

# **ATTACHMENT #1D**

## **Work Ethic Camp**

# WEC Orientation Packet



NEBRASKA DEPARTMENT  
OF CORRECTIONAL SERVICES

*Working At Correctional Services*

*Anything not mentioned in this Orientation Packet should be  
discussed in the WEC General Information Handbook & Offender In-House Rules.*

# Work Ethic Camp

## Visitation Information

- Your visiting list will remain the same as it was at your previous facility.
- Only approved visitors will be authorized to visit. The WEC Warden requires that all visitors are approved visitors on your visiting list.
- Special/Emergency/Extended Visit request's – the Warden requires the visitor be already pre-approved on your visiting list. Otherwise it will be left up to the Warden's discretion to approve/deny the request.
- It is your responsibility to send all visitors Visitation Request Forms (including minors). It does not matter whether the visitor is 2 days old or 90 years old, **EVERYONE NEEDS THEIR OWN VISITING FORM.**

- Visitation Days and Hours:

Saturday 0800 – 1100 & 1300 – 1600

Sunday 0800 – 1100 & 1300 – 1600

\*\*\*If your last name begins with A-M your visiting day will be on Saturdays.

\*\*\*If your last name begins with N-Z your visiting day will be on Sundays.

**\*\*The Work Ethic Camp follows all policies and regulations as outlined in NDCS Inmate Visiting Administrative Regulation 205.02.\*\***

# Employment

## Kitchen

(garden only available in Spring & Summer)

Contact Job Supervisor's:  
Food Service Director Lehn & Food Service Manager Shields

## Dorm Porter

Contact Job Supervisor's:  
A-dorm: CW Ingels  
B-dorm: CW Leibbrandt & CW Moreno  
C-dorm: CW Kudera  
D-dorm: CW Sheaffer  
E-dorm: CW Hilker & CW Seybold

## Dayroom Porter

Contact Job Supervisor:  
Sgt. Bopp  
(1<sup>st</sup> Shift)

## Floor Porter

(C-Building)

Contact Job Supervisor:  
Sgt. Towery  
(1<sup>st</sup> Shift)

# Opportunities

## Yard/Trash Porter

Contact Job Supervisor:  
Sgt. Bopp  
(1<sup>st</sup> Shift)

## Library Porter

Contact Job Supervisor:  
CW Hilker

## Zone/Floor/ Buffing Porter

(A-Building)

Contact Job Supervisor's:  
Cpl. Snare

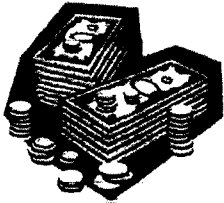
## Maintenance

Contact Job Supervisor:  
Mr. Hansen

## Road Crew

Contact Job Supervisor:  
Sgt. Williamson  
(Admissions Sgt.)

\*\*\*If you do not have a job by the following Orientation Treatment Team\_(OTT) meeting then one will be assigned to you.\*\*\*



**Offender Accounting**  
**Management of Offender Finances at the Work Ethic Camp**

- ◆ Wages – Process pending implementation of new program. Memo will be posted with new rates of pay.

If **MONEY** is brought in with you at Admissions or mailed in to you (with the exception of cash) –

- ◆ You will be requested to endorse Money Orders or Checks. – If you do not endorse the money order or check, it will be returned to the sender or the financial institution. You will be required to pay for its return.
- ◆ Personal checks, cashier's checks, payroll checks, and checks over \$1,000 are encumbered for 3 weeks.
- ◆ The Business Office will provide a receipt to you when the money has been processed.
- ◆ The name on the envelope and money order/check must be the same and complete on both. If not, the funds are placed in your reentry confiscated account. (See examples on the back).
- ◆ If funds are confiscated, the decision can be appealed to the Warden within 30 days of the date found on your receipt.
- ◆ If discharging from the WEC, the release check will be requested from the Department of Correctional Services approximately 1 month prior to your discharge. When received it will be placed in your property and given to you upon discharge.
- ◆ Gate pay – if your release check is not \$100.00 the Department will make up the different. One time only per number.
- ◆ Any remaining funds owed to you will be sent to the address you provide at discharge.

