

ATTACHMENT #1A

Nebraska Correctional Center for Women

**Nebraska Correctional Center for Women
Orientation Manual and Inmate Handbook**



A handwritten signature in black ink, which appears to read "B. W. Gage".

Brian Gage

Warden

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You have been sentenced to the Nebraska Department of Correctional Services (NDCS). Upon your arrival you will be assigned to the Diagnostic & Evaluation (D&E) Unit. It is your responsibility to notify your family/friends of your transfer. The address and phone number of the facility is:

Nebraska Correctional Center for Women

1107 Recharge Rd

York, NE 68467-8003

(402) 362-3317

Please inform family/friends that might be sending in mail that they need to include your full name and inmate number, if it is known, on the outside of the envelope to ensure proper delivery. All incoming mail must have the name and address of the sender on the envelope.

When receiving funds from family/friends the financial instrument should be made payable to you under your full committed name or committed name and legal name. The sender's full name (first and last) and complete street address and city/state are required on the financial instrument or the envelope. If this information is not included, the funds will be placed on your re-entry confiscated account and may be appealed when the information is provided. The address on the envelope and financial instrument must match. Cash is not allowed to be sent in and will be placed on your re-entry confiscated account.

Housing unit staff will be your contact for questions/concerns that may arise. Listed in this handbook are the in-house rules you will be expected to follow. Failure to follow these rules or other verbal directives from staff may result in disciplinary action.

NDCS Rules and Regulations, Administrative Regulations and Operational Memorandums take precedence over this handbook. Review the NDCS Rules and Regulations Manual, and if you have questions consult with unit staff.

CHAPTER I

LIVING UNIT RULES

1. Lawful orders and directives from staff, written as well as verbal must always be followed.
2. No items of personal property or food may be given, loaned, shared or sold to other inmates except as outlined in this manual and the Operational Memorandums pertaining to personal property.
 - a. Magazines, newspapers, games, photographs and books may be observed between inmates while in housing unit lobbies only.
 - b. Inmates may not possess photographs of current inmates or parolees.
3. There will be no running, yelling, or other disruptive behavior in the halls or any other area of NCCW.
4. Inmates are expected to use proper language, both written and verbal, when addressing staff and other inmates. This includes no soliciting in any form. Violations may result in a Misconduct Report.
5. 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.
6. Any and all body contact between inmates is prohibited including but not limited to; holding hands, caressing, embracing, kissing, sitting on laps, contact between legs, massaging, back rubs, crossed or entwined legs or any type of sexual activity.
7. Inmates may not assist each other with personal grooming, except that hair care may be done in inmate rooms by roommates only and in Living Skills.
8. Inmates will be appropriately dressed at all times. Inmates must be fully dressed except during bathing, changing clothes, medical examinations, searches or when using the restroom. Inmates will not be allowed to sleep in the nude. The state issued blue nightshirt and shorts are required for sleeping. Sweat clothes may substitute for the state issue nightclothes during extremely cold weather.

9. Institutional lockdown is 8:35 PM daily. **An inmate must be in her living unit or assigned area prior to the beginning of lockdown.** Yard will be closed at 8:00 p.m. Inmates may not leave these areas during lock down without staff escort.
10. After 8:35 PM inmates in B-Bay, Nursery, and SAU may use the restroom for toilet use and hand washing, with staff permission, but must immediately return to their room.
11. During official counts inmates must be clearly visible to staff. Hiding or delaying counts may result in disciplinary action. Staff must be able to see living, breathing flesh. If inmates are in their living unit during count they must be on their assigned bed with the door closed.
12. Roommates will share all room space equally. Each inmate will share in the care and cleaning of the room. All roommates may be held responsible for contraband found in the room.
13. Air vents, lights and windows cannot be covered unless approved by staff. No items may touch, cover or be placed within 5 inches of clip-on electric lamps.
14. Room doors are to be closed at all times unless approved by staff.
15. Sitting is allowed in chairs and on the inmate's assigned bed. Inmates may not sit/recline/step on desks, tables, trash cans, countertops, footlockers, other inmate beds, or any other piece of furniture not intended for that use. Feet will remain off walls and furniture at all times.
16. Nothing may be posted on walls, windows, beds, and exterior of lockers or room doors in housing units. Items may be posted on approved bulletin boards, designated wall areas, or the inside door of lockers.
17. Nude, semi-nude, gang related pictures, drawings or craft items that depict violence may not be displayed.
18. Room and hall thermostats will be set by staff and must not be altered.
19. All electrical appliances, other than TV's, radios, and clocks must be off and unplugged before an inmate leaves her room and before sleeping. TV's, fans, clip on lights and radios must be turned off when the inmate leaves her room.

