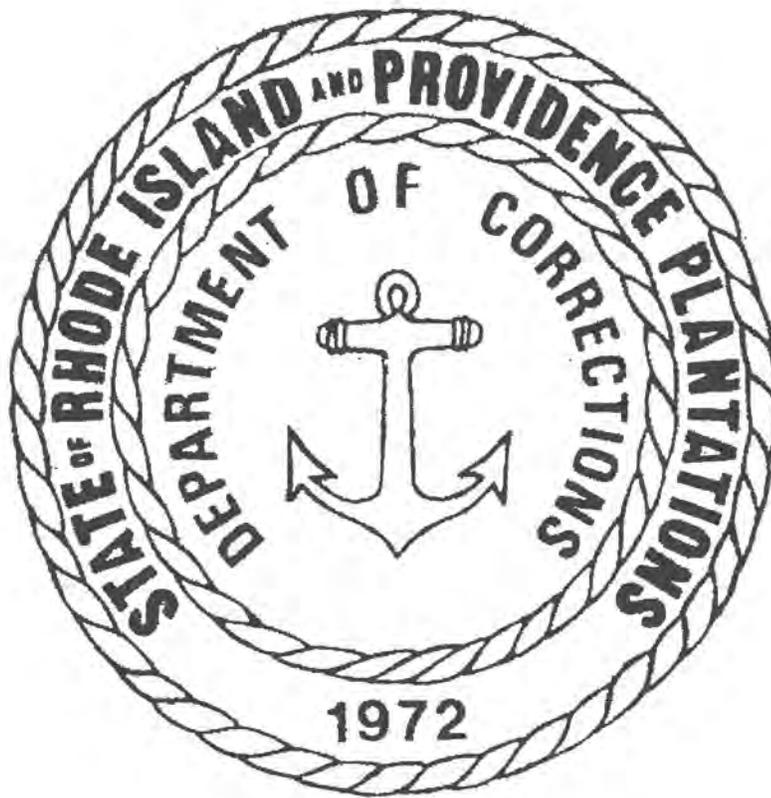


# **RHODE ISLAND DEPARTMENT OF CORRECTIONS**



**ANTHONY P. TRAVISONO INTAKE SERVICE CENTER**  
**Stephen Boyd, Warden**

**Inmate Rule Book**

April 2011

## **Foreword**

This handbook has been prepared primarily to help you in your adjustment to living at the Anthony P. Trivisono Intake Service Center. It is also intended to help you understand the facilities and programs available at this institution. Read this handbook carefully. It will help you know what is expected of you, and what you may expect from the staff.

We expect adherence to the accepted laws of society in addition to certain institutional rules, which are covered in this handbook. There is a reason for every rule. Fundamentally, they are established to enable a large number of people to live together in an orderly manner, and to ensure they do so as comfortably and as safely as possible.

All rules and regulations are subject to change due to the facility's efforts to maintain the highest standards of integrity, which afford the greatest opportunity for rehabilitative programs in a safe and secure environment for both staff and inmates.

Any items or activities not covered within this guidebook will not be allowed without express permission from the Warden or his/her designee.

## **Mission Statement**

To contribute to the safety of the public, employees of the Rhode Island Department of Corrections (RIDOC) and the inmates residing within the facility in the present and future through balancing the necessity for sound security practices with innovative and proven rehabilitative programming.

1. To provide clean, safe, secure and humane housing for inmates assigned by the RIDOC classification process, as put forth by court doctrines, and department policies.
2. To provide opportunities for inmates to develop usable skills through educational, vocational, rehabilitative, religious programs, inmate orientation, recreation, job employment, and staff interaction, in order to explore their own potential for becoming law abiding productive citizens of the community.
3. To screen the behavior of inmates assigned to the facility, through classification and discipline boards, programming, counseling, and staff interaction, to allow for further classification to more appropriate levels of confinement consistent with public safety.
4. To achieve a high level of professionalism, through team effort and continuous training, which will allow staff to be more effective role models in their interaction with inmates.

## **GANG ACTIVITY POLICY**

The Rhode Island Department of Corrections maintains a zero-tolerance policy on gang activity throughout the institution. The existence of gangs and gang activity within correctional facilities represents a great risk to both the safety and security of staff and inmates alike and is contrary to the mission and philosophy of sound correctional practices.

While at the Rhode Island Department of Corrections facilities, you will be prohibited from wearing gang colors, using hand signs or monikers, possessing gang related materials, or participating in any gang related activities to include recruiting. The inmate population is closely monitored for these activities at all times. Any violation of this policy will result in disciplinary action and downgrade of classification status.

## **Smoke Free Policy**

Tobacco use, particularly smoking, remains the number one cause of preventable disease and death in the United States. Involuntary exposure to environmental tobacco smoke (ETS) remains a common, serious public health hazard that is entirely preventable by adopting and enforcing policies. Smoking bans are the most effective method for reducing ETS exposure and are the only way to completely eliminate ETS exposure. Beyond eliminating ETS exposure among nonsmokers, smoking bans have additional benefits, including improved fire safety, reduced smoking intensity, potential costs savings to employers by way of lower healthcare and building maintenance costs and higher employee productivity due to absenteeism. In addition, all tobacco products (including chewing tobacco) have an adverse effect on health, sanitation, and the condition of the physical plant. Optimal protection of nonsmokers and smokers, therefore, requires a smoke-free environment.

Given correctional facilities' unique settings, the national trend of correctional jurisdictions adopting total smoking bans within their prison systems and that ETS exposure remains a common public health hazard that is entirely preventable, the Rhode Island Department of Corrections (RIDOC) intends to eliminate the problems and risks associated with exposure to tobacco and ETS to staff, inmates, visitors, contractors, and property under the control of RIDOC by rigorously enforcing a total ban on the use of tobacco products within its facilities.

## **General Information**

Your goal in this facility is to dispose / finalize of your court cases. Your behavior while you are here will be a determining factor in your involvement to reach that goal. Any questions you may have about the inmate rule book may be directed to your module officers. If they cannot answer your questions, they will either call the Superior Officer or give you a request form. You will be expected to obey and follow all orders given to you by the officers and staff. Rule books posted in all modules and in the library. Ensure you read this as soon as possible.

**Keep in mind that if it does not state you CAN in the guide book then you CAN NOT.**

## **Counts**

Counts are a very important part of the correctional system. Not being in your proper place for a count will result in disciplinary action. You are not to disrupt, delay, or confuse counts in any way.

Counts are taken at the following times and manner:

- 11:00 P.M.
- 3:00 A.M.
- 6:00 A.M.
- 10:30 A.M. - Standing
- 3:30 P.M. - Standing
- 9:15 P.M. – Standing
  
- All Emergency Counts- Standing

Inmates will be in their cells, standing upright next to their bunks, and facing the cell door so the correctional officer taking the count can easily see them. The inmates' picture ID's will be placed in the window so that the correctional officer can see the information printed on the ID.

## **Emergency Codes and Evacuation**

During all emergency codes and/or evacuation of an area, your full and immediate cooperation is expected and required. You must listen and obey all commands given to you by the correctional staff. Your safety depends upon this. Do not attempt to distract or interfere in any way with responding staff members. If you do, you will face disciplinary action.

