

RHODE ISLAND DEPARTMENT OF CORRECTIONS



John J. Moran Medium Security
Sergio DeSousarosa, Warden

Inmate Rule Book
March 2013

FOREWORD

This handbook has been prepared to provide you with specific information that will help you over the course of your stay at the John J. Moran Medium Security Facility. It is also intended to help you understand the facility rules and make you aware of the 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 will 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, rules are established to enable a large number of people to live together in an orderly manner and to insure they do so as comfortably and as safely as possible.

Each week, newly committed inmates are required to attend a mandatory orientation, which provides rules and regulations of the facility as well as listings of programs and services available. Staff members are designated from various institutional departments to present information regarding their areas of responsibility.

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 specific approval from the Warden or Designee.

MISSION STATEMENT

The mission of the Rhode Island Department of Corrections (RIDOC) is to contribute to public safety by maintaining a balanced correctional system of institutional and community programs that provides a wide range of rehabilitative options for offenders.

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 Adult Correctional Institution 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

Remember: Your goal in this facility is to be classified to a lower security and prepare yourself for successful re-entry into the community. Your behavior while you are here will be a determining factor in how long it takes you to reach that goal.

Any questions you may have about the inmate rulebook may be directed to the Module Officer. If he/she cannot answer your question(s), he/she will either call the Superior Officer or give you a request form.

This is the Adult Correctional Institution. No matter what your age, you are expected to behave like an adult and you will be treated as an adult. At all times, you are expected to demonstrate common courtesy and mutual respect towards others.

You will be expected to obey and follow all orders given to you by the officers and staff. When you receive two conflicting orders, carry out the last order first. In a case where you believe the order was unjust, you may bring it to the attention of a superior officer at a later time.

If it does not state you **CAN** in this book, then you **CAN NOT**.

ORIENTATION

Orientation is held for all newly arrived inmates at Medium Security. Topics discussed are employment, housing, classification, programs, parole, inmate accounts, and communication. The topics are presented by various staff members and are designed to be informative in nature.

EMERGENCY CODES & EVACUATIONS

During all emergency codes and/or evacuations of an area, your full and immediate cooperation is expected and required. You must listen and obey all commands given to you by officers and other staff members. Your safety depends upon this. If you are outdoors at the time of a code, **you are expected to move off the walkways and make every effort to not impede responding staff in any manner.** If you are indoors, and not personally involved in the code, **move to the far side of the room/area and await further instructions from staff.** Any attempt to interfere with emergency response or other efforts involving safety and security will be considered a disciplinary infraction of the highest level. Your responsibility during a code is to stay out of the way of responders, and allow staff to do their jobs.

In the event of a fire, there are primary and secondary fire evacuations posted throughout the facility. Follow staff's orders and be familiar with the posted evacuation routes. Monthly fire drills are conducted to assist all inmates with becoming familiar with the facility fire evacuation procedures.

CELL ASSIGNMENTS

Most cells in this facility are double bunked. Inmates will be chosen for these cell assignments in the following manner:

1. Volunteers
2. Involuntary with compatible cellmates
3. Involuntary with non-compatible* cellmates.
*Temporary only when no other compatible bunk space is available.

Inmates who refuse double cell assignments will be subject to disciplinary action and possible downgrade in classification.

Housing unit and cell assignments will be made by the 7-3 shift Housing Lieutenants.

Top tier cell assignments will be the decision of the bidded, 7-3 shift, Dayroom Officer. You should not automatically expect to get a top tier cell assignment. However, length of time in module, length of sentence, employment, program involvement, behavior and attitude may be considered in determining when an inmate will be allowed to move to a cell on the top tier.

It is easier to lose a top tier cell than to get one. Changes in discipline, behavior, attitude, employment, and program involvement are only a few of the ways. If you do not adhere to policy and procedure or if you demonstrate a poor attitude, you are not likely to retain a top tier cell. Although it does not happen often, you may be directed to vacate a top tier cell because of an operational or medical need. Such circumstances are unavoidable.