20. Radios, stereos, televisions, and musical instruments will be played at a low volume level. Noise level warning forms will be issued for violation of noise level rules. Two (2) warning forms received by an inmate in a 90 day time period may result in the equipment being confiscated for 30 days. Inmates may be required to send equipment out of the facility after a second confiscation or other abuse. (Inmate Property Control OM 204.01.4.01)
21. Only approved furniture will be allowed in the rooms. Placement of furniture in the rooms will be according to approved floor plans.
22. Lobby furniture arrangements are determined by staff and may not be changed without staff permission.
23. All food items, except pop, must be stored off of the floor. All food items, lotions, toiletries and other consumables must be kept in their original containers and stored in assigned lockers. No property may be stored on top of toilets, windowsills, closets or on top of standup lockers.
 - a. Food may not be cooked or heated in inmate rooms.
 - b. Use of light bulbs or other appliances for cooking or heating food items may result in confiscation and disciplinary action.
 - c. Hot pots are for heating water only.
24. Electrical appliances such as fans, hotpots, and lights will not be brought out of rooms except for cleaning or repair. Hotpots may be filled in lobbies if no water is available in inmate rooms.
25. Unauthorized areas in the halls include other inmates' rooms, beds not assigned, other inmate's doorways, hall wings not assigned, bathrooms not assigned, lobbies not assigned, staff offices (without permission), basement, furnace rooms, attics and any area controlled by a red line.
26. Staff issued passes are required anytime an inmate travels to a location where she is not assigned. No pass is required to be on the yard during free time. Passes must be returned to staff upon return to the unit.
27. An inmate may be restricted to her room or a holding cell if she exhibits inappropriate or disruptive behavior as well as for investigative purposes. If the disruptive behavior continues or is serious, placement may be transferred to the Segregation Unit.

28. Footlockers/standup lockers are assigned to each inmate in each room. They may not be used as a step ladder or chair. Inmates are required to purchase combination locks for their lockers and keep the lockers locked at all times when not in use. Footlockers will be stored under the bed when not in use. Unused lockers need not be locked. Unassigned lockers may not be used for storage.
29. Inmates may not change assigned beds or bunks without staff permission.
30. Overhead lights will be turned off in rooms and Bay areas on weekdays from 11:00 PM to 6:00 AM, weekends from 12:00 midnight to 6:00 AM.
31. Talking to or from mezzanine levels to lobbies in B-Bay, SAU and STAR units is prohibited.
32. Ice may be obtained from lobby ice machines only during non-lockdown hours.
33. Do not approach the Control Centers in B-Bay, SAU and STAR except for in an emergency or as directed by staff.
34. When lobbies are closed due to excessive noise levels, inmates will not be allowed to loiter, socialize or congregate in the lobby. Lobby activity is limited to bathroom use (where toilets are not available in rooms), showers, exit to and from yard and phone use.
35. Inmates must be seated around lobby tables. No standing or congregating around lobby tables. Chairs around a table are limited to a maximum of six (6) in North Hall and four (4) around tables in B-Bay, SAU and STAR.

