

# **ATTACHMENT #1G**

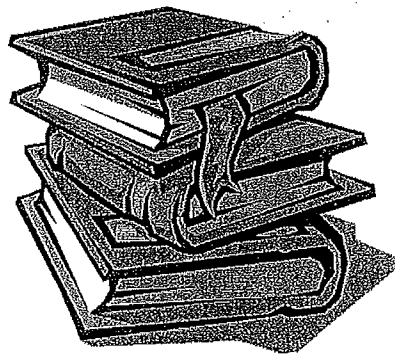
## **Nebraska Correctional Youth Facility**



*N.C.Y.F.*

*INMATE ORIENTATION*

2009



*RYAN MAHR*  
Warden Mike Kenney  
Assistant Warden Trish Brockman  
Unit Administrator Curt Wees  
*Kurt KINLYND*

## NEBRASKA CORRECTIONAL YOUTH FACILITY'S



First, let me welcome you to the Nebraska Correctional Youth Facility (NCYF). Like all correctional facilities, NCYF must maintain a safe and secure environment for confined individuals and for staff who work at this facility. It is also the management's responsibility to provide essential services related to food, medical, clothing, bedding and shelter. As you proceed through the Facility's Orientation Program and become adjusted to the staff, you will find that high standards are placed on individual safety, facility security, personal health and hygiene, facility sanitation, self respect and respect for others.

As a confined person, there are some areas for which you also have responsibilities. Some of these areas are your personal conduct and being accountable for your own actions, your personal hygiene, and individual safety. When you are threatened by another person, or perceive yourself as being put at risk relative to your health or physical well being, you must report it immediately to a staff member.

During the Orientation phase, you will observe that our program philosophy and practice clearly expects all inmates to be in educational, treatment, life-skills and vocational programming. These programs will serve you well in your preparation to return to the community as a productive and law-abiding individual upon your eventual release. These opportunities are there for you, please take advantage of these programs.

As Warden, we have some basic expectations and standards for all inmates. I have already mentioned specific areas of security, safety, personal conduct, self-respect and respect for others. Our expectations and standards for you participation in all programs (educational, vocational, treatment, recreation, and work) are that all inmates will participate in them.

If you are orderly, cooperative, and respectful of both staff and other inmates you will experience success and a better quality of life. It is my expectation that each inmate become knowledgeable and compliant with the Departmental and Institutional Rules and Regulations regarding their personal conduct and behavior.

Finally, it is my responsibility to manage the staff and, also, the physical plant resources in a manner that is effective and efficient. This objective must be achieved in a process that is consistent with the mission of this facility and the Department of Correctional Services (DCS). In regards to providing a safe environment for inmates to love, work and participate in programs,

I need to be aware of your concerns and problems. In place are lines of communication for which you may communicate with your Unit Staff and management officials. The Inmate Interview and Inmate Grievance processes are formal means. However; informal processes include simply interacting and communicating with staff. You may also communicate with management staff and myself as we inspect the facility. You may also write to any one of us about your concerns at all times.

It is our expectation that all interactions between staff and inmates be based on respect, courteous behavior, and polite language and conduct.

# ASSISTANT WARDEN ORIENTATION

## Philosophy

NCYF balances security and programming to best prepare an inmate in his individual skills development for transition back to the community.

## Assistant Warden Duties and Responsibilities

Second in command.

Supervise all functions and activities by employees and inmates at NCYF.

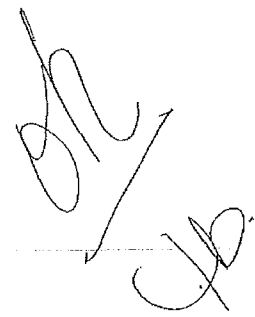
Oversee all programs including Unit Management, Custody, Education, Recreation, Religious Services, Mental Health, Residential and Non-Residential Treatment, Work Programs, Project Green Thumb, PAWSitive Outcomes, and Medical.

## Operating Principles

Utilize Chain of Command  
Problem Solving Techniques  
Open Door

## Inmate Expectations

Respect for self, other inmates, and staff  
Hands off everyone - assaults are not tolerated  
Maturity -- this is an adult facility  
Gang activity will not be tolerated  
Make best use of time through program opportunities  
Mandatory school/work attendance and participation  
High sanitation standards

Handwritten signature or initials in black ink, possibly reading 'J.P.' or similar, located on the right side of the page.

# NEBRASKA CORRECTIONAL YOUTH FACILITY

## PAWSitive OUTCOMES INMATE ORIENTATION

### INTRODUCTION:

PAWSitive Outcomes is a 12-week program that involves dogs from the Big Dogs Huge Paws Organization in partnership with Bonafide Dog Academy and inmates as trainers for the dogs. The goal is to:

- A. Use Human-Animal association and different disciplines involved and different disciplines involved in these associations to give inmates positive, measurable gains in the following areas:
  - 1. Vocational Skills
  - 2. Anger Management
  - 3. Decision-Making
  - 4. Responsibility
- B. Provide opportunity for inmates in the program to exhibit responsibility for training, feeding, sheltering, grooming, sanitation and control of the program's dogs.
- C. Enhance written skills through report writing and maintaining a daily log.
- D. Participation by inmates in classroom instruction. Inmates will conduct research and explore relative information.
- E. Community involvement will allow inmates to interact with non-institutional person who have mutual interest.
- F. Improve parenting skills through realizing the effectiveness of positive reinforcement.

An outcome is having dogs trained and certified as Canine Good Citizens and adopted back into the community.

The dogs will become part of the culture at the Nebraska Correctional Youth Facility.

## EXPECTATIONS:

As inmates at NCYF, you are expected to comply with policies, procedure, rules, and regulations. A few key points involving what is expected of you as follows:

- 1) Respect the animals and trainers involved in the program. At some point, each of you may have an opportunity to apply for and become a trainer.
- 2) Respect boundaries; if you want to interact with the dog ask permission to pet the animal. It is appropriate etiquette to ask permission to pet the dog.
- 3) You are not authorized to feed the dogs. The dogs will be fed only by their trainers and the dog's diets will be monitored.
- 4) Teasing, chasing or promoting violent/angry behavior by the dog is strictly not allowed.
- 5) Any behavior that is inappropriate with the dog will result in a Misconduct Report.
- 6) Enjoy and support the program. It is unique and interesting.

## UNIT ADMINISTRATOR

### PAWSitive Outcomes

- A. The reflection group for the *Pawsitive Outcomes* program is *Character Building through Principled Living and Responsible Choices (CPR)*, led by the Psychologist.
- B. You are expected to treat the dogs respectfully-NO abuse of the dogs will be tolerated.
- C. 12-Week program with a representative from an outside organization conducting weekly training sessions
- D. Inmates must apply to the Assistant Warden and interview for the program.
- E. Inmates overall institutional behavior will be considered.
- F. Qualifications include high school diploma or GED, formal interview, letter of reference, and no class I misconduct reports within the past six months.

### Facility Tours

- A. Tours will be given routinely during the weekdays, and on some occasions during the weekend.
- B. Tours will be conducted, according to a published schedule, by a staff member from different areas of the facility.
- C. During these tours, select inmates may be selected to speak to the tour group.
- D. When tour groups are in the facility you are to abide by the following guidelines:
  - 1. No inappropriate language, gestures, remarks, or offensive communication of any kind.
  - 2. Adherence to the dress code will be maintained at all times.
  - 3. No attempt will be made to come into physical contact with a tour group member for any reason.
  - 4. Disruption of any work, education or programming activity will not be tolerated.
  - 5. Avoid all forms of horseplay and/or physical contact between inmates as a display for attention from tour groups.
  - 6. Follow staff directives in all instances.
  - 7. Conduct yourself in an appropriate manner at all times.
- E. Failure to comply with these directives will result in disciplinary action being taken against you.

### Facilitating Family Contacts

- A. ICS Registration forms can be obtained from unit staff. Inmates must put those individuals they want to telephone on the ICS Registration form.
- B. You have received five envelopes (postage paid) and writing paper to facilitate contact with your loved ones. Write to them immediately to advise you are safe and sound and located at NCYF. Include visitation request forms which will be filled out and returned by your family to the pass clerk.



C. Inmates must send visiting forms to those individuals they wish to have placed on the visiting list. If there is an immediate family member denied to visit considerations will be given to monthly special visits.

D. Special Visits/Extended Visits:

1. Immediate family members only (parents, siblings, children, grandparents, stepchildren, step-parents, adoptive parents/children/siblings).
2. May also request extended visits if family is traveling over 200 miles.
3. Special/Extended Visits should be scheduled during regular visiting hours due to staff availability.
4. Complete the form and obtain prior approval to the visit.
5. The Special/Extended visiting form can be obtained from unit staff. Once completed, turn in to the Unit Case Manager.

#### **Inmate Grievance Procedure**

A. Informal Grievance Resolution Form

- Obtain from Unit Case Manager or Unit Administrator
- Must file within 3 calendar days of incident
- Staff will respond within 10 working days

B. Formal Step-One Grievance

- Obtain from Unit Case Manager or Unit Administrator
- Must be filed within 15 calendar days of receipt of information response
- Informal Grievance Resolution response must be attached to Step-One Grievance

C. Formal Step-Two Grievance Form

- Must be submitted to the Director within 10 calendar days after receipt of Step-One Grievance response
- A copy of informal and Step-One Grievances must be attached
- Mail to the Director via the Privileged mail procedures

#### **Classification Procedures**

Unit Case Managers and Caseworkers will complete appropriate classification paperwork.

- Reclassification, personalized plans/reviews, good time restoration requests, community custody application requests, job assignments, room assignments

#### **Prison Rape Elimination Act**

Sexual assault will be separated in to two categories of inmate-on-inmate sexual violence and all incidents of staff sexual misconduct.

Discussion of PREA pamphlet

# Nebraska Department of Correctional Services

## Sexual Assault Orientation

Sexual assault and abuse are never your fault.

Report the incident by:

- Telling someone you trust
- Writing an Inmate Interview Request
- Submitting a Grievance form
- Calling 855-623-7360

You may also contact Just Detention International by sending privileged, confidential correspondence to:

Cynthia Totten, Esq.  
CA Attorney Reg. #199266  
3325 Wilshire Blvd., Suite 340  
Los Angeles, CA 90010

### Potential Issues Facing Male Sexual Abuse Survivors

- Feelings of isolation (the only one to have experienced this type of assault)
  - One in six men will experience sexual assault in their lifetime
- Fear of not being believed
  - Men of all ages, sizes, strengths, looks, personalities and sexual orientation are victims of sexual assault
- Fear of being seen as homosexual
  - Sexual assault is about power and domination
  - Rape is about violence, not sex
  - An assault cannot cause an individual's sexual orientation to change
- Questions own masculinity
- Feelings he should have been able to stop the assault
  - Any man can be assaulted regardless of how he appears or how strong he may be
  - IT IS NOT YOUR FAULT
- Fear of one day committing a sexual assault
  - Survivors are not destined to become perpetrators
  - Perpetrators are always fully responsible for their actions regardless of their past experiences – a perpetrator chooses to perpetrate

## Common Responses to Sexual Abuse for Male Victims

- Drug abuse (including alcohol)
- Sexually acting out or avoiding sex and relationships
- Eating disorders
- Self-hatred, self-abusing practices
- Depression
- Anxiety
- Feeling detached from emotions and/or body
- Fear of abandonment
- Exaggerating stereotypical masculine behavior
- Excessive masturbation
- Memory lapses
- Low self-esteem, feeling on the brink of failure
- Guilt and/or shame
- Major or sudden changes in behavior and personality
- Withdrawal
- Aggression
- Feeling ashamed
- Feeling like "less of a man"

### Resources:

National Institute of Justice (October 2008). *Strategies to prevent prison rape by changing the correctional culture.*

Ohio Department of Rehabilitation and Correction. *Male Inmate on Inmate Sexual Assault Orientation.* Accessed on-line 2 February 2009, <http://www.drc.state.oh.us/web/PREA/SexAssaultMale.pdf>

Ohio Department of Rehabilitation and Correction. *Sexual assault in the prison setting: Facts every inmate should know* Accessed on-line 2 February 2009, [http://www.drc.state.oh.us/web/PREA/SexualAssaultOrientationEdit\\_11-26.pdf](http://www.drc.state.oh.us/web/PREA/SexualAssaultOrientationEdit_11-26.pdf)

<http://www.thehealingcenter.org>

<http://www.aftersilence.org>



Slide 4

**PREA**

- You have the right to live in an environment that is:
  - Free from sexual abuse
  - Free from sexual harassment
  - Free from retaliation for reporting such incidents

---

---

---

---

---

---

Slide 5

**ZERO TOLERANCE**

- The Nebraska Department of Correctional Services has a ZERO TOLERANCE policy regarding sexual assault, sexual abuse, sexual harassment and retaliation for reporting such incidents

---

---

---

---

---

---

Slide 6

**PROHIBITED BEHAVIORS WITH INMATES**

- Abusive sexual acts or contacts are not tolerated, including:
  - Sexual assault
  - Sexual pressuring
  - Extortion
  - Sexual intimidation or manipulation
  - Sexual harassment
  - Retaliation/retribution
- Code of Offenses prohibits sexual behavior among inmates

---

---

---

---

---

---

Slide 7

**PROHIBITED BEHAVIORS WITH STAFF**

- Sexual acts involving staff, contractors and volunteers is a felony
- There is no such thing as consensual sex between an inmate and staff, contractors or volunteers

---

---

---

---

---

---

---

---

Slide 8

**PROHIBITED BEHAVIORS WITH STAFF**

- Employees, contractors and volunteers are prohibited from:
  - Watching an inmate in a state of undress (unless part of official job duties – strip searches, routine cell checks, etc.)
  - Physically touching an inmate in a sexual manner on the genitals, anus, groin, breast, inner thigh or buttocks with the intent to abuse, arouse or gratify sexual desire
    - Brief and incidental contact may occur during pat searches