All **cash**, if received in the mail, will be put in your reentry confiscated account.

Money can be sent home to your immediate family. Contact your Caseworker. This process takes approximately 1 month's time.

Account information is provided on Friday.

Bus tickets – Work with your Casemanager (Ms. Bieker or Mr. McPherson).

Law library – Send an IIR to your Caseworker to set up time. Not a large reference library, online service

All State-issued clothing and equipment issued to you will be checked in at your discharge from WEC. Any items not checked in will be paid by you via an institutional check.

*Contact the Business Office for any questions or concerns.*

## ♦♦♦♦FREQUENTLY ASKED QUESTIONS♦♦♦♦

### **BUSINESS & MONEY – MS. THOMAS / STAFF ASSISTANT / BUSINESS OFFICE**

Is there someone who is a notary at WEC?  
 How do I send out money for support to family?  
 Can people send me money?  
 How do I file my taxes?

**SOCIAL SECURITY CARD REPLACEMENTS: Ms. Lytle**

### **CANTEEN – MR. GIMESON / WAREHOUSE OPERATOR**

What day can I purchase items from the canteen?

### **CLOTHING ISSUES – MR. GIMESON / WAREHOUSE OPERATOR**

How do I get my clothing sewn/fixed?  
 What if I lose any piece of clothing?  
 What if my shoes are damaged?

### **EDUCATION/GED PROGRAM – MR. HALSTEAD / GED INSTRUCTOR**

How do I get my GED?  
 I need information about the FAFSA.  
 How do I get a college packet?  
 How do I get information about other financial aid?  
 Are there books I can check out to work on specific subject areas?

### **GRIEVANCES – LT. MCCONVILLE / 1<sup>ST</sup> SHIFT**

What if I feel my rights were violated?

### **LAW LIBRARY – MS. SHEAFFER / CASEWORKER**

Who can help me with using the law library?  
 I need to look up an A.R./O.M.  
 I need copies of a divorce packet.

### **LIBRARY – MS. LORIMER / CASEWORKER**

Can someone send me a book?  
 A book is damaged – who do I send it to?  
 Can I order a book from another facility?

### **MAIL – 3<sup>RD</sup> SHIFT STAFF**

When do I get my mail?  
 How do I receive legal mail?  
 How do I send a certified letter?  
 How do I get envelopes?  
 How do I get addresses I need?

### **MEDICAL QUESTIONS**

Requests for medical lay-in.  
 How do I see someone about my physical health?  
 How do I get prescriptions filled?  
 I don't feel well enough to go to work. How do I get excused from my job?

### **PAROLE QUESTIONS – RE-ENTRY PAROLE OFFICER HIPPLE OR CASE MANAGERS BIEKER / MORENO**

When is my release date?  
 How do I arrange housing and make sure it is approved?  
 Questions about holds or current warrants.  
 Questions about transportation on release.  
 Questions about parole eligibility.  
 Questions about parole certificate.

### **PROBATION QUESTIONS – CASE MANAGERS BIEKER / MORENO**

How do I find out about my housing and whether or not it is approved?  
 How do I find out about holds or current warrants?

