

ATTACHMENT #1E

Omaha Correctional Center

**OMAHA CORRECTIONAL CENTER
INMATE ORIENTATION MANUAL**

APPROVAL:

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Date

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Master Lists:

**AR 201.02, Inmate Classification & Assignment – Initial Classification, Reception
and Orientation**

OM 201.02.002, Inmate Orientation Program

Master Copies of Orientation – English Version

Master Copies of Orientation – Spanish Version

The following offices and departments shall provide information to the inmates involved in the orientation program:

1. **Department:** Warden/Deputy Warden
Speaker: Unit Administrator/Designee
Topic: This staff person will provide an overview of the Omaha Correctional Center's management structure, the areas supervised by the Warden/Deputy Warden and an overview of the Warden/Deputy Warden's philosophy and expectations for inmates.
2. **Department:** Education
Speaker: ABE/GED Instructors and Financial Aid Counselor/Designee
Topic: Education Department representatives will provide information on all academic and vocational programs available within the facility, provide testing (if applicable) to determine current educational levels, and provide information about possible funding alternatives available to inmates upon their release from the institution.
3. **Department:** Religious Services
Speaker: Religious Coordinator/Designee
Topic: This staff person will provide information about all religious services available within the institution, time schedules for services, prayer groups, and the availability of ministerial visits and the Chapel.
4. **Department:** Library Services
Speaker: Librarian/Designee
Topic: This staff person will provide information regarding library hours, the number of books allowed to be checked out, check-out procedures for current periodicals, procedures for obtaining library materials while housed in segregation or on room restriction, daily newspapers available, and inter-library loan procedures.
5. **Department:** Housing Unit Orientation
Speaker: Housing Unit Caseworker/Case Manager/Designee
Topic: This staff person will provide a detailed explanation of all housing unit rules, regulations, and officer expectations.
6. **Department:** Mental Health
Speaker: Mental Health Supervisor/Designee
Topic: This staff person will provide information about the different types of counseling available and the level of confidentiality maintained by the Mental Health Department.
7. **Department:** Medical
Speaker: Registered Nurse/Medical Designee

- Topic:** This staff person will provide information about the types of medical services available, procedures to obtain medical attention, and times for the dispensing of prescribed medication.
8. **Department:** Athletics and Recreation
Speaker: Recreation Supervisor/Designee
Topic: This staff person will provide information about all sports and activities offered within the facility – which will include an explanation of various teams and leagues, equipment availability, equipment checkout procedures, and rules and regulations pertaining to the use of athletic equipment and the use of recreational areas.
9. **Department:** Building Maintenance
Speaker: Maintenance Supervisor/Designee
Topic: This staff person will provide an explanation of services performed, a list of various crew supervisors, and interviews to select inmates who are interested in working for those supervisors.
10. **Department:** Cornhusker State Industries
Speaker: Cornhusker State Industries Supervisor/Designee
Topic: This staff person will provide information regarding Correctional Industries Shops #29 and #16 including pay rates, hiring procedures, hours, shop safety, and products produced. This person also will provide information regarding the goals of the Cornhusker State Industries area.
11. **Department:** Property and Disciplinary Procedures
Speaker: Disciplinary Committee Coordinator/Designee
Topic: This staff person will provide an explanation of disciplinary procedure and penalties for rule infractions. They will also provide information about institutional policies governing inmate property.
12. **Department:** Laundry Procedures
Speaker: Laundry and Clothing Manager/Designee
Topic: This staff person will provide information about the laundry services available – which shall include proper procedures for clothing exchange, the laundering of personal clothing items, and daily laundering schedules.
13. **Department:** Food Service
Speaker: Food Service Director/Designee
Topic: This staff person will provide a list of scheduled food service times, policies regarding food services, and dress regulations while in the food service area.
14. **Department:** Accounting Procedures

Speaker: Business Manager/Designee

Topic: This staff person will provide information regarding institutional checks, date of State payroll, time frames for the processing of inmate checks, gate pay, and the “freezing” of inmate accounts prior to discharge.

15. **Department:** Canteen Operations

Speaker: Canteen Operator/Designee

Topic: This staff person will provide information about Canteen store hours, products available, current price lists, proper methods of purchasing clothing items and electronic devices, and general rules of conduct while in the Canteen area.

16. **Department:** Legal Aid

Speaker: Inmate assigned to the Legal Aid’s position

Topic: This inmate will provide the philosophy and goals of the legal aid position, procedures for obtaining access to the legal aid office, legal books available, office hours, and general rules of conduct expected of those using the legal library.

17. **Department:** Records Office

Speaker: Records Office Manager/Designee

Topic: This staff person will provide information regarding the inmate’s current tentative release date, parole eligibility date, detainers, and the computation/restoration of good time.

18. **Department:** Mailroom Procedures

Speaker: Mailroom Clerk/Designee

Topic: This staff person will provide information regarding the inmate’s current address and policies for incoming, outgoing, and legal mail. This person will also provide mail pick-up times, the location of the institutional mailbox, and days of mail service.

19. **Description:** Visiting Regulations

Speaker: Visiting Pass Clerk/Designee

Topic: This staff person will provide information regarding visiting days and hours, options available for the scheduling of visits, the number of visitors allowed, procedures for obtaining Visitor Request Forms, time frames for the processing of completed Visitor Request Forms, inmate responsibility for informing visitors of approval or denial, the method for deleting a person from an inmate’s approved list, and the procedure for obtaining a Special visit. General rules of conduct for inmates in the visiting area and dress code for inmates and visitors will also be presented.

20. **Department:** Security Overview

- Speaker:** Correctional Major/Designee
Topic: This staff person will provide information regarding restricted areas, the locations of the Lieutenant's and Major's offices, and a review of policies regarding room and body searches.
21. **Department:** Veteran's Group, Alcoholics Anonymous, Narcotics Anonymous, MATA, Native American, Harambee, Re-Entry, Planning and Purpose, Transformation
Speaker: One or more inmate Spokeperson(s)
Topic: This inmate will provide the philosophy and goals of these activities, the days and times in which these activities take place and the procedure to follow in becoming a part of one or all of the activities presented.
22. **Department:** Non-Residential Treatment Service (NRTS)
Speaker: NRTS Supervisor/Designee
Topic: NRTS program availability.
23. **Department:** Substance Abuse Unit (SAU)
Speaker: SAU Supervisor/Designee
Topic: SAU program availability.
24. **Department:** Alternatives to Violence Project (AVP)
Speaker: Housing Unit/Designee
Topic: The alternative to Violence Project offers conflict resolution workshops normally once a month supervised by the Administrative Assistant.
25. **Department:** Nebraska Humane Society Dog Nurturing Program
Speaker: Housing Unit/Designee
Topic: The Dog Nurturing Program is a program where dogs are brought to OCC to be socialized or recover from a medical condition. Dogs are assigned to a primary handler by Housing Unit Dog Coordinator. Dog handlers work with dogs and coordinate with dog coordinator while a dog is in the facility.

Warden's Philosophy

Like all constitutional prisons, the Omaha Correctional Center maintains inmate services including food, clothing, shelter and medical care to the inmate population. Other areas of constitutional concern involve safety and sanitation for both inmates and staff.

As an inmate, you bear some responsibilities in the areas of safety and sanitation. You need to report to staff any concerns relative to your safety. You also have the responsibility to maintain personal sanitation as well as sanitation in your living area.

Programs for work and education are available to prepare you for your release. Many of you are here because you have relatively little time left to serve before returning to the community. You will serve yourselves well if you take advantage of the work and education opportunities the institution offers. You may also involve yourself in recreational and leisure time activities. These can help pass the time for you in a profitable way. A variety of religious services, club activities and special events are also available to the inmate population.

As Warden, I have certain basic expectations of each inmate. I have already mentioned the importance of sanitation. In addition, I expect that you will be at work or program assignments on time as scheduled and that you will participate in them. If you are respectful to both staff and other inmates, you will experience a minimum of difficulty in the prison environment and the quality of life for all of us will be improved. Finally, I expect you to be familiar with both Departmental and institutional rules and regulations and to conduct yourself accordingly.

My basic job as Warden of this facility is to oversee the operation of OCC in order to achieve the mission of the Department of Correctional Services. As part of managing the inmate population, I am interested in your concerns and problems. However, I cannot address all of them personally and individually. You are free to visit with me by contacting me in writing through the Interview Request system, or, in person when I tour the facility. I will rely on input and advice of the approximately 200 staff that work here in dealing with problems you bring to my attention.

Your stay at OCC can be either useful or a waste of time, depending on you. If you choose, it can be a great opportunity to grow personally and prepare yourself for a life outside of prison. While you are serving your time, make sure your time serves you.