## **Cell Cleanliness**

Module officers have the responsibility and authority to provide direction and supervision to offenders in maintaining the cleanliness of this facility. Each inmate is responsible for keeping his own cell clean. The cell must be clean and orderly at all times and bed must be made when not in use. Nothing will be placed on the walls, ceiling, vents, or doors. Writing on or defacing any portion of the cell will result in disciplinary action, restitution, and potentially, State charges.

No article of clothing will be hung from a bed or other area in a manner in which would obstruct the view of an officer. No clotheslines or strings are allowed. Inmates will be required to make their bunks by 7:30 A.M. and leave their bunks in an orderly condition throughout the remainder of the day until 9:00 P.M.

With the exception of H-Module and Segregation, each cell is equipped with a sink, toilet, lights and electrical outlets, desk with stool, and a bookshelf. Any problems with any of these items must be immediately reported to the module officer. If you fail to report damages upon being assigned to a cell, you will be held responsible for said damages. Any abuse of

furnishings or fixtures will result in disciplinary action with the possibility of having to pay for damages.

Porters are assigned to clean all common areas such corridors, showers, etc. You are expected to use baskets and trashcans, and to respect the living space of other inmates. Failure to do so may result in your being assigned to a cleaning detail or a more formal and severe discipline may result in disciplinary action.

### **Cell Assignments**

Module and cell assignments will be made according to the facility internal classification system. If a "Medical Bottom Bunk" is ordered for you, you will also be restricted to work within the housing unit - light duty only. Also, you will be restricted from participating in organized sports during the period of medical lower bunk status.

All requests for moves need to be addressed to the area lieutenant.

### **Searches**

ALL inmates are subject to be searched at any time, day or night. This includes strip searches as well as frisk and area searches. You are to cooperate fully with officers conducting searches.

It is not required that you be present when a cell search is conducted. The officers conducting searches will determine if you can be present during the search.

### **Sanitation Procedures in Housing Units**

Housing units shall be maintained in a clean and sanitary condition at all times. Officers will ensure that inmate workers conform to the cleaning schedule. Cells and living areas shall be maintained in a sanitary and orderly condition by daily sweeping, mopping, and dusting. Walls and other surfaces shall be washed frequently enough to keep them clean and vermin free. Windows and windowsills shall be included in wall washing procedures.

Each cell will be totally cleaned with disinfectant once per week. All walls will be washed. Care is to be taken not to get water in electrical outlets and not to let water puddle on the floor. All mattresses will be sanitized once per week. New commitments will sanitize their own mattress when first assigned to cell.

Litter shall not be permitted to accumulate anywhere (e.g. floors, corridors, cells, dormitories, etc.) Garbage and trash receptacles shall be emptied at least twice a day and washed out at least once a day. Toilets, urinals, sinks, showers, etc., shall be cleaned and disinfected daily. Inmates are not allowed to cut their own (or anyone else's) hair in any of the housing unit.

Sanitation is everyone's responsibility. It can only be accomplished through diligent cooperation of staff and inmates working toward a common goal – clean and sanitary living conditions.

## **Showers**

Showers have been provided in all housing units and are available at specified times. Inmates have the opportunity to shower daily and must shower at least three times per week. Showers will not be turned on until the module has returned from the dining room following the scheduled meal. You will be expected to respect the health of your fellow inmates by leaving the shower areas clean after you use them.

## **Telephone Calls**

Upon commitment, you will be issued a telephone personal identification number (PIN) number request form. You must fill out this form and deposit it outside the Dining Room. It will take up to 72 hours for you to receive a PIN number assignment. If you need to contact an attorney prior to receiving your PIN number, you must submit an inmate request slip to your area supervisor. Bail calls, if authorized, are done on both the 7-3 Shift and the 3-11 Shift.

Inmates are ONLY permitted to call those individuals on your approved list. You must use your PIN when placing calls. You may use the telephone in the module with the permission of the module officer. Abuse of telephone privileges by making fraudulent calls, harassing calls, or third party calls, may result in loss of phone privileges and criminal charges. Inmates are NOT permitted to use telephone cards. Telephone calls are monitored and recorded. All calls are a maximum duration of 20 minutes to allow each inmate access to the telephones. Inmates are not allowed to use each other's PIN's.

## **Television Policy**

Each housing unit is provided with a television set with the exception of the Segregation Unit. The module officer is the only person who shall operate the television. The television shall be operated during recreation periods. Television programs will be determined by inmate majority vote. Television watching is a privilege, not a right.

## **Urinalysis Procedure**

You may be required to give a urine sample at any time. Failure to give required urine will result in disciplinary action. Conviction of "Refusal or Failure to Produce a Urine Sample" will carry up to 30 days in segregation and possible loss of visits.

## **Laundry**

Personal laundry will be done once each week per the posted schedule. This schedule may be adjusted as needed.

Linen will be changed weekly according to the schedule posted in the module. The module officer will collect all linen. The officer will ensure that he/she collects two (2) sheets from each inmate. The module officer will make sure each inmate receives two (2) sheets when clean linen is passed out. Pillowcases are to be washed with your personal laundry per

schedule. The laundry schedule for your module will be posted on the bulletin board in the enclosed case.

### Inmate ID Badge Procedures

An inmate without a proper identification badge will not be accepted into scheduled work or program assignments. This means you will be restricted to your module except for meals or mandatory activities. Inmates requesting replacement badges must submit Money Transfer Slip in the amount of \$3.00 and notify your module officer for a new identification badge.

Inmates requesting a replacement ID Badge clip must submit a Money Transfer Slip in the amount of \$1.00 in order to receive a replacement.

### Proper Dress

All inmates will be properly dressed when they leave their cells. **Proper dress will consist of the issued blue pants and shirt (tucked in) with socks and shoes or sneakers.** Proper dress is required when out of cells in all areas of this facility except on outdoor recreation and gym. Footwear must be laced completely up and tied. All pants must be above hips (no busting a sag). Pant legs are not to be pegged or tucked into footwear.

### Correspondence

All mail sent to you should be addressed as follows:

(Your Name, Your ID #)  
(Your Module & Cell Number)  
P.O. Box 8249  
Cranston, RI 02920

While at the ISC, you are permitted to write to whomever you wish, except that correspondence with other inmates is prohibited. Postage stamps are available through the inmate commissary. Inmates without funds will be allowed to mail three (3) personal letters per week at State expense, first class postage only.

All legal documents including letters to attorneys, judges, or public officials will be mailed at State expense. Special delivery, airmail, foreign bound letters, and registered or certified mail will be mailed at the inmate's expense.

All outgoing letters must have your name and return address on the outside of the envelope to be mailed. Outgoing mail may be reviewed per policy. All incoming mail, excluding privileged legal mail, will be opened and inspected for contraband. Legal mail will be opened in the presence of the inmate.

If you have an immediate family member; e.g., mother, father, sister, brother, wife, or child who is incarcerated in one of the other Rhode Island Department of Corrections facilities, you

may request permission to correspond with them by asking your area supervisor for an Inmate-to-Inmate Correspondence Form.

Inmates are strongly advised to ask their family members to send money for deposit into their inmate account directly to:

Inmate Accounts  
51 West Road  
Cranston, RI 02920

All money orders should be made out to "Inmate Accounts" and include the inmate's name and ID number in the lower corner of the money order. The money will be deposited into your account more quickly if these steps are followed. **ONLY U.S. Post Office money orders and Cashier's Checks** will be accepted through the mail. **NO CASH SHOULD BE SENT THROUGH THE MAIL.** You will not be allowed to spend the checks until they have cleared the bank, which takes 10-14 working days. Only people on your visiting list can deposit money into your account. No credit transactions will be allowed.