<p>Can somebody pick me up?  Options for travel outside of WEC during incarceration and what the costs would be  Who is my outside parole officer?  Can I transfer probation to another city or state? What is the process?  What about current court dates? Can I attend court?  What about getting information on family members? Can you help me get current addresses for them?  What if I don't understand my current charge or my probation orders?  What if I want a copy of my current probation order?</p>
<p><b>PROGRAMS (CLASSES, RECREATION) – MS. BURKERT / PROGRAM MANAGER</b>  <b>CASE MANAGERS – MR. MORENO AND MS. BIEKER</b>  <b>UNIT CASEWORKERS – MS. LORIMER; MS. KUDERA; MS. LEIBBRANDT; MR. INGELS, MR. SEYBOLD; MS. SHEAFFER,</b></p>
<p>Do I have to repeat the programs if I've taken them before? (Case Managers Moreno and Bieker)  How do you get into anger management? (Send request to individual case worker)  How do I get into Inside Out parenting classes? (Send request to individual case worker)</p>
<p><b>RECLASSIFICATION, PAROLE HEARINGS, PAROLE REVIEW – CM MORENO AND CM BIEKER</b></p>
<p>What about my reclassification?  How can I attend my parole hearing or parole review?</p>
<p><b>RELIGIOUS COORDINATOR – MS. LYTLE</b></p>
<p>How do I check out a religious book?  Can I have a Bible?  Can I have a cross?  Can I have a copy of a prayer or religious picture?</p>
<p><b>REWARDS – MR. KELLY / CDC (COORDINATOR)</b></p>
<p>I didn't get my envelopes.  I didn't get my colored pencils.  I need to make an appointment for pictures or I need my pictures.  I need my canteen rewards.  How do I arrange for my days off work?  How do I arrange for off-site religion?</p>
<p><b>SCHEDULES – MS. POLLY, ADMIN. SECRETARY</b></p>
<p>How do I get a copy of my schedule?</p>
<p><b>SUBSTANCE ABUSE PROGRAMS – MS. DUTCHER / CDC SUPERVISOR</b>  <b>CDC STAFF: MS. BURNS; MR. KELLY; MS. SMITH; MS. WILKINSON ; MS. SCARBOROUGH; MS. MATSON</b></p>
<p>Who is my CDC?  Do I have to be in Substance Abuse? How do I get out of Substance Abuse?  How do I get into of AA? How do I get out of AA?  Who is in charge of groups?</p>
<p><b>VISITATION – MR. MORENO AND MS. BIEKER / CASE MANAGERS</b></p>
<p>How do I get someone on my visitation list?  What about special visits?</p>
<p><b>WEC JOBS – MS. POLLY / ADMINISTRATIVE SECRETARY; CASE MANAGERS</b></p>
<p>What if I have a question about my job?</p>
<p><b>WELDING / BUSINESS TECHNOLOGY – MS. BURKERT / PROGRAM MANAGER</b></p>
<p>How do I get into the welding program?  What if I don't have my birth certificate or Social Security Card? (Contact Ms. Lytle)  What if I'm not registered for the Selective Service?  What if I'm not selected?  How long is the welding program?  How often are the classes offered?  Do I have to pay back the tuition if I don't finish the class?</p>
<p><b>PREA (PRISON RAPE ELIMINATION ACT) – ASST. WARDEN JOHNSON, PREA COORDINATOR</b></p>
<p>What if I've been sexually assaulted?  What if I'm the victim of harassment?</p>

## ROAD CREW ORIENTATION

### ➤ APPLICATION INFORMATION

1. *Inmate Interview Request* forms need to be sent to the Road Crew Sergeant.
2. Once you are assigned to Road Crew you must give a 2 week notice to change to a different job. You must have another job before you will be released from Road Crew.
3. Inmates that have received a 1H (drug or intoxicant abuse) misconduct report within the last 6 months will NOT be eligible.

### ➤ ROAD CREW SCHEDULE

1. Work Hours 0800-1600. These times are approximate and changes may occur.
2. The Road Crew Corporal shall determine when breaks are needed and the duration of the breaks. Lunch will be for 30 minutes.

### ➤ MOVEMENT

1. Crews will report to the dining hall by 0800 or within 10 minutes of count clearing.
2. Inmates will be stripped search and will line up in the Admissions Hallway.
3. At this time you will be assigned to your respective crews and you will load up into your assigned van.