If a "Medical Bottom Bunk" is ordered for you, it will be on the bottom tier only, to eliminate stair climbing. You will also be restricted to work within the housing unit, light duty only. You will be restricted from participating in organized sports or strenuous activity such as weight lifting unless specifically recommended by the treating physician during the period of medical lower bunk status.

Inmates assigned to bottom bunks who do not have a medical order for the same will be required to accept a top bunk assignment if the bottom bunk is needed to accommodate an inmate with a medical order.

Other cell moves may take place for security or emergency reasons.

LIVING QUARTERS

Module Rules

- By 8:30AM each morning, all beds are to be made with blankets on them. Inmates will not be allowed to sleep under blankets until after the 8:00PM crossover.
- Proper dress is required in dayrooms. Pajamas, sweats, thermals, slippers, shower shoes, etc. are not allowed to be worn in dayrooms until after 6:00PM. Shirts will be worn at all times. Shirts must be tucked in. Tee shirts may be worn during summer schedule. (Look to the proper dress section for details).
- All cell doors will be kept closed and locked at all times.
- When going to the shower area, adequate clothing must be worn to cover all private parts. Inmates who are going to and from the shower and are not properly dressed may not loiter in the dayroom.
- Bedding and towels of any kind are not allowed out of cells at any time except for exchange and shower purposes.
- Shower shoes and sandals are not to be worn outside of housing areas.
- **Inmates are not allowed to enter any cell except their own.** Inmates are not allowed to talk to each other through cell doors. Congregating at cell doorways is not allowed. ANY VIOLATION will result in inmate being placed on disciplinary report.
- Inmates are not allowed to hang around on the top tier. Inmates who live on the top tier may enter and exit their cells at appropriate times. Module porters will be allowed on the tier for cleaning purposes only.
- **Sitting or standing on stairs, railings, tables, or trash barrels are prohibited at all times.**
- No entering other side of module without permission.
- No one will be allowed near EXIT doors except during mass movements or normal exit from modules.
- RUNNING is not allowed inside the housing module or any other building.
- 10-Minute movements (Crossovers) are one way. If out, you can come in, if in, you may go out.
- Incoming mail is distributed by module officers. Inmates are not allowed to handle the mail of another inmate.
- Inmates are not allowed to sit at the module officer's desk.

- It is forbidden to bang on the control center windows.
- Horseplay will not be allowed; horseplay is considered fighting. Staff can not guess what your mindset is when you engage in violent behavior, thus, it will be considered fighting; no other excuse for such conduct will be accepted.
- Inmates will be required to place all trash in the wastebaskets and/or trash barrels. Trash barrels and wastebaskets will be utilized for trash only.
- There will be no alterations to the tier, cell, or stairwell lighting.
- There is no eating in the module dayroom area.
- No articles of clothing should be hung on any railings or doorknobs.
- When you are discharged or transferred to another facility, you are expected to turn in all your uniforms, bed linen, blankets, and pillow to the Committing Room Officer, along with your laundry bags. You must also have all your personal property with you as well.

Facility Schedule

7:15AM (weekends 7:30AM) - Dayrooms open, and morning Breakfast meal begins.

- Court inmates and special diets are called first.
- Industry workers eat and report to the industry foyer for work.
- All other inmates eat and return to their respective mods and await the opening.

8:30AM - Daily operations begin.

1st call- 5 minute movement to the Gym (for scheduled modules.)

2nd call- 5 minute movement to Education.

3rd call- Yard opens.

9:30AM - Crossover 10 minute movement (One way movement only.)

10:15AM - Morning operations complete, all inmates return to cells for count.

10:30AM - Formal standing count conducted.

11:15AM - Lunch meal begins.

12:30PM - Afternoon operations begin.

1st call- 5 minute movement to the Gym (for scheduled modules.)

2nd call- 5 minute movement to Education.

3rd call- Yard opens.

