor administrative and business details. May coordinate activities of workers engaged in other clerical activities. May analyze, maintain and coordinate work schedules to determine production schedules and develop master production schedules. Handles duties of other clerk positions as may be necessary. May compile and type statistical reports, minutes of meetings, etc. May compute amount of stock and supplies required for operations based on production schedules and order stock and supplies with necessary staff approval. May inspect the quality of finished products to make sure they meet specifications as required. May direct workers in adjusting machines and equipment to repair products, which fail to meet standards. Trains new clerical personnel. Will work as directed and/or assigned.

QUESTION: If I am classified as a CSI Industry Worker II, how can I change that to a CSI Worker III?

ANSWER: By learning. Find out what is expected of a CSI Worker III and learn those skills. If you have the skills you could get the job when an opening is available.

QUESTION: What is the compensation for my position?

ANSWER: Each shop is authorized a certain number of positions that are identified by job classification. The hourly rate for those positions is the same throughout CSI and is established by the Department of Corrections.

The pay scale is as follows:

Job Classification	Pay/Hour
Worker I	.38 (thirty-eight cents)
Worker II	.54 (fifty-four cents)
Worker III	.76 (seventy-six cents)
Lead Person	1.08 (one dollar and eight cents)
Clerk I	.54 (fifty-four cents)
Clerk II	.76 (seventy-six cents)
Clerk III	1.08 (one dollar and eight cents)

Employees who work in a private venture shop make at least \$5.15 per hour. Their pay is subject to taxes, room and board, and victim's restitution fund and inmate savings.

NOTE: *Employees may receive a pay increase by being promoted to a higher paying position (job classification) that is vacant.*

QUESTION: Once I finish my CSI orientation at what level (job classification) will I start?

ANSWER: The hiring rate for all new employees has been set by the Department of Corrections and states that all inmate employees shall start at a probationary hiring rate of Step 1. This rate will be in effect for a minimum of 30 days. At the end of the 30-day period, the inmate worker may be considered for promotion if: (a) a vacant position is available, and (b) the inmate has the appropriate experience to meet the job description requirements. If these two conditions cannot be met or if the work assignment is a CSI worker I, the inmate shall continue to be paid at the Step 1 rate. In most cases when an inmate completes their probationary period, they will be moved to 54 cents per hour. All promotions and pay decisions will be made by the CSI Personnel Committee and will occur only at the beginning of the month.

QUESTION: How will I know when other CSI positions become available?

ANSWER: All job openings will be posted in the institution. All inmates, if interested in a CSI position, may apply by sending an application to CSI or the inmate's local representative. CSI staff will review application and the inmate will be interviewed. The inmate's disciplinary file may be reviewed and if selected, the classification committee will classify the inmate to a CSI job.

Successful applicants will be required to sign a CSI Employment Agreement outlining their duties and responsibilities as an employee of CSI.

QUESTION: If I get a job in CSI and learn the necessary skills to advance to a higher job classification, are there other job requirements I must meet?

ANSWER: Yes. These are "soft" or people skills versus "hard" skills such as running machinery and building products, and include:

- a. Must be on time and at work unless properly excused.
- b. Must follow safety rules and use or wear all safety equipment required.
- c. Must be quality conscious. Products not up to the quality standard cannot be accepted and all CSI workers must share this responsibility.
- d. Must cooperate with supervisor accept instruction and constructive criticism. Inmates will be required to perform CSI related work as required by their respective supervisor and production manager.

- If requirements "a" through "d" are not met, the inmate's pay can be reduced, more than once if the problem exists.

QUESTION: What if I don't like my job and want to transfer to another shop? Can I do that?

ANSWER: CSI policy does provide for inter-shop transfer or job changes. A lot depends on the employee's past work record. A good employee has a chance to move both upwards within a shop and from shop to shop. However, assignments may only occur with the approval of the CSI personnel committee. If the transfer is considered permanent, a vacant position must be available. Temporary transfers (not to exceed 15 days) may be made by the Manufacturing Manager.

QUESTION: How long is a typical workday?

ANSWER: Most shops operate on a 7.8-hour (7 hour 50 minute) day. Some shops operate longer than 7.8 hours per day, however most inmates will work a 7.8 hour day. Meal and break times are built into your workday.

