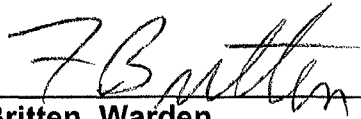


ATTACHMENT #1B

Tecumseh State Correctional Institute

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
Tecumseh State Correctional Institution

**GENERAL PROCEDURES
AND
ORIENTATION FOR INMATES**



Fred Britten, Warden
Tecumseh State Correctional Institution

4-5-13

DATE

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**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
TECUMSEH STATE CORRECTIONAL INSTITUTION
GENERAL PROCEDURES AND ORIENTATION FOR INMATES
TABLE OF CONTENTS**

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
1	GENERAL PROCEDURES	4
	A. Inmate Identification Cards	4
	B. Classification	4
	C. Grievances	4
	D. Counts	5
	E. Inmate Discipline	5
	F. IDC/UDC Room Restriction Guidelines	6
2	DOORS	9
	A. Procedures	9
	B. Schedule	10
3	DRESS CODE	11
4	DINING	13
5	MEDICAL	15
	A. Sick Call Procedures/Schedule	15
	B. Medication	15
6	UNIT ACTIVITIES	17
	A. General Unit Information	17
	B. Dayrooms and Mini-yards	17
	C. Showers	18
	D. Telephone	18
	E. Cell Cleaning	18
	F. Ironing	19
7	PROPERTY/LAUNDRY/CLOTHING EXCHANGE/CANTEEN/SPECIAL ORDERS/ DIRECT ORDERS	20
	A. Property	20
	B. Laundry	21
	C. Clothing Exchange	21
	D. Canteen	22
	E. Special Orders	23
	F. Direct Orders	24
8	MAIL/TELEPHONE/VISITING	25
	A. Mail	25
	B. Telephone	25
	C. Visits	26
9	INMATE ACCOUNTING	28
	A. Interest Bearing Savings Accounts	28
	B. 1099 Statements	28
	C. Savings Transaction Request Form	29
	D. Incoming Funds	29
10	SANITATION	30
11	PROGRAMMING	31
	A. Education	31
	B. Mental Health	31
	C. Substance Abuse	32
12	TSCI ACTIVITIES	33
	A. Recreation	33
	B. Library Services	34
	C. Religious Services	35
13	RULES	37
14	EMERGENCY PROCEDURES	39
15	SEXUAL ASSAULT	40
Attachment 1	Sexual Assault Awareness brochure	41
Attachment 2	Tecumseh State Correctional Institution Orientation Checklist	43
Attachment 3	Receipt for Tecumseh State Correctional Institution General Procedures and Orientation for Inmates Handbook and Sexual Assault Awareness brochure	45

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
TECUMSEH STATE CORRECTIONAL INSTITUTION
**GENERAL PROCEDURES
AND ORIENTATION FOR INMATES**

You have been assigned to the Tecumseh State Correctional Institution (TSCI). It is your responsibility to notify your family/friends of your transfer. The address and phone number is:

Tecumseh State Correctional Institution
P.O. Box 900
Tecumseh, NE 68450
(402) 335-5998

The housing unit to which you are assigned is operated on the Unit Management concept **and is the only housing unit you may enter unless you have a pass**. The Housing Unit Staff will be the first staff you contact for most problems/requests that may arise. Listed below are in-house rules you will be expected to follow.

General Population inmates are not to associate through any means of communication, i.e. verbal, written or hand gestures with any segregation inmate and vice versa. Failure to adhere to this will be subject to a Misconduct Report and termination of the activity taking place when the violation occurred.

NOTES:

Inmates not adhering to the rules included in this Handbook or to directives of staff may be subject to disciplinary action.

This handbook does not include all of the rules inmates are expected to obey. NDCS Rules and Regulations, Administrative Regulations, and Operational Memorandums take precedence over this handbook. Review the NDCS Rules and Regulations, and if you have questions regarding the rules, consult with unit staff.

Pertinent information regarding policy, procedure, and/or rule changes and updates, as well as other information of value to inmates will be posted on bulletin boards at various locations throughout the institution and on Channel 15 on the television.

Should an emergency occur, or if there are questions, please contact staff for assistance.

Chapter 1

General Procedures

A. Inmate Identification Cards

1. Inmates must carry their identification card (ID card) when outside of their assigned room, except when going to and from the shower.
2. ID cards are the property of NDCS
3. Inmates must present their ID card to any NDCS or contracted staff upon request.
4. Inmates may purchase a clip from the canteen to carry their ID card.
5. ID cards must not be given to any other inmate or unauthorized person; inmates must not be in possession of another inmate's ID card.
6. Inmate ID cards must not be altered or damaged.
7. Lost, missing, damaged or destroyed ID cards must be immediately reported to unit staff via an Inmate Interview Request, or in person.
8. Normal "wear and tear" replacements will be determined by Property/Intake staff.
9. If an inmate loses, misplaces, damages, or destroys an ID card, a Misconduct Report (MR) may be issued and the inmate will be charged \$1.50 for a replacement card. Inmates may only possess a single ID card. If the lost card is found it must be surrendered to staff.
10. If an inmate needs a new ID card he should submit an Inmate Interview Request to Intake/Property.

Further information can be found in NDCS Administrative Regulation, 204.02 *Inmate Identification Cards*.

B. Classification

All matters concerning classification, job changes, custody changes, good time restoration, classification appeals, etc. should be directed to the inmate's Unit Case Manager.

C. Grievances

1. Most valid grievances can be resolved quickly through informal direct contact with the staff that has responsibility for the particular area in which the problem arose.
2. Informal Resolution: When an inmate has a conflict with a staff member or policy/procedure, his first attempt at resolution should be contacting his Unit staff about the problem. If not satisfied with the results, he will be supplied with an Informal Grievance Form (white form) upon request. The inmate will fill out the narrative portion of the grievance and submit it to unit staff to be receipted. The grievance must be submitted within three days of the incident of concern.
3. The grievance will be responded to by the Unit Manager or designee, and returned within ten working days.
4. Formal Grievance/Step One: If the inmate is not satisfied with the informal response, he may choose to continue seeking resolution by filing a Formal Grievance Form (blue form) to the Warden within 15 calendar days of receipt of the Informal response. After receiving the Step One Grievance Form from Unit staff, the inmate should

complete Part A, Inmate Request/Concern, of the Grievance Form and submit it along with the response from the Informal Grievance form (white form) to the Unit Manager or designee. The inmate will receive his response within ten working days.

5. An inmate may file no more than two Step One grievances per week (Monday through Sunday) except for valid emergency grievances. If more than one issue is addressed on a Formal Grievance it will be returned.
6. Inmate Withdrawal of Grievances: If the inmate chooses to voluntarily withdraw his grievance prior to receiving a response from the Warden, he may do so by going to his Unit Manager and completing Part B, Response Section, of the blue Grievance Form.
7. Emergency Grievance: Emergency grievances involve those matters, which must be resolved quickly because if the standard grievance time limits were used, the inmate would be subjected to a substantial risk of personal injury or other serious or irreparable harm. The inmate needs to write "Emergency Grievance" on the grievance and submit it to his unit staff. His unit staff will then turn it over to the Warden for his/her determination that it is a legitimate emergency grievance. If not, it will be sent back to the inmate without a response, and the Unit Manager will tell the inmate to submit a new grievance. If the Warden states that it *is* an *emergency*, then the grievance will be answered within twenty-four hours.
8. Step Two - Pink Grievance: If an inmate is dissatisfied with the Warden's response and wishes to appeal to the Director, he may submit a Step Two Grievance with a complete response in Part A. He should attach a copy of his original Informal and Step 1 Grievances to the Step Two Grievance and mail it to the Director via interoffice mail within ten calendar days of receipt of the Step One response. If the grievance is in an envelope it shall be clearly marked to indicate that it contains a Grievance Form. It may be mailed in compliance with the Department's rules governing privileged mail.
9. 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*. The inmate must clearly indicate the grievance is of a sensitive nature.

Further information can be found in Chapter 2 of Title 68, NDCS Rules and Regulations, NDCS Administrative Regulation, 217.02 *Inmate Grievance Procedures*, and TSCI Operational Memorandum 217.02.01, *Inmate Grievance Procedures*.

D. Counts

1. TSCI count times are: 10:45 am (weekends and holidays only), 4:00 pm, 9:00 pm, and throughout the night.
2. When count is called, all inmates must immediately report back to their Housing Units 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 Misconduct Reports.
3. Various locations throughout TSCI will be authorized to out-count inmates. These inmates will follow all staff directives in order to be counted.
4. In the event of an emergency count, all inmates will follow normal count procedures and all staff directives.

E. Inmate Discipline

1. Investigatory Hearing
After a Misconduct Report is written and logged an investigating officer will issue a pass to the accused inmate to attend the principle hearing. If the inmate chooses not to attend the hearing, he must inform staff of his refusal. If the inmate does not appear within 15 minutes of his scheduled hearing he may receive a Misconduct Report.
2. Inmate Disciplinary Courts-IDC and UDC

- a. TSCI has both an Institutional Disciplinary Committee (IDC) and Unit Disciplinary Committees (UDC). The UDC hears disciplinary cases of a less serious nature where loss of good time or placement in disciplinary segregation cannot be used as sanctions. Neither the IDC nor the UDC shall impose changes in work assignment, education, or other program assignments as disciplinary sanctions. Inmates may be restricted from participating in certain activities, however including work activities (see Chapter 1.F., IDC/UDC Room Restriction Guidelines), during periods of disciplinary segregation.
- b. Staff shall review the MR and determine whether the hearing is done by UDC/IDC
 - (1) IDC: You have the right to representation, witnesses, to request the reporting employee be present, 24-hour notice of hearing and the decision can be appealed.
 - (2) UDC: You cannot have representation, witnesses, the reporting employee present, and the decision cannot be appealed.
3. If the UDC, after considering all the reports and the defense provided by the inmate, finds the inmate is guilty of the infraction(s), the following penalties may be imposed:
 - (1) Verbal Reprimand,
 - (2) Extra Duty, not to exceed 20 hours on each report,
 - (3) Room Restriction, not to exceed 21 days on each report.
 - (4) Telephone, television, and other restrictions as defined in OM 217.01.01, not to exceed 21 days,
 - (5) Restitution, not to exceed \$100.00,
 - (6) Any combination of the above in accordance with Administrative Regulation 217.01,
 - (7) Restriction from the use of radio, television, or stereo for 30 days (for violating the headphone and noise level policy of the institution).
 - (8) Confiscate radio, stereo or television and have them sent out of the facility and suspension of Canteen purchases of radios, stereos, or televisions for six months (for second offense violation of the headphone and noise level policy of the institution).