CHAPTER II

SECURITY & EMERGENCY PROCEDURES

1. Inmates will respond immediately to all pages over the intercom. Willful disregard of these rules could result in disciplinary action. When the intercom page is announced, "Yard is closed", "Clear the yard", or "Return to your housing units", inmates must immediately return to their housing unit and room and remain there until staff allow additional movement to the lobbies. Inmates in assigned program areas will remain in those locations unless instructed by staff to return to their living unit.
2. Inmates will not be permitted to participate in street or prison gang activities. Prohibited activities include but are not limited to: dressing in manner associated with a gang's common dress code, (colors, insignias, specific clothing items worn in such a manner as to denote group identity or status including sagging pants), hand signs, or being in possession of gang related graffiti, training materials, publications or membership lists.
3. Inmates may not use or possess tobacco or any tobacco related products to include but not limited to; cigarettes, matches, lighters, cigarette roll papers and pipes.
4. Inmates may not interfere with staff responding to any type of disturbance, emergency or during the escort of other inmates.
5. Inmates are issued institutional ID cards. The rules governing their use are as follows:
 - a. Must be carried or worn at all times except when in assigned room, showering, or using the bathroom.
 - b. May not be worn on pants cuffs, shoes, or socks.
 - c. May not be altered or damaged.
 - d. Inmates may not have another inmate's ID card or more than one ID card of their own.

- e. Missing, damaged or destroyed ID cards must be immediately reported to unit staff via an Inmate Interview Request or in person. A Misconduct Report may be issued and the inmate will be charged for a replacement card if the inmate lost, misplaced, damaged or destroyed their ID card.
 - f. If an inmate needs a new ID card she should submit an Inmate Interview Request to Property/Intake staff.
 - g. Normal "wear and tear" replacements will be determined by Property/Intake staff.
6. Fire and other emergency evacuation sites are posted in all living units and program areas. When a building is evacuated inmates will report to the visiting center or other areas as directed and await instructions from staff. When an evacuation site is determined, inmates will be seated, remain quiet, and prepare for a count. No unnecessary personal property may be taken to evacuation sites.
 7. Inmates will be responsible for knowing fire and weather evacuation procedures for their living unit and all work/program areas where they are assigned.
 8. Do not touch or activate fire alarms except in emergencies.
 9. In the event of an altercation or assault between two (2) or more people, inmates in close proximity to the incident are expected to disperse immediately when possible. Inmates remaining in the immediate area are expected to follow staff directives to lay 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.

CHAPTER III

DINING

1. CSI workers will have 40 minutes from the time they are released from work to complete personal business and eat their meal.
2. Inmates should report to the dining room immediately after their living location is paged. Inmates are allowed 30 minutes to eat. This time starts when the living unit is paged to dining.
3. All work/program areas, except CSI, must report to their assigned living unit until their unit is paged to dining.
4. Inmates must enter through the main entrance of A-Building and exit through the west exit door. After exiting inmates may not re-enter the dining room. No loitering in the vestibule outside the west exit door.
5. Inmates may not cut ahead of others in the serving line except for medical needs. Inmates will form a single file line from the tray distribution window along the north wall. Inmates may not speak or communicate through the tray distribution windows except to alert staff of a special tray requirement.
6. Do not return to the serving line after exiting without permission. Inmates may approach the beverage area, the salad bar or the condiment area after being seated.
7. No communicating with inmate workers while in the performance of their duties or with visiting children.
8. Only one serving of the main entrée per inmate. Do not waste food or paper items. Unnecessary waste may result in disciplinary action.
9. Inmates may sit at any table (except for segregated program areas) but may not save seats for other inmates. Once seated they may not move to another table unless directed by staff.
10. SAU, Parenting visits, D&E and STAR unit inmates must sit together in their respective groups and may not communicate with other separated groups or inmate workers.