QUESTION: Who keeps track of the hours that I work?

ANSWER: Accounting and reporting of all inmates' time and attendance will be managed by CSI with the assistance of the time clock procedure.

QUESTION: Can I earn overtime pay?

ANSWER: The CSI Administrator or designee can require CSI inmates to work in excess of their normal hours. All overtime work shall be paid at a rate of one and one-half times the inmate hourly rate over 39 hours per week earned.

QUESTION: What if I am absent or can't work?

ANSWER: *Excused absences with pay:* Absences for Parole Board and Institutional Classification Committee (if requested by the Administration) shall be considered excused absences with pay up to a maximum of one (1) hour paid. The Manufacturing Manager must approve all such requests before pay is given. Temporary work cancellation, although infrequent, does occur from time to time. Reasons include: work shortage, machine breakdown, institutional problems etc. If cancellation is declared CSI inmate employees may receive a rate of pay equal to the minimum daily rate as provided by the Institutional Inmate Wage Regulation. The hourly rate of pay will not be used. Lay-in pay shall not exceed 5 days in duration. After this period, if other CSI job assignments are not available, the total pay for that particular day shall be the minimum daily rate or the hourly rate or the hourly rate actually worked, whichever is greater. Pay will not be granted for absences for any other reason.

QUESTION: How about time off? Suppose I need time off; can I leave and get my job back?

ANSWER: Inmates who have been assigned to CSI for 1 year with a satisfactory work record shall receive 5 days of leave with pay. Inmate preference for the leave shall be honored if at all possible. Production schedule or workload may sometimes require a change in the leave dates. Inmates must take the approved leave in a 5-day unit unless otherwise approved by the Manufacturing Manager. All leave must be taken within 12 months after being earned. Inmates may not receive pay in lieu of the time off unless the CSI Administrator grants a waiver.

QUESTION: With all the machines and chemicals in the CSI shops, what happens if I am injured on the job?

ANSWER: The first concern of CSI is your safety. Each employee is expected to practice proper safety habits in each area; however, accidents do happen. Immediate help is available from the medical department as needed and dependent upon the extent of the injury. For pay purposes, employees who are injured as a result of a job-related accident may receive their full hourly rate of pay for a period not to exceed 5 working days after the injury. If the inmate continues to be absent from the job as a result of the work-related injury, a rate equal to the minimum institutional daily rate may be authorized. The CSI Personnel Committee and the Facility Medical Personnel will make this injury pay

recommendation with final approval by the Facility Administrator and the CSI Administrator. If you are injured on the job you will also be subjected to a urinalysis test. Safety also means that inmates will not operate equipment that they have not been trained to operate, handle chemicals they have not been trained to handle and will not introduce contraband into any CSI shop operation.

QUESTION: Under what conditions might I be terminated from my job?

ANSWER: Inmates who have demonstrated unsatisfactory performance may be terminated or reassigned to another shop (if a position is vacant and available). The Administrator or their designee with the has the authority to remove an inmate from CSI for disruption, poor work performance or other reasons consistent with the efficient operation of CSI and good order of the institution. Close coordination shall be maintained with the Institutional Classification Committee on all such actions.

QUESTION: Working in a correctional facility is much different than "outside" employment. How has CSI considered that?

ANSWER: Every attempt is made to insure that each employee has the opportunity to gain those skills necessary for him or her to be a productive employee at his job. Promotions could be available for employees who wish to learn new skills and accept greater responsibilities. Each new employee signs an Inmate Agreement that states the expectations for each employee. Again, these are guidelines that are required in any productive business. In some cases, employment rules and regulations by CSI are better defined and followed than a lot of "outside" companies. The "Employee Agreement" mentioned is included for your information.

4. THE SALES DEPARTMENT

No company will grow or stay in business without someone buying its products. A sales force helps bring this about. The CSI employs full-time salespersons in its sales force. They travel the state accepting orders and presenting products available through your efforts.

Their success depends on many factors. Here are some questions that must be answered before we are going to sell our products.

QUESTION: Why do we have a sales force? Don't all state agencies know about CSI?

ANSWER: Many know about us, but they don't know what we can do. Our sales force can "sell" them as they "tell" them.