Omaha Correctional Center Management Structure

The Deputy Warden oversees Programs which includes the following areas:

- Custody
- Unit Management
- Substance Abuse Unit (SAU) and Non-Residential Treatment Service (NRTS)
- Recreation
- Education
- Library Services
- Clubs and Volunteers
- Religion

The above areas include: IDC, Property, Visitation, Hair Care Shop, Music Room, Weight Pile, Softball Field, Religious and Programs Volunteers, Special Programs such as Alternatives to Violence, Vocational Programming.

The Associate Warden oversees Operations which includes the following areas:

- Food Service
- Records
- Mental Health
- Medical/Dental
- Maintenance
- Laundry
- Canteen
- Mail
- Cornhusker State Industries

Deputy Warden Philosophy and Expectations for inmates:

- Many of the day-to-day issues that arise within the institution can be resolved through appropriate communication. You are encouraged to communicate and work with our staff to resolve issues. When doing so, be honest and treat others as you wish to be treated. If you are unable to resolve issues informally, use other methods available to address them.
- Know the rules and follow them.
- Act responsibly and engage in appropriate behavior. Doing so will keep you in control of your release date.
- Be respectful to other inmates and staff.
- Maintaining good personal hygiene and clean living quarters not only shows you respect yourself but shows that you respect others and the space you share.
- Be respectful of the property of others.
- Maintain appropriate personal space from others.

- What you do today paves the way for what happens tomorrow. Choosing to affiliate with others who engage in negative behaviors will not help you achieve successful re-entry.

Administration

I. Management Structure

- A. Warden – Responsible for the overall running of the institution.
- B. Deputy Warden – Supervises all security and unit management staff, Education Department and Activities and Recreation Department (Sports, Library, and Religious Services).
- C. Associate Warden – Supervises Medical, Food Service, Mental Health, Maintenance, Correctional Industries, Business, Records, Training, Safety and Sanitation, and Interpreter.

II. Expectations

- A. We will all be on the yard, so feel free to talk with us individually. It would be helpful to introduce yourself (“My name is _____”). If you want to see us via a formal interview request (KITE) we would prefer you have unit staff sign off on it first to indicate that you have at least tried to solve the problem on that level.
- B. The standard here is that OCC will be a clean, quiet, and safe environment. It will be your responsibility to help out with the environment, as everyone benefits from these things.

We stress a high level of sanitation because:

- 1. You have to live here and we want it to be clean, healthy, and safe.
- 2. A clean institution is easier to maintain on an on-going basis.
- C. Your approach to staff has a lot do with the outcome. A courteous, reasonably positive approach always goes a lot further than being negative. Likewise, staff is directed to treat you with fairness and respect.
- D. Read the rules and understand them and know the consequences. Things that don't have any place here at OCC include fighting, drug dealing, going off on staff, pressuring weaker inmates, refusing searches, destruction of property and any kind of criminal activity.

You can lose up to one year of non-restorable good time for Class 1 offenses.

- E. It's best for you to keep busy – working at your job, enjoying recreation and participating in programs agreed to on your personalized plan. A good adjustment here will usually have benefits in the way of favorable parole recommendations, work detail and work release applications and good time restoration. But remember, GOOD BEHAVIOR IS EXPECTED, NOT REWARDED.
- F. Every place you go has rules that limit what you can and cannot do. It's always best to go along with the rules and avoid the negative consequences of breaking them.
- G. Take charge of your own life and start doing what you need to do to make it out on the streets. There are plenty of staff around here to help you if you ask; and there are plenty of worthwhile programs to get involved in.

Nebraska Department of Corrections Education

General Information

- Location: Education shares an area with Mental Health – look for the door labeled 'Education.'
- Dress Code: The dress code in Education is full khaki, boots, and tucked in. This is required for class, programs or meeting with staff.
- Office Hours: Hours are 0745 to 1045 and 1245 to 1545. Teachers will be in the classroom so enter quietly.
- To enroll in a class: Fill out the 2nd page of your handout in the orientation packet. Please read carefully as the packet explains when a kite is needed and when a kite is not needed. If you want to request a class after orientation, send a kite to Education.
- Requirements for all Education programs: All participants must have a completed TABE on file within the past year – Reading, Language, and Math sections.

Program Offerings

- ABE – Adult Education: A program that works toward a High School Diploma via credits or a GED.
 - Purpose: To earn a Nebraska High School Diploma.
 - Topics: All topics required to earn a Nebraska High School Diploma. You can work on High School credits if you are close to graduation. Or you can work on your GED.
 - Notes: Adult Education is individualized. Be prepared to ask for help, take responsibility and grow. Inmates under the age of 22, who are without a verified High School Diploma, are required to attend classes per Director Houston. This program is offered year-round.
- English Language Learners (ELL):
 - Purpose: To learn English.
 - Topics: The English language.
 - Notes: The course is available to all inmates whose first language is not English. This program is offered year-round.
- Inside Out Dads – Parenting:
 - Purpose: To learn and grow in your role as a Father.
 - Topics: Handling and expressing emotions, relationships, child development, etc.
 - Notes: This class is offered three to four times a year.
- Job Skills:
 - Purpose: To develop the skills needed to find, get, and keep a job.
 - Topics: Planning to work, matching skills and job, application, resumes, interviewing skills, workplace safety, etc.
 - Notes: This class is offered approximately two times a year.
- Horticulture:

- Purpose: To learn the science behind the growing season.
- Topics: Soil, landscaping, etc.
- Notes: This class is offered one to two times per year.
- Other classes offered periodically throughout the year:
 - Math topics
 - Writing topics
 - Health sessions
 - Typing sessions
- College Information:
 - Staff at OCC proctor tests but do not assist with college enrollment, communication with advisors or financial aid. If you are interested in enrolling in college upon release, we can provide a FAFSA form when you are within three months of release.

Religious Services

The Omaha Correctional Center attempts to meet the emotional and spiritual needs of the inmates through the programs and services of the Religious Center, located between the Programming building and the Library building.

The privilege of practicing one's religion is built into the Department of Correctional Services standards, and inmates may practice freely, except where the order and security of the institution may be endangered.

Religious visits from your faith community clergy are possible during regular visiting hours; these visits do not count against your other two visits. Send the Religious Coordinator the name(s), address and telephone number(s) to get clergy added to your list.

There are regularly scheduled worship and fellowship times set aside for you to participate. This schedule is in the packet you were handed at the start of Orientation. These activities are organized by the Religious Coordinator who works with a network of community leaders, volunteers and organizations who come in to share their faith and their life experience with the inmates who attend.

Attendance at Fellowship meetings is on a roster/pass system. Inmates may send an Interview Request (kite) to the Religious Coordinator to get on the roster. The Religious Coordinator is also available to visit with and/or counsel with inmates and their families. To schedule counseling time, an inmate may send a kite to the Religious Coordinator. The Religious Coordinator may also visit in any of the units with any inmate who wishes to have a private visitation.

It is the hope of the OCC and the Religious Coordinator that while the inmates are here, anyone who has a religious or spiritual need may practice in and participate with the activities of the Religious Center. It is also the hope that your experience here may lead to a better life, which may continue when you return to society.

THESE ARE THE RELIGIOUS RESOURCES AVAILABLE TO YOU
WHILE YOU ARE AT THE OMAHA CORRECTIONAL CENTER

0900	1100	MONDAY	Bible Study inmate study group
1400	1600	MONDAY	Wicca study group
1830	2030	MONDAY	Bible Study with volunteers
1830	2030	MONDAY	Wicca worship service
1000	1100	TUESDAY	Thelema education
1300	1400	TUESDAY	Ma 'at education
1830	2030	TUESDAY	Jehovah Witness Bible Study with Jehovah's Witnesses volunteers
1900	2030	TUESDAY	Thelema worship
1000	1100	WEDNESDAY	Latter Day Saints education and service
1300	1500	WEDNESDAY	Native American religious education
1800	2000	WEDNESDAY	Islamic Quran study led by volunteers from the Omaha Mosque
1000	1100	THURSDAY	Satanic worship
1800	2000	THURSDAY	Asatru study on the second and fourth week of each month
1300	1500	FRIDAY	Islamic Jumah prayer and worship
1830	2030	FRIDAY	Buddhist service
0800	1045	SATURDAY	Native American Sweat Lodge ceremonies; local leaders attend
1300	1545	SATURDAY	Native American Sweat Lodge ceremonies; local leaders attend
0845	1030	SUNDAY	Asatru religious education on the first and third week of each month at the outdoor grounds
0845	1030	SUNDAY	Protestant worship service; local churches provide service in a regular Sunday rotation
1400	1600	SUNDAY	Asatru ceremonies held on the Grounds area
1400	1600	SUNDAY	Roman Catholic worship service; local Deacons and Priests provide Mass and Communion. Confession may be requested.
1830	2030	SUNDAY	Bible Study with local Church members and Prison Fellowship volunteers.