### ➤ ROAD CREW RULES

1. NO sleeping is allowed in the van.
2. Seat belts must be worn at all times.
3. Inmates will follow all Work Camp rules and regulations both onsite and at the work sites.
4. All safety equipment that is provided needs to be used properly.
5. Dress code will be followed. **NO PANTS WILL BE ALLOWED TO SAG.** Boots must be laced and tied and pants worn on the outside of the boots.
6. RC Inmates shall treat the public and staff in a polite and courteous manner. No cursing will be tolerated.
7. Tobacco/alcohol or any other contraband use is not allowed on RC. If caught with tobacco or alcohol, this will result in immediate removal from RC followed with a misconduct report.
8. Do not pick up and/or conceal unauthorized items. You may not bring anything back into the facility with you from your RC work assignment. **Introduction of contraband into the facility will not be tolerated.**
9. Items can not be accepted from the public.
10. RC Inmates will not attempt to obtain property that belongs to the people or organizations that we work for.
11. RC workers may not talk to, or interact with, persons in public other than WEC staff and the site contact person. Private citizens are to speak with the RC Cpl. if they have questions or comments.



12. ~~Family and friends of RC workers may not meet with you or leave thing for~~ you at your job sites. **This is unacceptable**, and may cause your removal from RC, and may result in criminal charges for your friend/family member.

➤ ROAD CREW WORK

1. RC Cpl. are there to instruct, support, and supervise. They may assist in doing site work, but will primarily supervise the group. If you don't know how to do a task, please ask and then pay attention to instructions. Do not claim to have knowledge of a machine if you do not, in fact, have experience in operating it as this is a safety concern.
2. The RC work for government entities and schools (with supervision). These may include work sites such as cities, towns, State Game and Parks, County and State Road Departments, and Colleges or local Public Schools.

➤ TRUST POSITIONS

1. Those who have worked for RC for thirty days or more may write a request to be considered for a TRUST position.
2. TRUST workers are selected based on their demonstrated work ethic, consistent attendance, general behavior, flexibility with regard to job assignments, ability to work with others, and (occasionally) knowledge of certain specialized job skills.
3. All regular RC rules also apply to TRUST workers.
4. TRUST workers are supervised intermittently by facility staff. The RC Cpl., sergeant or other staff will check up on workers-unannounced. Workers may not leave their assigned site.
5. TRUST workers are also supervised by a representative of the agency at the work site. These supervisors will also direct the worker with regard to expectations and limitations.
6. TRUST workers may be rotated at the discretion of the RC Sgt.
7. ~~TRUST workers may not drive licensed vehicles; and the may not ride in~~ personally owned vehicles of job site supervisors or staff. TRUST workers may not access private vehicles, homes, or any other unauthorized areas.

Any additional questions in regard to Road Crew please send an *Inmate Interview Request* form to the Road Crew sergeant.



## Work Ethic Camp

### SUBSTANCE ABUSE – WEC

The McCook Work Ethic Camp Substance Abuse Dept. currently offers NRTS (Non- Residential Treatment Services) this includes IOP ( Intensive Out Patient) and OP ( Out Patient) levels of programming.

The IOP is a 24 session program and the OP is a 8 session program. Each of these programs will be offered as classes and staff become available. Once a class has the amount of participants needed it will be placed on the schedule. Each individual will be placed accordingly with regards to PED dates or other pertinent information, It is not a first come first served basis, there is usually a wait time before your class begins.

Prior to the start of class each person will be notified of their SA recommendations you may choose whether or not to participate in the programming we provide, however we strongly encourage each person to attend if recommendations are made. If you choose not to attend, your recommendations will follow you to your next placement.

We make every effort to verify recent completions of substance abuse treatment, please let your intake CDC know if you have had previous treatment/ counseling for substance abuse. By providing the most accurate information you can, allows us to make the best recommendation for you.

Sue Dutcher LADC, CDGS  
Work Ethic Camp

# How to Obtain Your Vital Records

(i.e. birth certificate and social security card)

## Birth Certificates:

You can request an application for your Birth Certificate (from any state) from your assigned Case Worker or Case Manager. If you are requesting an application from the Case Manager's send an Inmate Interview Request Form.

## Instructions:

1. Please complete and sign the enclosed form and return it to the Business Office:
  - ✓ Application for Certified Copy of Birth Certificate.