1:30PM - Crossover 10 minute movement (One way movement only.)

2:20PM - Recreation and activities ends, Industry closes.

2:30PM - All inmates return to cells.

3:30PM - Formal standing count conducted.

4:00PM - Evening meal commences.

1st Call - All Inmates on regular or special diets.

5:00PM - All inmates return to their cells, and facility lockdown.

6:00PM - Evening operations begins.

1st call- 5 minute movement to the Gym (for scheduled modules.)

2nd call- 5 minute movement to Education.

3rd call- Yard opens.

7:00PM - Yard closes for 1st Evening period.

7:15PM - Yard opens for 2nd Evening period.

1st call- 5 minute movement to the Gym (for scheduled modules.)

2nd call- 5 minute movement to Education.

3rd call- Yard opens.

8:15PM - All areas closed, Yard is secured. All inmates return to their modules.

8:45PM - All inmates return to their cells, and facility lockdown.

9:00PM - Formal standing count conducted.

Module Cleanliness

Module Officers have been instructed to keep a close watch on the cleanliness of this facility. The Module Officer will determine whether or not it is clean enough.

Inmate porters are assigned to clean all common areas such as corridors, showers, etc. However, 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 clean the entire dayroom area or a more formal discipline.

You will be expected to respect the health of your fellow inmates by leaving the shower areas clean after you use them. Failure to do so may result in your being assigned to clean the entire shower area or a more formal discipline.

Cell Rules

- All items not explicitly stated in this book as being allowed in Medium Security are **not** allowed. Look into the personal property section for complete listing of allowed items.
- You will be held responsible for everything found in your cell. To avoid any possession of contraband charges, you are required to check your cell carefully to ensure it is clean and free of contraband daily. This includes your mattress and pillow. If you find any contraband, you are to turn it over to your Dayroom Officer immediately.
- Clear vinyl pockets have been attached to inside of each cell door. You must keep your current property inventory list, any approved medical slips for bottom bunk or other medically approved items, and current store receipts in it. You are not allowed to put calendars, pictures, or schedules in it.
- Anyone found in possession of property not recorded on their inventory sheet will be subject to disciplinary action. Such property will be confiscated.
- Personal laundry will be handled as described under the "Laundry" section in this booklet.
- Dirty clothes will be kept inside your laundry bag.
- All footwear will be neatly lined up along opposite wall of the writing desk (See Appendix B).
- Winter coat may hang from clothing hook.
- Cosmetics and clothing must be kept in the footlocker. Excess clothing and cosmetics that are allowed, but will not fit into the footlocker, due to footlocker being full, may be placed on the desk or upper shelf in an orderly, neat manner. No article of clothing will be hung from a bed or desk. No clothes hangers, clotheslines, or strings are allowed.
- One footlocker per inmate. All footlockers are to remain closed and under the bottom bunk, when not in direct use. Footlockers will be considered not in use when the inmate is asleep or out of the cell.
- All your belongings, (except television, dirty clothes, winter coat, footwear and excessive clothing or cosmetics) will be kept inside your locker at all times.