---

---

---

---

---

---

---

---

Slide 9

**PAT SEARCHES**

Show pictures of pat searches

---

---

---

---

---

---

---

---

Slide 10

**PROHIBITED BEHAVIORS  
WITH STAFF**

- Employees, contractors and volunteers are prohibited from:
  - Sexually harassing inmates
  - Threatening an inmate in an attempt to induce engaging in sexual behavior
  - Physically touching an inmate in a sexual manner
  - Attempting to have sex
  - Having sex, or any type of physical or romantic relationship

---

---

---

---

---

---

---

---

---

---

---

---

Slide 11

**SELF PROTECTION**

- Don't be afraid to say "NO" or "STOP IT NOW"
- Avoid secluded areas
- Do not accept canteen items or gifts from inmates or others
- Be aware that casual nudity and talking about sex might make another person believe you want a sexual relationship

---

---

---

---

---

---

---

---

---

---

---

---

Slide 12

**REPORTING  
METHODS**

- Report sexual assault, sexual abuse or sexual harassment immediately:
  - Tell any staff member
  - Write an Inmate Interview Request or Grievance
  - Call the Ombudsman's Office
  - Tell a trusted third party (family member, friend)
  - Call the hotline: 855-823-7360

---

---

---

---

---

---

---

---

---

---

---

---

Slide 13

**FORENSIC EXAMS**

- If the assault occurred within the last 72 hours you may consent to going to the community hospital
- With your consent, a Sexual Assault Nurse Examiner (SANE) will conduct a forensic exam and collect evidence
- You have the right to have a victim advocate from a community organization present

---

---

---

---

---

---

---

---

---

---

Slide 14

**MEDICAL CARE**

- You will be offered information about and access to prophylaxis to prevent sexually transmitted infections (STIs)
- Follow-up medical exams may be scheduled to monitor for STIs and/or treatment
- All medical care and treatment will be provided to you at no cost

---

---

---

---

---

---

---

---

---

---

Slide 15

**MENTAL HEALTH CARE**

- DO NOT blame yourself – you are not at fault if someone abused or assaulted you
- You may experience a wide range of emotions – this is normal
- There is no "right" or "wrong" reaction to being sexually abused or assaulted

---

---

---

---

---

---

---

---

---

---



Slide 16

**MENTAL HEALTH CARE**

- You will be assessed by a Mental Health Counselor
- Your counselor will determine the appropriate follow-up treatment for you
- You may also write to Just Detention International for additional support

---

---

---

---

---

---

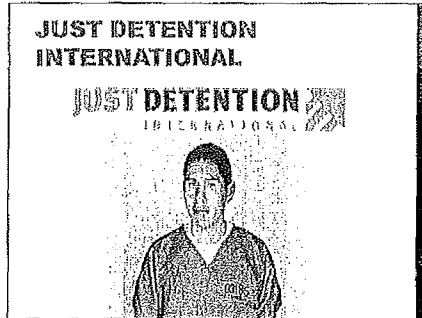
---

---

---

---

Slide 17



---

---

---

---

---

---

---

---

---

---

Slide 18

JDI Video Clip - Troy Isaacs, Survivor of Prisoner Rape  
1:37 in length

---

---

---

---

---

---

---

---

---

---

Slide 19

**INVESTIGATIONS**

- ALL reports are taken seriously
- Non-criminal allegations will be investigated by a staff member who has received training in Investigating PREA incidents
- Criminal allegations will be referred to Department Criminal Investigators and/or the Nebraska State Patrol
- The allegation will be investigated regardless of whether you name the abuser

---

---

---

---

---

---

---

---

Slide 20

**POINTS TO REMEMBER**

- Relationships of a sexual or romantic nature with staff or other inmates are prohibited
- Protect yourself – walk, talk and stand with confidence
- Report any incident of sexual assault, abuse or harassment immediately
- You have the right to be free from sexual abuse in all forms

---

---

---

---

---

---

---

---

Slide 21

**BE ASSURED**

- NDCS has a ZERO TOLERANCE policy for any type of sexual assault, abuse or harassment
- You will be protected from retaliation
- Your identity will be protected
- You will be provided with medical and mental health care
- The allegation will be taken seriously and thoroughly investigated

---

---

---

---

---

---

---

---

Slide 22

**ADDITIONAL INFORMATION  
AND QUESTIONS**

- Refer to:
  - Sexual Assault Awareness pamphlet
  - Sexual Assault Orientation handout
- Talk to your Unit Case Manager

---

---

---

---

---

---

---

---



## PRISON RAPE ELIMINATION ACT (PREA) INMATE EDUCATION AND ORIENTATION INFORMATION

### Federal Law

Federal law, known as the Prison Rape Elimination Act (PREA), (28 CFR Part 115), provides that incarcerated persons have the right to live in an environment free from sexual abuse, sexual harassment and retaliation for reporting sexual abuse or sexual harassment or cooperating in an investigation of such incidents.

### Nebraska Department of Correctional Services Policy

The Nebraska Department of Correctional Services has adopted a ZERO-TOLERANCE standard for sexual abuse in its prisons, community corrections facilities and parole. Protecting inmates through enhanced standards for detection, prevention, reduction and punishment of prison sexual assault and sexual abuse is a top priority.

### Inmate Acknowledgement

I acknowledge I have received education regarding my right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents. I have also been informed of the Nebraska Department of Correctional Services policies and procedures for responding to such incidents.

\_\_\_\_\_  
Inmate Name (print)

\_\_\_\_\_  
Inmate Signature/Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Witness Name/Title

\_\_\_\_\_  
Date

## SELF PROTECTION

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

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

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

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

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

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

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

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

# SEXUAL

# ASSAULT

# AWARENESS

## Inmate, Offender & Parolee Sexual Assault/Abuse Awareness



## IF YOU ARE SEXUALLY ASSAULTED

If the attack just happened.....

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

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

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

Later on.....

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

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

## THE DEPARTMENT'S POLICY ON SEXUAL ACTIVITY

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

### Staff-on-Inmate Sexual Behavior

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

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

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

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

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

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

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

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

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

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

The Department of Correctional Services will not tolerate abusive sexual contacts or acts within the correctional setting. The Code of Offenses prohibits inmates, offenders or parolees from engaging in sexual behavior with another inmate, offender or parolee or forcing an employee to engage in unwanted or nonconsensual sexual behavior with an inmate, offender or parolee. Inmates and offenders should expect a facility that is free from any form of abuse to include:

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

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

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

## Inmate Orientation

1. When you entered the Department of Corrections, an account was set up to handle your financial transactions. It is called your 'Institutional Account'. I am your contact for your Institutional Accounts at the Facility level. This includes any transaction that involves your Checking and Savings accounts.
2. Transactions involving your Institutional Accounts must be completed correctly. I will not make corrections.
3. Deposits to your account can be made by either Money Order or by Check. These are sent to DCS Accounting on a daily basis. Proceeds from Money Orders are available upon deposit. Funds deposited into your account from checks will not be available for your use until the check clears the Bank. This may take up to three weeks.
4. When you receive funds, you will be asked to endorse (sign) the check or money order. You will also sign a receipt. Keep your copy of this receipt. It is your proof that you did receive money. I will also keep a copy. The original is sent to Central Office along with the Check or Money Order.
5. If you were issued shower shoes or if you sent your civilian clothes home from D&E, you will be billed for both. These charges will automatically be deducted from your initial balance.
6. If you have any questions regarding your accounts, send me in Inmate Interview Request Form. If you see me in the Cafeteria or in the Unit and you ask me questions regarding your transactions, I probably won't provide much information. I don't discuss your finances in front of other inmates. I will respond to the Inmate Interview Request Form with as much information as I can, as quickly as I can. My written response is your record of our conversation. If you do not understand my response, send me another Inmate Interview Request Form until you are comfortable.

Business Manager Lienke

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
INSTITUTIONAL CHECK

A DATE \_\_\_\_\_ B FAC. \_\_\_\_\_ C H.U. \_\_\_\_\_  
D PAYABLE TO \_\_\_\_\_ \$ E \_\_\_\_\_  
ADDRESS \_\_\_\_\_ F \_\_\_\_\_  
G \_\_\_\_\_ DOLLARS  
I.D. # \_\_\_\_\_ H \_\_\_\_\_ I \_\_\_\_\_  
FOR \_\_\_\_\_ J \_\_\_\_\_  
K \_\_\_\_\_  
Relationship for Support \_\_\_\_\_ L \_\_\_\_\_  
TRUST CK. # \_\_\_\_\_ N \_\_\_\_\_  
APPROVED \_\_\_\_\_ O \_\_\_\_\_

NON-NEGOTIABLE

Inmate (Print Name)  
Inmate Signature  
WITNESSED \_\_\_\_\_ M \_\_\_\_\_

FAC. \_\_\_\_\_ B \_\_\_\_\_ H.U. \_\_\_\_\_ C \_\_\_\_\_  
DATE \_\_\_\_\_ A \_\_\_\_\_ \$ \_\_\_\_\_ E \_\_\_\_\_  
TO \_\_\_\_\_ D \_\_\_\_\_  
I \_\_\_\_\_  
ID # \_\_\_\_\_ H \_\_\_\_\_ Inmate Name \_\_\_\_\_ P \_\_\_\_\_  
Date Posted \_\_\_\_\_  
Witnessed \_\_\_\_\_ M \_\_\_\_\_  
Approved \_\_\_\_\_ O \_\_\_\_\_  
Trust Ck. # \_\_\_\_\_ N \_\_\_\_\_

RETURN Stub with check for processing.



## Institutional Checks

The following areas must be completed on the Institutional Check.

- A. Date – Fill in the date that you complete the form
- B. FAC – NCYF (Nebraska Correctional Youth Facility)
- C. H.U. – This is your housing unit, wing and room number
- D. Payable To – List the name, in full
- E. \$ - The dollar amount in dollars
- F. Address – This is the address as it relates to D above
- G. G – This is the dollar amount spelled out
- H. I.D # - This is your inmate number
- I. Inmate (Print Name) – Your name printed (legibly)
- J. For – What is the check for (Special Order, Canteen Fee, Support)
- K. Inmate Signature – Your signature (legibly)
- L. Relationship for Support – If your Institutional Check is for support, it is your responsibility to prove the relationship
- M. Witnessed – Your signature must be witnessed by either you Unit Case Worker or your Unit Case Manager.
- N. Trust Ck # - This will be completed by Central Office
- O. Approved – This will be signed by the Business Office.
- P. Posted – This will be completed by Central Office. This will be the date it will be taken from your account. This is the date of the payment.

When the transaction is completed by Central Office, the check stub will be returned to you. Keep this for your records.

Your account balance will be analyzed each time you send an Institutional Check to the Business Office. If funds are not available, the check will be returned. If your Institutional Check is for restitution, the funds will be frozen on your account, regardless of your balance.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
SAVINGS REQUEST TRANSACTION

DATE A FAC B H.U. C

COMPLETE ONLY ONE OF THE FOLLOWING

- OPEN REGULAR SAVINGS ACCOUNT \$ \_\_\_\_\_
  - DEPOSIT TO REGULAR SAVINGS ACCOUNT \$ \_\_\_\_\_
  - WITHDRAW FROM REGULAR SAVINGS ACCOUNT \$ \_\_\_\_\_
  - WITHDRAW FROM PRIVATE VENTURE SAVINGS ACCOUNT \$ \_\_\_\_\_
- (Institutional Check & Stamped Self-Addressed Envelope for Family Support Attached)

E \_\_\_\_\_ I.D.# F  
Inmate (Print Name)

G \_\_\_\_\_  
Inmate Signature

WITNESSED H \_\_\_\_\_

APPROVED I \_\_\_\_\_

ACCOUNTING USE ONLY
APPROVED _____
DATE POSTED _____

SAVINGS REQUEST TRANSACTION

FAC B H.U. C

DATE A

COMPLETE ONLY ONE OF THE FOLLOWING

- Open Regular Savings Account \$ \_\_\_\_\_
- Deposit To Regular Savings Account \$ \_\_\_\_\_
- Withdraw from Reg Savings Acct \$ \_\_\_\_\_
- Withdraw from Priv Ven Savings Acct \$ \_\_\_\_\_

E \_\_\_\_\_  
Inmate Name

ID# F Date Posted J

WITNESSED H \_\_\_\_\_

APPROVED I \_\_\_\_\_

RETURN stub with request for processing.

## Inmate Orientation - Savings

1. You are allowed to open a savings account. Send the Business Manager an Interview Request Form stating that you wish to open a Savings Account. A Savings Request Transaction form will be sent to you. You must submit a completely filled out Savings Request Transaction form.
2. The following items must be completed on the Savings Request Transaction Form
  - A. Date -- Fill in the date that you complete the form
  - B. FAC -- Facility (NCYF)
  - C. H.U. -- Housing unit you are assigned to
  - D. Type of transaction you wish to initiate, Open a Savings Account, Deposit, or Withdraw
  - E. Inmate Name -- Printed, legible
  - F. I.D # - Your inmate ID number
  - G. Inmate Signature -- Your signature
  - H. Witnessed -- Your Unit Case Worker or Unit Case Manager must witness your signature.
  - I. Approved -- The Facility Business Office is responsible to approve this transaction
  - J. Date Posted -- This is the actual date the transaction occurs. This will be completed by Central Office.
3. When this transaction has been completed by Central Office, the stub will be returned for your records.

# DCS INTEREST BEARING SAVING ACCOUNTS

## *FREQUENTLY ASKED QUESTIONS*

Last Updated June 13, 2011

### **1. What type of savings accounts exist?**

- A Release Savings Account is opened for each inmate when they arrive at the Department of Correctional Services and inmate requests to move these funds out of the release savings account will not be honored except as authorized for inmates on work release.
- A Private Venture Savings Account can be opened if an inmate is employed in a private venture operation and an inmate can request funds to be removed to send as family support.
- An inmate with a minimum of \$50 can open a Regular Savings Account; deposits and withdrawals are processed weekly.

### **2. Will I have to pay any fees for the Department handling my savings account?**

The Department of Correctional Services will not charge any fees for handling your savings account.