11. No food, paper products, or condiments may be removed from the Dining Room except in the case of sack lunches.
Pregnant or insulin dependent diabetic inmates may receive a snack from Food Service by showing their approved snack card received from Medical.
12. Appropriate clothing is required including hard soled shoes and socks in the dining area. No headgear except religious and food service caps and hairnets are allowed.
13. No hair curlers, headset radios, sunglasses, personal food/drinks/utensils are allowed.
14. No food or beverages may be exchanged, shared or passed to other inmates.
15. All eating utensils, plates, trays, uneaten food, and napkins will be properly deposited in the dish room window or trash can as appropriate.
16. When juice is offered, only one glass is allowed.
17. Two cartons of milk are allowed at breakfast and one carton at the evening meal.
18. Inmate Kitchen workers count procedure is as follows:
 - a. Inmates will be counted while seated at a dining room table.
 - b. Inmates may continue with their meal but must respond to staff during count procedures.
 - c. Following count, inmates may talk quietly, use the restroom (one at a time while supervised by staff) and will remain seated until count is verified.
 - d. Once count is verified inmates may return to their food preparation duties.
 - e. Inmates are not allowed to leave the food service area until count is clear.

CHAPTER IV
CANTEEN/CENTRAL LAUNDRY/PROPERTY
CANTEEN

1. The canteen is located in the basement of East Hall. The inmate access door is located on the back side (south side) of the building. The ramp and door way should remain clear at all times except when entering and leaving the area. Canteen staff will control the number of inmates in the canteen area at any one time. Inmates waiting to enter the canteen will line up along the sidewalk starting at the south end of the ramp and then proceed east on the sidewalk. When exiting the canteen, inmates will turn to the right at the end of the ramp and proceed up to the yard and to their assigned housing unit.
2. Other general rules:
 - a. No talking or other disruptive behavior in the canteen line.
 - b. No cutting in line.
 - c. After shopping the inmate will immediately return to her housing unit and store the canteen items. They will return to their assigned program or work area without delay.
 - d. No loitering in the yard or any area of NCCW before or after canteen shopping.
 - e. Canteen bags are returned folded to housing unit staff.
 - f. Headphones, CD players, or radios are not allowed in the canteen line.
 - g. Individual inmate pictures taken at NCCW will be marked on the back with the inmate's facility ID number. These photos may not be given, traded, sold, or loaned to other inmates. Group pictures of inmates taken at NCCW may be disseminated to participating inmates with the approval of the Warden.

Further information can be found in the NCCW Operational Memorandum 113.20.4.01 Canteen Operations.

CENTRAL LAUNDRY

1. The Laundry Department operates Monday through Friday, excluding holidays. The schedule for laundering services is posted in the living units. Central Laundry is closed ALL state holidays. No make-up laundry is done with the exception of undergarments. If the Holiday falls on the same day as undergarments are to be washed, they may be sent in the next working day to be washed.
2. All state issue items as well as personal property will be marked with the inmate's institutional ID number. Inmates will be responsible for ensuring that all issued items remain marked with their institutional number, are kept in good repair, are not lost or stolen, and are returned at the conclusion of their incarceration.
3. During normal use, items wear out and may be replaced. State issue items that are altered, abused, neglected, or wasted may be replaced, however, the inmate may receive a misconduct report if abuse or neglect is suspected.
4. Missing items must be immediately reported to Central Laundry via an Inmate Interview Request form. If lost or missing items are not located during the designated waiting period they may be replaced, however, the inmate may be held responsible for the missing items through a misconduct report and disciplinary hearing.
5. Outsized and worn-out state issue items will be replaced once per month according to the procedures. Decisions concerning the usability of items will remain with the Central Laundry Operator. No state issue items will be issued to inmates in a tattered or damaged condition. Used clothing and linens will be issued before new.

*Further information can be found in NCCW Operational Memorandum 111.01.4.02
Central Laundry*