Outgoing orders for magazines, soft-covered books, or other items, must be paid at the time of order. Packages arriving from UPS, Federal Express, etc., will not be accepted.

### **Medical**

"Sick Call" is conducted daily during the breakfast and supper meals. If you are to receive medication, you must go to the Medication Line prior to entering the dining room. Your medication will be dispensed to you at the Medication Window located outside of the dining rooms. You must take your medicine at the medication window as soon as you receive it. You will be required to open your mouth and demonstrate that you have taken your prescribed medication for the nurse dispensing the medication and/or the officer supervising medication line.

If you wish to see a doctor or dentist, fill out a Medical Request Slip. Medical Requests Slips may be obtained from the nurse at the medication window. Turn your completed form in to one of the nurses at the medication window. Medical staff will review your request and arrange for you to see the doctor / dentist on an as-needed basis. All medical emergencies and / or injuries must be reported immediately to your module officer. A review of the medical co-pay policy is located at the end of this guidebook.

Routine dental care is not provided. Emergency dental problems must be reported at sick call via a Medical Request Slip.

The Anthony P. Trivisono Intake Service Center recognizes that detainees may experience stress and depression upon incarceration. If you are experiencing anxiety, stress and / or depression, notify your module officer immediately. The Anthony P. Trivisono Intake Service Center has two clinical social workers on duty to address mental health issues as needed.

## **Medical Co-Payment Procedures**

At the infirmary or dispensary, you will be asked to sign a medical care / co-pay sheet authorizing payment for services or supplies. If you believe the service or supply is exempt (that is, one of the exempt items listed below\*), you should discuss this with the person who gave you the money transfer slip. However, refusal to sign the slip can result in your not receiving the requested services.

If you have insufficient funds to cover the charge, the amount of the co-payment will be deducted from your account and will result in a negative balance. When your account has a negative balance because of such medical services charges, one-half of all subsequent deposits will be used as an offset to the charges until such time as the charges have been paid in full. There are no restrictions on the other half of deposits beyond.

Inmates are responsible for sharing the cost of medical services and supplies provided to them. The specific services outlined below were determined and approved following a public hearing on the subject of medical co-payment.

No inmate will be refused medical treatment based upon his inability to pay. Indigent inmates will be provided the same access to necessary health care services as inmates who are able to pay for the service. You will NOT be charged for medical services that were initiated by the department, nor will inmates be required to pay for follow-up medical visits advised by medical staff. After you have received a health care related service, a charge form will be forwarded to Inmate Accounts and the co-payment will be deducted from your account.

Any questions regarding this health care service co-payment policy should be addressed first to the facility nursing staff, followed by the Health Services Administrator if further clarification is needed.

Inmates will be charged a \$2.00 co-payment for each inmate-initiated visit, generally referred to as "sick call visit." The following services are excluded\* from the co-payment requirement: Emergency services as a result of potentially life threatening illnesses or injuries as determined by the medical authority, initial assessments during committing and classification process, entrance physicals, transfer evaluations and annual physicals for inmates over forty (40) years of age, laboratory work including inmate requests for HIV testing, EKG and radiological procedures, immunizations, tuberculosis (TB) testing, vaccines and other treatments instituted by RIDOC for public health reasons, psychological and social work services and referrals to psychiatrists by qualified health care personnel, dressing changes and other treatments ordered by health care staff, medical visits initiated by medical / mental health staff and staff-scheduled follow up visits related to an initial problem or chronic condition, and yearly dental visits and dental referrals made by health care staff.

### **MEDICATION CO-PAYMENT:**

- a. Inmates will be charged \$1.00 for each order of a non-exempt medication not available from the Inmate Commissary.

- b. Exempt medications are defined as drugs or medications that the Food and Drug Administration (FDA) has determined require a prescription. Non-exempt medications are those generally sold "over the counter."

**DENTAL SERVICE CO-PAYMENT:** Inmates will be assessed a co-payment on a fee-for-service approach for both onsite and off-site treatment as noted.

- a. \$2.00 for any dental visit including, but not limited to, each restoration, extraction, examination, root canal, surgical removal of an impacted tooth, other minor surgery and adjunctive procedure such as occlusal adjustment, denture adjustment in-house denture repair / reline.
- b. \$5.00 for denture repair per arch.
- c. \$6.00 for denture laboratory reline and for night guard per arch.
- d. \$75.00 for cast partial dentures per arch.
- e. 100% of the replacement cost of any dentures lost, stolen or broken, if dentures are less than one year old, except where it has been determined that RIDOC staff were negligent.

Inmates, including parole violators, will not be charged for the initial dental examination performed during the committing and classification process.

**PROSTHETIC CO-PAYMENT:**

- a. 50% of the acquisition of any prosthetic device, not to exceed \$300.00 per device.
- b. 100% of the replacement cost of any prosthesis lost, stolen, damaged, or destroyed by the inmate, except where it has been determined that RIDOC staff were negligent.

**OPTICAL DEVICES:**

- a. \$2.00 co-pay for each non-RIDOC initiated visit to an optometrist.
- b. \$2.00 co-pay toward the purchase of eyeglasses.
- c. 100% of the replacement cost of any eyeglasses lost, stolen, damaged or destroyed by the inmate, except where it has been determined that RIDOC staff were negligent.

**Missed Appointments:** Any inmate who fails to appear for a scheduled billable appointment will be charged \$2.00.

**Visits**

Visiting, both social and professional, is recognized as one of the most important activities that take place at the ISC. It is our policy to provide a visiting room that is as free from institutional and custodial restraints as possible, yet still conforms to our security standards. Visits will take place on a rotating basis – scheduled visiting hours are posted in the module and available at the reception desk. You may have up to nine (9) people on your visiting list.

Clergy are permitted to visit. Such visits are to take place during regular visiting periods. Arrangements may be made through the Chaplain's Office. Clergy, who are not members of the chaplaincy team, may be added to your visit list as clergy-of-record and will not count against your visit total.

Attorneys-of-record may visit inmates as frequently as is necessary for the purpose of assisting their clients. When possible, these visits are to take place during normal visiting hours. A separate area is allotted for these visits.

1. Inmates may have up to nine (9) adult names on their visiting list (mother and father count as one, as long as they reside at the same address).
2. Visits are limited to two (2) adult visitors and one (1) minor per inmate at a time. All of an inmate's minor children may visit at the same time. Minor children cannot be left alone to visit.
3. At the end of this handbook is the Department's Visitor Dress Code. You are strongly urged to review it and make your visitors aware of its content. Visitors are often denied entrance because they, for example, aren't wearing proper undergarments or can't clear the metal detector due to underwire bras (female visitors), or they are wearing sandals or sports wear. The dress code is available to visitors at the reception desk; however, you are urged to do your best to inform them of the dress code as soon as you can so they can readily comply with facility entrance procedures.
4. Departure from the visiting area by either the visitor or the inmate may terminate the visit. An exception will be made if a visitor needs to use the restroom.
5. Kissing and embracing will be limited to the greeting and departure of the visitor. Inmates and visitors may hold hands above the tabletop.
6. Nothing is to be brought into the visiting room, including candy, and visitors are not allowed to wear any jewelry except a wedding ring and / or engagement ring. No crosses or watches. A medic alert bracelet or necklace will be allowed as long as the tag is flat and is not constructed with any type of compartment.
7. Articles will not be exchanged between visitors and inmates.
8. A clear baby bottle with clear liquid and one (1) diaper will be allowed in with a baby.
9. NO FOOD OR DRINK IS ALLOWED IN THE VISITING ROOM.
10. Minors must be accompanied and supervised by a parent or legal guardian, or an adult with a signed approval slip from the parent or guardian, along with the minor's birth certificate. All approval slips must be filled out at reception desk. The parent or legal guardian must appear in person and complete the form authorizing another adult

to bring their child into the visiting room. The signature must be witnessed by the Reception Desk Officer and proper identification must be presented by all parties.