F. IDC/UDC ROOM RESTRICTION GUIDELINES

NDCS Rule 6, Section 007 authorizes the Disciplinary Committee to impose restrictions of privileges for verified violations of the Code of Offenses.

An inmate may be restricted from any correctional facility privileges and programs for disciplinary reasons except recognized religious worship services, dining hall, designated group or individual therapy and education assignments for a period of time not to exceed ninety days. Restrictions on clothing, bedding, mail, visitations, use of toilets, wash bowls, scheduled showers or facilities and materials needed for access to the courts shall be imposed only for abuse of such privileges or facilities.

In accordance with the provisions of the rule, the following guidelines apply when an inmate is placed on room restriction:

1. Room restriction will start at 6:00 a.m. the morning following the disciplinary hearing and will end at 6:00 a.m. after the completion of the assigned days, unless the inmate is currently on room restriction. Then it will be consecutive to previously sanctioned days. Segregation inmates who are sanctioned to room restriction days will begin their room restriction the day following their release from segregation.
2. The inmate on room restriction will remain in his assigned room at all times except for work, meals, visitation, school, approved religious worship or when issued a pass by staff. **Anytime an inmate on room restriction leaves the unit, he will stop at the Control Center and inform the Officer he is leaving. Upon his return to the unit and before returning to his room, the inmate will stop at the Control Center and inform the Officer of his return.**
 - a. Inmates serving a sanction from the UDC are to go directly to and from their assigned work area using the most direct route during the restriction time. Inmates serving a sanction of IDC room restriction **are not** allowed to attend their institutional work assignments during the restriction time.
 - b. Inmates must complete their meals with their unit at the assigned time. They are to use the most direct route to the dining area and back to their assigned room.
 - c. Access to the Medication window will occur as follows:

- (1) Morning and mid-day medication windows will be accessed by room restriction inmates in conjunction with breakfast and lunch and will be completed within the time allowed for meals.
- (2) Inmates will notify Unit staff prior to leaving the unit to access the evening medication window. **The most direct route to the Medication window and back to their assigned room will be used; this will be completed within 30 minutes or less.**
- d. Room doors will be locked at all times, except for emergency reasons.
 - e. Inmates will not be allowed to utilize dayroom time.
 - f. Inmates will not be allowed to get ice or hot water.
 - g. Inmates will have the same mail and visiting privileges they had prior to the imposition of room restriction unless the room restriction was imposed as a result of a violation of the rules relating to such privileges and a penalty regarding same is administered by the Committee.
 - h. Inmates are permitted to attend education assignments including Pre-Release.
 - i. Inmates are permitted to attend one approved religious worship service per week. Inmates on room restriction will not be permitted to attend any other religious activity.
 - j. When on an authorized pass, inmates must go directly to their pass destination and return directly back to their assigned rooms using the most direct route.
 - k. Inmates are permitted to attend designated groups or individual therapy with Mental Health staff.
 - l. Inmates are permitted to attend open sick call on the unit on Mondays and Thursdays only and only during regular open sick call times. Passes may be obtained from Medical. (See Chapter 5 for Open Sick Call schedule.)
3. The inmate will not be allowed to participate in recreational activities and self-betterment clubs with the exception of Alcoholics Anonymous.
 4. The inmate will not be allowed to loiter on the yard at any time; he will use the most direct route to his activity and back to his assigned room.
 5. The inmate will not be allowed to participate in any sporting activity, nor is he permitted in the gymnasium except for haircuts.
 6. The inmate will not be permitted to participate in Circulation Library.
 7. The inmate may be allowed to submit a sacked canteen order after serving a minimum of seven days on room restriction. After seven days on room restriction, the inmate may submit an order to the Unit Manager no later than noon on Fridays. Only one Canteen order per week may be submitted. The scheduled Canteen day for eligible room restriction inmates is generally Mondays; exceptions are noted on the monthly Canteen calendar.
 8. Inmates on room restriction will not be allowed to perform extra duty.
 9. Inmates on room restriction will be allowed to pick up hobby purchases made prior to placement on room restriction. Inmates will not be permitted to initiate purchases while on room restriction.
 10. Inmates are allowed two fifteen-minute personal phone calls per calendar week (Monday through Sunday). These calls will be logged and supervised by staff.
 11. Inmates are allowed 15 minutes to shower in accordance to the Unit Activity Schedule.
 12. Inmates on room restriction will not be allowed a haircut until they have served a minimum of one week on room restriction. They will be allowed one every 30 days thereafter.
 13. Inmates may clean their rooms once a week, in accordance with the Unit schedule at staff discretion.
 14. Inmates on room restriction will not be allowed to loiter in the housing unit dayroom or attend housing unit dayroom sessions.

15. Inmates on room restriction requesting a pass to the law library may receive a pass after completing one week of room restriction; a maximum of two passes per week may be issued. The Librarian can make exceptions to the "one-week" room restriction rule upon written request from the inmate detailing the compelling circumstances necessitating the use of the law library.
16. An inmate who is alleged to have violated room restriction is subject to a misconduct report and may be placed on Immediate Segregation pending the disposition of the misconduct report.

Further information can be found in Chapters 5 and 6 of Title 68, NDCS Rules and Regulations, NDCS Administrative Regulation, 217.01 *Rules and Discipline*, and TSCI Operational Memorandum 217.01.01, *Rules and Discipline-IDC*, and TSCI Operational Memorandum 217.01.02, *Rules and Discipline-UDC*.

Chapter 2

Doors

A. Procedures

1. Inmates returning from unit group activities, i.e. dining, recreation, dayroom, etc. will walk to their assigned cell doors and stand outside them. Once returning inmates are in front of their assigned doors the Control Center Officer will open the cell doors.
2. Inmates are not allowed to call out their cell number or the cell number of another inmate into the Control Center hatch.
3. Inmates are not to stand or loiter in front of a cell to which he is not assigned at any time. Inmates violating this are subject to disciplinary action.
4. Staff will not open an inmate's door at the request of another inmate.
5. Upon entering or exiting cells, inmates will secure the cell door. Failure to secure the door may result in a Misconduct Report.
6. Inmates are not allowed to prop open, hold open or obstruct any door from securing or closing. Inmates are to close front entrance doors to the unit and gallery doors after passing through them.
7. At 10:30 am, 3:15 pm and 8:15 pm when the dayrooms and recreation areas close, inmates are to immediately return to their rooms and secure their doors. Ice or hot water must be obtained prior to the dayroom closing. The only inmates allowed out at this time are the authorized housing unit porters in the performance of their assigned duties.
8. During dayroom periods lasting for two hours or more, the unit will run a set of internal dayroom doors halfway through the dayroom time; this set of internal dayroom doors will last for five minutes. Upon completion of internal dayroom doors, inmates may stay in their assigned cells or use the dayroom; however they must secure their cell doors. Doors are announced on the unit by the control center officer.
 - a. When the mini-yard is open during dayroom time, the mini-yard door will remain unlocked to allow access back and forth between the dayroom and mini-yard.
 - b. During open dayroom time inmates may return to their cells to use the restroom; however they must lockdown and remain in their cells.
 - c. Inmates returning to the unit from the Canteen during open dayroom time can either utilize the dayroom or lockdown; however they must secure their canteen in their cells.
9. Inmates will not be allowed to exit the unit and or their cells unless they:
 - a. Are going to a scheduled activity such as religion, recreation time, canteen, meals, etc.
 - i. Prior to any scheduled activity staff will announce over the intercom that the unit is to prepare to leave for the specific activity.
 - ii. Inmates will be given approximately five minutes to exit their cells and stage in the dayroom.
 - iii. Staff will announce the release for the scheduled activity; all staged inmates must leave as group. No one will be allowed to leave the unit after the group has left for the scheduled activity.
 - b. Are scheduled for shower or phone.
 - c. Are going on a pass.
 - d. Are reporting to work.
 - e. Exceptions to the preceding will be made by the Shift Supervisor or Unit Manager only.
10. Upon entering the unit, all inmates will immediately return to their cells and lock down or utilize the dayroom, if open.

11. Schedule*

Times listed below are approximate beginning times. Inmates will be released in a group according to their rotation schedule. The schedule is posted on the housing unit bulletin boards.

ACTIVITY	APPROXIMATE BEGINNING TIMES	DAYS OF THE WEEK
Meal Lines	6:10 am	M-Sun
CSI Work Lines	7:00 am	M-F
Education	8:00 am	M-F
Dayroom and recreation activities begin	8:20 am	M-F
	8:00 am	Sat / Sun
Programming (NRTS, parenting, computer, classes)	8:30 am	M-F
CSI Work Lines	9:00 am	M-F
Recreation activities over	9:20 am	M-F
	9:10 am	Sat / Sun
Recreation activities begin	9:30 am	M-F
	9:20 am	Sat / Sun
Kitchen Work Lines	10:00 am	M-Sun
Dayroom closed/recreation activities over	10:30 am	M-Sun
Meal Lines	10:45 am	M-F
	11:30 am	Sat / Sun
Dayroom and recreation activities begin	12:45 pm	M-F
	1:00 pm	Sat / Sun
Education Lines	1:00 pm	M-F
Recreation activities over	1:45 pm	M-F
	2:10 pm	Sat / Sun
Recreation activities begin	2:15 pm	M-F
	2:20 pm	Sat / Sun
Kitchen Work Lines	3:00 pm	M-Sun
Dayroom closed/recreation activities over	3:30 pm	M-Sun
Meal Lines	4:45 pm	M-Sun
Dayroom and recreation activities begin	7:00 pm	M-Su
Dayroom closed/recreation activities over	8:15 pm	M-Su

*Schedule is subject to change. Internal doors are called open and closed at the discretion of the control center officer.