\*All information on the application will be verified before it is submitted to DHHS.
2. Complete an Institutional Check for \$.10 for a photocopy of the front and back of your Inmate ID, or a copy of driver's license or state ID card in Personal Property. (ID must be signed on the back; you will be placed on the pass list to have a copy made).
3. Then complete an Institutional Check for \$12.00 made out to "Vital Records". Their address is PO Box 95065, Lincoln, NE 68509-5065.
4. Return all items to the Business Office along with an envelope for mailing (put your name in the return address) and a self-addressed envelope for DHHS to mail the birth certificate back to you.
5. Once the Birth Certificate is received at WEC, you will receive a "Notice of Held Mail" indicating where it was sent within the facility.

## Social Security Cards:

Send an Inmate Interview Request Form to Ms. Lytle / Records Manager requesting an application who will then send you an application and instructions to obtain your Social Security Card.

## ***WEC CANTEEN ORDERING PROCESS***

- Canteen book is located at the Security Desk and may be checked out by turning in your ID badge.
- Only one form turned in per week per offender/inmate. Request to make changes after canteen form has been mailed will not be honored!
- Print clearly – name, ID number, dorm, bunk number, and quantity.
- **Canteen forms will NOT be processed** and will be returned if, more than one canteen form is mailed per week, not having all the information (name, ID number, dorm, bunk number) listed.
- Limit per week - \$40.00 (does not include phone time, rewards or orders made using the Inmate Direct Order Form)
- Direct Orders will be processed after Phone Time, Canteen and Rewards
- Canteen forms will be processed first, followed by rewards. If an offender/inmate runs out of money before **ALL** the rewards is processed, the rewards order will not be processed **AND** will be held for the following week.
- ID badge must be shown before canteen items are issued. **NO EXCEPTIONS.** Nothing is allowed in the cover of ID badge except for the ID and Zone Porter ID
- All items purchased from Canteen must be kept in lockers when not being used.
- **Deadline to mail canteen form is: Saturday night**
- Canteen issue – See schedule below: When last call for canteen is announced offenders/inmates will have 10 minutes to report to the warehouse, before canteen is closed. Change of schedule for holidays and pay-store will be announced.
  - **Tuesday (11:00AM) - A and B Dorms**
  - **Wednesday (11:00AM) - E, followed by C and D Dorms**
  - **Dorms are on a rotating schedule from month to month**
- Only five (5) inmates receiving canteen shall be inside the laundry room at any time. **ALL OTHERS MUST STAY OUTSIDE THE MAIN GATE. ONE INMATE WILL ENTER THE LAUNDRY ROOM WHEN ONE INMATE LEAVES THE LAUNDRY.**
- **No talking once you enter.**
- Inmates must immediately place their ID badges in box when they enter.
- Inmates not having their ID **MUST** receive permission from the Shift supervisor **BEFORE** they come over to the warehouse. Shift supervisor will notify the Canteen Operator.
- Once you receive your canteen you will immediately return to your assigned dorm. Once you sign your receipt the sales is complete.
- Canteen inventory may be changed with new additions and/or limited with the abuse of items.
- Food items can be eaten in dorms, dayrooms, and on the yard. Food items will not be allowed in any other areas of the facility or grounds, unless approved by the Warden/designee
- **The operator does not have access to inmate accounts except for the inmate's current balance. The operator will NOT look up inmate's balances during canteen.**

# PROCESS TO EXCHANGE SOCKS

Socks can be exchanged by placing your clean socks in your laundry bags along with an Inmate Request Form indicating they need to be exchanged.

The Inmate Request Form must be filled out completely with:

- Name
- ID number
- Dorm
- Bunk number

Place the laundry bag (with socks and request inside) in your designated black laundry tub Monday thru Friday. Your request will be processed the same day and the laundry bag will be returned to your dorm's black laundry tub for you to collect. This process will not be available on Holidays.

**DO NOT PUT YOUR SOCKS IN WITH THE REST OF YOUR DIRTY LAUNDRY, USE A SEPARATE BAG! We will not dig through dirty drawers to pull out socks to exchange.**

**THIS IS FOR SOCK EXCHANGE ONLY!**

Placing other items in this bag to exchange or repair will stop the process and your laundry bag will be returned unprocessed.