11. Visitors must show proper photo ID upon signing in at the visiting desk. The only photo IDs that will be accepted are: state driver's license, Department of Elderly Affairs ID, RI State ID card, issued by the Department of Transportation, military ID card or passport.
- 12. Any visitor with a felony criminal record or pending felony charge or misdemeanor drug charge, who is not an immediate family member, will not be granted visiting privileges. Immediate family members, who have a felony conviction or pending felony charges, may be granted visits once each month with the approval of the Warden or Deputy Warden.
13. Hats or headgear of any type are not allowed in the visiting room unless required by religious practice (e.g. Muslim female, Jewish male).
14. A visitor can visit **ONLY** one inmate at the RIDOC (Only immediate family members with valid proof are excluded from this rule).
15. Visitors will be in control of their children at all times.
16. Loud, abusive and obscene language will not be allowed.
17. Inmates will not converse with other inmates' visitors. Limit your conversation to your own visitors.
18. All inmates will be strip-searched after every visit.
19. Minors cannot be left unattended in vehicles on State grounds or in the reception area.

Violation of any of these rules can result in the termination of the visit as well as disciplinary action!

#### **RIDOC 11.01-4 DOC; Code of Inmate Discipline**

- **PUNISHABLE CONDUCT AND DISCIPLINE SEVERITY SCALE: REFER TO: RIDOC 11.01-4 DOC; CODE OF INMATE DISCIPLINE**
- Being found guilty of any infraction of the rules at a Disciplinary Board will result in your loss of equal amount of good time **AND** that month's statutory good time – the sanction plus the 10 days that most inmates are awarded for good conduct.
- This is in accordance with Rhode Island General Law.
- You are encouraged to think very carefully about the consequences of violating facility rules and Department policy. A disciplinary sanction of 5 days loss of good time can cause you to serve more than two additional weeks on your sentence – 5 days for the sanction and 10 days of statutory good time that you would have earned if you remained discipline free for the month.

- The Code of Inmate Discipline will be strictly enforced. Make thoughtful decisions as to how you conduct yourself during your stay here.

### **Disciplinary Waiver: (Two-Nighter)**

- A disciplinary waiver is used for infractions that require more than a warning, but not a booking.
- Signing a waiver means you will be restricted to your bunk for up to forty-eight hours.
- You will be allowed out for meals only.
- A disciplinary waiver will start discipline immediately and will end at the same time 2 days later.
- No Good Time is lost when accepting a disciplinary waiver (two-nighter).

### **Formal Booking**

- A booking is a formal charge of a violation of the rules, which requires a hearing before an administrative disciplinary board.
- The Disciplinary Board meets twice per week.
- If you wish to appeal the decision of the hearing officer, you must state this at your hearing.
- You have three (3) calendar days to submit your request for appeal to the facility Warden.

### **Grievance Procedures**

- Lieutenant Violante is the facility Grievance Coordinator and handles all grievances.
- Request a level 1 grievance form from him/her if you believe that it is appropriate.
- Your grievance must be submitted within five (5) days of you having learned of the problem.
- **The following are the three areas non-grievable by the inmates:**
  - Decisions by the Discipline Board – Those inmates dissatisfied with the Disciplinary Board's decisions should appeal said decision through the existing disciplinary appeal procedure.
  - Decisions made by qualified medical personnel related to an inmate's health.
  - Unlawful acts committed by an inmate are not grievable by the inmate.
  - Appeals of grievances will be sent to the facility Warden.

### **Recreation**

- As per schedule, housing units are assigned specific times for recreation in the day rooms or yard.
- The yard is open, per schedule, for men who wish to play basketball, walk, jog, or just sit.
- Gambling is not allowed.
- **Running is only allowed while actively participating in recreational activities.**

### **Telephones**

- Telephones are available for recreational use in all housing units and in the Yard. These phones are for **collect calls only** unless you have put money on your

telephone account through the Inmate Accounts Office. A brochure explaining telephone procedures through the company contracted for inmate phone services is attached to this handbook.

- The telephones will be activated during designated recreational periods. Housing Unit Officers will set up phone schedules.
- Day Shift Captain handles pin #'s for phone lists
- Please make sure that you add any lawyers to your list as phone calls will not be authorized from the counselor's office.
- You are permitted up to 10 personal telephone numbers and 5 attorney telephone numbers on your personal phone list (pin list).
- ALL PERSONAL CALLS WILL BE RECORDED. Attorney calls will not be recorded.

### Work Opportunities

- Superior Officers designated by the Warden handle all job assignments. Your Unit Officer can tell you specifically to whom you should submit your job request.
- Send your request for a job to him/her and specify any skills or training you may have.
- The Job Assignment Lieutenant, who makes assignments on a regular basis, will distribute jobs.
- Pay ranges from \$.50 to \$3.00 per day.

### Law Library

- The law library is located on the second floor near the C-D Mods.
- Proper dress and ID tag are required at all times.
- Law library time is allocated in one hour blocks to each Mod several times throughout the week. **The schedule is posted in each module.** If you are in need of additional time, you may request it by submitting a slip to the Day Shift Captain who will determine if your request is valid and notify you accordingly of the decision.
- There are inmate law clerks available to assist you.
- Law library books are not to be removed from the Library.
- The copy machine is not to be operated by anyone other than the assigned, paid copy machine operator.
- There is a five-cent per page charge for all legal related copies.
- For case law and reference material not found in the facility's Law Library a request may be submitted to the RIDOC's law librarian. Be specific when you submit your request, as you will be charged per page for copied materials.

### Recreational Library

- The recreational library is supervised by the Library Officer. General reading books may be requested via a request slip. Note the topics or type of book you wish to read. The library clerks will attempt to find you an appropriate book.
- Books are checked out for two-week periods and they should be returned in the same condition as when you received them.
- You are responsible for them, if loss, stolen, or damaged restitution will be required. If books are not returned within a timely manner, disciplinary action may be taken.

### **Chaplaincy Services**

- The Chaplaincy Team is here to help you with your religious needs while at the RIDOC and to help you in your transition back to the church community when you leave.
- Any questions you have should be directed to the appropriate Chaplain.
- There are regular worship services and Bible studies.
- The chaplains are an excellent source of help in coping with family emergencies such as; a death in the family or terminal illness. Do not hesitate to contact them.

### **Request Slips**

- Request Slips are a means of communicating with the various officials of the RIDOC.
- It is necessary to submit your request to the correct person in order to get an accurate, timely reply.
- Do not submit requests to multiple persons within the chain-of-command, as it may significantly slow down the response time. Example, if something easily resolved by the module officer is also referred to his or her Lieutenant, Captain, and Deputy Warden, everyone in the chain-of-command will have to weigh in on the matter. Something that could be resolved on the spot could take weeks to answer because of the number of staff involved.