- There will be no abuse and damage of cell walls, doors, floors, etc. (i.e. kicking, scratching, writing on, or defacing of any type). You will be required to pay for any vandalism found in your cell after your assignment. Any vandalism found is to be reported to your Dayroom Officer immediately.
- The State of Rhode Island is not responsible for the theft or vandalism of any personal property, including radios and television sets.
- Cleaning supplies and/or equipment are not to be kept (stored) in any cells, including inmate porters' cells.
- Inmates are required to place all trash in the wastebaskets and/or trash barrels.
- Inmates are required to make their beds and have their cells in a neat orderly condition by 8:30AM daily.
- Inmates may not be under bedding (blankets or sheets) from 8:30AM to 8:00PM.
- All inmates must be standing by their bunks for the 10:30AM, 3:15PM, and 9:00PM counts and all emergency counts.
- There will be no painting, coloring, drawing, writing, photos, or displays of any types on any personal items in the modules or cells such as footlockers, waste baskets, game boards, TV, etc.
- Making of art and craft items may not be practiced in cells. Pencil drawings are allowed but may not be displayed in cell.
- **No pictures, photos, greeting cards will be** hung or placed on walls, doors, tables, shelving, TV's, footlockers, bottom of bunks, etc., or stuck behind switch plates, placed in vinyl pouch on door or **displayed in any fashion.** Each inmate is allowed only 12 photos and they may be viewed at their pleasure, but must be kept in footlocker (photo albums may be used to protect the 12 photos, but are still required to be stored in footlocker).
- Nude pictures will not be displayed anywhere in the facility.
- Bent pen bodies or items made to alter flow of water from water faucet will not be allowed.
- Newspapers must be current issues only, with no more than 2 issues on hand and none older than one week. Magazines must be current issues only, upon receipt of a new issue, old issues must be disposed of by sending home or placing in the trash. No more than 3 different magazine subscriptions allowed. Personal papers will be restricted to what can fit into an average shoebox. Legal papers will be current, active cases only and are limited to one cubic foot unless previously approved by the Deputy Warden or higher authority.
- Table covers (towels, cloth, and clothing) are not allowed.
- No washing of clothes allowed in cells or showers.

- Nothing will be allowed to hang over the cell window, door window, or air vents of your cell.
- No curtains or window coverings will be allowed.
- No posters or bulletin boards are allowed in cells.
- Nothing will be allowed on the windowsills.
- Nothing will be placed in front of, behind, on, or under the cell doors.
- Plumbing (fixtures, sinks, toilets) and furnishings (desk, bed, wall, books, etc.) cannot be painted or altered in any way unless under designated policy. Cell decor will remain the same for all cells.
- Inmates will be required to use headset or jack while their television or radio is in use. Homemade speakers (cones) are not permitted.
- Displayed wires (homemade antennas) are not allowed, and altered wires cannot be used for any reason.
- All televisions, radios, and cell lights will be turned off when inmates leave their cells.
- Cell lights are not to be obstructed or covered in any way.
- No rugs or floor coverings will be permitted in the module or cells, except for prayer rugs. Praying is permitted in cells only; not in dayrooms. Prayer rugs may only be on the floor while inmate is praying and must be stored in footlocker when not in use.
- Vacant bunks will not be used as shelving or storage. Makeshift shelving will not be allowed.
- There will be no tampering with or blocking of any locking device, door, gate, or window.

Cell Cleanliness

It is your responsibility to keep your cell neat and clean at all times.

Inmates will be responsible for the cleanliness of their cells and the areas immediately adjacent to their cells. No article of clothing will be hung from a bed or desk in a manner in which it would obstruct the view of an officer. Blocking of air vents and obstruction of cell windows is prohibited. Housekeeping supplies and equipment are available upon request from the Module Officer. **You are not allowed to store housekeeping supplies or equipment in your cell.** Return all supplies and equipment to the officer after use.

Inmates will be required to make their beds by 8:30AM and leave their cells in an orderly condition with footlockers under the lower bunk. Double bunk cells must share the space under lower bunk.

Personal Hygiene

- You are required to maintain a clean and presentable appearance at all times. You will bathe regularly.
- Fingernails will be trimmed to fingertip length.
- Footwear will be worn when outside your cell. Shower shoes may only be worn to and from the shower area.
- Clothing will be clean and in an acceptable state of repair, to include the presence of all buttons.
- Hair must be clean and cannot obstruct the face. Ties, elastics, or any other material are not to be used to tie hair back.

Showers

Showers will be available at cross over during indoor recreation and at the discretion of the dayroom officer.