### **3. How much interest will I earn?**

The interest rate varies from month to month, but is generally considered a good rate for these this type of savings accounts. Over the last twelve months the interest rate has ranged between 2.4% and 4.2%

### **4. How often will the interest be paid and how often will the interest rate change?**

Interest will be paid monthly on the 10th workday of the month based on the average daily balance in your savings account during the previous month. The interest rate will change monthly based on the State's return as determined by the State Investment Council.

### **5. Is my account guaranteed?**

Yes, your funds are protected.

### **6. Will I have an account number for my savings account?**

Your account number will be your Inmate Identification Number and the type of savings account - regular, private venture, or release.

### **7. Is the Department making money off my savings account?**

No, interest earned on your savings account balance that is eligible to be interest bearing is paid to you.

### **8. Will I be issued a statement, if so how frequently?**

Statements will be issued quarterly and annually for all regular and private venture savings accounts. Release savings accounts will receive quarterly statements if the balance is greater than

\$50 at the end of a quarter. All release savings accounts will receive an annual statement regardless of their balance.

**9. Do 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 they have an average daily balance of \$50 for the month, this is automatic and a request does not need to be sent to Central Office Inmate Accounting. Should your average daily balance drop below \$50 for a month you will not receive interest.

**10. Can I transfer interest earned on my release savings account or my private venture savings account to my institutional account?**

No interest earned on an account carries the same restrictions as the term of the account.

**11. When will deposits be posted to my savings account?**

Private Venture and Release Savings transactions will be posted on the same day as your pay posts in your institutional account. Regular savings deposits received in Central Office Accounting will be processed every Thursday.

**12. When I am paroled or discharged will my check from the Department include my savings account balances?**

Yes, all funds that the Central Office Accounting has on the system when your release check is prepared will be included.

**13. How often can I deposit and make withdrawals in the new regular savings account?**

Two deposits and two withdrawals will be allowed per calendar month. These transactions will be processed on Thursday each week when received in Central Office Inmate Accounting. An inmate may request an emergency withdrawal by obtaining the Warden's recommendation and approval by the Controller.

**14. Who in the Department can access my savings account information to answer questions or provide a balance?**

Central Office Inmate Accounting, the facility Business Office, and institutional staff such as unit caseworkers, managers, etc. who have been granted access by the administration to this information.

**15. Why would the department issue an annual statement of my account?**

This will give you a listing of all transactions, including all interest paid to your account which you may need for tax purposes.

**16. What will happen to my annual statement if I have been released from DCS?**

The statement will be retained by DCS for three months, if you need a copy a request will need to be submitted and the address provided where it should be mailed.

**17. Will I receive a 1099 statement for interest earnings?**

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

**18. Do I have to report my interest for income tax purposes?**

Interest earnings may be subject to reporting for income tax purposes depending on your total income.

**19. Why would a Regular Savings withdrawal be increased to close my account, if the withdrawal would take my balance below \$50?**

This is the equivalent of other accounts minimum to earn interest. Therefore, if you submit a request to withdraw \$100 from a balance of \$145, the request will be increased to \$145 by Central Office Accounting and the regular savings account closed.

**20. Do regular, private venture and release savings accounts have to be kept separate?**

Yes, these must be kept separate. Each type of savings account has different transactions that are allowed.

**21. Can I add additional funds to the Release Savings account?**

No only funds based on 5% of pay can be placed in the Release Savings. Since \$50 is all that is required to open a regular account, this may enable you to save additional funds.

**22. Can I withdraw funds from my Release Savings account?**

DCS regulations do not provide for withdrawal of funds from your Release Savings account except in certain circumstances when placed on work release.

**23. Where is more information available on Savings Accounts?**

Administrative Regulations 113.02 is available in the library or other resource areas of your institution. Specific questions on savings accounts can be addressed to the institution business office or central office accounting.

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES  
**INMATE SPECIAL ORDER**

(ALL ORDERS AT INMATES OWN RISK)

DATE:   A  

Facility   D   NCLYF      Location   C  

TC   D  

Order By and Bill To:  
 Inmate Name/Number   E    
 c/o Hobby/Canteen Number   F  

Catalog Edition   G  

Ship To:   H  

**Notice to Vendor**

All invoices and correspondence must refer to the Inmate Name and Number. Refunds should be made payable to the Inmate and sent to the "ORDER BY AND BILL TO" address only.

Item Number	Description	Page No	Color	Size	Weight	Quantity	Price	Unit	Total

**INSTITUTION USE ONLY**  
 Order Approved By \_\_\_\_\_

**CANTEEN FEE**   M    
 5% of subtotal, minimum of \$1.00 and maximum of \$5.00.  
**NOT REFUNDABLE**

Subtotal   I    
 Shipping   J    
 Handling   K    
 Tax \_\_\_\_\_  
 Total   L  

**ACCOUNTING USE ONLY**  
 Check Number \_\_\_\_\_  
 Check Amount \_\_\_\_\_  
 Date Order Mailed \_\_\_\_\_

**RECEIVING INFORMATION**  
 Received By \_\_\_\_\_  
 Date \_\_\_\_\_

## Special Orders

1. Inmates may place Special Orders to NCYF approved Vendors. All orders are placed at your own risk.
2. All Special Orders must be completed in full by the inmate. The Business Office will not make corrections or additions to the order form. This is your responsibility.
  - A. Date – Fill in the date the orders form was completed.
  - B. Facility – NCYF (Nebraska Correctional Youth Facility)
  - C. Location – This is the unit, wing and room number that you are assigned to.
  - D. To – this is for the Vendors complete name and address
  - E. Inmate Name/Number – Your name and inmate number – legible
  - F. c/o our Canteen number is 9
  - G. Catalog Edition – this should be available on every catalog
  - H. Ship To – NCYF's physical address, 2610 North 20<sup>th</sup> Street, East, Omaha NE 68110
  - I. Subtotal – this is the total of all the items you are ordering.
  - J. Shipping – See the specific catalog for each vendors shipping charges
  - K. Handling - See the specific catalog for each vendors shipping charges
  - L. Total –Add the Subtotal, Shipping and Handling Charges
  - M. Canteen Fee – This is 5% of the **Subtotal** (do not include shipping and handling fees). There is a \$1.00 minimum canteen fee and a \$5.00 maximum canteen fee.
3. When this order is sent to the Business Office, the above items will be reviewed for accuracy. It will be sent to Property and to Canteen for approval. Your Institutional Account will be reviewed to assure you have the resources to pay for the order. If your order is sent to Central Office and you do not have sufficient funds, it will be sent back to you. Central Office will keep your Canteen Fee and a handling charge. If an exact replacement order is placed within 30 calendar days a second canteen fee is not required. If a replacement is placed more than 30 days for the original order, an additional canteen fee is required. Inmates can only place 4 (four) orders in one calendar year. The guidelines are; one order in January/February, one in March/April, one in July/August, and one in September/October.



## Inmate Pay

Inmates are required to work and to attend school. You will get paid for both. Work Reports are submitted to me on the last day of the month for the prior months work. I review them and submit them to Central Office. Pay is posted to your account on the twelfth working day of each month.

If you have questions regarding your pay contact your Unit Case Manager or your Work Supervisor. Any changes must be initiated and approved by either your Unit Case Manager or your Supervisor and submitted to the Business Office.

## MEDICAL AREA

### All Inmates:

The Medical Area located at the Nebraska Correctional Youth Facility is established to give Medical care to each inmate housed here. Your medical/dental records have been transferred with you to NCYF. If applicable, your medications are also to be transferred.

We have one (1) registered nurse-staffing Medical. We have one (1) physician and one (1) physician's assistant. One is on site one (1) day per week, one (1) is on call daily, and one (1) nurse is on site Monday through Friday (7:00 a.m. -- 3:00 p.m.).

To be seen in Medical, you will need to turn in an Interview Request Form. Your housing Unit Manager or counselor will assist you with this procedure. You must have a pass with you to be seen in the Medical Area. Your pass will be signed in and out by the nursing staff. If you have a need to see the physician, we will schedule you and advise you per pass. All acute medical problems/emergencies will be given immediate/prompt care levels.

**Pill calls are established for these times:**

7:00 a.m. -- 7:15 a.m. (Housing Units)  
12:00 p.m. -- 12:15 p.m. (Medical Monday through Friday)  
5:00 p.m. -- 5:15 p.m. (Housing Units)  
8:00 p.m. -- 8:15 p.m. (Housing Units)

**Pill call on weekends and holidays will be normal times: 11:45 a.m. -- 12:00 p.m. on the Housing Units. Routine and PRN medications will be located on the housing units when not available from Medical.**

Medications are ordered by the physician/physicians assistant. We will give written instructions for the designated dates and times these medications are to be issued.

If your medical records indicate that you have not had a recent physical from your last location, we will issue a request to have you come to Medical for a physical examination.

The nursing staff is employed to give you medical/health attention. If you feel you have needs being unanswered, please contact the Nursing Supervisor via an Interview Request Form. You will receive a reply as soon as possible.

Our Medical area is set up as a Clinic/Emergency unit. Should you require an overnight stay in a hospital, you will go to an Omaha hospital. If there would be a need for longer hospitalization, you would be transferred to the Penitentiary Hospital in Lincoln as soon as the physicians determine that it would be all right to do so. We have an established format for an Emergency need should one occur.

The correctional system grievance procedure applies to Medical, as with all other program levels at NCYF.

**Access to Health Care Services Information Sheet:**

Upon arrival to NCYF, the inmates will be informed orally and in writing of the procedures for gaining access to the health care services. They are as follows:

1. Routine Sick Call: If you are sick, you will be taken care of by writing an interview Request Form to Medical services. Please explain what is wrong and give a few symptoms. You will be scheduled for a sick call time.
2. Emergency Services: If you have an emergency, tell your housing unit staff who will in turn notify the officer in charge and the Medical Department.
3. Off-Hour Services: There is a nurse and physician on call 24 hours a day. The NCYF staff has also been trained as "First Responders" in First Aide/CPR.
4. Grievance Process: The grievance process is the process that is used to register your complaints or problems when you feel that you are not receiving the services required.

## NON-RESIDENTIAL SUBSTANCE ABUSE TREATMENT SERVICES

Within seven days of arrival, you will be meeting with a Substance Abuse Counselor. You will be asked to answer a series of questions related to your history of drug and/or alcohol use. After the interview and the screening and assessments are completed, a recommendation from the Substance Abuse Counselor will be sent to your Case Manager. You are then responsible for sending an inmate interview request form to the Substance Abuse Counselor asking if you are in need of the NRTS. The counselor will then reply to your request and you will either be put on the waiting list for the NRTS or you will be told that you are not in need of this programming.

If you are recommended for the NRTS, you will be sent a roster showing the dates and times you are required to attend. NRTS meets for one hour per day, two days a week for a total of six months. This is comparable to a Non-Residential Substance Abuse Treatment Service in the community. The program consists of three phases:

**Phase I:** The educational portion that lasts 8 weeks. It is designed to increase your knowledge and awareness of the effects of alcohol and drugs.

**Phase II:** The Self-Change series that lasts for 8 weeks. It focuses on becoming aware of errors in thinking and encourages personal change.

**Phase III:** The "Beat the Street" series that lasts 6 weeks. It focuses on Relapse Prevention.

Each phase consists of videos, worksheets, tests and activities that will assist in the learning process. Phase II and III includes group and individual therapy sessions.

Along with the programs provided, there are volunteer support services available to each inmate. Alcoholics Anonymous (AA) meetings are held every Saturday evening at 7:00p.m. All meetings are announced over the intercom throughout the institution. You may attend any meeting you want to go to unless you are on room restriction, and then you must have an interview request approved by your Unit Case Manager or the Unit Administrator.

## RECORDS OFFICE OPERATION

1. You may request via Inmate Interview Request Form the following information from the Records Office.
  - a. Tentative Release Date Information
    - a. Concurrent Sentence: One or more sentences running simultaneously (side-by-side with the original and/or any subsequent sentence(s)).
    - b. Consecutive Sentence: One or more sentences running one after the other by combining the minimum and maximum times of both sentences into one single sentence.
    - c. The Records Office computes all tentative release dates on all inmates in accordance with your particular Good Time Law in effect at the time of your sentencing.
    - d. 30-Day Month: All increments of 30 days will be treated as a calendar month for time calculation purposes. Increments of 15 days will be treated as ½ month for time calculation purposes.
  - b. Parole Eligibility Date Information
    - a. Parole Review: The initial and annual review of the records of a committed inmate by the Board of Parole.
    - b. Parole Hearing: The date set by the Board of Parole to determine whether or not to parole an inmate.
  - c. Parole Review Date Information. Please keep in mind that parole review dates are set by the Parole Board and not by the Records Office. See your Unit Case Manager for tentative scheduling of parole review/hearing dates.
  - d. Detainer Information. If you have an active detainer, the Records Office can find out 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 a written notification of the cancellation. Inmates may be discharged or paroled to a detainer.
  - e. 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.
2. The Records Office will send a time/sentence information sheet 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, disciplinary action).
3. Your record jacket is confidential and requires a court order to be reviewed or reproduced. Do not request information from your record. It will not be supplied without the court order.

- a. Public Information. Your name, address, date of birth, offense(s), term(s) of sentence(s), full/tentative release date, and parole eligibility, County of Commitment, parole hearing date, and mug/dress out photographs are all public information.
  - b. The Records Office insures confidentiality of all files maintained in the records by limiting access to only those staff who are required to refer to the files for decision making information.
4. Court appearances. The Records Office will monitor all requests for inmates to appear in court while in the custody of the Nebraska Department of Correctional Services.
5. Additional Sentences. Occasionally an inmate serving a sentence with the Department receives additional sentences during his period of incarceration. These sentences may be either concurrent or consecutive to terms presently being served. Based on a Supreme Court ruling in Nelson vs. Wolff, sentences received after the first sentence is imposed are to be served consecutively unless specifically stated otherwise.
6. Under the law all inmates sentenced for a felony crime must submit to a DNA and pay a \$25.00 fee.
7. Any additional questions you may have regarding your time and sentence may be submitted via an Inmate Interview Request Form to the Records Office.