### **The Chain of Command in the Intake Service Center is as follows:**

1. Correctional Officer or Counselor
  2. Lieutenant
  3. Captain
  4. Deputy Warden
  5. Warden
  6. Assistant Director
  7. Director
- Failure to follow the chain-of-command may result in disciplinary action.

### **Haircuts**

- Anyone needing a haircut will send a request slip to the officer in charge of the barber shop. S/he will then schedule you for a haircut.
- Haircuts will be limited to one (1) within each 30 day period.
- No specialty haircuts (high & tight, fades, mohawks, multiple parts, etc.) will be given.
- No haircutting allowed outside of the barber shop.
- Hair clippings found outside of barber shop will be considered as means for escape and appropriate action will be taken.

### **Educational/ Vocational Treatment Programs**

- Programming is somewhat limited in this building because the majority of offenders are only housed here for a few days to a few weeks.
- Notices for available programming will be posted in each housing unit, along with instructions on how to submit a request to participate.
- At the time this guidebook is being revised, educational services are only available to offenders age 21 and younger.

### **Store Orders**

- Store orders may be purchased through the commissary store.
- Inmates may purchase up to \$50.00 worth of store orders each week.
- Notices will be posted in each unit advising you as to what day store order forms are collected, how the store order forms are to be filled out, what products are available and when store orders are delivered.
- Problems may be resolved through a store order grievance form, which can be provided in the dorm, by commissary personnel.
- The plastic bags that store orders are packaged in must be turned in for disposal as soon as your store order items are placed in your assigned cell. You are NOT permitted to retain the plastic bags in your cell.
- You must keep your store order receipts until the store order items listed on it are consumed or used up.
- Like all other personal property, store order items may not be passed or given to another inmate. You may be asked for the store order receipt at any time to prove ownership of store order items.

### **Restoration of Lost Good Time**

- You may request restoration of lost good time, due to discipline, within 6 months of your release date.
- All requests for restoration time must be sent to your unit counselor.

### **Data Sheets**

- In order to keep track of your good time and industrial time, you will be provided with a (dated) data sheet upon entering the dorm.
- You will then be responsible for tracking your good time and industrial time.

### **Ledgers**

- Ledgers are sent monthly by inmate accounts at the beginning of each month.
- Please keep track as you would a bank statement.
- If there are extraordinary circumstances in which an updated ledger is needed your counselor will assess the request and determine if a ledger is warranted.

### **Classification Board**

Upon sentencing, you will be scheduled to see a Classification Board.

- The Classification Board meets approximately once per week.
- You cannot be transferred to Minimum Security if you have a (n):
  - Immigration detainer
  - Pending felony charge
  - If you are serving a sentence of more than 5 years (you must see the parole board to be eligible for Minimum Security).

### **Parole**

- Reports are completed by counselors approximately 2 months prior to hearings.
- You will need:

- A letter of support (who you will live with)
- Job letter on company letterhead (otherwise it must be notarized) OR
- Verification of disability support
- If you are requesting parole to an inpatient program, you do not need the aforementioned letters.
- If you have an immigration detainer or other hold, you can only be paroled to that detainer.

### **Counselor Information**

- **Counselors Can Provide:**
  - Data sheets
  - Pending charges
  - Parole minutes
  - They provide counseling assistance and referrals.
  - They are available at lunch or through your dorm officer for immediate problems or questions.
- **Counselors Cannot:**
  - Change data sheets, charges pending, etc. The Records and Identification Unit does that.
  - Get ledgers. Inmate Accounts sends a ledger out every month.
  - Make non-essential phone calls for you.
  - Handle phone/ PIN requests and problems.
  - Do BCI's for visits.
  - Deliver store orders.
  - Deliver your mail or mail things for you.
  - Handle problems with clothes, property, etc.

### **SPECIFIC RULES OF THE MODULES**

No cell doors will be left open at any time. There is no exception to this rule.

No obstruction of cell window, vents or doors are permitted. No pictures or other items are to be hung on any cell walls, doors, lights or any dayroom walls.

All inmates shall close their individual cell doors whenever they exit from their cells.

**NO LOITERING ON TIERS.**

No inmates are allowed to enter any cell but their own. Any violation will result in disciplinary action.

All inmates shall be in their cells for all counts. Only the Warden or his/her designee may authorize an inmate to be out during the court for a specific reason. All inmates are required to stand at their door with their ID badge in hand for all standing counts.

**RADIOS AND TELEVISIONS:** No loaning or taking of radios or televisions from one cell to another. All radios and television sets must be ordered without speakers from the inmate commissary. Television sets will be allowed for inmates who are confined at the ISC for more than thirty (30) consecutive days. Radios and televisions shall be recorded on inmate property cards. Any alteration of the radio or television, such as cone / splicing of a wire, will result in loss of said items for thirty (30) days. Once radios and TVs leave the facility, they will not be allowed back into the facility.

**WATCHES:** Watches may be purchased through the inmate commissary. Only watches bought from the inmate commissary are authorized in the Intake Service Center. Watches will not be exchanged, loaned, given away, or sold.

Individual cell cleaning (floor washing) will occur according to the module schedule. Beds must never be left in disorder. Module officers will conduct regular inspections of cells to make certain this rule is obeyed. Sheets and blankets will be spread completely over beds and tucked in on sides or folded neatly at the foot of the bed. Upon being assigned to a cell, all inmates will wash their mattress with an approved disinfectant. The module officer will provide instructions on the use of disinfectant. The entire cell will be sanitized at least once per month, in accordance with the established schedule.

The module officer will control the use of telephones. Telephones may be used during your recreation period and the officer will keep a log. No third party calls are permitted. Telephone calls are subject to monitoring and limited to an inmate's approved telephone list. Phones automatically shut off at twenty (20) minutes.

Whenever you leave your cell, you must wear the issued uniform, footwear and identification badge. You will not be allowed out of your module until you are in compliance. Shirts will be tucked into your pants and sleeves will be rolled down. Sandals may be worn only in the shower.

Inmates will be held liable for the loss or damage to State clothing and equipment except for normal wear. You are not to alter, damage, trade, or dispose of issued clothing or equipment. Do not alter personal clothing (ripping sleeves off of T-shirts).

Inmates are not allowed to sit on railings, the tables or the stairs.

Inmates are not allowed to stand in restricted areas, in front of control centers or other designated areas.

No clothing or towels are to be hung on any railings.

After showering, dry off only in designated area. No horseplay is allowed.

While on recreation in the module, you will not yell or call to other inmates who are in their cells.

No passing or receiving of anything unless given permission by the module officer.

Inmates scheduled for court will pick up their court clothes at the clothing room window located in the committing room. Inmates must take all their court clothes to court with them. Any items left on the hanger will be destroyed.

Identification badges must be worn at all times. Replacement of lost or broken badges will be arranged through the module officer. There is a replacement fee that will be charged to inmates for a replacement badge.

When going to court, inmates will place all personal belongings in a blue plastic bin and turn it over to the collection officer at the dining room prior to breakfast. Bedding will remain in your cell. Inmates must be able to place and secure all their property within the boundaries of their assigned blue bin. All property that cannot fit within the boundaries of the blue bin is considered excess, and will be confiscated and disposed. (This does not include State-issued linen and uniforms, legal material relevant to a pending case, and a store bought television). Legal materials can be stored separately, but must be secured with all other items when inmates are going to court.