Chapter 3

Dress Code

1. Inmates are responsible for maintaining suitable levels of dress in accordance with the following:

Location	Work Assignment Dress Code	Leisure Time Dress Code
Athletics & Recreation (Gymnasium, exercise yard and ball field)	State issue clothing* (Inmates assigned to the ball field may be permitted to wear athletic attire depending on weather)	Casual attire to include approved sweat clothing suitable for athletic and recreational activities. Shower shoes allowed outside of Housing Unit
Hair Care Area	State issue clothing* and job related attire	NA
Kitchen	State issue clothing* or kitchen whites depending on position	Casual attire suitable for dining room. Socks, shoes, shirt and pants (khaki, jeans, sweat pants) are mandatory dress for entry into the Dining Hall. No shorts are allowed. Only approved religious headgear may be worn, all other headgear will be removed upon sitting down at the table in the Dining Hall. Sunglasses will be removed upon entering the Dining Hall and will remain off until exiting. Prescription sunglasses will be allowed. Shower shoes allowed when worn with socks.
Operations/ Administrative/ Visiting Room porters, Gatehouse, Warehouse, Outside Turnkey, SMU	State issue clothing* and orange vests. Safety equipment as needed.	NA
Education Building (Library, Education, Mental Health, Clubs, PHO and IDC Hearings)	State issue clothing*	State Issue Clothing* Club logo t-shirts and baseball caps may be worn to club meetings. Caps are not to be worn in Education Bldg. Tennis shoes allowed with medical pass, only.
Visiting Room	NA	See Operational Memorandum 205.02.01 "Visiting Room Regulations". Inmates attending Parole Hearings will adhere to the dress code outlined in <i>Attachment #3</i> .
Housing Units (Including 2C, 1E and Death Row)	State issue clothing*	State issue or appropriate casual attire in dayroom. Must have genital area covered at all times to include when going to and from shower.
Housing Unit 1F Segregation	NA	Orange jumpsuits and (orange shoes, may have velcro-bob shoes) for yard, medical and unit. Visiting attire includes state-issue khakis, t-shirt , underwear and orange shoes, no belt.
Medical Area	State issue clothing*	State issue clothing*
Religious Area	State issue clothing*	State issue or appropriate casual attire.
Canteen	State issue clothing*	State issue or appropriate casual attire.
CSI Laundry and Wood Shop	State issue clothing* and safety equipment as required.	NA
Clothing Issue	State issue clothing*	NA
Maintenance	State issue clothing* and safety equipment as required.	NA
Recycling	State issue clothing* and safety equipment as required.	NA

*The state-issue uniform is defined as inclusive of one khaki shirt or sweatshirt, one pair khaki pants, one pair boots, socks, one belt, one t-shirt, and under shorts. Inmates may wear state issue t-shirt in lieu of khaki shirt based on weather and work location and subject to supervisor's approval. Inmates may wear approved religious headgear to their assigned work location. Shirts and/or t-shirts will be tucked in. Shirts will be **completely** buttoned. Pants will be worn around the waist at all times and remain properly zipped and buttoned.

Inmates failing to comply with these guidelines will be asked to leave the applicable area and may be subject to disciplinary action.

2. Inmates must wear outer garments over their underwear when not in their cell except for times when going to and from the shower. When in their cells, inmates will at a minimum, be clothed in their underwear.
3. Bedding, towels, etc. may not be used as clothing or taken out of their cell except to send to Laundry.

Further information can be found TSCI Operational Memorandum 111.01.04, *Sanitation and Hygiene: Inmate Dress, Grooming, and Hygiene*.

Chapter 4

Dining

1. Approximate serving times:
 - Breakfast: 6:10 am
 - Noon Meal: Weekdays: 10:45 am
Weekends and holidays: 11:30 am
 - Evening Meal: 4:45 pm
2. Inmates will be released to the dining halls in a group according to the meal rotation schedule. The schedule is posted on the housing unit bulletin boards.
3. Once an inmate enters the dining hall to which he is directed (Dining Hall A or Dining Hall B), he is not allowed to leave and enter the other.
4. Dress Code-The dress code for the dining halls can be found in Chapter 3 of this handbook. Also refer to OM 111.01.04, Sanitation and Hygiene: Inmate Dress, Grooming, and Hygiene.
5. At each meal, before receiving a food tray, inmates will be required to present their ID card to staff at the serving window. The ID card will be scanned at this time. The MealTrac system will record the number of times an ID card is used per meal. Kitchen workers will also be required to scan their ID cards prior to receiving a meal.
6. Inmates are not permitted to return to the food pass-through window for any reason after they initially have left it.
7. Inmates are not allowed to go through a meal line more than once. You may be subject to a Misconduct Report if:
 - a. An ID card registers into the MealTrac system more than once per meal.
 - b. An inmate does not have his ID card with him when he comes to the dining hall for a meal.
8. After selecting a table, each inmate will remain in his seat until finished with his meal, except to refill his drink(s). Seats or tables will not be switched at any time.
9. After completing a meal, each inmate is responsible for taking his tray, cup(s), bowl(s), Spork, and all papers to the tray room window and cleaning up the area adequately for the next person. Any issued items lost or broken through neglect will result in the inmate making restitution for the item(s). Failure to return eating utensils may result in a Misconduct Report. After cleaning up, each inmate will return to his seat and remain there until the group is released.
10. Inmates will not remove food items from the dining rooms unless specifically authorized by Medical.
11. Inmates are allowed 20 minutes to complete their meals. Once the meal is completed, the group must leave the dining hall and shall not be permitted to re-enter. NOTE: See Chapter 1.F. *IDC/UDC Room Restriction Guidelines*.
12. Upon release from their meal, inmates who do not have work assignments may be allowed to:
 - a. Go to the Medical Window.
 - b. Return to their housing unit.
 - c. Loitering is not allowed.
13. Prohibited Inmate Property in the Dining Halls:
 - a. No inmate personal property is permitted in the dining room. EXCEPTION: Inmates eating in the Dining Halls who are scheduled to attend school, club meetings or Law Library immediately following their meal will be allowed to carry the necessary schoolbooks, printed club materials and legal materials into the Dining Hall. However, they are NOT allowed to do any club, school or legal work while in the Dining Hall.

- b. Examples of prohibited property include but are not limited to; reading materials, stereos, radios, ball gloves, tennis rackets, weight belts, hobby projects or tools, personal cups, personal seasonings, pop, Canteen bag and all canteen purchases.

Further information can be found in TSCI Operational Memorandum 108.01.05, *Food Service: Dining Hall Procedures*.

Chapter 5

Medical

The TSCI Medical unit provides 24 hour nursing coverage, seven days a week. Nursing and physician sick call, dental, optometry, x-ray, emergency, and infirmary care are provided on site. Sick call is held five days a week.

A. Sick Call Procedures/Schedule

1. Monday through Friday. Inmates have scheduled "blocks" of time when housing unit sick call is scheduled. Times are posted in the housing units. Inmate Interview Request forms requesting medication refills, medical copies, or requests to see the psychiatrist, chronic care nurse, eye doctor, and dental need to be submitted to Medical. A separate Inmate Interview Request needs to be used for each issue.
2. Inmates must present their ID card to be seen by medical.
3. See Chapter 1, F. regarding sick call for inmates on room restriction.
4. Inmates must dress in accordance with the dress code in order to enter into the medical area.
5. Housing Unit Sick Call Schedule, Monday through Friday:
 - *HU 1 8:45 - 9:15 am
 - *HU 2 (except 2C) 9:25-9:55 am
 - *HU 3 10:05-10:35 am

*These times are approximate and will change depending on the number of inmates that need to be seen.

B. Medication

1. Medication Distribution: Inmates who take medication on watch will be asked to open their mouth for visual inspection by nursing staff or correctional staff after ingestion. Refusal or hoarding medications could result in a discontinuance of medications. Inmates on watch to take medication must show up at the appropriate time to take all prescribed doses or sign a refusal for medication. Refusals for medications may lead to the discontinuation of the medication.

The medication window is open at the following times to take medications: 6:30-7:30 am, 11:30 - 12:30 pm, and 7:00 - 7:30 pm.

2. Over the Counter (OTC) Medication: Inmates are to fill out an Inmate Interview Request form for the requested OTC Medication. All OTC medications will then need to be picked up by the requested inmate at the Watch Take window from 11:30-12:30 2-3 days after the medical staff responds to the Inmate Interview Request. All medications are to be kept in the original containers.
3. Inmates will take their OTC medications to their cells immediately after receiving them.
4. Emergency services: Emergency care is available 24 hours a day, seven days a week. Requests for urgent/emergent care may be accessed through any custody, unit staff, or work supervisor. These requests will be directed to medical staff and treated appropriately.
5. Psychiatric/Psychological Services: If you arrived at the institution on psychiatric medications, this information will automatically be forwarded to Medical and Mental Health Departments, and appointments will be scheduled for you. It is your responsibility to attend all psychiatric appointments, or your medication may be discontinued. Psychological Evaluations are not available upon inmate request, but are scheduled only upon appropriate Unit Staff and/or Parole Board referral.

Further information can be found in TSCI Operational Memorandum 115.04.01, *Sick Call and Access to Health Care Services*.

Chapter 6

Unit Activities

A. General Unit Information

1. Any time an inmate wishes to see the Unit Case Manager or Unit Manager he must contact the Caseworker or Control Center Officer. The Caseworker / Officer will then contact the Unit Case Manager / Unit Manager to obtain permission prior to letting the inmate off the gallery.
2. Unit Group Activities
 - a. Unit group activities will be announced on the unit approximately five minutes before the activity starts. All inmates scheduled for the activity are to exit their cells and wait in the dayroom to be released. The group will be released to the activity at the appropriate time. It is the inmate's responsibility to be ready for the scheduled activity in the five-minute window. An inmate who is late will not be released to the activity.
 - b. Inmates returning from unit group activities, i.e. dining, recreation, dayroom, etc. will walk to their assigned cell doors and stand outside them. Once returning inmates are in front of their assigned doors the Control Center Officer will open the cell doors.
 - c. Inmates are not allowed to call out their cell number or the cell number of another inmate into the Control Center hatch.
 - d. Inmates are not to stand or loiter in front of a cell to which he is not assigned at any time. Inmates violating this are subject to disciplinary action.
3. Common Areas (dayroom, shower, hallway, lobby, etc.) Inmates are not allowed to engage in the following activities while in a common area of the Housing Unit.
 - a. Play radios, TV's, musical instruments or tape/CD players without the use of headphones.
 - b. Haircutting, trimming, styling, hair braiding, application of hair treatments and/or using tweezers for dreadlocks.
 - c. Hobby activities (stamp collecting activities are allowed in the dayroom unless this activity becomes a disturbance to unit operations).
 - d. Bringing chairs to the dayroom.
 - e. Engaging in any other unauthorized activity per written regulations or staff direction.
 - f. Preparing / making food.
 - g. The big chairs on the unit (three attached chairs) are not to be moved except with permission from staff or for cleaning purposes.
4. Unauthorized areas: Please see Chapter 13 of this book.
5. Ice and hot water may be obtained during approved activities (showers, phone and dayroom) and when going to and from dining, recreation, scheduled passes and work. Inmates on Room Restriction may not get ice or hot water.
6. Supplies from the Control Center (i.e. chemicals, forms and other supplies) may be obtained during approved scheduled time out of the cell, i.e. showers, phone time, cell cleaning and dayroom.
7. Call buttons: Call buttons are a means to let staff know the inmate wishes to talk with staff. Call buttons are not intended for emergency purposes. Call buttons will be responded to as soon as staff is available.
8. Wake Up: The gallery lights will be turned on at 6:00 am each day. It is the inmate's responsibility to get to meals and work on time.