**THESE ARE THE RELIGIOUS RESOURCES AVAILABLE TO YOU WHILE YOU ARE
HERE AT THE OMAHA CORRECTIONAL CENTER**

09:00 11:00 am	MONDAY	Bible Study inmate study group
14:00 16:00 pm	MONDAY	Wicca study group
18:30 20:30 pm	MONDAY	Bible Study with volunteers.
18:30 20:30 pm	MONDAY	Wicca worship service
10:00 11:00 am	TUESDAY	Thelema education
13:00 14:00 pm	TUESDAY	Ma 'at education
18:30 20:30 pm	TUESDAY	Jehovah Witness Bible Study with Jehovah's Witnesses volunteers.
19:00 20:30 pm	TUESDAY	Thelema worship
10:00 11:00 am	WEDNESDAY	Latter Day Saints education and service
13:00 15:00 pm	WEDNESDAY	Native American religious education
18:00 20:00 pm	WEDNESDAY	Islamic Quran study led by volunteers from the Omaha Mosque
10:00 11:00 am	THURSDAY	Satanic worship
18:00 20:00 pm	THURSDAY	Asatru study on the second and fourth week of each month
13:00 15:00 pm	FRIDAY	Islamic Jumah prayer and worship
18:30 20:30 pm	FRIDAY	Buddhist service
08:00 10:45 am	SATURDAY	Native American Sweat Lodge ceremonies; local leaders attend.
13:00 15:45 am	"	"
08:45 10:30 am	SUNDAY	Asatru religious education on the first and third week of each month at the outdoor grounds
08:45 10:30 am	SUNDAY	Protestant worship service, local churches provide service in a regular Sunday rotation.
14:00 16:00 pm	SUNDAY	Asatru ceremonies, held on the Grounds area
14:00 16:00 pm	SUNDAY	Roman Catholic worship service; local Deacons and Priests, provide Mass and Communion. Confession may be requested.
18:30 20:30 pm	SUNDAY	Bible Study with local Church members and Prison Fellowship

- (*) There are special activities sponsored by the Religious Coordinator. These events will be posted. You must sign up with the Religious Coordinator for these activities before attending.
- (*) Religious diets are met through the food service menu. Pork items are designated on the menu.
- (*) A chapel library is available for all inmates. There are Bibles and books that may be kept or checked out for reading.
- (*) Inmate marriages are allowed; contact the Religious Coordinator for information forms.
- (*) Religious visits from your faith community clergy are possible during regular visiting hours; these visits do not count on your other two visits. Send the Religious Coordinator the names(s), address, and telephone number to get clergy added to your visiting list.
- (*) If you would like to be involved in any of the above activities, please send an Interview Request to the Religious Coordinator stating which activities you would like to attend. Keep this schedule for future use.

Inmates desiring more information, or would like to be placed on a religious roster are to fill out this form, tear along the dotted line and return to the chaplain's office.

Inmate Name	Number	Living Location	Date
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I would like to:

be placed on the roster for (specify which religious group and time) _____

visit with the chaplain

more information on (specify religious group) _____

LIBRARY SERVICES/LAW LIBRARY

1. Library service hours are:

Monday – Friday	8:00am – 4:00pm
Saturday	6:00pm – 8:30pm
Sunday	8:00am – 10:30am

2. You do not need a pass to go to the recreational library unless you have to come at non-service hours. Please be aware of doors policy as follows: Doors open: 8:00am – 10:55am and 2:55pm – 4:00pm; 12:30pm – 12:35pm, 12:55pm – 1:05pm, and 1:55pm – 2:05pm. Doors locked: 12:35pm – 12:55pm, 1:05pm – 1:55pm, and 2:05pm – 2:55pm.
3. The Law Library is located in the recreational library. You must have a pass to use the Law Library. Submit an Interview Request Form stating your need or problem and send it to the Librarian. Those inmates on Room Restriction must submit Interview Requests through their Unit Staff. Those inmates in Segregation must send a request to the First Shift Lieutenant's Office.
4. You may check out five (5) books total as long as the accumulated total does not exceed the limit set by housing regulations.
5. The library has about 28 current magazines, which can only be checked out by the Librarian and can be read only in the Library.
6. If you are in the Control Unit (Segregation), you may send an Interview Request Form to the Librarian stating the type of book or specific authors and/or titles you would like. The Librarian will deliver your requests (if available) within two working days. Books and magazines are also available (by request to the officer in the Control Unit or Segregation) in a permanent collection on a cart in those areas. Monday through Friday, the daily local newspaper is brought to the Control Unit after Library hours.
7. Inmates on Room Restriction may request books in the same manner as inmates in the Control Units and they will be delivered within two working days.
8. All fiction books are organized in the following sections:

A. Action/Adventure	Red	G. Drama/Romance	White
B. Historical Fiction	Yellow	H. Fantasy	Light Blue
C. Science Fiction	Blue	I. Street/Ethnic/Minority Group Fiction	Pink
D. Horror	Black	J. African-American	Orange
E. Classics	Gold	K. Young Adult	YA
F. Westerns	Green		

Legal Aid Procedures

1. The Law Library contains current legal materials including the Nebraska Statutes, Nebraska Forms, Federal Reporter, Federal Supplement, Black's Legal Dictionary, selected United States Code Annotated, selected Shepherds references, etc., sufficient to provide inmates access to the courts. This information is available through a computer system and/or as printed materials.
2. An inmate legal aid is available to assist the OCC's general population daily when the library is open. Segregated inmates approved by the Major or the Shift Lieutenant may come for one hour between 9:00am and 11:00am on Saturdays. A pass or permission form from the Law librarian/designee is required to go to the Law Library.
3. Inmates wishing to have legal aid assistance shall send an Interview Request Form (kite) to the Librarians office. Room restriction inmates, however, must send an Interview Request Form via unit staff who will sign and specify which dates they may be allowed to attend.
4. The following procedures are subject to OM 116.01.001, Inmate Rights:
 - a. The Interview Request Form shall contain the inmate's name, number, housing unit location, work location and a short statement relevant to the type of assistance needed.
 - b. The Librarian shall log in all requests.
 - c. The Librarian or the legal aid designee shall determine the type of assistance required and initiate whatever action is necessary (i.e., consultations, written responses, control unit visits) and Law Library usage shall be prepared by the Librarian/designee.
 - d. The Librarian or Post Officer shall sign all legal aid passes in and out only.
 - e. Should an Interview Request simply require a written response, the Librarian shall keep a copy of the response.
 - f. Interview Requests shall then be filed and maintained by the Librarian for a period of two (2) years.
 - g. No smoking shall be allowed in the Library.
 - h. No food items shall be allowed in the Library.

Mental Health Programming

- I. **Programming:** Most programming is facilitated exclusively through group format. Placement into programming is made on the basis of sentence structure (i.e., TRD, followed by parole final, etc.).
 - A. Programming recommendations for sex offenses and violence are made by CSORT and/or CVORT.
 - B. There is no need to sign up for programming. Mental Health will notify inmates of their recommendations, and an accept/refuse form will be signed by the inmate.
 - C. Mental Health does offer an Anxiety Group that is by inmate request only.

- II. **Psychological Evaluations:** Available upon referral from unit staff (based on certain index offenses or history of offenses) or by the Parole Board. Once a referral has been made, inmates have their names placed on a waiting list. A full evaluation may occur or a memo may be written by the psychologist.

- III. **Psychiatric Consultation:** Inmates on medications prescribed by the psychiatrist will be placed on a list for review by the OCC contract psychiatrist. Inmates wishing to be screened for seeing the psychiatrist may send an interview request to Mental Health.

- IV. **Medication Monitoring:** Inmates on psychiatric medications or having certain mental health histories will be followed by Mental Health on a periodic basis.

- V. **Mental Status Evaluations:** These are conducted when an inmate has been segregated in the Control Unit for a period in excess of 30 days or in any situation where the behavior of the inmate warrants such an evaluation.

- VI. **Miscellaneous:** Inmates may send an interview request to Mental Health if they want to be seen individually for issues with which they are struggling (i.e., family loss, divorce, mental health symptoms, etc.). Please note there is no structured individual therapy at the OCC or any adult facilities.

Activities & Recreation Department

I. Introduction

A. The Recreation (A & R) Department offers many different sports and activities. We offer five major sports: Basketball, Volleyball, Flag Football, Softball and Soccer. Intramural leagues are organized based on Housing Unit, Buddy league, and Draft. All leagues are subject to participation interest.

B. The Recreation Department offers special events on the holidays. These activities may include a combination of the following:

Dominoes, Horseshoes, Racquetball, Cards, Table Tennis, Tennis, Badminton, Chess, Handball, Popcorn, Sports Events.

These are not all the possible events, just a few to give examples of what the Recreation Department might offer. Sign-ups are done through the gym office with strict deadlines for all activities.