All inmates (both awaiting trial and sentenced) **MUST** take all their belongings with them when they are sent to court. (Televisions will be secured separately). State-issued linen and uniforms are to remain in their cells)

All property that an inmate leaves in his cell when going to court will be considered excess, and will be confiscated and disposed of. This includes all toiletries, food items, legal materials, and all other inmate property.

Inmate cannot for any reason whatsoever take any personal items or paperwork with them to court.

Shirts must be worn and tucked in at all times when outside of the cell. The only exception will be during outside recreation, when shirts may be removed.

Module televisions will not be turned on until all cell doors are secured for recreation.

Showers will not be turned on until after the module has returned from the dining room following scheduled meals. Shower times may vary due to scheduling changes (chow, visits, etc.)

Not every rule is written here; when in doubt, ask your module officer.

## **INMATE SCHEDULE**

6:30 a.m. Court wake up. Inmates scheduled for court will be woken and will get ready for court.

- 7:15 a.m. Court men sent to breakfast in Dining Room #2.  
General population breakfast feedings begin.
- 7:30 a.m. General population module recreation and activities begin as per schedule.
- 9:00 a.m. First outdoor recreation period begins as per schedule, weather permitting.  
First law library period opens as per schedule.  
Haircuts begin as per schedule.  
Education classes begin.  
Religious services begin as soon as feedings are completed.
- 10:20 a.m. All recreation and activities end. Lock down.
- 11:15 a.m. Lunch feeding begins in Dining Room #1.  
General population module recreation resumes as per schedule.
- 1:00 p.m. Second outdoor recreation period begins as per schedule, weather permitting.  
Second law library period opens as per schedule.  
Haircuts begin as per schedule, and education classes begin.  
Religious services begin as soon as feedings are completed.
- 1:10 p.m. First visiting period begins.
- 2:15 p.m. Second outdoor recreation period ends.
- 2:30 p.m. General population module recreation and visits end. Lock down.
- 3:45 p.m. General population module recreation begins.
- 4:00 p.m. Supper meal begins in Dining Room #1 per schedule.
- 4:30 p.m. Third outdoor recreation period begins as per schedule, weather permitting.
- 5:00 p.m. Second visiting period begins.
- 5:30 p.m. Third outdoor recreation period ends.
- 5:45 p.m. General population module and outdoor recreation ends. Lock down takes place as soon as the feedings are completed if later than this time.
- 6:30 p.m. Last general population module recreation begins as per schedule.  
Last outdoor recreation begins.  
Second visit period ends.  
Third law library period opens as per schedule.
- 7:00 p.m. Third visiting period begins.
- 7:30 p.m. Third law library period ends.
- 7:40 p.m. Last law library period opens as per schedule.

- 8:00 p.m. Last outdoor recreation period ends.
- 8:30 p.m. Third visiting period ends.
- 8:40 p.m. Law library closes for the day.
- 9:00 p.m. General population module recreation ends. Lock down.
- 11:00 p.m. Lights out.

## **INSTITUTION RULES AND REGULATIONS**

The condition of living quarters at the ISC is of great importance to every inmate. Regulations concerning living quarters will be strictly enforced so that everyone will attain the maximum benefit from what has been provided.

## **THE FOLLOWING ITEMS MAY BE FOUND IN EACH CELL:**

- 1 wastebasket
- 1 mattress per bunk 1 or 2 metal beds
- 1 bookshelf with clothes hooks 1 pillow per bunk
- 1 metal mirror (affixed to wall) 1 desk with stool

### **ISSUED ITEMS**

- 1 towel, 1 blanket
- 1 laundry bag, 1 pillowcase, 2 sheets per inmate
- 1 mattress per inmate, 1-jumpsuit/Module porters will receive two

### **ADDITIONAL AUTHORIZED ITEMS**

- 1 package of razors, 1 powder
- 1 fingernail clipper, 1 toenail clipper – no file attached, 1 comb or an Afro comb (plastic only)
- 1 denture cup, 1 denture brush – (denture wearers only)
- 1 denture adhesive, 1 bottle denture powder
- 1 deodorant stick, 1 toothbrush
- 4 bars soap, 1 tube shaving cream
- 1 tube shampoo, 2 lotions (hand or body)
- 1 soap dish, 1 toothbrush
- 2 toothpastes, 4 magazines
- 1 calendar 3" x 5", 1 watch
- 2 newspapers (by subscription only), 2 notebooks
- 4 AA batteries, 1 Bible or Koran
- 2 boxes stationary with envelopes, 2 books of postage stamps
- 2 ballpoint pens (plastic only), 2 wooden pencils, 4 books (excluding legal or educational books)
- 1 pair eyeglasses
- 1 photo album purchased from inmate commissary, 1 pair shoes, 8 pair of socks

### ADDITIONAL AUTHORIZED ITEMS (continued)

1 pair sneakers (pump sneakers not allowed, maximum value \$50)  
8 T-shirts (white only, no pockets)  
8 under shorts – white only  
2 Pairs of thermal underwear, 1 pair shower shoes  
2 personal towels or 1 State, 4 facecloths  
1 headphone splitter, 1 radio with headphones  
1 wooden cross on string. 1 Medic Alert bracelet, if required  
1 wedding ring (no stones), 1 deck playing cards  
1 cubic foot of paperwork including legal briefs  
Any additional items sold in Keefe commissary in moderate amounts (1-8)

(Religious items i.e. rosary and prayer beads, will NOT be worn around the neck. Keep in cell only, unless attending a religious service.)

NOTE: All appliances must have inmate's name and ID number engraved on them. Any item with scratched out markings or names will be confiscated. No appliance may be altered in any way.

Although the inmate commissary does not regulate the amount of items that are purchased, it is every inmate's responsibility to maintain authorized property limits.

### AUTHORIZED ITEMS WHEN OUTSIDE OF CELL

1 wedding ring, 1 handkerchief  
1 plastic comb, 1 ballpoint pen (Module only)  
1 pencil (Module only), 1 pair eyeglasses or sunglasses with case  
1 watch  
Books with materials needed for educational training

### ITEMS CONSIDERED CONTRABAND – ANY ITEM NOT LISTED BELOW INCLUDING:

Electric razors  
Tape players or tapes (without approval of Shift Commander)  
Cigarettes/Cigarette lighters/matches or tobacco products of any type  
Rings (other than wedding bands) Earrings / piercings  
Watches not on inmate's manifest. (All watches must be purchased from Keefe Commissary.)  
No razors out of cells. You must shave in your cell, not in the shower.

NOTE: With the exception of books, newspapers, and magazines ordered directly from the publisher, inmates are not allowed to receive packages from sources other than a Department-approved commissary company. You are not allowed to receive food items or

personal property through the mail from any source. All items will be purchased through the inmate commissary.

**PERSONAL BELONGINGS (TRAPS)** Upon commitment, you will be given the opportunity to mail personal items that are not allowed into the facility to your home address. If you have no permanent address, your items will be sent out with your first visit. Packages returned by the post office, will be held for six (6) months, and then returned to the central mailroom. Personal items left in the committing room or your cell after discharge will be destroyed after ten (10) days.