B. Dayrooms and Mini-yards

1. Dayroom times are posted on the Unit bulletin boards. Access to the mini-yards is also available during these times; however the mini-yard access will alternate between each gallery for morning or afternoon use. Mini-yards are not open in the evenings.

- a. Inmates may utilize the dayroom during free time when not at work or at school assignments, or attending programming provided dayroom is open.
 - b. Inmates may use dayroom time for approved recreational activities, scheduled showers, ironing their own clothing, scheduled phone calls, scheduled cell cleaning, and other approved activities.
 - c. Movement to and from the dayroom will be done during internal doors approximately half way through each dayroom.
 - (1) Cell doors will remain secured unless internal doors are being run. Cell doors will only be open while in use; immediately after passing through the door it will be secured by the inmate.
 - (2) When internal doors are run, inmates in the dayroom will be allowed to go to their rooms or vice versa.
 - d. Inmates will be allowed to go in and out of their cell for scheduled showers or cell cleaning only.
 - e. Inmates may leave the dayroom to use the restroom; however, they will lock down and remain in their rooms until the next scheduled running of internal doors.
 - f. Inmates returning from the Library to use the restroom will lock down and remain in their rooms. They are not allowed to return to the Library or go to the dayroom/mini-yard.
 - g. Inmates cannot exit the gallery to use the pop machine in the lobby during dayroom / mini-yard time.
 - h. Handballs are not authorized on the mini-yards.
2. When dayrooms are closed:
 - a. The only inmates allowed out at this time are the authorized housing unit porters in the performance of their assigned duties.
 - b. Inmates scheduled for activities such as showers, cell cleaning and phone calls.
 - c. These activities may commence upon notification and approval by unit staff assigned to the floor.
 3. Inmates on room restriction will not be allowed to utilize dayroom time.

C. Showers

Inmates are given a Housing Unit Activity Schedule Request form each Monday. This is to be completed and returned to Unit staff by Wednesday evening of each week for the following week.

1. Showers may be taken with staff notification in accordance with the Housing Unit Activity Schedule.
2. Unless directed by staff, inmates must use the shower located on the tier on which their assigned cell is located (i.e. lower A cells use lower A shower, upper B cells use upper B shower).
3. The inmate's lower torso (groin and buttocks) must be covered when going to and from the shower.

D. Telephone

1. Inmates are given a Housing Unit Activity Schedule Request form each Monday. This is to be completed and returned to Unit staff by Wednesday evening of each week for the following week.
2. See Chapter 8.B. for specific telephone call information.
3. Inmates must use one of the telephones located on their assigned gallery.
4. Only the Unit Manager or designee will change telephone call times for an inmate.

E. Cell Cleaning

1. Inmates are given the opportunity to clean their cells three times per week upon staff notification in accordance with an established schedule. Work with Unit staff to request any reschedules.
2. Inmates will have 15 minutes to clean their cells and must be locked down by the end of the 15 minutes.

3. Cleaning chemicals will be available at the Control Center. All cleaning supply containers must be returned to the Control Center by the end of the 15-minute period.
4. No chemicals may be kept in inmates' rooms.
5. The facility does not supply inmates with paper towels for cell cleaning, the only inmates allowed to possess paper towels are inmate porters in the performance of their duties.
6. A red scouring pad will be supplied to each cell and may be stored within the cell for cleaning. The pads will be replaced periodically. No black or green scouring pads are allowed in the inmate's cell.
7. Inmates will also be supplied with cleaning cloths that may be stored in the cell. Each cell is allowed only four cleaning cloths at any given time. These will be replaced, one for one on an as-needed-basis with the control center staff.

F. Ironing

1. Inmates may iron their clothes at any time while the dayrooms are open however they may only exit or enter their cells during internal doors.
2. Inmates are only allowed to iron their own clothes.
3. Irons are not to be used to heat food items.

NOTE: The dayroom schedule of activities and procedures is continuously reviewed. Modifications may be made by the Administration at any time. Any memorandums issued by the Warden regarding these procedures will take precedence over this handbook.

Chapter 7

Property/Laundry/Clothing Exchange/Canteen/Special Orders/Direct Orders

A. Property

1. Inmate personal property is defined as an item the inmate purchases or acquires through authorized channels. Personal property must be purchased through approved channels, such as the Canteen or special purchase orders.
 - a. 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.
 - b. No personal property can be left unattended anyplace outside an inmate's assigned cell except as allowed in Dining (see Chapter 4, Dining, pages 13 and 14, #13). Doing so may result in a Misconduct Report.
2. All purchased food items should be kept in the original container; the labels are not to be removed.
3. The maximum amount of state issue/personal outer clothing permitted will be six sets, which include four sets of state-issued outer clothing. Inmates can possess only two sets of personal outer clothing. Outer clothing is considered; personally owned pants, personally owned shirts, state-issue khaki pants, state-issue khaki shirts, and any sweat suits.
 - a. For example, an inmate may have four sets of khakis, one pair of jeans, one pair of sweat pants, one personal t-shirt, and one personal dress shirt.
 - b. Outerwear personal t-shirts and club t-shirts are included in the two-set personal outer clothing limit.
4. Inmates assigned to the Kitchen will be issued five sets of white pants and shirts to wear to work. This is not counted towards the maximum amount of outer clothing.
5. Inmates are authorized to special order and possess two tank tops and four pairs of walking or running shorts that will not count toward the maximum amount of personal clothing.
6. The maximum amount of state-issue/personal underclothing permitted will be ten sets, which includes five sets of state-issued clothing. Inmates can possess only five sets of personal underclothing. Underclothing is considered; under shorts, state t-shirts, socks, long underwear and undershirts.
7. State-issue bedding and linens will not exceed one mattress, one pillow, four sheets, two blankets, two pillow case, four towels and four washcloths.
8. Inmates may purchase Walkman-type units. Walkman-type units shall not have recording capability or external speakers. Walkman-type units shall not exceed a maximum purchase price of \$200.00.
9. All televisions purchased by inmates must have headphone capability and must have speakers disconnected. The maximum purchase price is \$229.90 for color TV. Prices are subject to change.
10. Television transactions among inmates may be allowed if the seller is discharging, transferring to CCC-L/CCC-O/WEC, or paroling within fourteen days; the buyer does not already have a television; the amount for which the television is to be sold is reasonable and approved by the Deputy Warden; and the buyer has the money on his account to make the purchase. The appropriate form should be filled out by the inmate and submitted to Unit Staff. If approved, Property will engrave the television with the buyer's number and then send the buyer a pass to pick up the television.
11. The maximum amount of personal property allowed must fit in a space measuring four cubic feet. Television sets, walkman-type units, musical instruments, legal materials, and state-issued items (clothing and bedding) shall not be included in the four cubic feet allotment, however, personal clothing (including shoes), personal grooming items, paper material/hobby tools and other miscellaneous authorized personal property (i.e. foodstuffs and Canteen purchases not reflected above) shall be included in this allotment. Personal property contained in an authorized footlocker shall be included in this allotment.

12. Inmates shall be permitted to retain legal materials in their possession. The amount of legal materials possessed by an inmate shall not exceed two cubic feet beyond what may be possessed as part of the four cubic feet property maximum in #11 above and must be the subject of current litigation.
13. State-issued clothing may be exchanged for replacement when it is worn out (see next section). However, if an inmate's state-issued clothing is altered, lost or damaged, the inmate may receive a Misconduct Report and be charged restitution for the replacement of the item(s). Inmates are responsible for all State property issued to them.
14. It is the inmate's responsibility to maintain authorized limits of state-issue and personal items. No items of property may be altered, including state-issue or personal. Abuse of the clothing exchange process (i.e. excessive, unwarranted exchanges of clothing) may result in a Misconduct Report.
15. Other specific questions regarding personal property can be addressed to unit staff.

Further information can be found in TSCI Operational Memorandum 204.01.01, *Inmate Personal Property and Property Control Procedures*.

B. Laundry

1. The Laundry Department operates Monday through Friday, excluding holidays. Regular laundry schedules are posted in each Housing Unit. Holiday schedules will be put out the weekend prior to a revised schedule. The Housing Unit will post these for inmate viewing.
2. Laundry will be returned unwashed, with a returned laundry notice, for the following reasons:
 - a. If an inmate's laundry bag tag is on the inside of their laundry bag, or not present, all laundry that is to be washed must be placed into an inmate's laundry bag(s), with the ID tag on the outside of the laundry bag.
 - b. Laundry bag(s) should not be more than two-thirds full, to allow for proper washing and drying.
 - c. Laundry bag(s) should be tied closed at or near the top of the bag with the attached tie string or rubber closure. The net bag tied in a knot is not acceptable.
 - d. State-issue laundry received on personal laundry day.
 - e. Personal laundry received on state-issue laundry day.
 - f. Blue jeans received other than day(s) specified.
 - g. White clothing and khaki clothing mixed together.
 - h. Any items found other than washable fabrics, i.e., bar soap, pens, etc.
3. When laundry is returned for any of these reasons, it is placed into a plastic bag with a notice attached, and returned in the unit's laundry cart.
4. 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).
5. Washing of blankets will be done by sending one blanket per laundry bag, on any day that an inmate has laundry. If more than one blanket is placed in a laundry bag, it will not be clean or completely dry when it is returned.
6. Personal clothing may be sent to the laundry on those days specified. The CSI Laundry Department and TSCI assumes no liability for an inmate's personal clothing. Laundry staff will take every possible precaution to see that personal clothing is not damaged or lost.