QUESTION: What does CSI have to sell?

ANSWER: If CSI employees have done their jobs as good employees, they have *quality* products to sell. State agencies do not have to buy from us. We are in competition with private companies that sell products similar to what we make. If a state agency has not been satisfied with our products, they may go elsewhere. A satisfied customer will return to buy more products from a company he or she is happy with, and will bring other business with them through positive word of mouth. More sales mean continued employment for you the employee.

QUESTION: What is a production schedule?

ANSWER: Every department has its product or service to provide or its part to do in the production of a product, which may involve two or more shops. When an order is received, raw materials must be on hand or ordered so the item can be manufactured. A master schedule is laid out in the production office that shows material needed, when it is to be ordered, and dates that the product or item will be completed in that shop. This schedule allows the other departments, which are involved in the finishing of the item, to plan ahead so they can work the item into their schedule. As a final result, the product is worked through each department of CSI and completed on the date promised. This assures us a satisfied customer who will continue their business with us.

If the warehouse has stock, we sell directly from there to meet immediate delivery dates. In either event, we are working in the shops to fill current requests or to fill inventory lists.

5. WAREHOUSE/INVENTORY CONTROL

Many companies maintain stock. In this way a certain number of chairs, tables, desks, bookcases, or shelves are available for immediate delivery. If someone has to wait 90 days or more for delivery, he or she may conduct their business with others. If that occurs, we could lose orders. That will affect our production schedules and cause lay-offs. We need to maintain a full warehouse inventory.

6. WORKMANSHIP IS QUALITY

The skills and the experience you gain in CSI will be of great assistance to CSI in producing quality products, but you, as the employee will gain the most. The majority of the inmate employees that CSI hires will someday return to society. The skills and experiences that you gain as a CSI employee may give you a better advantage in gaining employment upon your release. Each day you spend employed by CSI is a day to learn and increase your job skills and knowledge.

Congratulations on your selection as an employee of CSI. We look forward to productive employer/employee relationship.

INMATE OREINTATION HANDOUT FOR THE NSP LAUNDRY

The laundry shop #52 is operated by Cornhusker State Industries and staffed by Nebraska State Penitentiary inmates. Shop #52 processes three types of inmate laundry as listed below and on the Posted Laundry Schedule in your Housing Unit.

1. STATE ISSUE – Sheets, pillow cases, towels, wash cloths, T-shirts, boxer shorts, socks, kaki shirts, and kaki pants.
2. PERSONALS – Any clothing purchased by an inmate through the canteen (*not issued by the state*).
3. LEVI'S – All Levi's pants and/or blue jeans.

Per Operational Memorandum #111.001.106, neither the Nebraska State Penitentiary nor the Laundry Shop #52 will be held accountable for lost or damaged personal clothing sent to Laundry Shop #52 for cleaning.

It is very important that you tie the end of your laundry bag in a knot, pull the knot tight, and attach the rubber strap beneath the knot. Any state issue clothing found loose during the laundry process, from an open bag or a hole in the bag, will be sent to clothing issue. You will then need to contact your unit case worker to order replacement clothing.

Questions concerning the replacement of lost or damaged clothing need to be addressed to your Housing Unit Caseworker assigned to process clothing issue. *Laundry does not issue clothing.*

Follow the laundry schedule. Send in the type of laundry listed for your housing unit on the appropriate day of the week. Incorrect types of clothing sent to the laundry on an inappropriate day will be returned UNWASHED.

Personal shoes and institutional boots will not be washed in Laundry Shop #52. Washers used in Shop #52 will damage boots and shoes.

All Personal Clothing needs to be marked with your Institutional Number. Blue Jeans need to be marked on all four pockets from the inside. Do not use a felt tipped marker. Contact your caseworker to use a laundry marker.

SEPARATE YOUR WHITE AND COLORED CLOTHING. This will insure whiter whites. DO NOT OVER STUFF YOUR LAUNDRY BAGS. Clothes inside an over stuffed laundry bag may not come clean. You receive multiple laundry bags for these reasons.

Laundry Shop #52 will repair state issue clothing only, no personal clothing will be repaired. Clothing or laundry bags to be repaired need to be sent in CLEAN and in the RED REPAIR BAG obtained from your caseworker with a request form indicating the repairs needed.