**BAIL/BONDSMAN** Bail may be paid through the bail commissioner located at the facility's administration area. The assistance of a bondsman may be obtained by using the inmate pay telephone in the modules. You may bail yourself with money in your inmate account by using a money transfer slip marked for bail. The Bail Unit can be contacted at 462-2261 Monday through Friday between the hours of 8:00 a.m. and 8:00 p.m., Saturday and Sunday 2:00 p.m. to 6:00 p.m. There is a \$25 fee for processing bail documents. Bail discharges take place Monday through Friday at 1:00 p.m., 5:00 p.m., 7:00 p.m., and 9:00 p.m. On Saturday and Sunday, discharges take place only at 6:00 p.m.

**BARBERSHOP** Inmates needing haircuts will give their names to their module officer. The barbershop will open as per schedule. No custom or bizarre haircuts will be done. Shaving of designs, numbers or letters is prohibited. Inmates are not allowed to cut their own hair (or anyone else's) in the housing units. Haircuts will be limited to one per month.

**CLOTHING** Clothing stored in cells must be neatly folded or hung on clothing hooks provided in your cell. All issued clothing and towels will be marked to identify that they are ISC property. Issued clothing shall be worn at any time you are out of your cell, and you shall be held liable for the loss or damage to State issued clothing or equipment. When it becomes unserviceable, report it to your module officer and turn it in for replacement.

**COMMISSARY** A private corporation operates the inmate commissary. If an inmate has a problem with the commissary, he must fill out a Commissary Service Complaint Form. The module officer can give you a form.

All inmates may submit commissary requests once per week. All commissary requests must be submitted during the breakfast meal on Mondays or in accordance with the posted schedule. The container for commissary requests is located next to the mailbox outside of the dining rooms. Inmate may purchase up to fifty dollars (\$50.00) worth of goods from the Standard Commissary Item Schedule. There is no current dollar limit on the nonstandard commissary list, which includes clothes, television sets, radios, etc.

Commissary orders are delivered on the following Tuesdays, Wednesdays, and Fridays. Re-routes are delivered on Saturdays. Items such as television sets and radios are typically delivered within two to three weeks of submitting your order.

**COURT CLOTHES** The only civilian clothes allowed in the ISC are court clothes. The reception officer will accept court clothes daily between 9:00 a.m. and 10:15 a.m. An exception to this rule will be made for new commitments that are going to court the next day. These clothes are stored in the clothing room. No civilian clothing is allowed in the cells.

**COURT CLOTHES – INMATES SCHEDULED FOR COURT** If you are scheduled for a court appearance, your module officer will notify you at 6:30 a.m. on the day of your hearing. All inmates scheduled for court are required to be dressed and ready at 7:00 a.m. Inmates scheduled for court are required to place all their personal belongings in their blue bin and bring it with them to breakfast. A correctional officer will collect all the blue bins before inmates enter the dining room. The only items allowed to remain in your cell are bed linens. Any other items left behind when you go to court will be considered abandoned property and destroyed.

Upon completion of the breakfast meal, inmates scheduled for court will be escorted to the committing room where they will be strip searched for contraband and issued their court clothes. All inmates are required to wear all their court clothes to court. Any items that are left behind will be destroyed. If the inmate returns to the Intake Service Center from court, his blue bin will be returned to him and he will carry it to his assigned cell.

**COURT – INMATES RELEASED FROM COURT** All inmates discharged from court will be allowed to pick up their personal belongings at the reception desk.

Weekdays: 7:00 a.m. – 10:00 a.m., 1:00 p.m. – 2:00 p.m., and 4:00 p.m. – 10:00 p.m.

Weekends: 7:00 a.m. – 10:00 a.m. and 1:00 p.m. – 2:00 p.m.

**NOTE:** Inmates have ten (10) days to pick up personal belongings. Inmates unable to pick up their belongings at the specified time may call 462-3805 and arrange to pick up their belongings between 3:30 p.m. and 5:00 p.m. This request will require 24-hours advance notice. Items not retrieved within ten (10) days will be destroyed.

**DRUG USE** While housed at the ISC, you will be subject to urine testing for illegal substances. Any inmate in possession of illegal drugs will be subject to disciplinary action and criminal charges. Visitors are also subject to criminal charges if found in possession of illegal substances or if they attempt to convey illegal substances into the facility.

**EDUCATIONAL PROGRAM** Educational programs in GED preparation and Adult Basic Education are available. A request form (pink slip) can be sent to the education section for enrollment information.

**INMATE EMPLOYMENT** In order to be considered for a job at the ISC, you must have been incarcerated for a period of 30 days and remain discipline-free. If you are disciplined within your first 30 days at the ISC, you will be ineligible for a job until you remain discipline-free for a period of 30 days. After 30 days grace period, you can fill out a "**Job Eligibility Form.**" Once you have submitted your application, you will be reviewed and placed in one of the following categories: A+, A, B, or C. The categories are determined by your charges, SRG status, discipline record and enemy issues. Your job category will determine where you can

work while housed at the ISC. Once you are placed on the Job Eligibility List, you can submit a request form or speak with an Officer in the area that you wish to be employed. All inmate porter jobs that work strictly in housing module are classified "C" jobs.

If you receive discipline because of an infraction of the rules or you are discharged from the ISC, you will be removed from the active eligibility job list and you will have to resubmit a job eligibility application upon your reintegration back to normal population. Inmate workers will be paid once per month. You may hold only one job. If you receive discipline because of an infraction of the rules, you will be removed from your job. All employment at the ISC is strictly at the staff discretion. No inmate at the ISC is guaranteed work and employment may be terminated without notice.

Inmates designated as Security Risk Group Level #1, and #2 are limited to jobs in their housing modules. All other inmates identified as SRG will be placed based on case-by-case determination.

**FURLOUGHS** On occasion, furloughs are granted on an emergency basis for reasons such as a death in your immediate family. The inmate's family may make the necessary arrangements by calling the Chaplaincy Office at 462-5215.

**HOUSING UNIT RECREATION** Housing unit recreation shall take place in the individual Modules at specified times. Inmates may elect to stay in their cells; doors secured. Housing unit recreation will be per schedule.

**LAW LIBRARY** Inmates may request access to the law library during regularly scheduled library hours through the module officer. Requests for extra library time should be directed to area supervisor, \*\*\*Note: extra library time is only granted to inmates that are listed as pro se on charges holding said inmate incarcerated. Law library schedules are posted on the module bulletin boards.

**MEALS** Except for inmates on discipline, all meals will be taken in the ISC dining rooms per schedule. All inmates will be required to be fully clothed for all meals. No food is to be taken out of the dining rooms at any time. Inmates are not allowed to trade food with each other. Meals are portion controlled. The ISC doctor must authorize a special diet in writing if an inmate's situation requires it.

No special diets are accommodated without this authorization. Inmates are not allowed to remain alone in their cells during meal times. If both inmates in a cell choose not to attend meal, they may stay in their cell. All other inmates must attend meal whether they eat or not; they will follow the module movement to and from chow. Staying in the dayroom until the module returns from the meal is not allowed. All inmates shall enter and exit the dining rooms in a quiet and orderly fashion. No loud, unruly behavior will be tolerated. Only a normal tone conversation is permissible amongst the occupants of each assigned dining table. Conversation is limited to the table at which you are seated. Once seated, you will remain seated until the dining room officer instructs you to leave.