## CANTEEN PROCEDURES

### I. CANTEEN SCHEDULE

1. The Canteen is open five days per week. (Note: Pay Store times and dates are posted monthly in the housing units.) The current schedule is as follows:

<u>Day</u>	<u>Open</u>	<u>Close</u>
Monday	3:15 PM	3:45 PM
Tuesday	3:15 PM	3:45 PM
Wednesday	3:15 PM	3:45 PM
Thursday	3:15 PM	3:45 PM.
Friday	3:15 PM	3:45 PM.

### II. PURCHASE OF CLOTHING ITEMS

1. All items of authorized clothing and shoes must be ordered through the Canteen.
2. Inmates must submit all Special Order Forms to Property to have their inventory list checked prior to filling out the purchase order. Property will then submit only approved forms to the Canteen for further disposition.
3. The catalogs for special order items are available on the housing unit for inmate use.
4. All tennis shoes must be predominantly white, but may have a small amount of light gray. Shoes will not have any other color associated with the shoe and are not permitted to have sizable logos, raised logos, buckles, or any other form of attachments.
5. Inmates will be allowed to place only one (1) special order for each two-month period identified throughout the year.
6. Special order items that are being requested, as replacements must be worn out or beyond economical repair. Property will verify the condition of the items. Items will not be released (sent out of the institution) in serviceable condition so a replacement can be ordered.

### III. PURCHASE OF TELEVISION, WALKMAN/COMPACT DISC PLAYER, OR HOTPOT

1. Inmates may not order used or reconditioned items through the Canteen.

2. TV's must be no larger than 13 inches in size. Inmates will not be permitted to have a remote control for the television. All speakers will be disconnected at the inmate's expense.
3. Inmates may only order hand held walkmans/compact disk players with ear buds or headphones.
4. Inmates may only have clear and see through televisions, Walkmans/CDs/hotpots.
5. All special order items must be shipped directly from the company from which the order was placed. An inmate's friend or relative may not send items to the inmate, or open accounts for the inmate.
6. Inmates must submit an Institutional Check for all special order purchases. A pre-order handling charge of 5% of the total cost of the merchandise, with a minimum of \$1.00 and a maximum of \$5.00, will be assessed on all catalog orders. If a special order item is returned to the company, inmates will not receive a refund for the handling charges.

IV. GENERAL INFORMATION

1. All special ordered items must be shipped directly from the company, which the item was ordered. Inmates will not be permitted to receive items shipped from an outside party (i.e., friend or relative).
2. If an inmate wishes to purchase items from the canteen, he must submit a Canteen Purchase Form prior to 0700 hours on days that the canteen is open. The Canteen Purchase Forms are available on each housing unit. The inmate shall place the form inside of the drop box located in the dining hall. The canteen order shall be filled and ready for pick-up during the hours of 3:15 – 3:45PM.
3. Inmates are allowed only one (1) visit to the Canteen on days it is open.
4. Inmates are to remain behind the red/yellow line of the Canteen entrance until they received permission to enter the Canteen window by staff.
5. Inmates who have a need for items not stocked in the Canteen should submit an Inmate Interview Request to the Canteen staff requesting those items.
6. Inmates may purchase picture tickets at the cost of \$2.00 per ticket. Tokens for the pop machine at the cost of \$0.40 per token. Only a maximum of twelve (12) pop tokens may be purchased at one time.
7. Inmates on Room Restriction may only purchase hygiene and legal items from the Canteen. NO pop tokens.



## Nebraska Correctional Youth Facility DISCIPLINE

- A. Every inmate is issued a rule book and inmate handbook. You are responsible for reading and understanding their contents. Special attention should be given to chapters 5 and 6 of the rule book, which outline disciplinary procedures and sanctions for any rule infractions. The handbook will provide other regulations that you will be responsible for here at the NCYF.
  
- B. Remember: Ignorance of the rules is no excuse!
  
- C. When you receive a misconduct report (MR), a lieutenant or sergeant will meet with you and investigate the misconduct report. This is your principle hearing. You will have the opportunity to make comments at this time. You will be informed as to whether your MR will be heard before the Unit Disciplinary Committee (UDC) or the Institutional Disciplinary Committee (IDC). You may be excluded from your hearing for behavioral issues.
  - 1. IDC- If your MR is scheduled to be heard by the IDC, you will have the opportunity to request a representative, the presence of the reporting employee, witnesses, 24 hour notice of the charges and the hearing, and your appearance before the IDC. Any or all of these rights may be waived as well. IDC hearings are recorded and you can appeal the decision within 15 days by contacting your case manager. Sanctions may be harsher and include disciplinary segregation and loss of good time.
  
  - 2. UDC-If your MR is scheduled to be heard by the UDC, you will have the opportunity to request/waive 24 hour notice of the hearing and your appearance before the UDC. These hearings are not recorded and you cannot appeal the decision. Sanctions may be lesser and will not include disciplinary segregation or loss of good time.
  
- D. UAs ARE MANDATORY. A refusal to submit to a UA will be considered evidence to find you guilty of NDCS Rules and Regulations, Chapter 5-1-H Drug or Intoxicant Abuse.
  
- E. If you loan your property to another inmate, and it is confiscated by staff, it will Be held in evidence for a period of at least 30 days and as many as 90 days. If the property is altered, you will not receive it back. If your property is in evidence and you want it back, send an inmate interview request to the disciplinary committee coordinator (DCC) listing the item(s) you want returned to you, the staff that confiscated the item, and the inmate from whom it was confiscated.

## NCYF INMATE ORIENTATION HANDBOOK

*I have received orientation at NCYF and understand that I am responsible for what is included in this Handbook and Operational Memorandums dealing with these areas. These include:*

- Unwanted property must be disposed of or sent out of the institution through the Property Office.
- It is my responsibility if my TV, Walkman or Discman become stolen or lost to report it to the Property Corporal using an Inmate Request Form. I am aware that should I report one of these items stolen there will be a one year waiting period before I am allowed to order another one.
- All of my property will have my institutional number permanently displayed on it in an obvious place.
- Property not on my property inventory sheet or not acquired through proper institutional channels I acknowledge is CONTRABAND.
- Selling/loaning or giving of my property or possessing property of another inmate is prohibited.
- Any property that is altered in any way or changed from its original design or use I acknowledge is CONTRABAND.
- I am aware of the NCYF Criminal Threat Group Policy.
- I know that communicating with anyone on the public road or outside the fence perimeters is unauthorized.
- I understand the difference between the painted lines marking restricted, unauthorized or no loitering areas. If I enter any buildings without a pass I recognize that this also is being in an unauthorized area.
- I will adhere to the directives given on page (5) five of this handbook of my responsibilities during an emergency situation.
  
- IT IS MY RESPONSIBILITY TO CHECK THE LIBRARY TO VERIFY IF THERE ARE ANY CHANGES MADE OR ADDITIONS TO THIS INMATE HANDBOOK AFTER A NOTICE IS POSTED ON THE BULLETIN BOARD INSIDE OF MY HOUSING UNIT NOTIFYING ME OF SUCH.

---

Inmate Signature

---

Inmate Number

---

Date

**TO:** ALL INMATES  
**FROM:** Disciplinary Committee Coordinator  
**DATE:** February 25, 2005  
**SUBJECT:** EVIDENCE HANDLING PROCEDURES

---

ALL EVIDENCE will be handled in accordance with The Nebraska Department of Correctional Services established policy with regard to Inmate Property.

IF EVIDENCE WAS COLLECTED FROM YOU/YOUR CELL/ANY OTHER PERSON OR PLACE, AND YOU, OR THEY RECEIVED A MISCONDUCT REPORT THE FOLLOWING APPLIES:

You must submit an Inmate Interview Request Form to the Disciplinary Committee Coordinator to receive your evidence. The request form **MUST** have the following information:

- ✓ Misconduct Report number (at the top right hand corner of your misconduct report) and date it was taken.
- ✓ A Detail description of your property. (Serial numbers, color, brand)
- ✓ Note if you do or do not have a receipt or proof of purchase. (Canteen order form)

THE FINAL DISPOSITION OF YOUR EVIDENCE COULD BE DIFFERENT THAN IT RETURNING TO YOUR POSSESSION IF:

- ✓ You did not fill out the Inmate Interview Request Form completely or correctly.
- ✓ You do not have a receipt or proof of purchase.
- ✓ Your property or the states' property is altered or unidentifiable a.k.a. **contraband**.
- ✓ Your property or the states property is found in an unauthorized area and it is altered in any way (another inmates cell, gym, wing, etc.) and you did not report it stolen or missing per procedure by an inmate interview request to the Property Corporal.

**NOTE:** You will then be given a choice to either:

1. Send your property home at your own expense.
2. Have it destroyed or given to charity.



Dave Heineman, Governor  
Robert P. Houston, Director

**INMATE CALLING SYSTEM**

1. ALL REGISTRATION FORMS ARE SENT TO LINCOLN, NEBRASKA TO BE ENTERED INTO THE SYSTEM AND PERSONAL IDENTIFICATION NUMBERS (P.I.N.) ASSIGNED. REGISTRATION FORMS MUST BE COMPLETED IN BLUE/BLACK INK, MUST BE LEGIBLE AND SIGNED BY BOTH STAFF AND THE INMATE.
2. ANY CHANGES / PROBLEMS WITH THE REGISTRATION FORM PLEASE SUBMIT THE CHANGE OR PROBLEM IN WRITING AND THE INMATE INTERVIEW REQUEST FORM OR NEW REGISTRATION FORM WILL BE SENT TO LINCOLN TO BE HANDLED. THERE IS A 90-DAY WAITING PERIOD BETWEEN CHANGES, EXCLUDING IMMEDIATE FAMILY AND ATTORNEYS.
3. IF THE PERSON YOU CALLED ACCIDENTALY PUSHES THE WRONG NUMBER AND TEMPORARILY BLOCKS THE TELEPHONE LINE: THE I.C.S. COORDINATOR HANDLES THESE INMATE INTERVIEW REQUEST FORMS AT THE FACILITY. THE CALLER MUST WRITE A LETTER TO THE WARDEN REQUESTING TO REMOVE THE BLOCK. THIS IS TYPICALLY A ONE-TIME OCCURRENCE AT THE DISCRETION OF THE WARDEN, HOWEVER, THE WARDEN MAY APPROVE MORE THAN ONCE.
4. IF YOU NEED TO ADD AN ATTORNEY TO YOUR CALLING LIST. THIS REQUEST IS SENT TO LINCOLN TO BE ADDED. UNDER SPECIAL CONDITIONS IT WILL BE HANDLED AT THE FACILITY LEVEL.
5. IF A BLOCK HAS BEEN PLACED ON A TELEPHONE LINE THROUGH THE PERSONS TELEPHONE SERVICE OR CORRECTIONAL BILLING SERVICE (CBS), THESE BLOCKS CANNOT BE REMOVED BY THE DEPARTMENT OF CORRECTIONS. THE PERSON YOU ARE TRYING TO REACH MUST CONTACT THEIR TELEPHONE SERVICE PROVIDER OR CBS AND WORK OUT THE SITUATION FROM THEIR END.

BB

- DO NOT GIVE YOUR P.I.N. NUMBER TO AN ANOTHER INMATE TO USE. SECURE YOUR PIN NUMBER IN A PRIVATE AREA IN YOUR ROOM.
- DO NOT SHARE YOUR TELEPHONE TIME WITH ANOTHER INMATE.
- DO NOT MAKE THREE-WAY CALLS.
- DO NOT ABUSE YOUR TELEPHONE PRIVILEGES OR THEY MAY BE RESTRICTED.

3. If an inmate needs to use the restroom, he will be strip-searched and then allowed to use the shakedown restroom.

E. 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 headgear will be allowed.
- B. No shower shoes unless on a medical pass.
- C. All shirts are to be tucked into pants.

- 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 Disciplinary Misconduct Report, Following established evidence handling procedures. Several charges may apply including: II (E) Disobeying a Direct Order, II (R) Gang/Threat Group Activity, III (C) Possessing or Receiving Unauthorized Articles, II (N) Violation of Regulations.



Dave Heineman, Governor  
Michael L. Kenney, Director

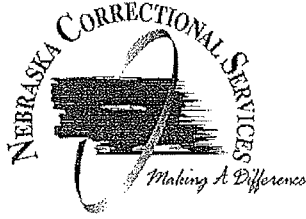
---

**TO:** NCYF Orientation Inmates  
**FROM:** Nicole Ramer, Food Service Director  
**SUBJECT:** Food Service Department Orientation Information

---

**1. Meal Schedule**

- a. Meals will be served in the dining room Monday through Sunday. The meal times are as follows:
- i. Breakfast:
    - Monday – Friday: 0540 hours—Protective Custody inmates escorted from housing unit to central dining for breakfast.
    - Monday – Friday: 0600 hours—Orientation inmates escorted from housing unit to central dining for breakfast.
    - Monday – Friday: 0620 to 0655 hours (or when completed)—Breakfast served to General Population inmates.
    - Weekends and Holidays: 0600 hours—Protective Custody inmates escorted from housing unit to central dining for breakfast.
    - Weekends and Holidays: 0630 hours—Orientation inmates escorted from housing unit to central dining for breakfast.
    - Weekends and Holidays: 0700 to 0740 hours (or when completed)—Breakfast served to General Population inmates.
  - ii. Lunch:
    - 1020 hours—Protective Custody inmates escorted from housing unit to central dining for lunch.
    - Monday – Sunday: 1040 hours—Orientation inmates escorted to central dining for lunch.
    - Monday – Sunday: 1115 to 1200 hours—Lunch served to General Population inmates.



Dave Heineman, Governor  
Michael L. Kenney, Director

---

iii. Dinner:

Monday – Sunday: 1615 hours—Orientation inmates are escorted to central dining for dinner. Kitchen Porters eat dinner.

Monday – Sunday: 1655 hours (or after count is cleared)—Dinner is served to General Population inmates.

- b. The above meal times may be changed to accommodate special events or during emergency.