## BIO BAG PROCESS

### CLOTHING

- Place an empty laundry bag inside water soluble bag.
- Place loose clothing items inside the same water soluble bag.
- Place the water soluble bag inside a red bio bag.
- Have offender/inmate fill out an Inmate Request Form indicating whose clothing and why they are being sent to the warehouse laundry. This form must be stapled to the outside of the red bio bag.
- The red bio bag is to be placed in the designated dorm laundry tub.
- This **MUST** be done daily when regular laundry is collected.

### BEDDING

- All bedding must also be placed inside a water soluble bag.
- This water soluble bag needs to be placed in a red bio bag.
- The red bio bag can be placed in the white laundry tub.
- This process **MUST** take place each morning

# CLOTHING EXCHANGE PROCESS

After initial clothing issue, no more clothing will be issued/exchanged until completing 90 days. After completing 90 days, clothing may be exchanged only if needed. Only one Inmate Request Form shall be submitted to the Warehouse indicating in full what items are being requested to exchange and why. This is necessary to allocate enough time for each appointment. The **free time** that the inmate can come to the warehouse needs to be included on the inmate request, as no one will be allowed to miss class or their job to exchange items. You will receive a copy of your Inmate Request Form in the mail indicating what day and time you are to report to the warehouse. Passes will be handed out during morning mail. Bring your items with you when coming to the warehouse. **Walk-ins exchanges are allowed in the warehouse on Thursday and Friday from 11am to noon.**

## **Warehouse hours**

0700 to 1500 hours

Monday thru Friday

# **Laundering Process:**

**ALL** Inmate Laundry will be done EVERY day except Sunday. Sheets and pillowcases will be exchanged once each week. Blankets will be exchanged once every 4 weeks. Each dorm will have an assigned day to exchange linen.

**ALL** linen in the dorm will be washed on the assigned day. *Having your sheets, pillowcase, and blankets washed on your scheduled day is mandatory and not optional.*

## **Sheets and Pillowcases**

- The morning of the assigned day offenders/inmates will strip both ~~sheets and pillowcase from their bunks and toss them into the white laundry tubs.~~
- Do not place the sheets inside the pillowcase.
- Any and all knots will be untied before tossing the sheets/pillowcase into the white laundry tub. This duty should be completed as soon as possible after the morning wake up call, and completed no later than 0600 hours.
- The rest of the bunk will be made with the two blankets.
- The schedule for sheets and pillowcases to be washed is:
  - Dorm A – Monday
  - Dorm B – Tuesday
  - ~~Dorm C, D, & E – Thursday~~
- Laundered sheets and pillowcases will be delivered back to the dorm the same day.

## **Blankets**

- Blankets will be washed on Wednesday, unless otherwise noted.
- Schedules will be posted on which dorm will be having their blankets washed.
- The morning of the assigned day, offenders/inmates will strip both blankets from their bunks, fold each separately and place them into the white laundry tubs. This duty should be completed as soon as possible after the morning wake up call, and completed no later than 0600 hours.

# Legal Law Library

## Contact - CW Sheaffer

- Send an Inmate Interview Request form to CW Sheaffer to request time in the Law Library. CW Sheaffer will then schedule individuals accordingly.
- The request form has to specifically state what forms are needed or what the individual needs to do in the Law Library. The request cannot just state that an individual “needs time in the Law Library”.
- Each individual will be allowed one hour in the Law Library to research, study, purchase copies, etc. (If more time is needed you will have to reschedule time to access the Law Library).
- The Work Ethic Camp does not provide legal aides to the inmate population. Only certified Legal Aides (with proper documentation) would be allowed to show/assist another inmate where to look for specific information (if available). Staff will not and cannot provide assistance in the Law Library. If no Legal Aide is available there will be a guidebook to assist inmates where to look for specific information.
- All rules and regulations of the Law Library are in accordance with NDCS Administrative Regulation 107.01.