**RECREATION FOR ADMINISTRATIVE AND PUNITIVE LOCKUP** Recreation for punitive and administrative lockups take place in the housing unit. It shall be restricted to one hour per day, Monday through Friday. Recreation begins **AFTER FIVE DAYS LOCKDOWN.** Showers will be offered on a daily basis. Showers may be denied by the area supervisor if an individual's conduct threatens the security and good order of the facility.

**RECREATION ROOM AND COURTYARD** Outside recreation is contingent on weather conditions and take place in the assigned courtyard per schedule. During inclement weather, recreation will be restricted to housing unit dayrooms. Sitting on ground against fences is prohibited. Inmates will not be allowed to remain alone in their cells during outdoor recreation. If both inmates in a cell choose not to attend outside recreation, they may stay in their cell. All other inmates must attend outside recreation whether they want to or not; they will follow the module movement to and from the outside yard. Staying in the dayroom until the module returns from the yard is not allowed.

**RELIGIOUS SERVICES** Religious services are conducted per schedule for Catholic, Protestant, and Muslim faiths. Religious needs can be addressed by request to the Chaplain's Office (pink slips). Religious service schedules are posted on the Module bulletin board.

**UNIFORMS AND PERSONAL LAUNDRY** Uniforms and personal laundry will be picked up weekly according to the module schedule and returned the next day. The module officer will distribute the clean laundry according to the schedule. Laundry schedules are posted on the module bulletin boards.

### **RULES APPLYING TO THE INTAKE SERVICE CENTER SEGREGATION UNIT**

- A. All inmates committed to this unit will be strip searched and their property inventoried.
- B. All inmates being escorted out of the module will be handcuffed behind their back.
- C. Inmates housed in segregation will be responsible for cleaning of their assigned cells. Trash will be emptied daily.
- D. Showers will be allowed daily during exercise periods except Saturdays, Sundays, holidays, and lockdown days.
- E. Inmates will be allowed to send out and receive mail Monday through Saturday.
- F. Inmates on exercise will confine their exercise to the dayroom floor, not on the tiers or in front of other inmate cells. Inmates must remain within the designated area. Inmates on recreation will not converse with inmates locked-in.
- G. Inmates will not pass / receive anything from other inmates.
- H. Inmates will be allowed out for one (1) hour exercise daily after five (5) days. All time out of cells will be considered exercise time. Weekends and holidays are excluded.
- I. When out of cells for exercise, inmates will be properly dressed in an inmate uniform. Inmates will wear an inmate uniform going to showers.
- J. Running will NOT be permitted in the dayrooms.
- K. Store orders will be limited to personal hygiene items. Cough drops, candy, snacks, etc., are not allowed.

- L. Inmates are not allowed to wear any jewelry, except a plain gold wedding band.
- M. Any inmate that receives a disciplinary report while in segregation will automatically begin another five (5) day lockup. Any inmate placed on disciplinary report while in segregation is considered a threat to the security and safety of the unit.

AUTHORIZED ITEMS FOR INMATES SERVING DISCIPLINARY CONFINEMENT:

CLOTHING

- 1 jumpsuit
- 1 pair of shower shoes
- 8 pairs of underwear
- 1 pair of footwear (boots NOT allowed)
- 8 pairs of socks

BEDDING

- 1 mattress
- 2 sheets 1 blanket

WRITING MATERIAL

- 1 seg. pen
- 1 book of postage stamps
- 10 envelopes
- 1 writing tablet (no cardboard backing)

When living in segregation, an inmate cannot order more than the amount of (1) of any particular item per week. Food items ordered will be returned to the store and your account credited.

TOILETRIES

- 1 bar of soap
- 1 tube of toothpaste
- 1 cup (no cover)
- 1 deodorant
- 1 toothbrush
- 1 can of body powder
- 1 towel
- 1 roll of toilet paper
- 1 bottle shampoo / squeeze caps removed (placed in locker)
- 1 comb: no Afro picks or brushes

NOTE: Shaving gear is issued and retrieved by 7-3 Shift Officers

READING MATERIAL

- 1 religious book
- 1 book (not hardcover) received from outside publisher

### EYEGASSES

1 pair prescription only

### MAIL

7 personal letters

2 pictures

Newspapers and magazines are not allowed in segregation and will be stored in your traps for up to 30 days. Newspaper subscription may be placed on hold by submitting a request slip to the Segregation Lieutenant.

### LEGAL MATERIALS

A reasonable amount as defined by the Deputy Warden is authorized. That amount will not exceed one cubic foot. Excess material will be stored and exchanged upon the inmate's written request to the area lieutenant.

### EXCEPTION

Exceptions will be considered via the request slip system and the Deputy Warden will have final approval.

## MINIMUM STANDARDS OF CONFINEMENT WHILE IN DISCIPLINARY CONFINEMENT

1. A cell equipped with lighting sufficient for reading, toilet, sink, bed, blankets and mattress.
2. Suitable clothing.
3. Personal hygiene supplies including soap, toothbrush, toothpaste, powder, toilet and toilet paper. Writing materials, type and amount at discretion of Superior.
4. Prescription eyeglasses.
5. Reasonable reading material, the inmate may have two soft-covered books.
6. Meals of the same type and quantity as the general population (No fruit).
7. Showers at least twice a week.
8. Exercise outside cell, not to begin until after five (5) days, unless otherwise ordered by institutional physician.
9. Right to send mail and receive letters.
10. Access to medical facilities via pink slip.
11. Access to counselor via pink slip.

For purposes of punishment, no inmate, under any circumstances, is to be deprived of any item or activity required under these Minimum Standards provisions. However:

1. Whenever, in the judgment of the Assistant Director, Warden, Deputy Warden or Superior Officer in charge of a facility, there is a danger that an inmate will destroy a required item, or will be injurious to himself or another person, any of the above minimal entitlements may be denied in order to remove the danger.

2. Upon removal of a minimal entitlement, a written report shall be made and forwarded to the Warden of the ISC within 12 hours identifying the inmate, the item or activity that has been removed or denied and the reason therefore.
3. Upon receipt of a report indicating the inmate is a danger to himself or others, the Warden or his designee shall arrange for a physician to visit the inmate as soon as possible.
4. In all cases where minimal items or activities are removed or suspended, they shall be restored as soon as it appears safe to do so.

## **GRIEVANCE PROCEDURES**

The following procedure will be followed for the resolution of grievances. The inmate will obtain a Request for Resolution of Grievance Form from the superior officer in charge of their particular module. After filling it out, the inmate will keep one copy of the grievance form for their record (goldenrod copy). The superior officer will forward the three remaining copies of the grievance form to the Institutional Grievance Coordinator. The Institutional Grievance Coordinator will investigate the grievance and make recommendations to resolve it.

The inmate must file his grievance within five (5) days of the incident or actual knowledge of the problem. Decisions by the discipline board are not grieved. Those inmates dissatisfied with discipline board decisions should appeal the decision through the existing disciplinary appeal procedure.

Punishment or disciplinary actions will not result from submitting a complaint or grievance unless the individual demonstrates a pattern of abuse of this process by submitting clearly frivolous or repetitious issues.

Decisions made by qualified medical personnel regarding an inmate's health cannot be grieved. Unlawful acts committed by an inmate cannot be grieved.

### **Anthony P. Trivisono Intake Service Center**

#### **RULES AND REGULATIONS INMATE GUIDE BOOK**

Accepted and Signed  
April 3, 2011

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Stephen Boyd, Warden

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Donna Collins, Deputy Warden

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Sergio DeSousarosa, Deputy Warden