C. The Recreation Department also offers events in which inmates may participate for prizes. Weight lifting competitions, holiday tournaments and Intramural League Championship tournaments are scheduled on a regular basis. We hold invitational tournaments for softball to allow teams the opportunity to compete against teams from the community.

II. Checking out Equipment

A. All equipment must be checked in and out through the Equipment Check Out Room in the Gym. To check out equipment, you must give the Check Out Clerk your ID. You are personally responsible for returning the equipment you have checked out. If others use the equipment you have checked out, it is your responsibility to inform the Clerk of who now has the equipment. If you do not report this change, you will be held responsible.

B. Items available for check out include:

Basketballs	Table Tennis Equipment*
Horseshoes	Jump Ropes*
Exercise Balls*	Volleyballs
Weight Balls	Exercise Wheels*
Table Games*	Tennis Racquets
Racquetball Racquets	Seasonal Equipment

*Items that stay in the Gym or Lobby.

All items checked out must be returned to the Gym before the closing of the Gym, 10:35am, 3:25pm, and 7:50pm. **No overnight checkout of equipment is allowed.**

- C. Failure to return checked out equipment will result in a misconduct report being issued.

III. Gymnasium Rules

- A. The Gym has several rules that are strictly enforced. They are posted on the Bulletin Board in the Gym and no warnings need to be given. These rules include:
 - 1. Only non-marking athletic shoes are allowed on the Gym floor and while playing Ping-Pong.
 - 2. No hanging from the Basketball rims.
 - 3. No food or drink is allowed in the Gym area (must remain in the lobby area).
 - 4. No horseplay.
 - 5. No table games allowed (games must remain in the lobby area).
 - 6. No head coverings allowed (hats, hoods, etc.); doo rags are acceptable.
 - 7. No "State-Issued Whites" are allowed while participating in any recreational activity.

IV. Recreation Areas Available for Use by Inmates at OCC

- A. Indoor: Gymnasium (includes Basketball/Volleyball court, Ping-Pong table, work-out area, area for table games). The Music Room is also located in the Gym.
- B. Outdoor: Weight Pad, Softball/Soccer/Flag Football field, Tennis Court, Basketball Court, Handball/Racquetball Courts and Horseshoe Pits (3) and Fitness Trail.
 - 1. The Weight Pad is equipped with Olympic Benches, Lat Pull-Down, Cable Cross-Over, Leg Machines, Squat Cage, and Dumbbells. The weights are available on a first come, first serve basis. We ask that inmates spot all work and please re-stack your weights when you are done.
 - 2. The Gym is open to all inmates Monday through Friday from 8:00am – 9:00am for exercise class. The Gym is open

Monday through Sunday from 1:00pm – 3:30pm and from 5:00pm – 8:00pm for the general population.

V. Recreation Manager

The Recreation Manager, whose office is located in the Gym, has the overall responsibility for all Recreation programs and events. The Recreation Manager also has direct responsibility for the following:

A. Inmate Hair Care Shop

1. To request a haircut, inmates must submit an Interview Request (kite) to the Recreation Manager. The request must be filled out completely and indicate which hair cutter you are requesting. Inmates will then be placed on the pass list. Inmates are allowed only one haircut every 30 days, and are scheduled by the Housing Unit.
2. Haircuts are scheduled during the day, Monday through Friday.
3. No one is allowed in the Hair Care area without a pass.
4. The cutting of hair is allowed in the Hair Care Shop **ONLY**. Any inmate found to be receiving a haircut anywhere other than the Hair Care Shop is subject to a misconduct report.

B. Music Room

1. To be scheduled for the Music Room, inmates must submit a Music Room Registration form to the Recreation Manager. This request must list all other inmates you wish to play within your group, up to 6 inmates per group.
2. The Music Room is scheduled on a monthly basis. All requests must be received in the Gym office no later than 11:00am on the last Tuesday of each month.
3. The monthly dues of \$3.00 per inmate must accompany your request to use the Music Room.
4. All inmates who are new to the program must complete an orientation program prior to being scheduled for practice.

Building Maintenance

The Building Maintenance Department at OCC performs all building maintenance and construction with the exception of major buildings. The Department consists of tradesmen in the following areas:

1. Grounds: Consists of lawn mowing, trimming, tree care, flower beds, landscaping, vegetable garden, snow removal and other related duties.
2. Carpenter: Includes window glazing, framing, cabinets and other related duties as assigned.
3. Facility Services: Includes block and brick work, concrete, general maintenance, electrical and some framing.
4. Plumber: Includes sewer cleaning, piping, welding and general maintenance as assigned.
5. Painter: Includes general painting, patching, staining and finishing.
6. Engineers: This job involves all heating and cooling HVAC equipment preventative maintenance. We presently do not have an inmate crew in this area.

The pay on all crews starts at \$1.21 and you are eligible to one pay increase per month to the maximum of \$3.78 if there is an available pay slot and your supervisor thinks your job performance and skills warrant the increase. If any of you are interested in these crews, contact the supervisor of that crew for an interview.

CORNHUSKER STATE INDUSTRIES SHOPS #16 AND #29

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

Shop #29:

The Wood Shop manufactures an excellent line of hardwood furniture.

Shop #16:

The Sewing Shop manufactures a complete line of clothing, bedding, as well as special orders.

Both shops use up-to-date equipment and high quality materials.

The hiring process is similar to applying for work in the private and public sectors. As positions open in the shop, interview notices will be posted in each housing unit. Applications can be obtained from the unit staff. You must have a minimum of one (1) year remaining before your release to be considered for employment.

Application Process:

If interested in applying, submit your completed application to the shop supervisor no later than the posted closing date. Interviews will be scheduled and selection for employment made.

CSI Shop Training:

You will learn proper machine use, safety procedures, quality standards, and how to meet the required production standards.

Probation Period:

During your first 30 days, you will be on probation. You will be paid at a rate of \$0.38 per hour. During this period, you will receive your training. Successful completion of your training can lead to an increase in pay (\$0.54 per hour).

Work Schedule:

Shop employees are scheduled to work 7.8 hours per day, Monday through Friday. Hours for CSI Wood Shop are 7:00am – 3:30pm. Hours for the Sewing Shop are 7:00am – 3:30pm. You will receive a 35 minute lunch break which begins around 11:00am.

Opportunity:

CSI Shops offer an excellent opportunity to learn new skills, job experience, and to earn an hourly wage in the Wood Shop and Sewing Shop.

If you need more information or are interested in applying for a job in one of the shops, contact your unit staff.

PROPERTY

For a more complete understanding of the property rules, every inmate should read the Property OM 204.01.002, Inmate Personal Property, which is located in the Library.

Every inmate is responsible for leaving OCC with all of the property he came in with and any property he has accumulated legally while here.

Property that is damaged, broken or worn out must be disposed of properly. Should your TV, stereo or Walkman be damaged or wear out, bring it to Property and let us dispose of it. This will remove it from your inventory file. The Canteen routes receipts for all major purchases to Property as part of Inmate Inventory.

No property will be altered (State or personal). Any altered property will be confiscated and destroyed.

Passing and receiving is a rule infraction. Do not loan your property to another inmate. If you do, your property will be confiscated for a minimum of 30 days and a misconduct report may be written.

Any TV or stereo that needs repairs must be taken out of the institution to be repaired. The Property staff will take care of this. You will be notified what is wrong with the TV or stereo and what it will cost to have it fixed. A check must be written to initiate repairs. Warrantied items will be sent out through Property and the inmate will pay the shipping costs.

If any of your property is lost or stolen, write an Interview Request (kite) to Property immediately. We cannot help you regain your property if we don't know it is missing.

Your property must be marked with your inmate number. Anything not marked with your number will be confiscated. When you purchase a TV or a stereo, it will be marked by the staff before you receive it. Property belonging to discharged or transferred inmates may be destroyed.

The only items permitted to be sold between inmates at OCC are TVs. Sale of a TV is permitted only if the seller is departing the institution. If an inmate owning a TV or wishes to purchase another, he must first have the old one sent out or destroyed. Only one purchase is allowed in a 12 month period. The price cannot be more than the inmate paid for the item and cannot be less than five (5) dollars.

You may release excess property or property you no longer want my mailing it out through Property. To do this, send a kite to Property at least 72 hours in

advance. New arrivals may have one release of property to anyone on their approved visiting list within the first 30 days of arrival at OCC.

Anything not on your property list will be considered contraband and will be confiscated. Proof of ownership will be required for return of any confiscated property. Confiscated property may be destroyed.

Everything covered here is the rule, not the exception. Any special requests for property must be approved by the Deputy Warden.

All inmates are subject to searches at any time. Inmates may be directed to submit to personal searches, clothing, property or cell searches. Refusal to submit is a violation of 5. I. G. and is subject to a misconduct report.

All inmates are required to give their name and number if a staff member requests it. A misconduct report will be filed if you refuse.

Inmates are required to give the name they were incarcerated under as well as any name changes on all Interview Requests and paperwork.