PROPERTY

1. All personal property will be inventoried when an inmate arrives at NCCW. It is the inmate's responsibility to check the accuracy of this inventory and note any corrections or errors. All personal clothing worn in or brought in at the time of commitment will be sent out of the institution at the inmate's expense or picked up within 30 days.
2. Each inmate may have six (6) changes of clothing. Two (2) sets of personal clothing through catalog sales and four (4) sets of State clothing.
3. Cash, checks and money orders brought in at the time of commitment will be turned over to the Business Office for deposit in the inmate's institutional account. Cash, checks, and money orders will not be accepted for inmates at Master Control. Checks and money orders may be mailed to inmates per the mail regulations.
4. "Headbands" are used for holding hair in place. They may be tied circular around the head or may go over the top of the head. They do not cover the head, eyes, ears or nose. They are limited to 1" in width, may not contain restricted colors, and may not drop below the shirt collar when tied. Headbands are allowed to be worn indoors.
5. "Headgear" is a clothing item used for protection or covering of the head, ears, eyes or nose. They may not contain the restricted colors. Headgear may not be worn indoors unless it is verified and approved as religious headgear.
6. Indigent inmates are those who have not had an institutional job assignment for 30 or more days or who have not had a balance of \$10 or more on their inmate account during the past 30 days.
7. Total indigent debit calling time shall not accumulate to more than \$10 during one incarceration. Indigent status must be applied for each month if eligible.

*Further information can be found in NCCW Operational Memorandum
204.01.4.01 Inmate Property Control*

CHAPTER V

PROGRAMMING

1. Each inmate will be classified to a work assignment. This assignment may include attending the Adult Basic Education (ABE) classes unless a medical exemption has been approved.
2. Each inmate must report to her assigned area on time. Tardiness, failure to report or failure to work may result in disciplinary action.
3. Each program and work area may have a set of written rules that will be distributed to the inmates or posted in the area.
4. An inmate may request a job change or program reassignment by obtaining a job change form and having her present supervisor sign it. The work supervisor where she wishes to work must also sign the form. The classification committee will review the request and consider if it is in the best interest of the facility. If approved, the change in assignment may occur within two (2) weeks depending on the needs of the facility.
5. Appropriate protective work clothes will be issued to kitchen, maintenance and other special detail assignments.
6. Each inmate is paid institutional wages for the duties she performs. Wage levels are set by the Department; however work supervisors may authorize wage increases in some situations.
7. State pay is issued on the 12th of each month. No inmate may volunteer to work at a job unless assigned, is classified to that job or performing disciplinary extra duty.
8. Program areas are open or available as follows:
 - a. Libraries are open daily with varied hours. A Law Library pass request must be submitted and approved by the Librarian.
 - b. Activities/gym area and softball field are open depending upon staff availability. Schedules will be posted.
 - c. Living Skills is open on various schedules.

- d. Medical and dental services are by appointment only by sending an Inmate Interview Request form to the appropriate program staff.
 - e. Mental health needs are by appointment. Communication forms may be sent to Mental Health staff requesting services.
 - f. Substance abuse residential programming in the SAU unit is determined by application and need. Applications must be obtained from and returned to your Case Manager.
 - g. Participation in the Parenting Program is available through the Parenting Coordinator. Communication forms should be sent to staff for applications.
 - h. Application for ABE is available by contacting the Lead Teacher.
 - i. The religion area is open according to the posted schedule. No food or drinks are allowed. Books may be checked out of the religious library.
9. Visiting children may not be held, hugged, or kissed by anyone except their mother or other immediate family member on grounds as approved per the parenting program.
10. Children will only play in the yard directly in front of the Parenting Office or in the outdoor play area of the Nursery. Both areas are unauthorized areas for inmates who do not have a child visiting on grounds.
11. Nursery babies and overnight visiting children may be strolled/walked by the mother or caregivers from A-Building to the Religion building, then to the visiting gate and back to A-Building using the driveway and sidewalks.
12. Only mothers and caregivers may push strollers. No stopping or loitering in the general population yard. Inmate mothers/caregivers must maintain safety of the child at all times.
13. The tennis court, volleyball court and softball field are off limits to children.