C. Clothing Exchange

1. All requests for State-issue items will be submitted on one of three forms dependent upon the need:
 - a. Clothing Exchange form: used for replacement or repair of items.
 - b. Lost Clothing Exchange form: used when items are lost.
 - c. Remark Clothing Exchange form: used for items to be remarked.

2. The appropriate form and the items to be exchanged will be given to Unit staff the day prior to your designated day.
 - a. All orders are one-for-one exchange; the old item must be exchanged to receive a replacement item.
 - b. Clothing items must be laundered prior to turning them in for exchange.
 - c. The institutional number must be visibly stamped on each State-issued clothing and linen item (except for towels, washcloths, sheets, pillowcases, boxers and socks) in order to be able to exchange it. If the institutional number is not visible, a Remark Clothing Issue form must be filled out before items can be exchanged. The items needing remarked are held pending approval of the remark. Inmates are not allowed to print their institutional number into State-issue items. All State-issue items needing to be stamped must be stamped in the Clothing Issue area which is the only approved method of numbering State-issue items.
 - d. Abuse of the clothing exchange process (i.e. excessive, unwarranted exchanges of clothing) may result in a Misconduct Report.
3. Requests should include the following information:
 - a. Type of item(s) requested.
 - b. Quantity of items being requested.
 - c. Size of each item.
 - d. Reason for ordering.
4. The form should accompany the clothing being exchanged. Clothing exchanges will be accepted once per week. All items, except for towels and washcloths must be verified by Housing Unit staff before the exchange can be made.
5. In the event clothing is lost, stolen or confiscated, a request for replacement clothing must be submitted to the Clothing Exchange Operator on the scheduled window day on a Lost Clothing Exchange form indicating the quantity needed, size and reason for request. Such items must be verified by Housing Unit staff before a replacement will be issued.
6. No replacement will be issued for altered or destroyed clothing until restitution has been made.
7. All items will be considered for repair in lieu of replacement.
8. Sweatshirts, stocking caps and state coats are only issued between October 1 and May 31.
9. Inmates must use the appropriate clothing issue form so the orders can be completed in a timely manner.

Further information can be found in TSCI Operational Memorandum 204.01.04 *Inmate Clothing & Linen Issue: Accountability/Replacement*.

D. Canteen

1. A variety of products are offered in the Canteen for purchase. Each unit has a product list.
 - a. If money is not posted on an inmate account, it cannot be spent.
 - b. A Canteen order form is required for entrance to the Canteen; there will be no exceptions to this unless authorized by the Canteen Supervisor or designee.
 - c. Conduct in the Canteen shall be kept in an organized and quiet fashion. Only two inmates are allowed at an open window at one time. Disciplinary actions or delay in receiving orders will occur if behavior or the noise level in the Canteen interrupts the processing of orders.
 - d. Maximum limits will be adhered to when trying to purchase products such as: Twenty-five tokens (\$10.00), 40 stamped envelopes, and \$85 (including 25 tokens) purchase limit per day.
 - e. When an inmate goes to Canteen he is to stand in line, enter the Canteen and show the Corporal his ID card.
 - f. Completed Canteen order sheets will be turned in to the gallery Canteen Box in the dayroom by 12:00 9:00 a.m. or upon completion of breakfast lines the day prior to the scheduled Canteen day. \$1.50. CSI workers will submit their Canteen order sheets in CSI.

2. An inmate's Canteen order form must include name, number and current living location. (Requests not filled out completely will not be filled.)
3. Refer to Chapter 1. F.7. on page 7 for Canteen guidelines for inmates on Room Restriction.
4. Inmates returning from the Canteen, on their unit's scheduled Canteen day, must return to the housing unit. Inmates must secure their canteen items in their rooms. Inmates may not leave the unit until their next scheduled activity. (See Chapter 2.)
5. Inmate pay is posted on the 12th working day of each month. On this first day of "pay store" the canteen will not open until 9:00 am.
6. All account discrepancies should be addressed through an Inmate Interview Request to the TSCI Business Office. The Canteen cannot provide inmate account information.
7. Neither TSCI nor the Canteen is responsible for loss, damage, theft or the condition of any items purchased through the Canteen once received by the inmate.

Further information can be found in TSCI Operational Memorandum 113.20.02, *Canteen Operations*.

E. Special Orders

1. Inmates should allow six to eight weeks for delivery of all products. All orders, which do not meet institutional standards, will be returned. Special orders can be picked up on the scheduled housing unit day for Canteen. Special orders will not be handed out during pay store or the three days following. Any items received which do not meet institutional stipulations, will be returned or shipped out.
2. Catalog orders will only be accepted 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.
3. 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 Administrative Regulation 113.02 and Operational Memorandum 113.02.02. A pre-order handling charge of 5% of the total merchandise, with a \$1.00 minimum and a \$5.00 maximum, will be assessed on all catalog orders. An institutional check payable to the vendor and another payable to the TSCI Canteen shall be submitted to the TSCI Business Office by the Canteen Supervisor, along with the order form and a stamped addressed envelope. 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 filled by the vendor, the inmate has 30 days to submit the same or similar purchase without an additional handling charge being assessed.
4. The TSCI Business Office approves all newspaper and subscription orders.
5. Inmates are limited to four Special Orders each calendar year.

Further information can be found in NDCS Administrative Regulation 113.02, *Inmate Accounting* and TSCI Operational Memorandum 113.02.02, *Inmate Accounting: Special Purchase and Direct Ordering Procedures*.

F. Direct Orders

1. Inmates are allowed to purchase certain items of clothing, electronics, shoes, etc. through the Direct Order Process.
2. Direct Order catalogs are located in each of the Housing Units. Inmates may also purchase their own catalog by contacting the Canteen and providing an Institutional Check to pay for the catalog.
3. Inmates need to complete a Direct Order form for the items they wish to purchase and turn the form in to the Canteen. The funds for the order will be removed from the inmate's account and the order is then placed. Please allow two weeks for delivery of items.
4. Direct Order items can be picked up at the Canteen on the inmate's regular store day with the exception of "paystore" days.
5. Once funds have been removed from an inmate's account for a Direct Order, the order cannot be changed or cancelled.
6. Items can only be exchanged for size discrepancy from order or defect.

Further information can be found in TSCI Operational Memorandum 113.02.02, *Inmate Accounting: Special Purchase and Direct Ordering Procedures*.

Chapter 8

Mail/Telephone/Visits

A. Mail

Mail is passed out during second shift on days the US Postal Service has mail delivery. A mailbox is located in each unit next to the Control Center for outgoing mail. All mail must be placed in the mailbox. Staff will not accept mail while they are on the galleries or at any other time.

Further information can be found in Chapter 3 of Title 68, NDCS Rules and Regulations, NDCS Administrative Regulation, 205.01 *Inmate Mail*, and TSCI Operational Memorandum 205.01.01, *Mail Room Procedures*.

B. Telephone

1. Inmates are required to complete and sign an Inmate Calling System (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 system. Each inmate may have up to 30 entries on his calling list including family, friends, the Ombudsman's Office, and 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.
2. Changes (additions/deletions) to the calling list will be permitted once every 90 days unless it is verified 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 90 days from the date the inmate signed the last ICS Registration Form. Immediate family is considered to be: mother, father, siblings, children, grandparents and step-parents.
3. Each gallery has a four-telephone kiosk. These telephones are for local, long-distance, social and legal calls.
4. Calls will be placed by dialing the inmate caller's Personal Identification Number (PIN) then the entire phone number of the individual receiving the call.
5. All calls will be identified with an automated announcement that 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.
6. All calls, except Ombudsman and attorney/client calls, are subject to electronic recording and monitoring by designated staff.
7. Inmates are not permitted to use or possess another inmate's PIN for any reason. An inmate is not permitted to reveal to another inmate his assigned PIN. PIN changes may be made on a case-by-case basis upon approval by the Warden or designee, after review of the circumstances requiring the change.
8. Inmates are prohibited from making telephone calls to staff, other inmates, contract personnel and volunteers.
9. Inmates may be restricted to the use of a specific telephone in a specific location.
10. No telephone calls shall be placed during count times and times of emergency or be permitted to interfere with security operations.
11. Inmates are not permitted to participate in three-way calling, call forwarding or conference calling telephone services during any personal calls. Use of these custom-calling features during personal calls may result in electronic call termination and disciplinary action.

12. 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.
13. Disciplinary sanctions may be imposed for violations of telephone regulations. Telephone privileges may be restricted by a Disciplinary Committee for violations of any telephone regulations. Inmates who are classified to the Drug Offender Classification status (DOC) will have their telephone privileges restricted for varying periods of time.
14. A Housing Unit Activity Schedule may be utilized to permit reasonable and equitable access to all inmates. Sign-up is on a first-come, first-serve basis.
 - a. Personal telephone calls are limited to one 15-minute block per day, seven days per week. Telephone calls are to be completed **at one 15 minute block and not divided up throughout the day.**
 - b. Legal/Confidential calls are scheduled Monday through Friday and limited to no more than two time blocks per day up to a total of 60 minutes per week. Personal calls cannot be made during scheduled legal call time; doing so may result in disciplinary action.
 - c. Only the Unit Manager or designee will change telephone call times for an inmate.
15. ICS calls can be placed as collect calls or debit calls (debit time for telephone calls can be purchased in the Canteen). Rates for collect calls are not established by the NDCS. Rates are approved by the Public Service Commission.
16. Speed-dial 01# is provided to allow an inmate to call the Office of Public Counsel /Ombudsman free of charge. Calls to the Ombudsman have the same duration limits and confidential status as attorney/client calls.

Further information can be found in NDCS Administrative Regulation, 205.03 *Inmate Telephone Regulations*, and TSCI Operational Memorandum 205.03.01, *Inmate Telephone Regulations*.

C. Visits

1. It is the responsibility of each inmate to begin the visiting process. Inmates may obtain Visitation Request Forms (VRF) 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 the VRF (adults must submit a form for each minor they are bringing on the visit; the minors must also be listed on the visiting adult's form) and return it to:

Visitation Administration
TSCI
P.O. Box 900
Tecumseh, NE 68450

2. Questions regarding visiting may be addressed to the unit staff, Pass Clerk, or the Unit Administrator by calling (402) 335-5998.