Any questions should be put on a kite and sent to Property.

OPEN DOOR POLICY: Mondays and Thursdays, 1:00pm – 2:30pm

Disciplinary Orientation Brief

- A. Every inmate has been issued a NDCS Rule Book and you are responsible for reading and understanding its contents. Special attention should be given to Chapters #5 and #6 which describe disciplinary procedures and penalties for rule infractions.
- B. **REMEMBER: IGNORANCE OF THE RULE BOOK IS NO EXCUSE!**
- C. At OCC, it is the Disciplinary Coordinators (DCC) duties to process all misconduct reports (MRs), handle all evidence and conduct the IDC hearings as a recorder. These duties begin at the point a MR is entered into the MRRS system until it is forwarded to the Warden/Unit Administrator for final electronic signatures. If you receive a MR there is a legal aide available for you (by appointment only). The legal aide's office is located in the Library. Write an Inmate Interview Request (kite) to the Library/legal aide.
- D. It is the duties of the Principle Hearing Office (PHO) to investigate all MRs and ensure the appropriate charges are listed on each report. During your principle hearing, if your MR is scheduled for IDC, the PHO will ask you if you need the Reporting Employee, representation and/or witnesses during your disciplinary hearing. For MRs going to the Unit Disciplinary Committees the Reporting Employee, legal aide, and witnesses are not applicable and will not be present. The nature of the charges will determine whether a MR is scheduled for IDC or UDC Committees, i.e.: Class I charges vs. Class 3 charges or flagrant Class 3s. Also any charges which include violence, visiting rules, mail/telephone violations will automatically go to IDC.
- E. OCC uses two (2) types of Disciplinary Committees:
1. **Institutional Disciplinary Committee (IDC)**: Sanctions are greater and could include loss of good time and/or segregation time. An inmate may request legal aide, the presence of the reporting employee, will be allowed to call witnesses and may appeal the decision of the committee.
 2. **Unit Disciplinary Committee (UDC)**: Sanctions are lesser, and will not include disciplinary segregation or the loss of good time. An inmate will not be allowed to have a legal aide, call witnesses, request the presence of the reporting employee or appeal the decision of the committee.
- F. All evidence collected will be held for a minimum of 30 days after all MRs attached are heard and up to 90 days pending any appeals. Contraband

will be destroyed. Personal property can be returned to the owner after proof of ownership is established or be sent out/destroyed due to being altered.

- G. Be aware that Urine Analysis (UAs) are **MANDATORY**. A refusal to submit to a UA will be looked upon as an automatic admission of guilt as outlined in Offense IH.

- H. Inmates will not be permitted to participate in street or prison gang activity such as 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 (i.e. sagging), using hand signs or be in the possession of gang related photos, graffiti, materials publications, membership lists, etc. All of the above items and/or materials will be confiscated by the discovering employee and submitted to the Disciplinary Coordinators along with a MR, following all established evidence handling procedures. Several charges may apply including 2E – Disobeying an Order, 2R – Gang/Security Threat Group Activity and 3C – Possessing or Receiving Unauthorized Articles.

Laundry Procedures

The Omaha Correctional Center Laundry is open 5 days a week for each unit and on most holidays. Your Laundry has to be placed in the housing unit's secured laundry carts the night before. If laundry is closed for a holiday, the units will be notified of the changes.

You have been issued 4 laundry bags. Two are for all white clothing; the other 2 are for your colored clothing. It is your responsibility to separate your clothing. Do not overfill your laundry bag. Laundry bags that are over half full will be rejected and sent back to you unwashed. Be sure that the laundry bag's tag is on the outside of the laundry bag.

If clothing items need to be repaired, place the clothing in the repair box along with a filled out Inmate Interview Request Form. The repair box is located at the front door of laundry. Come back to laundry the next day after lunch to collect the repaired item.

Laundry is open for clothing exchange 5 days a week (Monday through Friday). Inmates will initiate any clothing exchanges by sending an Inmate Interview Request Form through normal mail distribution. Fill out the entire top half of the Inmate Interview Request Form to avoid delays due to lack of information.

Upon receipt of an Inmate Interview Request Form, laundry will screen the inmate clothing file to determine the last date of issue for the item. If the item had been originally issued new/unused condition, no exchange will be authorized within 360 days. If the item was issued in a used condition, no exchange will be authorized within 180 days. Any exception to the 360/180 day rule must be fully justified in writing and approved by the Unit Manager. If the request passes this criteria and stock is available, Laundry will provide a pass to exchange the clothing. Please honor all passes at the time they are scheduled.

If stock is not available, the Inmate Interview Request form will be held in a file pending receipt of that item. The inmate will be advised in writing and notified when the item is in stock.

Any sizing problems need to be addressed by writing in an Inmate Interview Request form.

All inmates issued special clothing (i.e., Whites for kitchen) are responsible for picking up and for turning them back in to laundry upon job change.

**** Inmate personal clothing laundered by Omaha Correctional Center will be done at the inmate's risk. No personal clothing shall be replaced or reimbursed if lost or damaged (as per OM 116.01.001).**

Omaha Correctional Center Laundry Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Kitchen whites	Kitchen whites	Kitchen whites	Kitchen whites	Kitchen whites
State issued clothing	State issued clothing	Blankets & Personal Clothing	State issued clothing	Personal Clothing
			Wood Shop Blankets	
Rags	Rags	Rags	Rags	Rags

FOOD SERVICE DEPARTMENT

1. Meal Times - Monday through Friday

Breakfast	0630am – 0730am
Lunch	1100am – 1230pm
Supper	1645pm – 1815pm

On weekends, breakfast is served one (1) hour later from 0730am – 0830am. Also, breakfast is the only meal where Room Restriction eats before general population is ran. Lunch and Dinner – Room Restriction eats at the end of the meal.

2. In the event serving extends past the posted closing time, the serving line will be closed by the officers in the dining room ten (10) minutes after the room restriction inmates are called from their units to eat (lunch and dinner only).
3. Be advised, the Kitchen/Dining Room are an unauthorized area when meals are not being served. Coming into the area for any reason other than to work will result in a Misconduct Report being issued.
4. The room adjacent to the Food Service Department is an unauthorized area at all times. Entrance into the room is through a separate single door. You must have a pass to utilize this room and a staff member must be in attendance when entering the area.
5. No food is to leave the dining room. All food provided at meals is to be eaten at meal times and none is to be taken outside the area. This includes such items as fruit and chips; and condiments such as salt, sugar, ketchup, etc.
6. Personal drinking glasses cannot be brought into the Food Service Area or into the dining room. You may take 3 cups for breakfast/2 cups for lunch and dinner. Beverages may be refilled during your meal. Only one unopened can of soda pop and hot sauce are allowed to be brought into the Food Service area for use during meals. Do not attempt to take ice out of the kitchen. If you are caught, it will be discarded and you could receive a misconduct report. Also, no food other than soda and hot sauce are allowed in the dining room. That means NO oatmeal packets, tortillas, peanut butter, honey, chips, etc.
7. Dress code in the dining room during meals is very specific and all inmates need to be aware of these rules. Major items, to be advised of include: no unapproved head gear, shirts tucked in, long pants only, shoes and socks are mandatory, no shower shoes are permitted without a medical pass and the pass must be with you when you enter the food

service area. If you do not have it, you will be sent back to get it. Clothes are to be free of holes and pant legs cannot be rolled up. "Sagging" is not allowed.

8. In the event you do not want an item of food served but would like to give it to someone else, please take the item of food and give it to them personally in the dining room. This prevents the appearance of favoritism in serving to other inmates. Do not pass and receive on the serving line or the salad bar.
9. Portions served are pre-set and servers are monitored to see that these portions are served correctly. Please do not make requests that the server cannot honor. Options are made at the discretion of the food service department (no gravy, no potatoes, etc.). Once an inmate touches a plate, that plate is his, "as is"! Once an inmate leaves the serving line, he cannot return for any food item. **EACH INMATE IS ALLOWED ONLY ONE MEAL PER MEAL TIME. FAILURE TO COMPLY WITH THIS DIRECTIVE WILL RESULT IN A MISCONDUCT REPORT!!**
10. Upon leaving the dining room, please take your tray to the receiving window of the dish room and place the tray in the window. Place the spork in the hot water container. Your cooperation is appreciated.

IF YOU HAVE ANY QUESTIONS CONCERNING THE FOOD SERVICE DEPARTMENT, PLEASE FEEL FREE TO SEND AN INTERVIEW REQUEST FORM (KITE) TO THE FOOD SERVICE DEPARTMENT. ALL INTERVIEW REQUEST FORMS WILL BE ANSWERED.

Accounting Procedures

Please advise friends and family sending in money to provide a money order rather than a personal check. Money orders under \$500.00 take 2 to 3 days to post to your institutional account. Checks need to clear the State Treasury and take 21 days to clear and post.