Further information can be found in NCCW Operational Memorandums;

109.01.4.01, Inmate Work Programs

107.01.4.01, Library Services

116.01.4.04, Law Library

106.01.4.07, Parenting Program

CHAPTER VI

TELEPHONE/MAIL/VISITING PRIVILEGES

TELEPHONE

1. Inmates have access to telephones through the Inmate Calling System (ICS). The ICS system is for both social and legal (confidential) calls. All outgoing calls made on this system are collect or by the debit process between the hours of 6:00 AM and 8:30 PM. Debit time is purchased through canteen in \$2.50 increments.
2. Calls are recorded and are subject to monitoring however legal, public officials and Ombudsman calls are not. No incoming calls or messages are accepted for inmates.
3. Inmates are allowed up to 30 telephone numbers for social and confidential calls. Inmates are limited to 15 minutes of phone time per day for social calls and 30 minutes per day (Mon-Friday, day time) on legal calls. (A maximum of 60 minutes per week for legal calls).
4. Each inmate will be assigned a Personal Identification Number (PIN) that will be her code to access the phone system. This number is unique to each inmate. It will not be shared with other inmates.
5. Prohibited calls include calls to other inmates, NDCS staff, volunteers and contracted staff.
6. No duplication of numbers on phone registrations is allowed except for attorneys, public officials and immediate family.
7. Violation of any of the telephone rules and regulations could result in the suspension of telephone privileges.
8. Inmates are not permitted to participate in three-way calling, call forwarding or conference calling telephone services during any social calls.

Further information can be found in NCCW Operational Memorandum, 205.03.4.01, Inmate Telephone Regulations

MAIL

1. Mail may be sent to any person or organization except that mail may not be sent to NDCS volunteers (except for greeting cards containing a short greeting) and other inmates in correctional facilities without the approval of the Warden of both institutions. Generally, approval for an exception is given only for immediate family members, who can be verified and to those inmates with whom they share a common legal interest involving their children or if they are jointly involved in a legal matter.
2. Credit with sellers of merchandise or other established businesses is prohibited without the approval of the Warden. An inmate may not enter into any type of business contract during her incarceration.
3. An inmate may not solicit mail from other non-approved incarcerated individuals through pen pal publications. An inmate attempting to place ads in these types of publications for the purpose of soliciting unauthorized correspondence will be subject to disciplinary action. If an inmate received mail that appears to be from another inmate, she should immediately report it to staff.
4. All outgoing envelopes must have the minimum required postage affixed. This includes 6" x 9" and 10" x 13" manila envelopes sold in canteen. Outgoing mail that does not have postage affixed will be returned to the sender.
5. No lipstick, powder, or perfume may be applied to letters, cards, and post cards or outside of envelopes. Stickers may not be applied to envelopes.

Further information can be found in NCCW Operational Memorandum 205.01.4.01, Inmate Mail

VISITING

1. It is the responsibility of the inmate and visitor to conduct themselves in an appropriate manner at all times. Visits may be terminated and visiting privileges suspended for violations of facility rules. All visiting rules and regulations as posted in the Visiting Center must be obeyed.
2. Each inmate will be strip searched prior to and following her visit. The inmate will list all items taken into the visiting center on the appropriate visiting inventory form prior to arriving at visiting. This form will be reviewed by the visiting officer before and after the visit.
3. No personal property may be brought over to visiting and left in the staging area.
4. Visiting hours are as follows:

General Population and Substance Abuse Treatment Unit:

Thursday evening, 7:00 PM – 8:30 PM Last name beginning with A – M
Friday evening, 7:00 PM – 8:30 PM Last name beginning with N – Z

Saturday, 1:00 PM – 4:15 PM Last name beginning with A – M
Saturday, 7:00 PM – 8:30 PM Last name beginning with N – Z

Sunday, 1:00 PM – 4:15 PM Last name beginning with N – Z
Sunday, 7:00 PM – 8:30 PM Last name beginning with A – M

Orientation / D&E inmates:

Saturday morning, 8:30 AM – 10:30 AM

Special Management (Disciplinary, Administrative Confinement, Protective Custody, STAR):

Sunday morning, 8:30 AM – 10:30 AM

*Further information can be found in NCCW Operational Memorandum
205.02.4.01. Inmate Visiting*