3. Visiting Schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st Session (0800 - 1030)	Closed	Closed	Death Row	General Population	Protective Custody	General Population	Death Row
2nd Session (1200 - 1420)	Closed	Closed	General Population	General Population	General Population	General Population	General Population
3rd Session (1440 - 1700)	General Population	Closed	General Population	General Population	General Population	General Population	General Population
4th Session (1730 - 1930)	General Population	Closed	General Population	Protective Custody	Closed	General Population	General Population
CCTV Visiting	Seven 1-hour sessions per day	Seven 1-hour sessions per day	Seven 1-hour sessions per day	Seven 1-hour sessions per day	Seven 1-hour sessions per day	Seven 1-hour sessions per day	Seven 1-hour sessions per day

4. **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 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. Requests should be submitted as soon as practical to allow staff to process the request.
5. **Extended Visits:** These types of 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 types of visits also 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.

NOTE: Other persons not on an inmate's approved visiting list, but who may be considered for special visiting privileges includes prospective employers, attorneys, members of the clergy and social service representatives. These people may be able to offer valuable assistance to inmates and therefore, shall be allowed to visit with the approval of the Warden or his/her designee.

6. All inmates placed in segregation at TSCI will usually visit by closed circuit television. Inmates who have been classified to the Drug Offender Classification status will have their visiting privileges restricted for varying periods of time.

Further information can be found in Chapter 4 of Title 68, NDCS Rules and Regulations, NDCS Administrative Regulation, 205.02, *Visiting*, and TSCI Operational Memorandum 205.02.01, *Visiting Regulations*.

Chapter 9

Inmate Accounting

A. Interest Bearing Savings Accounts

Inmates may have the following savings accounts: Regular, Private Venture and Release. All accounts will be held by NDCS and invested through the State of Nebraska. Interest will be posted on the tenth work day of the month to the appropriate account. The rate of interest will fluctuate on a monthly basis. Interest will be paid based on the average daily balance in the account. The Department will assess no fees for handling these interest bearing savings accounts.

1. Regular Savings

A minimum of \$50 will be required to open or sustain a regular savings account. Two withdrawals and two deposits are allowed per calendar month. One additional withdrawal per month may be requested for an emergency with the Warden's recommendation submitted to the Controller for approval. Withdrawals that will decrease the account to a balance below \$50 will be adjusted to close the account and all funds will be placed in the inmate's institutional account. Quarterly and annual statements (calendar year) will be generated and distributed.

2. Private Venture Savings

An account will be opened with the first transaction; however, interest will not be earned until an average daily balance of \$50 is reached for a month. Should the average daily balance drop below \$50 the private venture savings account will stop earning interest. Two withdrawals per calendar month will be allowed to send funds for family support; however, a \$50 balance must be maintained to earn interest. Deposits will be made on the same day as private venture pay posts on the institutional account. At this time, TSCI does not have Private Venture.

Quarterly and annual statements (calendar year) will be generated and distributed.

3. Release Savings

Upon admission to the Department, a release savings account will be established in the Corrections Information and Tracking System. Inmates with debts due the Department will not have Release Savings withheld until their debts are satisfied. Five percent of all earnings will be transferred from the inmate's institutional account to the release savings account when the earnings are posted. Inmates with a Parole Eligibility Date (PED) ten or more years in the future, those serving life-to-life sentences, and death row inmates are exempt from the release savings withholding until the first month after the PED equals ten years. Interstate transfers and safe keepers will not have release savings withheld from their account. The inmate will not have access to this account until he is released from the Department. Additionally, the Department shall not be able to access these funds for debt to the Department.

An account will be opened with the first transaction; however, interest will not be earned until an average daily balance of \$50 is reached for a month. Should the average daily balance drop below \$50 the release savings account will stop earning interest. Deposits will be made on the same day as pay posts on the institutional account. Quarterly statements will be generated for all accounts with a balance greater than \$50. Annual statements will be generated regardless of balance.

B. 1099 Statements

1099 statements reporting the interest will be issued by the State of Nebraska in accordance with Internal Revenue Service Regulations and the Nebraska Department of Revenue guidelines.

C. Savings Transaction Request Form

A Savings Transaction Request form will be used to request a deposit or withdrawal as authorized by Department regulations. This form will work similarly to the institutional check with a stub to be returned to verify processing of the transaction. Withdrawals from a private venture savings account must be accompanied by an institutional check for family support and a self-addressed stamped envelope. Transactions requested on this form will be processed in NDCS Inmate Accounting on Thursdays.

D. Incoming Funds

1. The name and address of the sender must be on the money order or the envelope; if the sender's name is on both they must match.
2. Names must include complete first and last names and be the sender's legal name. (Example: Jane Doe, not J. Doe)
3. Do not use nicknames or terms such as Mom or Grandpa on the envelope and the money order.
4. Printing must be neat and easy to read.
5. If names and addresses are not the same, the money order will be placed on the confiscated account.
6. Money sent by anything other than a money order will be unavailable for 21 days.
7. Cash sent in the mail shall be placed on the reentry confiscated account.
8. Immediate family members of one inmate can not send funds to another inmate.
9. Funds received will be posted to the inmate's Institutional Account within 48 hours.

Further information can be found in Chapter 6 of Title 68, NDCS Rules and Regulations, NDCS Administrative Regulation, 113.02, *Inmate Accounting*, and TSCI Operational Memorandums 113.02.01, *Inmate Accounting*, 113.02.02, *Inmate Accounting: Special Purchase and Direct Ordering Procedures*, 113.02.05, *Inmate Accounting: Inmate Trust Fund*, 113.02.07, *Inmate Accounting: Procedures for Indigent Inmates*.

Chapter 10

Sanitation

1. Inmates are expected to maintain a high degree of sanitation in their housing units and cells. Inmates are to keep their cells clean and orderly at all times. Sanitation deficiencies are to be corrected immediately; examples are spilled coffee, debris on the floor, etc. All clothing will be picked up and put away in their proper location and the bunk will be made daily before an inmate departs his living unit. Sanitation will be monitored and checked daily by unit staff.
2. Inmates empty their trash daily into the designated receptacles.
3. Living areas are cleaned daily.
4. All soiled inmate laundry is assembled for pick-up in accordance with Operational Memorandum 111.01.06 "Laundry Procedures." Please see Chapter 7 of this book.
5. All living quarters shall be free of excess property. Possession of excess property may result in disciplinary action.
6. Food from TSCI Food Service will not be taken out of authorized dining areas or kept in any inmate's cell.
7. Inmates found littering, defacing living areas, and/or covering room or door windows, lights and vents will be required to correct the deficiency and may be subject to a Misconduct Report.
8. Cell cleaning: please see Chapter 6 for specifics.
9. Ice and hot water can only be put into authorized containers (cups and tumblers).
10. Trash bags are not authorized for inmate personal use.
11. No personal or state-issued items will be left outside the cells at any time.
12. The following is a list of expectations for cell sanitation and orderliness:
 - a. Keep floors clear of barriers.
 - b. Clean walls. Nothing on walls; all items within the bulletin board area only.
 - c. Tape is only allowed to be used within the bulletin board area.
 - d. 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.
 - e. No items (including electrical cords) may be hung on bed rails or the end rail.
 - f. Footlockers must be stored neatly under the bed when not in use.
 - g. Shoes must be lined up neatly under the bed.
 - h. Cosmetics may be stored only on the cosmetic shelf or in the cabinet.
 - i. No items may be hung from the cabinet or cosmetic shelves (except a towel from the towel hook).
 - j. Desks must be neatly organized at all times.
 - k. Room furnishings shall not be altered, nor will homemade furnishings be allowed.
 - l. No item will be allowed to obstruct the gap between the bottom of the cell door and the floor.
 - m. No items are to be in windowsills.
 - n. All personal property must be stored in the cabinet or personal footlocker, with the exception of electronic equipment.

Further information can be found in TSCI Operational Memorandum 111.01.01, *Sanitation & Hygiene: Cleanliness of Buildings*.

Chapter 11

Programming

A. Education

1. Courses offered:
 - a. GED
 - b. Life Skills
 - i. Computer Literacy
 - ii. Job Skills/Employability
 - iii. Money Smart
 - c. College Credit Classes by Correspondence. Inmates are responsible for cost of tuition and fees.
 - d. Vocational/Industrial: Pro-Start offered through TSCI Food Service.
 - e. English as a Second Language (ESL/ELL).
 - f. High School Diploma available for inmates under age 22.
 - g. Other courses as identified by TSCI Education Department.
2. In order to sign up for classes offered through education, requests may be sent on Inmate Interview Requests to the Education Department. Some restrictions apply in regards to Tentative Release Date, etc. Please ask education staff for details.
3. The Inmate Parenting Program includes InsideOut Dad™, Common Sense Parenting and Relationship classes. Day visits and extra phone time are available to inmates meeting the necessary criteria. Inmates who are interested in participating in this program should contact the Facility Parenting Contact in the Education Department for more information. Further information can be found in NDCS Administrative Regulation 106.03, *Inmate Parenting Program - Males* and TSCI Operational Memorandum 106.03.01, *Inmate Parenting Program - Males*.

Further information can be found in TSCI Operational Memorandum 106.01.01, *Academic and Vocational Services*.

B. Mental Health

1. The Mental Health Department provides services for the assessment, diagnosis and treatment of serious mental illness.
2. The Mental Health Department offers services regarding Mental Health Emergencies and Crisis Management. If an inmate has concerns, he should contact any staff in crisis situations. For less emergent concerns, write an Inmate Interview Request to the Mental Health Department.
3. The Mental Health Department also notifies inmates and unit staff of treatment recommendations when screenings by the Clinical Violent Offender Review Team (CVORT) and the Clinical Sex Offender Review Team (CSORT) have been completed. This information is documented on the inmate's Personalized Plan. Questions about treatment recommendations can be sent to the Mental health Department by Inmate Interview Request.
4. Psychological Evaluations are **not** available upon inmate request, but are scheduled only upon appropriate Unit staff and/or Parole Board referral. Questions about psychological evaluations can be sent to the Mental Health Department by Inmate Interview Request.

Further information can be found in TSCI Operational Memorandum 115.23.01, *Mental Health Services*.

C. Substance Abuse

1. Substance Abuse Staff make recommendations regarding type of treatment, if any, needed by an inmate (residential or non-residential). This information is documented on the inmate's Personalized Plan.
2. Residential Substance Abuse Unit (SAU, Housing Unit 1E): To be placed on the SAU waiting list an application is required, which can be obtained from the inmate's assigned Case Manager.
3. Non-Residential Substance Abuse (Intensive Outpatient-IOP or Outpatient-OP) classes may be requested by submitting an Inmate Interview Request to Non-Residential Treatment (NRT's) staff.