Laundry bag tags are to be marked with your institutional number and current living location by your housing unit staff or laundry staff using a laundry marker. If your living location changes, ask your caseworker to change the location on your bag tag or send your CLEAN bags to the laundry in the RED REPAIR BAG with a request form indicating your new living location. If your laundry bag tag has multiple numbers on it or your institutional number or living location is not legible, send your bag in the red repair bag, requesting a new laundry bag tag be sewn on to the bag with your current living location and institutional number.

NSP LAUNDRY SCHEDULE

BEGINNING SEPTEMBER 15, 2008 THE REGULAR WEEKLY LAUNDRY SCHEDULE FOR NSP WILL BE AS FOLLOWS

MONDAY

HU 1 & 2	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING).
HU 3,5 & 3PC	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING).
RTC & 6C	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING).
HU 7 & 8	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING).
HU 4 SEG	BAGS AND MISCELLANEOUS, (JUMP SUITS AND BLANKETS).
CONTROL UNIT	BAGS AND MISCELLANEOUS, (JUMP SUITS AND BLANKETS).
HOSPITAL	BLANKETS, LINENS, CLOTHES AND MISCELLANEOUS
EXT KITCHEN	RAGS AND APRONS.
MAIN KITCHEN	RAGS AND APRONS.

TUESDAY

HU 1 & 2	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)
HU 3,5 & 3PC	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)
RTC & 6C	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)
HU 7 & 8	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)

WEDNESDAY

INSTITUTIONAL	WET MOP HEADS, DUST MOP HEADS AND FOUR (4) RUGS
HU 1 & 2	LEVI'S ONLY, WET MOP HEADS, DUST MOP HEADS AND FOUR (4) RUGS.
HU 3,5 & 3PC	LEVI'S ONLY, WET MOP HEADS, DUST MOP HEADS AND FOUR (4) RUGS.
RTC & 6C	LEVI'S ONLY, WET MOP HEADS, DUST MOP HEADS AND FOUR (4) RUGS.
HU 7 & 8	LEVI'S ONLY, WET MOP HEADS, DUST MOP HEADS AND FOUR (4) RUGS.
HU 4 SEG	BAGS AND MISCELLANEOUS, (JUMP SUITS AND BLANKETS).
CONTROL UNIT	BAGS AND MISCELLANEOUS, (JUMP SUITS AND BLANKETS).
HOSPITAL	MISCELLANEOUS, WET MOP AND DUST MOP
EXT KITCHEN	RAGS, APRONS, WET MOP HEADS AND DUST MOP HEADS.
MAIN KITCHEN	RAGS, APRONS, WET MOP HEADS AND DUST MOP HEADS.
CSI SHOPS	BAGS AND MISCELLANEOUS, WET MOP HEADS AND DUST MOP HEADS
SWEATLODGE	BLANKETS AND TOWELS
WAREHOUSE	KNOCK - OUT CLOTHING
DOG KENNEL	TOWELS AND BLANKETS

THURSDAY

HU 1 & 2	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING).
HU 3,5 & 3PC	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING)
RTC & 6C	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING).
HU 7 & 8	PERSONAL CLOTHING, (NO LEVI'S OR STATE ISSUED CLOTHING)
HU 4 SEG	BAGS AND MISCELLANEOUS, (JUMP SUITS AND BLANKETS)
CONTROL UNIT	BAGS AND MISCELLANEOUS, (JUMP SUITS AND BLANKETS)
HOSPITAL	BLANKETS, LINENS, CLOTHES AND MISCELLANEOUS
EXT KITCHEN	RAGS AND APRONS
MAIN KITCHEN	RAGS AND APRONS
MUSLIM	SHEETS, BLANKETS AND PRAYER RUGS

FRIDAY

HU 1 & 2	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)
HU 5 & 3A PC	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)
HU 5, 7 & 8	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)
RTC & 6C	STATE ISSUED CLOTHING ONLY (WHITES AND COLORS SEPERATED)
CONTROL UNIT	BAGS AND MISCELLANEOUS, (JUMP SUITS AND BLANKETS)