CHAPTER VII

YARD RULES

1. Inmates and their belongings are subject to a search at any time.
2. No communication is allowed between general population inmates and the following; Orientation inmates, administratively confined inmates (IS, PC, AC, DS, IM), SAU/STAR inmates, construction workers, contracted vendors, inmates under secure escort, male inmates on grounds, or anyone outside of the perimeter fence.
3. No littering of food items, containers, hairnets, paper, or other property.
4. No furniture, TV's, stereos, craft items, unit newspapers, musical instruments or blankets/linens are permitted in the yard.
5. Headphones must be used with all portable radios and Walkman radios. Headphones will be used as they were intended. They will not be worn around the neck or lying near you at high volumes for others to hear. Do not use the headphones as speakers.
6. Shoes or other foot coverings with hard soles are required outside of rooms except in the sand volleyball court.
7. Soft soled shoes are not allowed outside of the housing units. Soft soled shoes are defined as any shoe with foam type soles, i.e. the black/white flip flop sandals.
8. Picnic tables, benches and trash containers will not be moved except to mow the grass.
9. No sunbathing is allowed.
10. Do not sit or recline on tables, ground or the sidewalk. Do not recline on benches or bleachers. Curb sitting is allowed between North Hall and the Cottage except when vehicles are on grounds.
11. Only one person per seat at a time while sitting at the tables in the yard.
12. Do not alter, damage, or move state property located in the yard.

13. Do not have any physical contact with a wild animal. Do not feed or throw food to animals.
14. Do not pick flowers or plants.
15. Do not climb any structure, fence, building, or tree.
16. Do not walk on the grass, except to go to the softball field or volleyball court. Use sidewalks when going from one area to another.
17. Sunglasses may be worn outdoors only.
18. Running is permitted ONLY on the tennis courts.
19. Do not stand in the Red Zone areas. Do not congregate on the sidewalks as to prevent someone else from passing without having to walk on the grass.
20. No yelling. Loud, disruptive behavior, abusive language directed at staff or other inmates is not allowed. Horseplay is not allowed.
21. In the event of an altercation or assault between two (2) or more people, inmates in close proximity to the incident are expected to disperse immediately when possible. Inmates remaining in the immediate area are expected to follow staff directives to lay 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.

CHAPTER VIII

SANITATION & HYGIENE

1. Rooms and lobbies will be inspected regularly for sanitation and security reasons.
 - a. Inmates will be responsible for keeping their rooms in an orderly, clean condition at all times. Staff will give inmates instructions regarding areas of their room that do not meet sanitary standards.
 - b. Beds will be made with the state issued blankets on top and tucked under the mattress at the edges. The state issued pillow and pillowcase will be at the head of the bed.
 - c. Beds must be made anytime that the inmate is not in bed sleeping.
2. Inmates are expected to bathe regularly and to practice good personal hygiene. Inmates who demonstrate poor hygiene will be given an order by staff to comply with these regulations and will be monitored for compliance.
3. Inmate shower areas will be assigned in North Hall and D&E according to wing or room assignments.
4. Bathtubs and showers will be cleaned after each use.
5. Do not dispose of sanitary pads, tampon applicators, rags, paper towels, excess toilet paper, clothing, linens or other garbage items in the toilet.
6. Showers may not be saved for other inmates. Showers may not be operated unless the inmate is in the shower or entering the shower. Single person showers may not be occupied by more than one inmate.
7. Paper towels, liquid/foam soap and hand sanitizer may not be removed from lobby restrooms or the lobbies.

Further information can be found in NCCW Operational Memorandum 111.01.4.01, Sanitation and Hygiene

**NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
NEBRASKA CORRECTIONAL CENTER FOR WOMEN**

RECEIPT

For

Nebraska Correctional Center for Women Orientation Manual and Inmate
Handbook

I, Inmate _____,

(PRINT INMATE NAME AND NUMBER)

have, on this date, received a copy of the Nebraska Correctional Center for
Women Orientation Manual and Inmate Handbook, revised 12/01/2012

_____ Date Received

_____ Inmate Signature

_____ Staff Signature

Distribution: Original-Inmate File (Records)