Further information can be found in TSCI Operational Memorandum 115.09.01, *Substance Abuse Treatment Programming, Detoxification and Chemical Dependency*.

For a full list of programs, see TSCI Operational Memorandum 116.01.03, *Inmate Program/Services Participation*. For more detailed information regarding programs, send a request for specific information to the appropriate department, or consult unit staff.

Chapter 12

TSCI Activities

A. Recreation

1. Athletic and Recreation (A & R) programming is available to inmates for reasons other than to occupy free time. Programs are 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.
2. Gymnasium, Ball Field and Courts:
A bi-weekly Schedule of Planned Recreational Activities for each Housing Unit is posted on Housing Unit bulletin boards. Please see Chapter 6.A.2., page 17 for attending and returning from these activities.
3. A variety of activities are available through A & R. A number of competitive leagues and fantasy contests are also offered.
4. Hair Care Area: Inmates may request a haircut by submitting an Inmate Interview Request to Inmate Hair Care. Haircuts are completed Monday through Friday in the afternoons. A pass will be issued for the scheduled date and time of the haircut. If the inmate has a preferred date/time/hair care provider for his haircut or has a job or school, it should be noted on the request. Staff will try to accommodate the preferences. Haircuts are allowed approximately once every 30 days.

Haircutting, is NOT authorized anywhere but the Hair Care Area for General Population inmates. Security Threat Group designs/patterns in an inmate's hair are strictly prohibited. This includes, but is not limited to: notching of eyebrows, haircuts resulting in a design/pattern combed or braided into hair or facial hair and wearing hair in such a manner that pattern/design is created.

Hair braiding is not allowed in the Hair Care Area; it IS allowed in the Gymnasium, ball field or courts area.

5. Music Room: the music room is located in the Gymnasium.
 - a. Only inmates on the music room roster are allowed into the music room. In order to be placed on the roster, submit an Inmate Interview Request to the Recreation Manager and attach a \$0.50 check for dues. This money is used to purchase and maintain the equipment used in the music room.
 - b. Requests must be received by the 15th of one month to be placed on the following month's roster.
 - c. An inmate will be scheduled to use the music room once for the month during the time his unit is scheduled to be in the Gymnasium for recreation.
 - d. The request may be for time alone or for time with one other inmate from his gallery.
6. Hobby: TSCI has membership guidelines for inmates interested in hobby. Inmates must be 90-day's Misconduct Report free before being accepted into the Hobby Program. Hobby is free. These are hobbies inmates can do in their living location. Permissible hobbies include: Drawing/Sketching, Beading, Thread Crafts, and Water Color Painting. Inmates may request a hobby card with up to four of the approved hobbies by sending an Inmate Interview Request to the Hobby Supervisor. The hobby card must be posted on the inmate's bulletin board.
7. Club Activities: TSCI has eight clubs available for inmates in General Population to participate in. These include: AA, MATA, NASCA, Harambee, Toastmasters, Stamp, 7th Step, and Vietnow. Most clubs require a dues payment of \$1.00 per month. Dues must be submitted by the 15th of one month to be placed on the following month's roster. Rosters are updated monthly and an inmate must be on the roster to attend. An inmate is allowed to attend up to four club meetings per month. NOTE: AA club is exempt from dues and attendance restrictions. For details regarding specific meeting times and to be placed on the meeting roster send an Inmate Interview Request and dues payment to the Club Coordinator.

8. Holiday Events: For each Holiday the A&R Department organizes special Holiday Events. These events are different than the leagues being run at that current time. Events that have been held in the past include: basketball skills competitions, Bingo, Music Concerts, Hoover ball and whiffle-ball.
9. Television Channel 15 is the TSCI institutional channel. This channel is used to notify inmates of current events, upcoming events, and any other information that may be useful to the population.
10. Surveys: The TSCI A&R Department will issue surveys whenever TSCI is able to make a change in things like the cable programming and soda pop vendor. These services are under contract, but when a change is offered the population will be surveyed.
 - a. A&R runs annual surveys for the housing unit radio stations, soda flavors and Recreation programs and activities.
 - b. A&R accepts input regarding programming year round. If an inmate has participated in athletic or recreation programming elsewhere and would like to have it at TSCI, send an Inmate Interview Request detailing the activity and the equipment required to the Recreation Manager for consideration. A new activity is usually introduced as a Holiday Event; if it is well received, creating a league will be considered.
11. The Read-To-Me/Holiday DVD Program gives inmates an opportunity to record themselves reading a book then send the DVD out to their child(ren). There is a fee for the DVD and the postage. The information about how to participate in this program is available in September and October. DVD's are recorded in November and December.
12. Recreation Jobs and League Assistants: A & R employs inmates as porters and league assistants. If an inmate is interested in working as a porter send an Inmate Interview Request to the Recreation Manager. To work as a league assistant (referee, scorekeeper) the inmate must undergo Officials Testing and meet Clinic requirements. These positions are advertised as needed.

Further information can be found in TSCI Operational Memorandum 207.01.03, *Athletics & Recreation Program*, and TSCI Operational Memorandum 207.01.01, *Inmate Hobby Craft Association Procedures*.

B. Library Services

Inmates at TSCI have access to two libraries: the Circulation Library and the Law Library.

1. Circulation Library
 - a. Inmates may come to the Library one hour per day, but they must have a pass. To receive a pass for the Circulation Library, an inmate must send an Inmate Interview Request to the Librarian requesting placement on the pass list and the day he wishes to use the Library. Separate Inmate Interview Requests must be submitted for each day requested.
 - b. Inmates not on the Daily Pass Schedule are not allowed in the Library for any reason. Passes are scheduled by housing unit; if an inmate chooses not to come with the group he will not be allowed in the Library at a later time. If another activity is scheduled at the same time as the library pass, the inmate must decide which activity he wants to attend, he cannot attend both.
 - c. Two "no shows" within a seven-day period will result in loss of Library passes for seven days.
 - d. Inmates on room restriction are not allowed to go to Circulation Library.
 - e. Generally, inmates who visit the Circulation Library are allowed to check out five recreational reading books for a period of 14 days. If the inmate has not completed the book, he may renew it by physically returning it to the Library upon or prior to the due date and asking for an extension of 14 additional days. Materials are declared overdue at 12:00 noon on the day following the due date. An overdue notice will NOT be sent; if a book is overdue the inmate is subject to a Misconduct Report.
 - f. Newspapers and magazines are never checked out of the Library to general population inmates; they must be viewed in the Library.
 - g. Inmates assigned to SMU, protective custody and death row will be provided library services by way of a book cart. The book carts in these units will be rotated periodically.

- h. An inmate may request a specific book from the Library via an Inmate Interview Request if he is unable to physically access the Library.

2. Law Library

- a. The Law Library is staffed with two Inmate Legal Aides who will assist inmates in doing legal research and in preparing documents. To learn an inmate's legal rights ask the Legal Aides for a copy of THE RIGHTS OF PRISONERS to read. This cannot be removed from the Library; it must be read in the Library and may provide a better understanding of constitutional rights available to inmates.
- b. Approved NDCS Administrative Regulations and TSCI Operational Memorandums are available for review in the Law Library.
- c. For legal assistance send an Inmate Interview Request to the Law Library and request to see a Legal Aide.
- d. Send an Inmate Interview Request to the Law Library to request a pass stating the date and why it is needed. All requests are logged in and then passes are issued. Separate Inmate Interview Requests must be submitted for each day requested. Specific date requests will be filled when possible; if the Library is full on the requested date the pass will be issued for the following day. Inmates are allowed one hour per day.
 - i. If an inmate would like to use the Law Library on his own, the Interview Request should state "for research".
 - ii. If an inmate needs assistance from a Legal Aide, he should state it on the request. If an inmate needs to use a typewriter, he should indicate it on the request.
- e. Computers are available for legal case research. Inmates will be required to sign a log for the time the computers are in use. **COMPUTERS ARE FOR LEGAL RESEARCH ONLY.** Misuse of these computers may result in disciplinary action.
- f. For legal copy information see TSCI Operational Memorandum 116.01.04, *Inmate Rights: Photocopying Services*.

3. Schedule

Monday-Sunday and Holidays

8:30 am to 9:30 am
9:30 am to 10:30 am
12:30 pm to 13:30 pm
1:30 pm to 2:30 pm
2:30 pm to 3:30 pm
6:30 pm to 7:30 pm
7:30 pm to 8:30 pm

Further information can be found in NDCS Administrative Regulation 116.01, *Inmate Rights*, TSCI Operational Memorandum 107.01.01, *Library Services*, TSCI Operational Memorandum 116.01.02, *Inmate Law Program*, and TSCI Operational Memorandum 116.01.04, *Photocopying Services*.

C. Religious Services

- 1. There is a Religious Coordinator in the religion area to assist inmates with any questions regarding religious programming, including but not limited to:
 - a. Spiritual counseling
 - b. Limited religious writings/Chapel Library
 - c. Limited study guides, pamphlets, calendars, address books
 - d. Special needs
 - e. Marriage intention
 - f. Death notification
 - g. General religious questions
- 2. Worship Services / worship education for several NDCS accommodated religions are scheduled each month. Inmates may send an Inmate Interview Request for times of worship or education to the Religious Coordinator or

see the calendar posted in the religion area. Inmates are only allowed to attend one worship service and one worship education time a week.

3. To attend worship services / worship education or receive services inmates:
 - a. Must send an Inmate Interview Request to the Religious Coordinator to be placed on a roster or receive information/materials,
 - b. Must be on the roster to attend religious programming,
 - c. Must have a pass.

Further information can be found in TSCI Operational Memorandum 208.01.01, *Religious Services*.