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:

- 12:00 AM
- 3:00 AM
- 6:00 AM
- 10:30 AM – Standing*
- 3:15 PM - Standing*
- 9:00 PM – Standing*

All Emergency Counts – Standing*

***INMATES WILL STAND by THEIR ASSIGNED BEDS SO THE OFFICER TAKING THE COUNT CAN EASILY SEE THEM.**

LAUNDRY

Personal laundry will be done once each week per schedule, according to the following procedures:

- Inmates with dirty laundry to be cleaned will put their dirty items into mesh laundry bags and seal them with laundry ties. Laundry ties are

issued each week to the inmate population. Sheets and pillowcases should be placed in a separate laundry bag. All laundry bags must have the inmate's name on them.

- All laundry bags will be sent to the Laundry to be washed. Laundry carts are provided in each module on the appropriate day according to laundry schedule. Use the proper cart for the type of clothes to be cleaned. Laundry bags are not allowed to cross the yard unless in the carts.
- When filling your bags, do not pack clothes tightly. Clothes must be able to move in the bag or they will not come out clean. There is an eight-pound limit on all bags sent to the laundry.
- Clothes are not to be washed in cells or in any other sinks or showers of this Facility. The laundry is provided for this service.

HAIRCUTS

Medium Security has its own Barber Shop staffed with inmate barbers and barber apprentices. The Barbershop Apprentice program provides selected inmates with the training and means to achieve their Barber License. The Instructor or a licensed inmate barber will monitor all haircuts.

Anyone needing a haircut will send a request slip to the officer in charge of the Education Area entrance. S/he will then schedule you for a haircut. No specialty haircuts (high & tight, fades, Mohawks, multiple parts, etc.) will be given.

Inmates working in Industries or living in program modules, which restrict daytime access to barbershop, will be scheduled for haircuts during evening hours.

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/PROGRAMS

To apply for any educational or vocational program, send a request slip to the Education Officer. Inmates will be informed if different arrangements must be made. Some of the courses available are as follows:

1. Atkins Life Skill Program
2. Adult Basic Education
3. Community College of Rhode Island
4. Computer Literacy Classes
5. General Equivalency Diploma (GED)
6. Youth Basic Education
7. Barber Apprenticeship Program
8. Carpentry/Cabinet Making Class
9. Sheet Metal

PROPER DRESS

All inmates will be properly dressed when they leave their cells. **Proper dress will consist of khaki pants and khaki shirt with socks and shoes or sneakers.** White T-shirts can be worn in place of khaki shirts during summer schedule. Proper dress is required when out of cells in all areas of Medium Security except on outdoor recreation and gym.

Proper dress areas require all shirts be buttoned up and tucked in; this includes during mass movements such as to and from dining room and education. Boots, shoes, and sneakers must be laced completely up and tied. All pants must be above hips (no "busting sag"). Pant legs are not to be pegged or tucked into footwear.

Hats are not to be worn indoors.

Visor hats, when worn, must be properly aligned on the head. They may not be worn backwards or cocked to the side.

During Outdoor Recreation and Gym the following clothing items and combinations will be allowed.

- a) Khaki pants – with khaki shirt or T-shirt.
- b) Sweatpants – with sweatshirt or T-shirt.
- c) Gym trunks – with sweatshirt or T-shirt.

Only above combinations will be allowed. All shirts, except sweatshirts, must be tucked in at all times except when actively involved in a physical activity such as playing ball, lifting weights or jogging. Upon completion of the activity and before stepping on the walkway the inmate must return to proper dress.

Shirts may be removed for sun bathing or when actively engaged in strenuous activity and during cool down period afterwards but only on the grass. Inmates will be fully dressed on the walkway unless actively engaged in the strenuous activity of jogging or speed walking. The term "walkway" very specifically includes the patio outside of the dining room, education, shift command, and dispensary area. Shirts must be worn in **all areas** on the Westside of the riot gate except the in the area of the handball courts.

Although shirts may be removed while participating in recreation, when an inmate approaches a staff member for the purposes of making an inquiry of any kind, said shirt shall be worn by the inmate prior to the initiation of any discussion.

No clothing items may be ripped, altered, cut down, or changed in any way.