**2. Dining Hall Dress Code**

- a. During breakfast and lunch meals Monday through Friday all inmates must wear the following clothing:
- ii. State issued khaki pants
  - iii. State issued khaki shirt
  - iiii. State issued boots or personal shoes
  - ivi. Under shorts
  - vi. T-Shirt
  - vii. Socks
  - viii. Belt
- b. During dinner meals Monday through Sunday and for all meals on weekends and state holidays, inmates must wear, at a minimum, the following clothing:
- ii. State issued khaki pants
  - iii. State issued boots or personal shoes
  - iiii. Under shorts
  - ivi. T-Shirt
  - vi. Socks
- c. Inmates may only wear approved religious headgear into the dining hall.



Dave Heineman, Governor  
Michael L. Kenney, Director

---

- d. For all meals, inmates may wear a sweatshirt or a state issued winter coat.
- e. Inmates must have their t-shirt/state issued khaki shirt tucked into their pants and their belt fastened prior to entering the dining hall.
- f. All clothing must be clean and free of holes. If clothing does not meet the sanitary conditions or if the proper attire is not worn into the dining hall, he may be sent back to his housing unit to change clothes.

### **3. General Guidelines**

- a. The dining room is considered an unauthorized area when meals are not being served. Being in the dining room when authorized to do will result in a Misconduct Report. The only exception is when inmates are approved to be in the dining room for a special inmate event or approved meeting.
- b. Inmates may not take any item out of the dining room that they received from the kitchen. This includes food, trays, cups, bowls, utensils, or condiments. If any of the above items are found on an inmate's possession outside of the dining room, or in his cell, he may be subject to a Misconduct Report.
- c. Inmates may not bring personal drinking glasses into the dining room. The kitchen will provide the inmates with three glasses for beverages. No cans of pop are allowed to be brought in for any meal.
- d. The portions that are served are pre-set and the inmate servers are monitored to see that these portions are served accordingly. Please do not make requests that the server cannot honor. No options are given since it causes too much of a delay in serving.
- e. Once an inmate places his hand on a tray, he must that that tray as it was served. If something was forgotten on the tray please ask one of the officers in the dining hall if you can go back to the line to retrieve that item.
- f. Prior to exiting the dining room. Inmates must take their tray to the receiving window of the dishwashing room and throw away all trash and uneaten food into the proper trash receptacle. Set tray, cups, bowls, and utensils on the dish room tray receiving platform.



## SECURITY ADMINISTRATOR'S PRESENTATION

- I. Description of Restricted Areas – Unauthorized Areas.
- A. Red line areas are boundaries to the restricted areas. Do not cross unless you are supervised or on special detail.
  - B. The Red Lines are located just outside the entryways of each Housing Unit, E-Building, and A-Building. 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. Inmates that are on a pass, have authorization to be there.
  - C. Brown Lines indicate a NO LOITERING area. There will be NO LOITERING in the area between these lines.
  - D. All inmates are to keep off of the grass except when and where given permission.
  - E. This area is open to the inmate population during designated days and times.
  - F. The areas around all buildings are considered unauthorized areas and only authorized inmates who have special details are permitted in this area.
  - G. Communicating with anyone on the public road is unauthorized and is considered a violation of visiting regulations.
  - H. Do not sit or stand, or congregate in front of the exterior FIRE EXIT doors of the housing units.
- II. Location of the Captain and Lieutenant's Offices. Both the Captain's office and the Lieutenant's Office are located in A building. All inmates will be required to have a pass before entering this area.
- III. Review of NCYF Search Policy.
- A. All inmates are subject to a pat and/or strip search at any time.
  - B. All inmate rooms are subject to a search at any time.
  - C. All inmates are subject to urine tests.
  - D. Visiting Searches:
    - 1. Inmates going to visiting are strip-searched in the shakedown room. Inmates' clothing and personal items will be inventoried before going into the visiting room.
    - 2. Inmates are strip-searched upon leaving the visiting room. Inmates' clothing and personal items will be re-inventoried.

## PROPERTY / LAUNDRY / CLOTHING ISSUE

### Property:

- A. For a more complete understanding of the property rules, everyone should read OM 204.01.002, "Inmate Personal Property", which is located in the Library and provided for you in the inmate handbook.
- B. Every inmate is responsible for leaving NCYF with all of the property he came in with and any property he has accumulated legally while here. This includes any state issued property.
- C. Property that is damaged, broken or worn out must be disposed of properly. Should your TV, Discman, or Walkman be damaged or wear out, bring it to Property to be disposed of. This will remove it from your inventory file. The Canteen routes receipts for all major purchases to Property as part of Inmate Inventory. You may purchase a replacement item only after a one-year waiting period.
- D. No property will be altered (State or Personal). Any altered property will be confiscated and a misconduct report written. It will be destroyed upon completion of all disciplinary proceedings.
- E. Passing/receiving and possessing unauthorized items is a rule infraction. Do not loan your property to another inmate. Do not receive the property of another inmate. If you do, the property will be confiscated for a minimum of 30 days and a misconduct report may be written.
- F. Any TV 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 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.
- G. If any of your property is lost or stolen, write an Interview Request to Property immediately. We cannot help you regain your property if we don't know it is missing. It will not be acceptable to submit this interview request after you have received a misconduct report for this item being in the possession of another inmate.
- H. Your property must be marked with your inmate number. Anything not marked with your number will be confiscated. If you purchase a TV, staff will mark it before you receive it. Property belonging to discharged or transferred inmates may be destroyed in accordance with established policy.
- I. You may release excess property or property you no longer want by mailing it out through Property. To do this, send an Interview Request Form 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 NCYF.
- J. 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.
- K. Everything covered here is the rule, not the exception. Any special requests for both the Major and the Assistant Warden must approve property. To receive a Special Property Approval Form, send an Interview Request Form to Property.

## Inmate Orientation – Property Clothing Issue

### STATE ISSUED CLOTHING:

All inmates newly admitted to the institution shall receive the following items from Property:

- A. Three (3) Hunter Green jumpsuits (Orientation status)
- B. Five- (5) T-Shirts
- C. Five- (5) Boxer Shorts
- D. Five- (5) Pair of Socks
- E. One- (1) Pair of Tennis Shoes
- F. One- (1) Winter Coat
- G. One- (1) Sweatshirt
- H. One- (1) Pair of Black Boots
- I. One- (1) Stocking Cap
- J. One- (1) Pillow Case
- K. Three- (3) Laundry Bags (Orange)
- L. Two- (2) Blankets (3 during winter months)
- M. Two- (2) Bed Sheets
- N. Three- (3) Towels
- O. Three- (3) Washcloths

**Once the inmate is classified as General Population, he will return his three (3) green jumpsuits and shall be issued four (4) khaki pants, four (4) khaki shirts and one (1) belt. The orange laundry bags will then be exchanged for black or green bags depending on the inmate's residing Housing Unit.**

The Property Corporal will issue a third blanket to the inmates from October 15 to April 15 due to the cold weather. All inmates will sign a receipt upon arrival indicating they agree to give the blanket back by April 15.

### SPECIAL ISSUED CLOTHING:

Special and/or Protective clothing shall be issued to those inmates assigned to Food Service, Maintenance, and Green Thumb. Once the Property Corporal receives a completed Special Issue Property Form from the respective department he/she will complete the following order:

#### Kitchen:

- Five (5) White Shirts
- Five (5) White Pants
- One (1) White Laundry Bag
- One (1) Pair of Black Boots (in addition to the regularly issued boots)

#### Maintenance:

- One (1) Thermal Shirt (for winter use)
  - One (1) Thermal Pant (for winter use)
  - One (1) Pair of Black Boots (in addition to the regularly issued boots)
- Gloves and Coveralls will be issued by the Maintenance Department.

## Inmate Orientation – Property Clothing Issue

Green Thumb:

One (1) Pair of Black Boots (in addition to the regularly issued boots)

Inmates shall not alter any clothing, linen, or bedding. The discovering employee shall confiscate altered items and issue a misconduct report. Replacement of altered items will not occur until the inmate makes restitution. In addition, inmates **will not receive the original altered** items after restitution is made.

### PERSONAL PROPERTY:

Inmates may possess the following personal property:

Bible/Qur'an/Religious Book (1)  
Eye Glasses with Case (1)  
Legal Papers (not to exceed 2 cubic feet of space)  
Toothbrush (2)  
Toothbrush case (1)  
Toothpaste (2)  
Dental Floss (1)  
Mouthwash (2)  
Chapstick (2)  
Bar of soap (2)  
Soap dish (1)  
Disposable Razors (1)  
Shaving Cream (2)  
Cotton Swabs (2)  
Tweezers (1)  
Hair Shampoo (2)  
Hair Conditioner (2)  
Hair Food/Grease/Gel (combined total of 3)  
Hair Brush/Combs/Picks (combined total of 3)  
Hair Ties (18)  
Doo Rags (1)  
Shower Cap (1)  
Deodorant (2)  
Skin Lotion (2)  
Powder (2)  
Baby Oil (2)  
Noxema (2)  
Sunscreen (1)  
Vics Vapor Rub (1)  
Toenail Clippers (1)  
Fingernail Clippers (1)  
Emery Board (10)  
Shower Shoes (2)  
Tennis Shoes (2) (\*OM 204.1.2)

## Inmate Orientation – Property Clothing Issue

---

Shoe Brush (1)  
Polish (1)  
Insoles (1 pair)  
Cap (baseball)(1)  
Gloves (2 pair)  
Polo Shirts/T-shirts/Sweatshirts (combined total of 2) (\*OM 204.1.2)  
Jeans/Shorts/Sweatpants (combined total of 2) (\*OM 204.1.2)  
Thermal Tops (2)  
Thermal Bottoms (2)  
Athletic Supporter (1)  
Drinking Cup/Coffee Cup (combined total of 3) (Cups must not be larger than 16 ounces)  
Vitamins (2) (packages/bottles)  
Pens (2)  
Pencils (2)  
Pens/pencils – for Hobby (1 box total) (as in a set of colored pencils)  
Eraser (1)  
Address Book (1)  
Books/Magazines/Newspapers (combined total of 30)  
Stamped Envelopes (40)  
Notebooks (3)  
Folders (3)  
Tablet (3)  
Letters (30) (as in personal letters and cards)  
Calculator (1)  
Batteries (10 individual batteries)  
AC adapter (1)  
'Y' adapter (1)  
Stereo Plug/Jack/Cords (1 set)  
TV Reception Receiver (Tuner) (1)  
Coaxial Cable – 6 feet (1)  
CD's (combined total of 25) (\*OM 204.1.2)  
Clear Alarm Clock (1) (\*OM 204.1.2)  
Clear AM-FM Walkman Radio (Tuner) (1) (\*OM 204.1.2)  
Clear CD Player (1 total) (may have a tuner installed) (\*OM 204.1.2)  
Clear TV (1) (\*OM 204.1.2)  
Headphones (2) (\*OM 204.1.2)  
Earbuds (1)  
Electronic Spell Checker (1) (\*OM 204.1.2)  
Electronic Translating Device (1) (\*OM 204.1.2)  
Typewriter (1) (\*OM 204.1.2)  
Playing Cards (2 decks)  
Spoons (3)  
Food Items (25) (\*OM 204.1.2)  
Tokens (25)  
Soda Pop (6 cans)  
Picture Tickets (5)

## Inmate Orientation – Property Clothing Issue

Games – Hobby (2)  
Photo Albums (2)  
Pictures/Photos (30 loose) (any more than that needs to be in a photo albumn)  
Air Freshener (2)  
Repellent Bug Spray (1)  
Wristwatch (1) (\*OM 204.1.2)  
Wedding Band (1) (\*OM 204.1.2)  
Earrings – Post Style Only (1 pair) (\*OM 204.1.2)  
Commercial Religious Necklace and Medallion (1) (necklace may not exceed 24 inches and medallion may not exceed 2 inches in diameter and 1/4 inches thick) (\*OM 204.1.2)

\*OM 204.1.2—Each item marked with OM 204.1.2 has other pertinent information related to it's purchase and possession. It is recommended that you read the OM which is available to you in the Legal Library.

\*\*Inmates may order only one Walkman per year and two Headphones per year. Anytime a radio, tape/CD player, or TV is lost or stolen, the inmate (owner) will immediately turn in an Inmate Interview Request Form to the Property Corporal reporting the item lost/stolen. **Failure to do so can result in denial of future requests for a replacement.** Inmates will not be allowed to purchase a replacement radio, tape/CD player, or TV for **120 days** from the date the Property Corporal receives the Inmate Interview Request.

TVs and radios must be sent out of the institution for repair, at the inmate's expense.

\*\*\*POSSESSION OF THE PROPERTY OF ANOTHER INMATE, PROPERTY WHICH HAS BEEN ALTERED, OR PROPERTY WHICH EXCEEDS THAT OUTLINED IN THE INMATES' PROPERTY INVENTORY SHALL BE CONSIDERED A VIOLATION OF INSTITUTIONAL POLICY GOVERNING AUTHORIZED INMATE PROPERTY. IN ADDITION TO CONFISCATING ALL UNAUTHORIZED PROPERTY, APPROPRIATE ACTION WILL BE TAKEN IN ACCORDANCE WITH INSTITUTIONAL DISCIPLINARY PROCEDURES. PROPERTY FOUND IN POSSESSION OF ANOTHER INMATE WILL BE KEPT IN EVIDENCE HANDELING FOR 30 DAYS AND UP TO 90 DAYS FOR IDC EVIDENCE.

### EXCESS PROPERTY:

Inmate excess personal and unauthorized property shall ordinarily be stored for up to 30 days in Property. The inmate may send the property to an outside party at his expense or have an approved visitor pick up the property during a visiting session. In order for this to occur, the inmate must sign a Release of Inmate Property. Property not sent out of the institution or picked up by a visitor within 30-days, will be destroyed or given to charity. The inmate will receive a Notice of Excess Property at least 30 days before the property is disposed of. After 30 days the property will be disposed of or donated if the inmate has not notified the Property Corporal what the inmate would like to do with the property.