Ensure institutional checks are witnessed and approved by unit staff prior to submission to the Business Office. Checks need to be written in black or blue ink. If sufficient funds are not available in your account they cannot be held; and, are returned.

State inmate payroll posts once a month on the 12th working day excluding holidays.

Institutional checks cannot be sent to another inmate or to another inmate's family. TV sales are the only approved transaction between inmates and need approval by the Property Office.

Institutional checks are forwarded by the Business Office to our Central Accounting in Lincoln. These go by daily courier service and normally post the next working day.

Savings accounts can only be opened through the Department of Correctional Services; no outside bank. Please refer to the handout entitled, "DCS Interest Bearing Savings Questions." Deposit forms are available from Unit Staff or the Business Office. Central Accounting posts deposits and withdrawals on Thursday.

Upon discharge or parole, you will be provided gate pay unless you previously paroled on the same inmate number. On the day you release, a check will be provided which includes all funds in your institutional, confiscated, and savings accounts. Note: Gate pay eligibility is determined by subtracting the available balances of your institutional and confiscated accounts from \$100.00.

Institutional, confiscated and savings accounts are balanced out 4 to 5 days prior to a parole hearing or your release date.

Should you have financial questions, please forward an Inmate Interview Request to the Business Office.

DCS INTEREST BEARING SAVINGS ACCOUNT – FREQUENTLY ASKED QUESTIONS Updated June 12, 2013

What type of savings accounts exist?

- A *Release Savings Account* is created for each inmate when they are admitted to the Nebraska Department of Correctional Services (NDCS). Inmates with a Parole Eligibility Date (PED) 10 or more years in the future, serving life-to-life sentences and death row inmates are exempt from the Release Savings until the first month after their PED equals 10 years. Funds will remain in the account until inmates are released from state custody.
- A *Private Venture Savings Account* can be opened if an inmate is employed in a private venture operation. An inmate can request funds to be removed to send out as family support.
- An inmate can open a *Regular Savings Account* with a minimum of \$50.00; deposits and withdrawals are processed weekly, and the account must maintain a minimum balance of \$50.00.

Will I have to pay any fees for my savings account?

The NDCS does not charge any fees for savings account.

How much interest will I earn?

Interest will be paid monthly on the 10th workday of the month based on the average daily balance in your savings account for the previous month, if it is at least \$50.00. The rate of interest will change on a monthly basis based on the State's return on investment as determined by the State Investment Council.

Is my account guaranteed?

All funds in inmate accounts are protected.

Will I have an account number for my savings account?

Your account number will be your Inmate Identification Number and then the specific type of account identified (release, private venture, regular).

Will I be issued a statement? If so, how frequently will these be issued?

Statements will be issued at least annually for all savings accounts.

Will I have to apply for my Release Savings Account or my Private Venture Savings Account to earn interest?

Release Savings and Private Venture Savings Accounts will start to earn interest when the average daily balance for a month is at least \$50.00. This is automatic and a request from the inmate is not necessary.

Can I transfer interest earned on my Release Savings Account or my Private Venture Savings Account to my Institutional Account?

Interest earned on an account carries the same restrictions as the term of the account.

When will deposits be posted to my Savings Account?

Private Venture and Release Savings transactions will be posted on the same day that your pay posts in your Institutional Account. Regular Savings deposit requests are processed on Thursday, the request must be in Accounting by Wednesday.

How can I obtain additional information about Savings Accounts?

Refer to Administrative Regulation 113.02, Inmate Accounting.

Canteen Operations

The Canteen is normally open four days per week, Monday through Thursday. Inmates are scheduled to come to the Canteen by Housing Unit. Schedules are posted in each Housing Unit as well as the Canteen. Inmates are allowed only one visit to the Canteen on their scheduled day.

Inmates must fill out a Canteen Order Form and place it in the Canteen box in their housing unit. If the scheduled time for Canteen is in the morning, before lunch, the order forms must be in the box by 11:00am on the day before. If the scheduled time for Canteen is after lunch, order forms will be picked up at 7:30am on that morning. Order forms must have inmate's names, number and living location written clearly on the order form. No food items will be added at the window. Inmates must have substitutions properly indicated on the order form or no substitution will be given. Must have ID card to get Canteen.

OCC has an \$85.00 spending limit per inmate. The only item that does not count towards the \$85.00 spending limit is Phone Time. There is and will continue to be limits on the number of a specific item you can order. For example, 25 tokens, 2 ice creams, 10 meats, 5 chips, etc. Inmates can find a list of products and prices in their housing units or they may find the list on television channel 14. Prices and products are subject to change at any time without prior notification.

Photo tickets can be purchased in the canteen. Tickets can be used during visitation. Inmates not receiving visits can submit an Interview Request Form to the Canteen Supervisor for pictures to be taken. Pictures will be scheduled 4 times per year for inmates without visits. Passes will be sent for pictures to be taken. Tickets expire 90-days after purchase.

Tokens for pop machines and the legal copier can be purchased in the canteen. Inmates are allowed 25 pop tokens and 25 copy tokens at one time. Inmates needing more than the allotted 25 copy tokens at one time can request approval from their Unit Manager on an Interview Request Form.

Canteen Direct Order Process

Purchase of Direct Order Items:

- a. Items available for direct order include televisions, radios, CD players, tennis shoes, shower shoes, thermals, shorts, t-shirts, jeans, headphones, etc.
- b. An Inmate Canteen Clerk will be available in the Gymnasium usually three days per week, Monday through Wednesday, between 1 -2 pm to assist with Direct and Special Orders.

- c. Inmate Clerk will have the most recent catalogs for inmate use available and will have a general knowledge of products available.
- d. No items which are blue, red or black are authorized for purchase. No boots or lugs will be ordered.
- e. Basketball/Tennis shoes will be all white including the soles.
- f. Inmates will submit Direct Order form to Canteen. The Canteen will check the inmate property sheet to confirm approval/limits. Order will be processed in the Canteen.
- g. When orders are received, inmates will pick up orders with their store items on their scheduled day. Inmates may also come to the Canteen to pick up orders during the scheduled time slot noted on the schedule. Inmates are not allowed to pick up orders any other time.

Canteen Special Order Process

Purchase of Special Order items:

- a. Items available for Special Order include typewriters, ribbons, weight lifting gloves, weight belts, CDs, religious orders, hobby orders, etc.
- b. An Inmate Canteen Clerk will be available in the Gymnasium usually three days per week, Monday through Wednesday, between 1 – 2pm to assist with Direct and Special Orders.
- c. Inmate Clerk will have the most recent catalogs for inmate use available and will have a general knowledge of products available.
- d. Inmate will submit Special Order form to the Canteen along with:
 - 1. One institutional check for the amount of the product being purchased, including taxes and shipping and handling.
 - 2. One institutional check for the pre-order canteen fee of 5% of the total merchandise price (\$1.00 minimum and \$5.00 maximum).
 - 3. One pre-stamped, pre-addressed envelope.
- e. No refunds will be made on handling fees once the order is placed.
- f. When orders are received, inmates will pick up orders with their store items on their scheduled day. Inmates may also come to the

Canteen to pick up orders during the scheduled time slot noted on the schedule. Inmates are not allowed to pick up orders any other time.

Subscriptions, publications, books and other periodicals

1. Subject items are not ordered through the Canteen. Inmates may order these items directly from the publisher.
2. Fill out ordering information or send a letter listing items required. Attach a self-addressed stamped envelope.
3. Orders for subject items will be pre-paid in full. Installment plans or book/record clubs are not authorized.
4. When ordering newspapers or magazine subscriptions, ensure your name and inmate number are both provided.

Any questions or clarification of Canteen procedures can be directed to Canteen staff.

RECORDS OFFICE OPERATION

You may request by Interview Request Form (kite) the following information from the Records Office:

1. Tentative Release Date information.
2. Parole Eligibility Date information.
3. Parole Review Date information. Please keep in mind that parole review dates are set by the Parole Board and not by the Records Office.
4. Detainer information. If you have an active detainer, the Records Office can inform you who filed the detainer, the date the detainer was filed and the reason the detainer was filed. If you need more specific information, you will need to contact Special Services. When a detainer is cancelled, Special Services will send you written notification of the cancellation.
5. Good Time Restoration. Questions regarding good time can be addressed to the Records Office. However, the Records Office cannot tell you when you are eligible for good time restoration. This information is available to you from your Unit Case Manager.

The Records Office will send written notification to you if there is a change in your Tentative Release Date or Parole Eligibility Date (i.e., additional jail time credit, good time loss, good time restoration).

Any additional questions you may have regarding your time and sentence may be submitted via kite to the Records Office.