Chapter 13

Rules

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 TSCI.
2. A copy of Title 68, NDCS Rules and Regulations, Chapters 5 and 6, containing 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 any questions, he should direct them to his Unit Manager or designee. If literacy or language problems prevent an inmate from understanding the Rule Book, a staff member or translator will assist the inmate in understanding the rules. Visually impaired inmates will have access to an audiotope of Rules 5 and 6.
3. The Nebraska Department of Correctional Services does not allow the use of tobacco or tobacco-related products in its facilities or on its property. This policy also prohibits the possession of tobacco or tobacco-related products. This policy applies to all staff, inmates and visitors. All items found will be confiscated by the discovering employee and submitted to the Disciplinary Committee Coordinator, followed with a Misconduct Report.
4. Inmates are expected to use proper language, both written and verbal, when addressing staff and other inmates; this includes not soliciting in any form. Violations may result in a Misconduct Report.
5. Inmates are not allowed to speak to, distract or interact with the canine units/detection dogs. Doing so may result in a Misconduct Report.
6. Inmates are not allowed to loiter within ten feet of the Control Center Doors.
7. Unauthorized Areas: Inmates are not allowed to be in another inmate's room, on another gallery, the side of the gallery or a tier to which they are not assigned, the stairway, other unit or gallery entrances to which they are not assigned, or in another unit other than their own without specific permission from staff. Inmates are not allowed to loiter on the untiled (concrete which is in front of the cells) portions of the galleries, stairways, housing unit lobbies and entrance vestibules or fire escapes.
8. Inmates will maintain an acceptable noise level on the units at all times. Inmates must use headphones when listening to all audio equipment or TV's while in the unit and on the yard. All such electronic devices shall be turned off when the inmate leaves the cell.
 - a. Inmates are not allowed to play musical instruments in the dayrooms unless headphones can be used.
 - b. Audio, from any electronic device with audio capability, cannot be routed through other electronic devices with external speakers.
9. Inmates must return all tools/utensils that are checked-out to them. In addition, they must return the tool/utensil in the same condition that the tool/utensil was issued to them. Failure to do so may result in a Misconduct Report.
10. Searches: Inmates are subject to a search of their person, possessions and cells at any time. If a cell is being searched, the inmate is to step out of the cell. Staff may instruct the inmate to go to the dayroom for the duration of the search. The inmate is responsible for any contraband found in his room. Inmates do not have the right to observe their cell being searched.
11. On the yard, inmates must remain on the sidewalks or paved areas except in designated areas, i.e. the ball field. Inmates are not to lean or sit on any fencing or railing.
12. Inmates will not be permitted to participate in street or prison gang activities. Forbidden activities include, but are not limited to: dressing in a manner dictated by a gang common dress code, which includes colors, insignia, specific clothing items worn in such a way as to denote group identity or status; using hand signs or being in possession of gang-related photos, graffiti, training materials, publications, or members lists, etc. 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.

13. Per Administrative Regulation 113.02, *Inmate Accounting*, Pages 5 and 6 of 29, "An immediate family member may send funds to more than one inmate with the Warden's approval" and "An inmate may not receive funds from...a relative of another inmate," and "Funds that do not have complete information or are received from an unauthorized source will be placed on the re-entry confiscated account."
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Chapter 14

Emergency Procedures

1. Fire Evacuation: In case of fire, inmates are to exit the unit via the exit/entrance doors on either side of the Control Centers. If that is not possible, then inmates will use the exit doors on the end of the galleries.
2. Severe Weather: In case of severe weather, (tornado, severe thunderstorm, high winds, damaging hail, etc.) inmates will be instructed to go to a safe place for shelter. In the housing units, the safest place is in the inmate's cell. Safety can be enhanced in the cell by moving under the bottom bunk of the cell, making as small a target as possible for flying debris and covering oneself with a mattress.
3. Altercation or Assault: In the event of an altercation or assault between two or more people, inmates in close proximity to the incident are expected to disperse immediately when possible. Staff will direct any remaining inmates to lie face down on the ground. Inmates who fail to adhere to these directives will be considered an active participant in the incident and will be managed accordingly, which may include exposure to chemical agents and/or use of physical force.

Further information can be found in TSCI Operational Memorandum 111.04.01, *Safety & Emergency Procedures: Fire Prevention and Evacuation*.

Chapter 15

Sexual Assault

Zero Tolerance Standard

1. 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 or abuse to include:
 - a. Physical/sexual assault
 - b. Physical/sexual pressuring
 - c. Extortion (pressuring for personal property, charging rent, demanding sexual favors or money)
 - d. Physical/sexual intimidation or manipulation
 - e. Retaliation/retribution
2. 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.
3. Staff, volunteers, and contractors who engage in the above cited prohibited acts are subject to appropriate administrative action and/or criminal prosecution.

Prevention/Intervention

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

Self Protection

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

Reporting Sexual Abuse/Assault

Inmates who believe 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.

Treatment and Counseling

1. 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.
2. 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).

Further information can be found in the **Sexual Assault Awareness brochure, Attachment D to NDCS Administrative Regulation 203.11**, which is attached to this document. It is also given to each inmate at the Diagnostic and Evaluation Center and during TSCI Mental Health Intake and reviewed at TSCI Orientation.

SELF PROTECTION

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

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

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

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

Casual nudity and talking about sex may make another person/inmate believe that you have an interest in a sexual relationship.

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

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

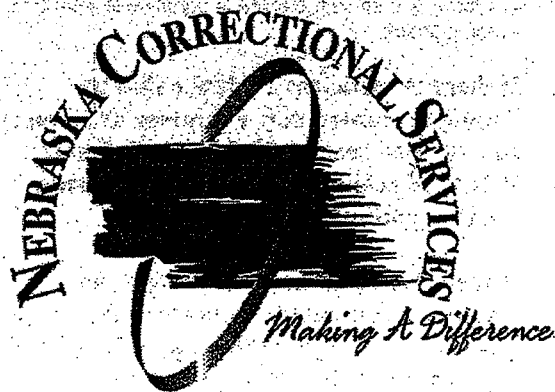
Attachment D, AR 203.11 Sexual Assault
Revised 6-1-08

SEXUAL

ASSAULT

AWARENESS

Inmate, Offender & Parolee Sexual Assault/Abuse Awareness



IF YOU ARE SEXUALLY ASSAULTED

If the attack just happened.....

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

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

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

Later on.....

Please seek support. The days ahead can be traumatic and it helps to have people who care about you supporting you.

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

THE DEPARTMENT'S POLICY ON SEXUAL ACTIVITY

The Nebraska Department of Correctional Services will not tolerate sexual abuse in any of its facilities or programs. Inmates, offenders, parolees, visitors, volunteers and employees have a right to living and working areas that are free from any form of sexual abuse. This policy covers sexual abuse by employees, visitors, volunteers, sponsors and inmates.

Staff-on-Inmate Sexual Behavior

Employees, contractors, volunteers and sponsors (other than the inmate or parolee's spouse) are prohibited from:

- Making verbal statements of a sexual nature to an inmate, parolee or offender.
- Threatening an inmate, parolee or offender in an attempt to induce the inmate, parolee or offender to engage in sexual behavior with the employee.
- Physically touching an inmate, parolee or offender in a sexual manner. This includes the intentional touching of the genitalia, anus, groin, breast, inner thigh or buttocks with the intent to abuse the inmate, offender or parolee or to arouse or gratify the employee's sexual desire.
- Attempting to have sex with an inmate, parolee or offender.
- Having sex with an inmate, parolee or offender.

Sexual acts involving staff, contractors, sponsors or volunteers are a felony.

State Statute 28-322.01 Sexual abuse of an inmate, offender or parolee. A person commits the offense of sexual abuse of an inmate, offender or parolee if such person subjects an inmate or parolee to sexual penetration or sexual contact as those terms are defined in section 28-318.

It is not a defense to a charge under this section that the inmate, offender or parolee consented to such sexual penetration or sexual contact.

State Statute 28-322.02 Sexual abuse of an inmate, offender or parolee in the first degree. Any person who subjects an inmate, offender or parolee to sexual penetration is guilty of sexual abuse of an inmate or parolee in the first degree. Sexual abuse of an inmate or parolee in the first degree is punishable from 1 to 20 years in prison.

State Statute 28-322.03 Sexual abuse of an inmate or parolee in the second degree. Any person who subjects an inmate, offender or parolee to sexual contact is guilty of sexual abuse of an inmate or parolee in the second degree. Sexual abuse of an inmate or parolee in the second degree is punishable from 0 to 5 years in prison.

If there is sufficient evidence that an employee, contractor, volunteer or sponsor has violated section 28-322.01, the matter WILL be referred to a County Attorney for prosecution.

If there is sufficient evidence that an employee, contractor, volunteer or sponsor has committed any of these activities, there WILL be administrative, disciplinary and/or criminal sanctions.

Inmate-on-Inmate or Inmate-on-Staff Sexual Behavior

The Department of Correctional Services will not tolerate abusive sexual contacts or acts within the correctional setting. The Code of Offenses prohibits inmates, offenders or parolees from engaging in sexual behavior with another inmate, offender or parolee or forcing an employee to engage in unwanted or nonconsensual sexual behavior with an inmate, offender or parolee. Inmates and offenders 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 and offenders 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. Offenders will be referred to the Court.

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

TECUMSEH STATE CORRECTIONAL INSTITUTION ORIENTATION CHECKLIST*

- Security Regulations
- Dress Code
- Grievances
- Personal Property
- Hourly Doors
- Sanitation
- Rules & Regulations
- Mail/Visiting/Telephone Procedures
- Count
- Security Threat Groups
- Laundry
- Clothing Exchange
- Religious Services/Activities
- Education Programs
- Mental Health
- Library/Law Library
- Canteen Services
- Athletic/Recreation/Hobby/Clubs
- Medical
- Sexual Abuse/Sexual Assault

*A checklist will be completed on each inmate scheduled for orientation. If the inmate refuses to attend or sign the attendance document, indicate it on the inmate signature block.

I have received information concerning the above matters and have had the opportunity to discuss this with staff members.

Inmate Signature

Inmate #

Date

Staff Signature

Date

Distribution:
Original-Central File
Copy-Treatment File

TSCI General Procedures and Orientation for Inmates
April 4, 2013

**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
TECUMSEH STATE CORRECTIONAL INSTITUTION
RECEIPT**

for

Tecumseh State Correctional Institution General Procedures and Orientation for Inmates Handbook and Sexual Assault Awareness brochure.

I, Inmate _____
(PRINT INMATE NAME AND NUMBER)

have, on this date, received a copy of the *Tecumseh State Correctional Institution General Procedures and Orientation for Inmates Handbook*, revised January 31, 2012 and the Sexual Assault Awareness brochure.

_____ AM
Date Received Time Received PM

_____ Staff Witness
Inmate Signature

Staff Witness

Distribution: Original-Inmate File
Copy-Treatment File
Copy-DCC

TSCI General Procedures and Orientation for Inmates
April 4, 2013