## Inmate Orientation – Property Clothing Issue

### REPLACEMENT OF PROPERTY:

1. Inmates shall be held accountable for the condition of all state-issued property. State issued property may be replaced or exchanged under the following conditions:
  - A. The item has equaled or exceeded its normal life expectancy.
  - B. The Business Manager has authorized, in writing, replacement of the lost or stolen item.
  - C. The inmate has reimbursed the State for the lost or stolen item.
  - D. The inmates' desiring replacement of an item issued shall submit an Inmate Interview Request via a Unit Caseworker. The Unit Caseworker will check clothing sizes and/or inventory inmate state issued property. When completed, the Unit Caseworker will sign off an Inmate Review Request and forward to the Property Corporal. The request will indicate which items are required to be replaced, quantity, size, and reason for replacement. Inmates must forward Interview Request Forms through normal mail distribution.

### DISCHARGED OR PAROLED INMATE PROPERTY:

When an inmate discharges or paroles, the inmate will take all of his property to the Property Corporal. The inmate needs to account for all his state issued and personal property. The inmate's personal property will be inventoried on the Property Control Record. The Property Corporal will check the inmate property file for any items that the inmate may have purchased, disposed, donated, or sent out of the facility. In the event the inmate is missing his personal property and there is no documentation that the property was donated, destroyed, or sent out of the facility, the Shift Supervisor must be notified before the inmate can be released.

The inmate may discharge in personal clothes or have clothes brought in for him. All clothing must meet DCS Visiting Standards. State Issued Dress-out clothes are available if needed.

### LAUNDRY:

Laundry is to be handed in by the inmates in the evenings on the Housing Units. The schedule to turn in laundry is as follows: Sunday – Whites \* Monday – Khakis/sweats \* Tuesday – Whites \* Wednesday – Khakis/sweats \* Thursday – Whites. Once handed in, the laundry will be shipped out the next day to be washed. The laundry will return the day after that and it will be passed out. Essentially, the laundry is returned to the inmate two days after it was handed in.

The inmate must sort his white and dark clothing into separate laundry bags. If an inmate turns in a laundry bag with mixed clothing, it will be returned without being laundered. The laundry bags can only be filled half full; otherwise, they will not be washed or dried properly. If full bags are turned in too full, they will be sent back to the inmate without being laundered. When laundry is returned without being cleaned a NCYF Laundry Return Form will be attached detailing why the laundry was not washed.

## Inmate Orientation - Property Clothing Issue

---

I hereby recognize and admit that I have received the regulations and policies that cover Property/Clothing Issue and the Laundry procedures...

Inmate Signature: \_\_\_\_\_

Number \_\_\_\_\_

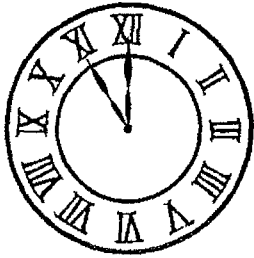
Date: \_\_\_\_\_

Staff Witness: \_\_\_\_\_

Date: \_\_\_\_\_







## Nebraska Correctional Youth Facility Visiting Schedule

Inmates are allowed two (2) Visiting Sessions per week (Friday-Monday). They may only attend one Visiting Session per day.

Special Management Unit	Monday	1:00PM-3:00PM
Safekeepers/90 Day Evaluators/Orientation/PC	Friday	1:00PM-3:00PM
General Population	Monday & Friday	5:30PM-8:00PM
	Saturday/Sunday	12:30PM-3:30PM
	Saturday/Sunday	5:30PM-8:00PM

### Visitation Approval Procedures

It is the responsibility of the inmate to initiate the visiting process.

1. The inmate may obtain a Visitation Request Form (VRF) from their Unit Case Worker or the Pass Clerk and mail the form to the person(s) they desire to have placed on their approved visiting list.
2. Each prospective visitor must complete a VRF and return it to the facility's Pass Clerk for processing. Forms can be mailed "Attention Pass Clerk" or brought in and dropped off with the Pass Clerk.
3. If the VRF is filled out completely and correctly it will continue on through the approval process. (If the form is not filled out completely or correctly, it will be returned to the applicant for the required information needed).
4. All VRFs are stamped with the date received.
5. Complete and correct forms are sent to the Omaha Correctional Center for background checks through the National Crime Information Center (NCIC) and then returned to the Pass Clerk.
6. The forms are forwarded to the inmate's Unit Case Manager for further Departmental Checks.
7. The forms then go to the Unit Administrator for final approval/denial.
8. Once approved or denied, the Pass Clerk will enter the visitor's information onto the inmate's current visiting record.
9. The inmate has ten (10) working days to appeal a denial.
10. This entire process takes approximately 3 to 4 weeks to complete.
11. Special Visits are granted for immediate family members with special circumstances as defined by NDCS Policy. In this case, the inmate must submit a Special Visit form to their Unit Case Manager. The Case Manager and Unit Administrator will then approve or deny it.

It is the responsibility of the inmate to inform their visitors of approval or denial.

2610 N. 20<sup>th</sup> Street, East • Omaha, Nebraska 68110 • (402) 595-2000

## Nebraska Correctional Youth Facility Visitor Dress Code

The Warden has established a dress code for visitors. When visiting at NCYF, the proper attire is required. Clothing should not be distracting or offensive to inmates or other visitors. Please remember that you are visiting a correctional facility when you are deciding what to wear.

The following item CANNOT be worn to visit inmates at NCYF:

1. No shorts or bermuda shorts. This is applicable for both male and female visitors over the age of 10. Children 10 years of age and under may wear shorts.
2. No skirts, dresses, shorts, or culottes less than knee length (top of knee) (10 years of age or under are excluded). Dresses with slits must not have slits that go above the knee. Female visitors are encouraged to wear slacks/pants.
4. No halter tops, tube tops, sleeveless dresses or shirts, spaghetti/string tied tops, backless tops, muscle shirts, tank tops, half shirts, crop tops, or other clothing revealing bare shoulders, a bare midriff, or any part of the breast, chest, or back (10 years of age or under are excluded).
5. No hooded clothing of any kind.
6. No clothing with profanity, references to drugs or alcohol, references to gang, references to gang violence, racial slurs, or offensive phrases of any kind.
7. No form fitting clothing including tights/leggings, tight knit biker pants, spandex, stirrup pants, or tight stretch pants (10 years of age or younger are excluded).
8. No see through clothing of any kind.
9. No torn or altered clothing.
10. No khaki-colored pants and shirts may be worn as a complete outfit.
11. No breakaway wind pants.
12. No sagging or bagging of pants will be allowed. All visitors must wear their pants at their waist.
13. Sweat pants or jogging pants are allowed if they are clean and in good repair. They should not be tight or form fitting. Jackets that match the sweat or jogging pants are not allowed.
14. Bras and undergarments will be worn at all times (i.e., females must wear underwear and bra. Males must wear underwear/shorts).
15. All undershirts must be tucked in. If the visitor is not wearing an undershirt then the outer shirt must be tucked in. Sweatshirts do not have to be tucked in.
16. All outer wear and hats will be secured in the front entrance area.
17. All wigs and hairpieces will be checked.
18. No gum, cigarettes, lighters, monies, or any type of electronic devices (i.e. radios, games, pagers, cell phones) are allowed in the institution. These items must be left in your vehicle.



## Nebraska Correctional Youth Facility Visiting Guidelines

\*All visitors must bring at least one form of valid photo identification and present it to the Pass Clerk each time they enter the facility.

\*All visitors must submit to a search of their person before entering the Facility. Failure to comply will result in the visit being denied.

\*Please do not visit with other inmates or visitors during your visiting session. Failure to follow this rule may result in termination of the visit and/or disciplinary action for the inmate(s).

\*It is the responsibility of the inmate and visitors to clean their area at the end of the session.

\*Visitors are not permitted to take in any items for the inmate. No money can be left for the inmate.



### Visitors with Children

\*The following can be brought into the Visiting Room for infants.

1. Two (2) bottles with sealed formula
2. An infant seat and blanket
3. Infant teething ring or pacifier
4. One (1) change of clothing
5. Two (2) diapers and diaper wipes
6. One (1) infant toy (with Visiting Corporal approval)
7. A clear plastic bag or container to carry above items

\*Children above three-(3) years of age may not be picked up or held by the inmate, or sit on the inmates lap.

\*NCYF Policy states that it is your responsibility to supervise and maintain control over the children you bring in. If a child becomes disruptive during a visit and is not controlled by verbal direction from you or the inmate, the visit may be terminated.

\*All minors must have a Certified Birth Certificate before entering the Facility for the first time.

\*Minors must visit with an approved adult. If the adult is not the parent/legal guardian of said minor, a Parental Consent form must be obtained.

## VISITING INFORMATION

General Population Inmates will be allowed special visits on Thanksgiving, Christmas, and New Years Day regardless of what day of the week they fall on. These visits will not count against the two visits inmates are allowed per the Visiting week.

If you wish to have someone deleted from your visiting list you must fill out a Deletion Request Form and turn it in. Any visitor deleted off an inmates list must wait 6 months to be put on another inmates visiting list or reinstated on the visiting list of the inmate that deleted them.

Inmates will be strip searched before entering a visit and when the visit over. Also, any inmate needing to use the restroom during a visit will be taken into the shakedown room and strip searched before being allowed to use the restroom.

It is the inmate's responsibility to send out VRF's and notify their visitors of their approval or denial. Also it is your responsibility to inform the visitors of the rules and regulations of visiting, the visitor dress code, and what can be brought into a visit.

Physical Contact between visitors and inmates is limited to a brief kiss and brief hug at the beginning and end of the visiting session. Caressing is PROHIBITED

Inmates and Visitors may hold hands during the visit. Hands must remain on the table and visible at all times.

Blankets, clothing, etc. will be used as a lap cover, draped over tables or chairs in the visiting area.

Chairs can not be moved. Visitors and inmates are not allowed to sit on each others laps or straddle chairs.

Please take time to read the Operational Memorandum (OM 205.2.1) regarding Visiting. It is available in the library. It is your responsibility to know what is expected of you during visits.

## INMATE DRESS CODE:

Pants: State issued khaki pants or jeans. Pants must be kept neat, properly buttoned, and zipped at all times. Underwear and belt are required.

Shirts: State issued khaki and white t shirt. Shirts will be tucked into pants. Shirts will be properly buttoned, the top collar button is optional. Thermal shirts can be worn in place of the white t shirt between Oct 15 and April 15<sup>th</sup>.

Kitchen whites will be permitted when coming directly from work as long as they are clean.

Shoes and Socks: State issued boots or white sneakers with sock will be worn unless there is a medical reason authorized in writing by the medical department.

Segregation Inmates or Orientation inmates will visit in their state issued jumpsuit, t shirt, underwear, socks, and shoes. Jumpsuits will be fully buttoned at all times.

The following items will be allowed into the Visiting Room.

Photo ID (REQUIRED)

One ring

One watch

Two earrings and one necklace

One handkerchief

One comb

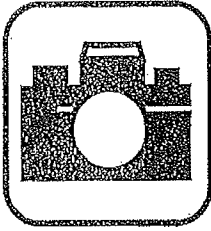
One pair of prescription glasses

One religious medallion or headwear

One religious book for clergy visits

Authorized medical prosthetic appliances

5 picture tickets



## INMATE PHOTO RULES AND REGULATIONS

- Photo tickets are purchased through the Canteen. You must have a ticket at the time the photo is taken. You will not be sent back to get your ticket. No 'credit' will be given if you forget your ticket.
- Picture times are Fridays at 3pm. (This may change per institutional need). Inmates on pass for a visit may also take a picture during the visiting session.
- Inmates who wish to have their picture taken should submit a Kite to the Visiting Corporal. Inmates who do not have regular visits will be given first priority. Inmates with regular visits may be required to wait until their next visit to take a picture.
- Inmate may have a maximum of five (5) photographs taken at any one session.
- Inmates on pass for photos must be in compliance with the Visiting Regulations dress code. No changing, altering of clothing, or extra clothing will be allowed.
- No group photos will be allowed-only one (1) inmate per picture.
- Photos will be taken with the inmate and visitor standing in an upright position with their backs toward the wall.
- Inmates and visitors will be allowed to have one arm around each others shoulder or waist with hands visible from the front, or holding hands in full view of the camera. The Visiting Corporal will approve all positioning of hands before the pictures are taken.
- No photographs will be taken of inmates and/or visitors who assume any suggestive poses to include, kneeling, squatting, sitting, or any hand signs/gestures. Any questions arising about the propriety of photos taken shall be brought to the attention of the Shift Supervisor.
- Inmates will not be allowed to hold children over the age of three (3) years old.
- Room Restriction inmates may only have their pictures taken while at a visit.
- Failure to comply with the regulations listed above may result in disciplinary action.



Nebraska Correctional Youth Facility  
 2610 N. 20<sup>th</sup> Street, East  
 Omaha, NE 68110  
 (402) 595-2000

**PARENTAL CONSENT FORM**

I, \_\_\_\_\_ the parent of

\_\_\_\_\_ Do here by give my permission for

\_\_\_\_\_ to bring my minor child to N.C.Y.F.

for the purpose of visiting Inmate \_\_\_\_\_ # \_\_\_\_\_

In order to verify the identity of my child and to provide proof that I am the consenting parent of this child. I am sending with this notarized consent form, a certified copy of their birth certificate, Legal-Guardianship Court Documents, and their Social Security card as required by the State of Nebraska, Department of Correctional Services Policy and N.C.Y.F. OPERATIONAL MEMORANDUM: 205.01.002: Inmate Visiting Regulations.

\_\_\_\_\_  
 Signature of Parent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Notary Public

\_\_\_\_\_  
 Date

This form is to be brought in with the approved adult visitor supervising the minor at the time of the first visit, or sent in with the Visitation Request Form of the minor applying for visiting privileges separate from accompanying a parent's form. This form will be kept on file in the inmates \_\_\_\_\_ visiting \_\_\_\_\_ records.