# Inmate Re-classifications, Transfers, and RFP

The Work Ethic Camp Case Manager's and WEC Institutional Classification Committee only make RECOMMENDATIONS when an individual is Re-Classified.

We make NO GUARANTEE'S that you will be approved. The Work Ethic Camp DOES NOT make or have the final say in whether an individual is approved or not approved for Work Detail/Work Release/RFP/ or any other institutional transfers.

The Director's Review Committee (DRC) or the Board of Parole has the final say whether someone IS or IS NOT approved for a promotion in custody, transfer, RFP, etc.....NOT WEC STAFF (i.e. Case Managers, Caseworkers, Asst. Warden, or the Warden).

Per the Deputy Director:

Inmates approved to be transferred to CCC-O / CCC-L to participate in Work Detail or the Work Release program is placed on a waiting list, based on their out date (Institutional Release Date or Parole Hearing Date).

This policy was developed to assure that all approved candidates are given an opportunity to participate in the program. If you have already been Re-classified and approved your name will go on a transfer list and may move up or down depending on other approved Work Detail / Work Release applicants. Inmates will be notified when it is their time to transfer to one of the Community Centers.

## **Handling and use of Flammable, Caustic, and Toxic materials**

### **1. Storage and issuing of FCTs**

- All materials must be accounted for and will not be used without supervision of a WEC staff member.
- Materials must be weighed or measured and accounted for by staff prior to, during, and after used; only the amount required completing a tasked will issued to an inmate.
- Only staff members may check out chemicals from chemical storage or flammable cabinets.

### **2. While an inmate is in possession they must use the product only for its intended purpose.**

- Misuse of a chemical is against WEC rules and the law.
- Products may not be used for anything other than what it is labeled for.
- Do not mix two different products in the same container.
- Do not refill any container with any product other than the product on the label.

### **3. Safety**

- No open flames around any flammable materials.
- Mix only amounts that recommended on the label. Exp. Do not add 3 oz. per gallon of water if the label states 2 oz. per gallon.
- Wear protective clothing when using FCTs.
- Avoid skin contact in inhalation of any FCTs. In the event that you come into contact with a FCT which cause you skin irritation or breathing problems notify your supervisor at once.



# WORK ETHIC CAMP

## Religious Programming Available for Inmates / Offenders

(All services/groups will have one hour time limit)

### Sunday

- Catholic Service – 1:30 p.m.
- Protestant (Christian) Service – 6:30 p.m.
- Ma'at Service – 6:30 p.m.

### Tuesday

- Group Protestant Bible Study – 7:00 p.m.

### Wednesday

- Group Protestant Bible Study – 6:30 p.m.
- One-on-One Protestant Bible Study – 6:30 p.m. – contact Religious Coordinator to request; you will be notified when to attend

### Thursday

- Asatru Worship – 12:00 p.m. – contact Religious Coordinator to request
- Jehovah's Witness Bible Study – 6:30 p.m. – contact Religious Coordinator to request

### Friday

- Prison Fellowship – 6:00 p.m.
- Catechism – 6:00 p.m.

### Saturday

- Native American Pipe Ceremony – 12:00 p.m.
- Native American Talking Circle – 6:30 p.m.

### Other

- Please send an Inmate Interview Request Form to the Religious Coordinator listing the religious service you request and a contact person, if known.



# Work Ethic Camp

## Inmate Orientation

(Please check the boxes that you have received the following information/handouts)

- 1. *Frequently Asked Questions* – WEC Directory Handout
- 2. *WEC Employment Opportunities* – WEC Job Positions Contact Information
- 3. *Offender Accounting* – Business Office Handout
- 4. *Road Crew Orientation* – Road Crew Policy/Rules Information Handout
- 5. *WEC Warehouse/Canteen/Laundry* – WEC Warehouse Schedule/Procedures/& Policy.
- 6. Visitation Information Handout – WEC Visiting Policies/Procedures
- 7. *Toxic & Caustic Training Material's Handout*  
Course Information: *Safe Use of Chemicals*

INMATE NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

Work Ethic Camp  
New Inmate Orientation



**MEMORANDUM**

**Date:** September 3, 2013  
**To:** All WEC Inmates  
**From:** Pamela Morello, Warden  
**RE:** **ESCAPE INFORMATION and EXTRADITION WAIVER**

If you depart from any work assignment, absent from any approved location, or the extended limits of a facility with the intention to remain away you may be charged with escape, and local prosecutors will be notified. Nebraska statute provides in Section 83-184 (4), "The willful failure of a person to remain within the extended limits of his confinement or to return within the time prescribed to a facility designated by the Director Correctional services may be deemed as escape from custody punishable as provided in 28-912."