Mailroom Procedures

1. The mailing address for the Omaha Correctional Center is P.O. Box 11099, Omaha, Nebraska 68111-0099. Mail received without a full return address will be returned to sender. Initials may not be used.
2. The envelope must contain the return address of the inmate and inmate number. The only outgoing envelope that can be sealed is legal mail; all other envelopes must not be sealed.
3. The mailbox is located by the Chapel across from Programs. Pick-up time for outgoing mail is between 10:00pm and 10:15pm, Monday through Saturday.
4. Incoming checks or money orders are processed and sent to the appropriate housing unit for endorsement on the same day they are received. They are returned to the Mail Clerk the next morning and forwarded to Lincoln for posting to the inmate's account.
5. Mail delivery is six (6) days a week, Monday through Saturday (except holidays).
6. Interview request forms may be sent the same way as letters, through the mailbox. Interview request forms being sent to Central Office and the Community Correctional Center – Lincoln need to be mailed with a name and inmate number, return address and proper postage.
7. Requests for magazines, subscriptions, books and other periodicals ordered directly from the publisher must be prepaid in full (no installment plans) and routed through the mailroom. Ensure you include a copy of the advertisement or catalog indicating the price of the item being ordered. A receipt showing that these times have been paid for is also required.
8. The only inmate correspondence that can be sent through inter-office mail are:
 - a. Step II Inmate Grievances
 - b. Disciplinary Appeals
 - c. Correspondence pertaining to Classification, Classification Appeal and Good Time Appeals
 - d. Correspondence pertaining to inmate accounting
9. All mail must have postage affixed before being placed in the mailbox. Used or cancelled stamps are not allowed.

All inter-office mail must have the inmate's name, institutional number and institutional address on the envelope.

Security Procedures

I. Description of Restricted Areas/Unauthorized Areas

A. Red/Yellow Lines

Red/Yellow line areas are boundaries to the restricted areas. Do not cross unless you are supervised or on special detail. These lines can be located:

1. On the fire road near the laundry sidewalk.
2. On the fire road near J-2, running parallel to the perimeter fence.
3. On the fire road behind K.
4. Near the inmate entrance to the Library.
5. Between the Chapel and the Visiting Room.
6. Inside the Hospital area.
7. Inside the Visiting Room by the front door.
8. On the sidewalks behind the gym (near both doors).

B. Blue Lines

The Blue lines are located just outside the entry ways of each housing unit. No inmate may go beyond this line toward the housing unit unless the inmate is assigned to that particular housing unit. Above all, do not go into another housing unit.

C. Brown Lines

Brown lines indicate a NO LOITERING area. There will be NO LOITERING in the area between these lines. These lines can be located:

1. Just outside of the Kitchen exit and the Music Room.
2. Just outside the Canteen area.
3. In front of the Commons area.
4. In front of the Program, Medical and Visiting areas.
5. On the sidewalk in front of the Chapel.
6. On the sidewalk in front of the Library.
7. On the sidewalk behind K unit.
8. On the sidewalk cross-sections in front of the Housing Units.
9. In front of the Gym.
10. On the sidewalk cross-sections throughout the center yard.

- D. The grass area in front of the housing units (main yard area) is restricted to inmate travel. All inmates are to keep off of the grass. This area is marked green on the map.
- E. The ball field is a special use area and is marked yellow on the map. This area is open to the inmate population during the softball and football seasons and only during gym hours. During the off season, it is designated as a restricted area.
- F. The areas around the weight pile, gym, handball courts and asphalt courts behind the housing units are designated as an open area for inmate use. This area is marked in orange on the map.
- G. All other areas that are marked white on the map, especially the grassy area between the perimeter fence and the fire road are restricted areas.

II. Location of the Major's, Captain's, and Lieutenant's Offices

The Major's office, Captain's office and the Lieutenant's office are located in the Program's area. All inmates are required to have a pass before entering this area.

III. Review of the OCC Search Policy

- A. All inmates are subject to a pat and/or strip search at any time.
- B. An inmate's room is subject to a search at any time.
- C. All inmates are subject to urine tests.
- D. Inmates that interfere or delay any searches can be charged with refusal to submit to a search.
- E. Visiting Searches
 - 1. Inmates are strip-searched going into the visiting room. Inmate's clothing and personal items will be inventoried before going into the visiting room.
 - 2. Inmates are strip-searched upon leaving the visiting room. Inmate's clothing and personal items will be re-inventoried.
 - 3. If an inmate needs to use the restroom, he will be strip-searched and then allowed to use the restroom in the shakedown area.

F. Travel Orders

1. Inmates will be strip-searched prior to leaving on a travel order.
2. Inmates will be strip-searched upon returning to the institution.
3. Institutional clothing will be worn while on a travel order.

IV. Inmate Dress Code in the Dining Area

- A. Only approved head gear will be allowed.
- B. No shower shoes unless on a medical pass.
- C. All shirts are to be tucked into pants.
- D. All shirts will be buttoned with exception of the top button.

V. Criminal Threat Group Policy

Inmates will not be permitted to participate in street or prison gang activity such as 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 (i.e., sagging); using hand signs or be in possession of gang-related photos, graffiti, materials, publications, membership lists, etc. All of the above items and/or materials will be confiscated by the discovering employee and submitted to the Disciplinary Coordinator along with a MR, following established evidence handling procedures. Several charges may apply including: II (e) Disobeying a Direct Order, III (c) Passing, Receiving Unauthorized Articles and III (k) Disruption of Authorized Duties; Creating a Safety Hazard. No solid red, blue or black clothing items are allowed including doo-rags.

- VI. 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. This policy is implemented to enhance safety for everyone.

Visiting Regulations

I. Visiting Hours and Days

A. Hours: Wednesday, Thursday, and Friday (2 sessions)

Session 1: 1:30pm to 4:45pm
(Processing ends at 3:45pm)

Session 2: 5:15pm to 8:30pm
(Processing ends at 7:45pm)

B. Hours: Saturday and Sunday (2 sessions)

Session 1: 7:45am to 10:45am
(Processing ends at 10:00am)

Session 2: 12:00pm to 3:00pm
(Processing ends at 2:30pm)

THERE IS NO VISITING ON MONDAYS AND TUESDAYS.

C. Options:

Option 1: Two (2) weekday visits with **NO** visit on the weekend.

Option 2: One (1) weekday visit plus one (1) half-day visit on the weekend.

The half-day visit **MUST** occur on **Saturday or Sunday MORNING (Session 1)**.

Option 3: Only one (1) full session visit on Saturday or Sunday which will nullify all other visiting privileges for the week.

NOTE: You may visit all day on Wednesday, Thursday or Friday.

II. Visiting Request Forms

A. Can be received from Unit Case Managers **ONLY**.

B. Processing of an application takes 2 to 3 weeks. These applications are sent to Lincoln for processing every Friday.

- C. It is the responsibility of the inmate to notify the individuals if they are approved and of the visitor dress code.
 - 1. No information will be given out over the telephone regarding these applications.
 - 2. The only person who can find out who is on an inmate's list is the inmate himself. This can be done by submitting an Interview Request (kite) to the Pass Clerk.
 - 3. An inmate must notify the Pass Clerk through a kite to delete a visitor. (All kites will be answered as soon as possible.)
 - 4. Visitors are expected to display a cooperative attitude and abide by all visiting rules and regulations. Failure to do so will result in disciplinary action.

III. Visiting Hour Exceptions

A. Disciplinary Segregation

This action occurs whenever an inmate loses privileges as a result of disciplinary action. Inmates on this status shall be allowed to visit on Thursday afternoons from 5:15pm to 6:45pm. Such visits may be denied for reasons of security or for the good order of the facility.

B. Protective Custody

This is a form of administrative segregation whereby, through classification action, an inmate may be temporarily assigned from the general population to confinement in the Control Unit in order to protect himself from self-injury or from a real or perceived threat of harm from others. Inmates on this status shall be allowed to visit on Thursday evenings from 7:00pm to 8:15pm.

IV. Special Visits

- A. Must be approved one (1) working day ahead of the visit through the Unit Case Manager or Unit Manager.
- B. Immediate family must submit an application. Special provisions will be made so they can visit prior to final approval, but they must submit an application first.

Self-Betterment Clubs/Activities

Alcoholics Anonymous

A.A. meetings are held every Monday and Tuesday night between 7:00pm - 8:00pm in the Visiting Room. Hispanic A.A. meetings are held on Tuesday nights from 6:00pm – 8:00pm. There is no roster or need to request permission to attend. You will need to sign in on the attendance sheet every time you attend.

N.A.S.C.A.

NASCA is the Native American self-betterment/cultural club. NASCA meets on the second and fourth Wednesdays of every month from 6:15pm – 7:45pm. To attend the NASCA group, you must first be put on the roster.

VETS GROUP

The Veteran's Group meets on the first and third Thursdays of every month between 6:15pm – 7:45pm. To attend the Veteran's Group you must first request to be put on the roster.