2610 N. 20<sup>th</sup> Street, East • Omaha, Nebraska 68110 • 402/595-2000

I have received a copy of the Visiting Orientation Packet and I have read and fully understand the contents.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



## ACTIVITIES AND RECREATION DEPARTMENT

### I. Introduction

- A. The Activities and Recreation (A & R) Department offers many different sports and activities. We have four major sports; baseball, volleyball, softball, and football. In each of these, the A & R Department conducts organized leagues. All of these are subject to participation interest.
- B. Besides the activities above, we have various events for each holiday. These activities include:

Dominoes	Racquetball	Spades	Table Tennis
Pinochle	Shuffleboard	Badminton	Chess
Handball			

These are not all of the possible events but just a few to give the inmates an idea of the type of events most find interesting. Sign-ups are done through the Gym office with strict deadlines adhered to for all activities.

- C. We also have other events for which Inmates compete against each other for prizes. Holiday Tournaments and League Championship Tournaments are also provided. Invitational tournaments are held for basketball to allow teams the chance to compete against teams from the community. Varsity competition may be offered which will be decided upon by the Recreation Manager.

### Checking out Equipment

- A. All equipment must be checked out from the equipment check-out room located in the gym. This includes name, number, equipment, checkout time, etc. When finished with the equipment, return it personally to the checkout room. Write the time that the equipment was returned. If others use the equipment, it is your responsibility to change the name on the checkout sheet if no change is made, you are responsible.
- B. Some of the items available for check-out include:

Basketballs	Ping Pong	Jump Ropes	Footballs (in season)
Bag Gloves	Volleyballs	Hand Wraps	Soccer Balls
Table Games	Racquetballs	Softball Gloves & Balls	

All of these items must be returned prior to the closing of the Gym. No overnight checkout of equipment is allowed.

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

### III. Gymnasium Rules

- A. The gym has several rules that are strictly enforced. They include:
1. Non-marking athletic shoes are the only shoes allowed on the gym floor.

2. No hanging on the rims.
3. No horseplay.
4. No reading materials in the gym or weight room.

- B. No table games allowed in the gym unless approved by Recreation Manager
- C. Braiding can be done with the approval of the recreation staff.

IV. Areas Available for Use by Inmates. Areas available for inmate use at this time include the gym, exercise room, outside basketball court, and softball/football field (with staff only).

- A. The Gym is open to all inmates between 1:00 p.m. and 4:00 p.m. and 6:00 p.m. and 8:00 p.m., Monday through Friday; and between 2:00 p.m. and 4:00 p.m. and 6:00 p.m. and 8:00 p.m., weekends. Unless specially planned events are scheduled, the gym is open to all inmates.
- B. Officials are essential to the operation of the A & R Department. For all organized sports, inmates will be trained as scorekeepers.

V. Recreation Manager

The Recreation Manager, whose office is located in the Gym, has overall responsibility for all A & R events. The Recreation Manager has direct responsibility for the following:

A. Barber Shop Scheduling

1. To be scheduled for a haircut, submit an Interview Request to the Recreation Manager. In turn, will be scheduled by putting you on pass.
2. All haircut time slots are set up at 15-minute intervals.
3. No one is allowed in the Barbershop who is not on pass.
4. Only the Barber will be allowed to use the equipment. (No exceptions)
5. Barber Shop hours will be Sunday from 8:00 a.m. to 10:00 a.m. and 1:00 p.m. to 4:00 p.m. and on Saturday if needed.

B. Music Room

1. In order to use the Music Room, each inmate must submit an interview request form.
2. The Music Room schedule is made up monthly. If an inmate desires to be scheduled, an Inmate Interview request must be submitted each month that he desires to be scheduled. This request must be in the mailbox prior to the end of the previous month. Under no circumstances will any request be accepted other than from the distribution process.
3. All inmates who wish to use the Music Room must first complete a Music Room Orientation. This is scheduled with Recreation Staff.

## RECORDS OFFICE OPERATION

1. You may request via Interview Request Form the following information from the Records Office.
  - A. Tentative Release Date Information.
  - B. Parole Eligibility Date Information.
  - C. Parole Review Date Information. Please keep in mind that parole review dates are set by the Parole Board and not by the Records Office.
  - D. 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.
  - E. 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.
- II. The Records Office will send a time/sentence information sheet 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).
- III. Your record jacket is confidential and requires a court order to be reviewed or Reproduced. Do not request information from your record. It will not be supplied with out the court order.
- IV. Any additional questions you may have regarding your time and sentence may be submitted via an Inmate Interview Request Form to the Records Office.

## MAILROOM PROCEDURES

1. The mailing address for the Nebraska Correctional Youth Facility is:  
  
2610 North 20<sup>th</sup> Street, East  
Omaha, NE 68110
2. Outgoing mail shall have the name and institutional number of the writer and the institutional address in the upper left-hand corner on the front of the envelope.
3. The only outgoing mail that can be sealed is Privileged Mail. All other mail cannot be sealed. NDCS Rules and Regulations: Chapter 3 Mail Privileges: Section 007 Privileged Mail Subsection 007.01: It is the policy of the Department that inmates be allowed to send unopened letters to all Federal and State Officials, The Director, Any Assistant Director, and the Chief Executive of any facility of the Department of Correctional Services; The State Ombudsman or his deputies; Judges; members of the Paroling and Pardoning Authority; and members of Local, State, and National Bar Associations. The Chief Executive Officer of the facility from which such mail originates may choose to attach to any such outgoing mail, a letter disclaiming any Administrative Responsibility for the nature of the contents of such mail.
4. Mailboxes are located in each housing unit and are available to inmates. Mail can be deposited in the mailbox until 8:50PM each evening for processing the following day. (No processing will be done on Sunday)
5. Mail delivery is six (6) days a week, Monday through Saturday, with the exception of holidays.
6. Money orders/checks received, will be receipted the same day and sent to the appropriate housing unit. The money order/check will be returned to the Business Office the next morning where it will be sent to Lincoln for posting to the inmate's account. Cash cannot be sent through the mail. All money must be mailed to the institution; no money can be dropped off in person.
7. Interview Request Forms to NCYF staff may be deposited in the housing unit mailboxes, the same as outgoing letters. All other departmental mail must be sent through the U.S. Mail unless stated in #8 of these procedures.
8. The only inmate correspondence that can be sent through Inter-Office mail is:
  - A. Appeals to the Appeals Board
  - B. Accounting Requests
  - C. Good-Time Restoration Appeals
  - D. Step 2 Grievance Procedures
  - E. Appeals of Classification Actions

All Inter-Office mail must have the inmate's name, number, and Institutional Address on the envelope.

9. Requests for magazines, subscriptions, books, and other periodicals ordered directly from the publisher must be prepaid and routed through the mailroom.
10. Inmates shall not be allowed to correspond with parolees or inmates of other correctional institutions (or the same institution) without the approval of the Wardens of both institutions, or in the case of parolees without the approval of the Adult Parole Administrator.

## Religious Services

NCYF is concerned that you have access to services to meet your spiritual and emotional needs. The Religious Coordinator is available to arrange services, organize activities, and provide pastoral counseling.

There are regularly scheduled worship, study, and fellowship times for you to participate in (see-attached schedule). Other activities and opportunities are posted. To have your name placed on the roster for a regular service or special event, send an Interview Request to the Religious Coordinator. To receive a pass for a special event, sign your name and number on the color announcement that is posted on your unit's bulletin board.

You may receive visits from your religious leader, which will not count against regular visitations. The religious leader must be on your visiting list and be registered in the DCS clergy listings.

There are religious books, CDs, audio, and videotapes available in the Religious Coordinator's office library located in the education building. These may all be checked out, except for the videotapes, which will be shown by written inmate request.

You are encouraged to freely practice your faith, except where the order and security of the institution maybe endangered. NCYF's wish is that your religious experience will nurture your spiritual growth leading to a richer life inside and outside of NCYF.

## Religious Functions

1. Inter-Denominational Bible Study on Tuesday night in 1800 in visiting room in the Administration Building. Prison Fellowship activity sponsored by Sword of the Spirit Christian School.
2. Native American Sweat Lodge ceremony will be held on Saturday's at 0900 in the big yard when a volunteer is available to assist inmates.
3. Shiloh Ministries, Norfolk, NE comes once a month to conduct a worship service/Bible Study in the Education Building from 1300 to 1430.
4. Inter-Denominational Worship Service is held in the Education Building at 1430 every Sunday. Format similar to Bible Study. Sponsored by Bellevue Christian Center and New Beginning Christian Center.
5. Catholic Prayer Service is held the last Sunday of the month at 1830 in the visiting room. UNO Catholic Campus Ministry conducts the service.
6. Presbyterian Outreach, Inc. provides art, guitar, and keyboard lessons, as well as special quarterly and Christian holiday events as posted.
7. Grace Apostolic Church provides a Gang Prevention group meeting every Thursday of the month at 1900.
8. Alcoholics Anonymous provides a group meeting every Saturday at 1900.

## MENTAL HEALTH PROGRAM

The Mental Health Department provides family, group, and individual counseling and crisis intervention. Mental Health Practitioners also prepare referrals to the contracted psychiatrist when appropriate.

- **Description of Programs**

- Cognitive Restructuring Therapy Groups

- Groups that address attitudes, beliefs, and thinking patterns, which have helped, establish problematic behavior. The goal is to create a prosocial behavior pattern and practice these techniques daily.

- Psychoeducational Groups

- Groups that focus on time-limited, therapy-oriented topics and address solutions to contemporary problems. (Examples: Anger Management, Communication and Social Skills, Human Growth and Development, Human Sexuality, Parenting Skills).

- Psychotherapy Groups

- Groups that encourage inmates to identify their feelings and emotions, and to manage them in a productive manner. Each inmate will be an active participant in this process.

- The Following is a list of programs offered at NCYF:

- ✓ G.O.L.F (Generic Outpatient Level Format) Levels I through III
  - ✓ Anger Management
  - ✓ Anger Management 2
  - ✓ Social Skills
  - ✓ Power of Choice
  - ✓ Sex and Teenagers
  - ✓ Individual Counseling

It should be noted that inmates are encouraged to discuss new programming ideas with the mental health staff. If there is enough interest in the group by other inmates, an educational group in the proposed topic area may be developed.

- **PREA Orientation**
- **Discussion of Confidentiality**

## EDUCATION PROGRAMMING OVERVIEW

Metro Community College of Omaha is under contract with the Nebraska Department of Corrections to provide the educational services for the Nebraska Correctional Youth Facility. There are only four institutions of its kind in the United States. Inmates vary in age from 15-19 years. NCYF is unique in that inmates are compelled by their personalized plan to attend school three hours a day. *At NCYF all inmates are students.*

We at Metro Community College strongly encourage you to take advantage of the educational resources we have available at the school. The latest books and technology are made available to you, the inmate incarcerated at NCYF, by the taxpayers of Nebraska.

Attending school and behaving in a student-like fashion is considered to be part of the inmate's workday. Consequently, those incarcerated at NCYF receive monetary compensation for going to school. *However, mere attendance does not guarantee that the inmate will receive a day's pay.* You, the student/inmate, must actively participate in your own education. As a corollary to this, you must sign a contract before you are allowed to enroll as a student. Inmates are enrolled as students within 72 business hours upon arriving at NCYF.

This "program agreement" (see enclosed) contains the terms and conditions you must adhere to. These include, among other things, prohibitions against vulgarity, inattentiveness, slouching, or leaning back while seated, horseplay and loud talking. All types of disruptive behavior and intimidation are absolutely prohibited. At all times, you will be required to participate in class and to do classroom assignments. Teachers frequently assign homework. Students who return assignments that do not adhere to the teacher's expectations will likely be required to do their assignments again.

You will be held accountable for your conduct in class. Disruptive behavior or assignments done in a sub-par fashion will frequently result in both the student's removal from class and a consequential deduction of a day's pay. Teachers have the authority to have a student removed from the classroom at anytime; other sanctions are probable and are applied in a progressive manner.

Classes are conducted in a school like environment that features individual classrooms and fulltime teachers. The curriculum provided includes adult basic education (ABE: math, reading, science, social studies and writing), life skills (these classes include parenting/relationships, work attitudes & behavior, careers/pre-vocational training, cognitive thinking, financial planning, victim impact, success after prison, pre-release planning and course work, and economics). College credit courses are also available. New students receive assessment tests (the TABE test) during the enrollment process and are placed in classes appropriate for their educational level. All students in the adult basic education (ABE) program are then tested at the end of every academic quarter, i.e. every 90 days. Students are automatically in the adult basic education program (ABE) if they score a 10.5 or below on the TABE test. This includes students who have a high school diploma or GED diploma. A score of 10.6 or above allows the student to test out of ABE and focus exclusively on life skills or college credit courses.

Like public school students, the inmates at NCYF receive quarterly progress reports. These progress reports serve a number of different functions. Most importantly, the inmate who makes academic progress has his progress recorded and acknowledged. Similarly, a lack of academic progress will often result in additional

Learning center time or individual tutoring sessions with student teaching assistants. Students who refuse to put forth effort will be held in noncompliance with their program agreement. A statement of noncompliance on the progress report will likely result in a loss of privileges or administrative action. In all cases, a copy of the progress report is sent to the case manager.

Adult basic education (ABE) courses include basic and advanced classes. The advanced classes are primarily GED test preparation courses and are reserved for those students who are preparing to take their GED tests in the near future. Subjects include algebra, science, social studies, reading and writing. With regard to the advanced writing course, the teachers at NCYF focus exclusively on the standard five-paragraph essay. It is the opinion of the staff that the five-paragraph essay is an excellent vehicle for answering the type of essay questions encountered on the GED test.

Life skills classes are diverse and content intensive. The purpose of the life skills classes is not just to teach student practical skills on how to be a good parent, how to build and maintain a healthy relationship, how to find and maintain a good job and how to operate a computer, but, just as importantly, to expand your world view.

Of special interest to most students are our Project Connect classes; these classes include communication skills (including public presentation, nonverbal communication and job interview skills), leadership, computer technology (both basic and advanced), web site design, digital photography, and survey courses on government and history.

College credit courses are encouraged for those students who qualify. Nearly a quarter of the inmate population is enrolled in the college program. Additionally, college credits earned at NCYF are transferable to any accredited college or university in the State of Nebraska. Recent course selections include critical thinking, introduction to philosophy, ethics, introduction to marketing and business law.