**WAIVER OF EXTRADITION:** I UNDERSTAND THAT I AM NOT ALLOWED TO LEAVE THE STATE OF NEBRASKA. FURTHERMORE, I HEREBY FREELY AND VOLUNTARILY WAIVE EXTRADITION PROCEEDINGS AND WILL RETURN TO THE APPROPRIATE CORRECTIONAL FACILITY WITHOUT THE GOVERNOR'S REQUISITION WHEN THE DIRECTOR OF THE DEPARTMENT OF CORRECTIONS OR HIS DESIGNEE ORDERS SUCH RETURN.

**ESCAPE INFORMATION & EXTRADITION WAIVER – ACKNOWLEDGEMENT RECEIPT**

I, \_\_\_\_\_, have read / have had read to me  
(Printed Inmate Name / Number)  
the above information.,

*Witness Signature*

*Date*

*Inmate Signature/Number*

*Date*





# Work Ethic Camp Program Agreement

As a participant of the Work Ethic Camp Program, I understand and agree to the following conditions:

Inmates Initials:

- \_\_\_\_\_ 1. I understand that I am responsible for following all rules and regulations as stated in the NDCS Rules and Regulations Title 68, WEC Inmate/Offender Handbook and Parole Agreements/Contracts.
- \_\_\_\_\_ 2. I understand that I am responsible for remaining substance free, and will submit to NDCS standard alcohol/drug testing procedures.
- \_\_\_\_\_ 3. I understand that I am responsible for keeping my bunk area clean. My bunk will be made daily and all property must be stored in my locker/footlocker and SECURED. All laundry must be placed into the laundry bags and the floors will be swept and all trash will be picked up. I understand that if I don't follow these rules and regulations I may be subject to a Misconduct Report.
- \_\_\_\_\_ 4. I will participate in developing and following a Personalized Plan / Case Plan / Individualized Treatment Plan with WEC staff.
- \_\_\_\_\_ 5. I will attend all class/group/job sessions/assignments, in accordance with my Case Plan or Individualized Treatment Plan, and will be on time. Attendance is mandatory for all sessions and only excused absences will be allowed.
- \_\_\_\_\_ 6. I understand that what is said in the group/class remains confidential unless it jeopardizes the safety, security, or good order of the WEC institution or is threatening behavior towards someone else.
- \_\_\_\_\_ 7. I understand that by signing this document, I am giving the group/class facilitator permission to discuss with me my past alcohol/drug use behaviors.
- \_\_\_\_\_ 8. I understand that my participation in group/class will be constructive. I will not interrupt when someone else is speaking. I will not speak or act in a threatening or aggressive manner.
- \_\_\_\_\_ 9. I will follow all classroom rules that are listed in all the classrooms.
- \_\_\_\_\_ 10. I will turn in all completed treatment plan/class assignments by the due date given by staff.
- \_\_\_\_\_ 11. I will attend self-help meetings as scheduled or outlined in my Case/Treatment Plan.
- \_\_\_\_\_ 12. All inmates/offenders will remain on their assigned bunks or in their work locations while count is being conducted or in progress. I will remain on my bunk and quiet until count has been called clear over the intercom system or at staff's discretion.
- \_\_\_\_\_ 13. I understand that I can be removed from the WEC program for violating NDCS Rules and Regulations in accordance with Title 68 and/or facility rules or this program agreement.

I, (PRINT) \_\_\_\_\_ # \_\_\_\_\_ understand and agree to the above conditions.

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_