HARAMBEE

HARAMBEE is the African-American self-betterment/cultural club. HARAMBEE meets on the second and fourth Thursdays of every month from 6:15pm – 7:45pm. To attend the HARAMBEE group you must request to be put on the roster.

MATA

MATA is the Hispanic self-betterment/cultural club. MATA meets on the first and third Wednesdays of every month between 6:15pm – 7:45pm. To attend MATA, you must request to be put on the list.

Requests to be placed on the rosters of any of the self-betterment clubs should be placed on an Interview Request form (KITE) and sent to the Administrative Assistant. There may be monthly dues that are required to be paid in order to participate in group activities. Questions about dues or group activities should be directed to the group members.

NARCOTIC ANONYMOUS

N.A. meetings are held every Saturday between 9:30am – 10:30am. Inmates may attend every N.A. meeting without prior arrangements. There is no roster or

need to request permission to attend. You will need to sign in on the attendance sheet every time you attend.

PLANNING WITH PURPOSE

Released and restored offers this faith based 20 week course. This course teaches inmates to learn a more positive way of thinking. It also introduces techniques to take responsibility for your own actions. This course meets on Wednesdays between 6:00pm – 8:00pm.

RE-ENTRY PROGRAM

This program offers inmates the skills to reenter society and to be successful. It offers coping methods to help the inmate not reoffend. This program meets every Tuesday between 1:00pm – 3:00pm.

TRANSFORMATION PROJECT

Inspired by the life and writing of Malcom X, the Transformation Project is a complete program to assist offenders in affecting personal change to facilitate successful reintegration into society. The Project helps offenders explore benefits, attitudes and actions essential to successful re-entry using evidence based practices from Motivational Interviewing, Adult Basic Education and Cognitive Behavioral Therapy. The Transformation Project is grounded in evidence based practices applying to recidivism prevention. The most prevalent risk factors for recidivism are related to education, employment, housing, Positive Social Network, Mental and Physical Health and Substance Abuse. This program meets Tuesdays and Thursdays between 6:00pm – 8:00pm.

A.A. Presentation

Good Morning. My name is _____. I am here to tell you about the A.A. meetings that we have here at OCC. A.A. meetings are held on Monday and Tuesday nights from 7:00pm to 8:00pm in the Visiting Room.

Monday night's meeting is a "Speaker's Meeting" and Tuesday night's meeting is an "Open Forum" meeting. We also have a Spanish-speaking meeting on Tuesday nights from 6:00pm to 7:00pm in the Visiting Room.

If A.A. is part of your "Personalized Plan," when you attend you need to sign the sign-in sheet in order to receive credit for attendance. You need to attend at least 2 meetings per month to receive credit. Each unit receives a copy of this sheet.

Any questions?

Thank you.

Narcotics Anonymous NA Just for Today Club Orientation Presentation...

My name is _____ and I am the Secretary for the OCC Narcotics Anonymous. I am here to tell you a little bit about it if you are interested.

There are no fees or rosters to sign up for NA. All you need to do is show up Saturday morning, with a desire to stop using drugs, at 9:00am in the chapel. The chapel is located to the left of this building as you leave. We have outside volunteers that attend most meetings.

On the first Saturday of each month we have an IP study. IP stands for Informational Pamphlet. It's a more in-depth study of certain aspects of NA like sponsorship, Recovery and Relapse, and what is the NA program, etc.

On the last Saturday of each month we have a Speaker meeting. That is where one of the volunteers speaks about his experiences in his own personal recovery.

We are a fledgling club only being formed a few months ago. We will eventually have coffee in a month or so. We can only learn from what we have by giving it away. We need all the newcomers that we can have. You as a newcomer are important to us. So, if you are interested, please do not hesitate to come and check us out.

Thank you for your time. Welcome to OCC.

Substance Abuse Unit

The Substance Abuse Unit at the Omaha Correctional Center is a 6-month Residential treatment program for people struggling with chemical dependency issues.

The overall goal of the OCC Substance Abuse Unit is to assist residents in establishing and maintaining a substance-free, responsible lifestyle. Upon completion of the program, continuing care is both encouraged and recommended. For those who are eligible, transition to the community will be facilitated by the inmate's counselor and treatment team.

The OCC Substance Abuse Unit offers a comprehensive treatment program that is holistic in nature, with the programs focus being on recovery, cognitive restructuring, personal responsibility, relapse prevention, and pre-release. In addition to classes you will participate in group counseling sessions, individual sessions with a counselor, daily recreation, and community meetings. There are also self-help group meetings available on the unit.

If you are recommended to participate in the Residential Treatment program, and you choose to follow the recommendation, please see the case manager on your housing unit for an application. If you are approved, you will be placed on the waiting list and contacted when it is time for you to enter the program. Upon entering the program you will be notified of your rights, responsibilities and what to expect during the treatment process.

To be eligible, you need to have a residential recommendation for treatment. You also must be within five (5) years of your tentative release date or have a parole final set. There are currently 96 beds in the residential treatment unit, so there is a waiting list. There are no guarantees upon completion of the program for promotion in custody or parole. Custody promotions depend greatly on a person's classification criteria and sentence structure. The Parole Board is a separate entity who takes into consideration the recommendations of the treatment team; however they make their own decisions. Therefore, it is important to focus on the overall goal of the treatment program which is to assist you in making positive lifelong changes that will help you maintain sobriety and freedom.

If you have any questions about the SAU program, please send a kite to Nicole Lockhart.

Alternative to Violence Project – AVP

- A) AVP has weekend conflict resolution workshops, generally on the 2nd weekend of each month, 10 months a year.
- B) Some get confused thinking you need to be violent to take AVP. How many here had to go in front of a judge to get here? There are lots of conflicts in that process. AVP helps us learn how to have positive outcomes in conflict situations, hopefully before violence has occurred.
- C) Each workshop starts on Friday afternoon and goes all day on Saturday and all day on Sunday.
- D) To graduate from an AVP Workshop you need to be there for the entire workshop. You will have to cancel any visits and all other activities. You will need to let your work supervisor know when you will be at AVP.
- E) AVP has 2 levels of workshops. The basic level introduces you to the core concepts of AVP. After you have taken the basic level you can take as many advances as you would like. They focus on specific topics such as anger, fear, forgiveness, relationships, etc.
- F) A couple of core concepts of AVP are:
 - 1. Transfer power, which is our belief that everyone has the inner power to change a conflict situation from a negative to a positive.
 - 2. That when we use “I” statements we take responsibility for our feelings and not raise the conflict by blaming others.
- G) If you want to sign up for AVP, send a kite to the AVP Coordinator asking to attend and you will be scheduled for the following Basic workshop.

Canine Nurturing Program

The Omaha Correctional Center Canine Nurturing Program was initiated on July 16, 2007. This program is a cooperative effort between OCC and the Nebraska Humane Society. Currently, it's limited to "K" unit but may be expanded in the future.

Although not a new concept to other correctional facilities within the United States, it has been conclusive in developing personal attributes that may be desirable to function and communicate within society. The basis of the Canine program is to implant and promote measurable vocational skills. These skills include enhanced decision making processes, taking personal responsibility through positive agendas, and increasing self-esteem by developing empathetic traits.

The Nurturing program is an abridged form of the OCC Canine Program. Smaller, medium-sized dogs will be provided by the Nebraska Humane Society to be socialized by the Canine handlers, leading to adoption within the community. The Humane Society selects these dogs for placement due to their special needs requirements.

As a dog handler within this program, you will provide and be responsible for the dogs training and feeding; sheltering and grooming; sanitation and control. Additional duties will include maintaining a daily log and report writing. Initial and primary training of a dog handler will be provided by the Nebraska Humane Society, as well as all veterinary needs.

The selection procedure and eligibility criteria for an inmate to become a dog handler are very specific. Six conditions must be present in an Inmate's file:

1. Must be in compliance with personalized plan.
2. File must not contain charges of Animal Abuse or Sexual Abuse to an individual.
3. File may not contain any Class I Misconduct reports in the last 6 months.
4. Inmate needs to be recommended by his Unit Case Manager and work supervisor.
5. Inmate must have a minimum of six months until parole or discharge.
6. Willing to reside in unit specified for the program (K Unit and J1). J3 housing unit is exempt.

If an inmate accepts these criterions, a completed application will be forwarded to the unit management staff of K unit. Accompanying the application the inmate must submit a letter of interest explaining why he wants to contribute and involve himself.

All inmates are advised that abuse and/or mistreatment of dogs will not be tolerated and misconduct reports will be issued. Abuse/mistreatment includes but is not limited to the following:

1. Feeding unauthorized items.
2. Hitting, kicking, roughhousing or other physical abuse.
3. Any unauthorized training of the dog (i.e., aggressive acts).
4. Taunting, teasing or provoking the dog.
5. Unauthorized treatment through medications not prescribed by the Veterinarian.

The Canine program is a positive step for OCC and everyone is encouraged to help make it successful.