The teaching staff is proud of its record of accomplishment. On a monthly basis, the staff provides an average of 1500 contact hours in adult basic education and nearly 200 contact hours in life skill. No student at NCYF has ever failed a GED test. In fact, NCYF has the highest GED test scores in the State of Nebraska.



**PROGRAM AGREEMENT**  
**NEBRASKA CORRECTIONS CONNECTION**  
**METROPOLITAN COMMUNITY COLLEGE**  
**NEBRASKA CORRECTIONAL YOUTH FACILITY**

Modified 1/1/05

**EDUCATIONAL RULES AND REGULATIONS**

We at the Nebraska Correctional Youth Facility and Metropolitan Community College hope you will take advantage of the educational opportunities we have available to you. Our goal is to give you the opportunity to improve both your literacy skills and life skills. We wish you success in this endeavor. In order to accomplish these goals it is critical that a conducive and orderly learning environment be maintained. To that end, it is important that you know and follow the rules listed below. If you are unclear about the meaning of these rules we will clarify them for you at any time. If you are still unclear remember the following simple concept. **Respect**. If you show respect to your teachers and fellow students you will avoid many rule violations and the consequences derived therefrom. **You will be held accountable for these rules, so read carefully.** As part of this Program Agreement, Metro Community College will submit class progress reports to your case manager on a periodic basis.

1. **You are expected to be in class on time.** An inmate is responsible for informing the education staff when he has a time conflict or is scheduled for other obligations, such as but not limited to, mental health meetings, drug and alcohol meetings, court, visits, disciplinary committee hearings, work obligations, passes, etc. **Special Note:** Loitering in the hallways, classes and other common areas before, after, and between changing classes is strictly prohibited. Notification of class start time and end time will be made at the beginning and end of each class period. The Officer on Duty working in Building E or the Education Facilitator will make notification.
2. **Come to school prepared to do your work and participate in class.** The following are expectations that require your compliance:
  - a. Inmates must do the assignments the teacher assigns to them. These assignments must be completed in a timely and student-like fashion. This includes homework assignments. Follow the assigned instructions and adhere to the teacher's expectations. Work that is done in a manner not acceptable to the teacher will not be accepted. When referring to a teacher, use only the last name.
  - b. Inmates must not sleep in class. Inattentiveness will be prohibited.
  - c. Sit straight in class. Don't slouch or lean back while seated.

Student Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Date of Signature: \_\_\_\_\_ Witness Initials: \_\_\_\_\_ Date of Initials: \_\_\_\_\_

- d. **If a teacher asks for quiet in the classroom inmates must be quiet.** Likewise, if a teacher is instructing or teaching, be attentive. Do not interrupt.
- e. The teacher reserves the right to assign seats to students. If an inmate is asked to move to another seat he must move without delay or argument.
- f. **If an inmate disagrees with the teacher, he must not argue with the teacher. If an inmate has an issue about the class or the teacher the inmate must use prescribed forums of grievance to address his issue or concern. The classroom is not the place or time to voice grievances or debate issues.**
- g. Do not pound or tap on anything in the classrooms or the halls of Building E. This rule includes, but is not limited to, desks, walls, doors and windows.
- h. There is no horseplay in the classrooms, or the halls of Building E.
- i. There are no bathroom breaks or drink breaks during class.
- j. Do not throw anything while in the classroom or in the halls of Building E.
- k. Do not litter the floors of the classrooms or the halls of Building E.
- l. All items and materials in the classroom must stay in the classroom. Books can be checked out with written permission only.
- m. Do not draw on the boards without permission. Similarly, never draw or put graffiti on tables, chairs, doors, windows walls or cabinets. Further, do not remove screws from any item in the classroom including, but not limited to, chairs, desks, and computers. Additionally, all items in the classroom are state property. Do not break, or modify these items in any way.
- n. Do not walk behind or open drawers in the teacher's desk. Do not sit at the teacher's desk. Similarly, do not open cabinet doors in the classroom.
- o. Do not spit in the classroom or the halls of Building E.
- p. Inmates will be considered to be in an unauthorized area if they are in classrooms without a pass or not on the designated roster for a specific classroom.
- q. Magazines, books, and newspapers, and all other non-classroom specific reading materials are prohibited from the classroom unless specifically authorized by the teacher in the specific classroom or the Education Facilitator. This includes, but is not limited to, reading materials from the library, the inmate's cell, the learning center and materials assigned in other classrooms.
- r. Loud talking is prohibited.
- s. Comply with all requests made by a teacher, whether these requests are made in the classroom or the halls of Building E.
- t. Any type of conduct, language, or behavior that could reasonably be construed as either insulting or offensive to the teacher or disruptive to the classroom or school learning environment is prohibited.

Student Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Date of Signature: \_\_\_\_\_ Witness Initials: \_\_\_\_\_ Date of Initials: \_\_\_\_\_

- u. Interfering with a teacher's directive is prohibited.
- v. Cheating, or assisting others to cheat is prohibited.
- w. At all times a student will do what the teacher directs the student to do!  
No exceptions.

The above rules must be obeyed. A violation of the above rules may result in a warning, or, depending on the teacher's professional judgment, administrative action. A Second violation will certainly result in administrative action. Remember, if the nature of the violation is deemed to be dangerous, involves intimidation, involves damage to state property, involves demeaning or degrading language directed at, or about another person, involves repetitive and chronic behaviors that have resulted in disruption, or is in violation of other Department of Correctional Services, or NCYF rules, the teacher may forego a warning and ask for immediate administrative action.

**3. The computers are state property. You can only use computers in accordance with the rules listed below. Read carefully.**

- a. The computers are not to be modified or changed in any way.
- b. Never damage or vandalize a computer or any part of a computer or computer attachment.
- c. Use of the computer is reserved to activities assigned to you by the school, mental health, your employer, or administrative staff. Personal use of the computer is strictly and absolutely prohibited. This includes, but is not limited to, personal stories, personal letters, legal documents and operating unauthorized programs or operating systems. **To repeat: using the computers for personal work or personal correspondence is absolutely prohibited!**
- d. Do not install software on the computer.
- e. Do not engage in or play games on the computer.
- f. Inmates must have permission to operate a computer.
- g. Inmates are only authorized to operate in Micro-Soft Windows.
- h. Inmates are absolutely prohibited from operating DOS.
- i. All floppy disks and CDs are state property and must never be removed from the school or defaced. Additionally, access codes on floppy disks, CDs or computer hard drives are absolutely prohibited.
- j. Microsoft Power-Point, Paint-Shop Pro, Excel, Access, and all other generic programs in Microsoft Windows, other than Microsoft Word, are an absolutely prohibited computer activity unless otherwise specified by a teacher.

**A violation of the rules listed in the above paragraph will result in immediate administrative action.**

**4. Inmates are required to show respect to other inmates and teacher.** Disrespect directed at teachers and students is prohibited. This rule includes, but is not limited to, the behaviors listed below. Read carefully.

- a. Demeaning, degrading, or insulting comments directed at or about teachers and students are prohibited.

Student Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Date of Signature: \_\_\_\_\_ Witness Initials: \_\_\_\_\_ Date of Initials: \_\_\_\_\_

- b. Profanity, vulgarity, racial slurs, or crude language in the classrooms, halls or confines of Building E is prohibited.
- c. Intimidating language or comments that could reasonably be construed as intimidating, directed at or about teachers or students is prohibited.
- d. Intimidating body language, including but not limited to, staring at an individual, making fists, moving into an individual's personal space in a manner that could be reasonably construed as intimidating, or picking other items, in such a way that could reasonably be construed as intimidating to individuals who are present is prohibited.
- e. Shouting and yelling or raising the voice in such a way that could reasonably be construed as intimidating or that is disruptive to school environment is prohibited.

**A violation of the rules listed in the above paragraph will result in immediate administrative action.**

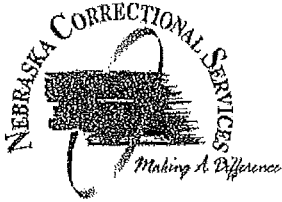
*I, the undersigned student, have read, or had someone read to me, the education rules and regulations of this Program Agreement. I understand the education rules and regulations of this Program Agreement and agree to follow the education rules and regulations of this Program Agreement. I also understand and acknowledge that I will be held accountable for the education rules and regulations of this Program Agreement. Further, I understand that this Program Agreement, and the rules and regulations contained herein, supercedes any and all other educational program agreements. I also understand that as a part of this Program Agreement, my case manager will receive class progress reports from my teachers on a periodic basis. Refer: Nebraska Department Of Correctional Services, Rules and Regulations, Title 68 Nebraska Administrative Code, DCS-A-sty-002, Chapter 5, p. 22, III [H].*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



Dave Heineman, Governor  
Robert P. Houston, Director

---

### **EXPECTATION OF INMATES NOT DIRECTLY INVOLVED IN EMERGENCY SITUATIONS:**

1. Do not engage yourself in the situation.
2. Do not incite others to engage in the situation.
3. Comply immediately with the orders of any staff at the scene.
4. Remove yourself from the situation and prepare to lockdown without delay when directed to.
5. Do not disrupt the staff by yelling obscenities or anything else at them.

### **DEFINITION OF AN EMERGENCY SITUATION:**

A situation that requires immediate staff attention to resolve. Examples include: Fights, altercations (physical or verbal), medical emergencies.

If you comply with the above directives, you will not be subject to a misconduct report. However, if you do engage yourself or incite others to become involved in an emergency situation, you will be subject to a misconduct report. You may become the subject of a State Patrol Investigation that could result in additional outside charges being brought against you. The outcome of a misconduct report could result in Disciplinary Segregation or a loss of Good Time. In addition, your potential for work release, work detail, or parole can be adversely affected with the end result being your stay here could be lengthened. The staff here does not want you to be incarcerated for a longer period of time.

# Unit Case Manager Orientation Presentation

## Housing Unit/Cell Assignment

- A. Will be assigned an initial Unit Case Manager while in Orientation.
- B. Central Monitoring Checklist will be reviewed/revise.
- C. Before you move to your new unit, your class study and initial custody review along with your inmate orientation checklist must be completed.
- D. You will be placed in a room at the discretion of the Unit Case Manager and by available bed space. Inmates are not separated by criminal threat group affiliation, crime, race, etc.
- E. When you are placed in your new housing unit and cell, you will review/sign a room condition sheet. If you notice any damage to your cell or its contents, advise your Unit Caseworker and have those problems noted on your room condition sheet before you sign.
- F. If you begin to have problems in your assigned wing, notify your Unit Caseworker/Case Manager.

## Inmate Visits

- A. To have visitors come into the institution, you must attain a visiting form from your Unit Caseworker and send it to your desired visiting party.
- B. Persons nineteen (19) year of age or older can enter the institution by themselves. Any persons younger than the age of nineteen (19) may visit an inmate at NCYF if they are on the approved visiting list of their parent, legal guardian, or court appointed agent and a parental consent form is on file.
- C. Minors twelve (12) years of age or above also must complete a Visiting Request Form and be accompanied by their parent, legal guardian, court appointed agent, or another authorized adult. The other authorized adult must have an approved Visiting Request Form to visit said inmate and must have notarized parental consent form giving permission from the parent, legal guardian, or court appointed agent to accompany said minor while visiting.
- D. Schedule for visiting:

Special Management Inmates	Monday	1:00PM - 3:00PM
Safekeepers/90-Day Evaluators	Friday	1:00PM - 3:00PM
General Population	Monday/Friday	5:30PM - 8:00PM
	Saturday/Sunday	8:30AM -10:45AM
	Saturday/Sunday	12:30PM - 3:00PM
	Saturday/Sunday	5:00PM - 6:30PM

- E. Inmates may receive two visits per week. F-M
- F. Special Visits/Extended Visits.
  - 1. Immediate family members only (parents, siblings, children, grandparents, step-children, adoptive parents/children/siblings).
  - 2. May also request extended visits if family is traveling from 250 miles away or more.

3. Special/Extended Visits should be scheduled during regular visiting hours due to staffing availability.
4. Complete the form and obtain approval prior to the visit.
5. The Special/Extended visiting form can be obtained from unit staff. Once completed turn in to the Unit Case Manager.

#### **Facilitating Family Visits**

- A. ICS Registration forms can be obtained from unit staff. Inmates must put those individuals they want to telephone on the ICS Registration form.
- B. Inmates must send visiting forms to those individuals they wish to have placed on their visiting list. If there is an immediate family member denied to visit, consideration will be given to monthly special visits.
- C. See Special/Extended Visits.

#### **Personalized Plans**

- A. Unit Case Manager will be developing within 30 days.
- B. Important to participate in the programs recommended.
- C. Participating in programs recommended on Personalized Plan increases opportunity to be considered for promotion to Community Custody and parole.
- D. Inmates will be reviewed annually within 30 days of their anniversary of their sentence begin date.
- E. Inmates are expected to participate in the recommended programs until their discharge date.

#### **Inmate Work Assignments**

- A. When you are in the orientation program you will be assigned as <sup>Hud</sup>G-Unit porters. Upon your completion of the Orientation program, you will be given a job.
- B. Job assignments are assigned depending where workers are needed. Your full cooperation is expected at all times. The job may be determined by restrictions an inmate has, i.e. physical limitations.
- C. Your violence/criminal history will be a determining factor as to where you will be assigned.

#### **Inmate Grievance Procedures**

- A. Informal Grievance Resolution Form
  - Obtain from Unit Case Manager or Unit Administrator
  - Must file within three calendar days of incident
  - Staff will respond within 10 working days
- B. Formal Step-One Grievance
  - Obtain from Unit Case Manager or Unit Administrator
  - Must be filed within 15 calendar days of receipt of informal response
  - Informal Grievance Resolution response must be attached to Step-One Grievance
- C. Formal Step-Two Grievance Form
  - Must be submitted to the Director within 10 calendar days after receipt of Step-One Grievance response
  - A copy of informal and Step-One Grievances must be attached
  - Mail to the Director via the Privileged mail procedures

**Classification and Parole Actions**

- A. Unit Case Manager and Caseworkers will complete appropriate classification paperwork.
- B. Unit Case Managers and Caseworkers also complete Parole Progress Reports.