Khaki pants, sweatpants, and gym trunks must stay up above hips (no sagging) and cannot be taken off at any time during outside recreation.

Inside recreation calls for khaki pants, khaki shirt, socks, and shoes or sneakers. However, T-shirts can be worn during summer schedule. Pajamas, sweats, and slippers can be worn only after 6:00PM. Robes cannot be worn in dayrooms, except to and from the shower area.

Thermal underwear shall not be worn as an outer garment anytime.

Coats shall not be worn indoors except when an inmate is on his way to or from the yard or when in dining room during meals.

Winter hats (tokes) and/or gloves may only be worn with the winter coat. Tokes and gloves worn without coats will be confiscated.

Sunglasses may be worn outside only. No mirrored sunglasses will be allowed. If you wear prescription sunglasses and you will be entering an area such as dining room, visiting room, education area, etc., bring your clear prescription glasses with you so you can change them while inside.

Inmates expecting visits are to remain properly dressed while in the yard so as not to make visitors wait needlessly while inmates go to their cells to change.

All movement outside your housing unit will require you to have your ID badge displayed on the left breast area of shirt (pocket if item has one) or left side of waistband if no shirt.

Summer schedule, for the purpose of proper dress, is from May 15th to October 15th unless otherwise noted.

During the summer schedule, inmates are expressly prohibited from wearing coats and/or winter toques outside of their cells. The only exception to this prohibition is the occurrence of inclement weather. Any exceptions must be specified by authority and will be determined on a case by case basis.

Inclement weather is defined as rain or where the temperature drops below 50 degrees.

Religious crosses and medals and prayer beads must be worn under the shirt.

CORRESPONDENCE

While at Medium Security, inmates are be permitted to correspond with whomever you wish unless prohibited by law (e.g., per a court order). However, correspondence with inmates at other RIDOC facilities and any other correctional facilities is prohibited.

Exceptions: Inmates may request permission to correspond with immediate family members who are incarcerated or co-defendants if both parties are Pro-se. All such requests must be submitted in writing on the designated form that can be found in the law library or obtained through your counselor. The completed form is to be submitted to your counselor who will forward it with a recommendation to the Deputy Warden. You will be notified in writing if your request is approved.

The inmate will pay for all postage costs for outgoing mail (with the exception of indigent inmates). This includes, but is not limited to, first class, special delivery, air mail, foreign bound letters, and registered or certified mail.

Stamp books are available for inmate purchase at the commissary. **Do not** use Money Transfer Slips for standard first class postage unless you are indigent.

- Stamps will not be accepted through visits or mail.
- Inmates are allowed to have no more than two (2) books of stamps in their possession.

- All stamps will be attached in booklets. No loose stamps are allowed.

Per request of the U.S. Postal Service, letters should not have pictures, drawings, artwork of any kind, or unnecessary writing on the front of envelopes.

All outgoing letters must be stamped and have your name and return address on the outside of the envelope. Letters without a name and return address will be opened and returned to the inmate, if possible. All outgoing mail will be deposited in the blue mailbox located outside the Dining Room.

If you are indigent, use the following procedure to mail letters:

1. Operational memorandum #2.25-2 defines an indigent inmate as one who is (1) involuntarily unemployed; (2) has less than ten (\$10.00) dollars in his active account; and (3) has had no deposits of ten (\$10.00) dollars or more in the previous two (2) months.
2. Procedure:
 - a. Use inmate Money Transfer Form
 - b. Fill in name and I.D. number
 - c. Check off postage
 - d. Write "Indigent" in section "Reason for transferring money"
 - e. Sign the form
 - f. Attach the form to your letter and submit to a Superior Officer (Brass) for verification.
 - g. Drop into blue mailbox.
3. Postage for three (3) recreational letters per week will be allowed.
4. All legal mail will be sent first class (no certified or registered mail when indigent).

All mail sent to you should be addressed as follows:

John Doe (your name)
BR-9B (Module, cell #, and bunk)
Box 8274
Cranston, RI 02920

All incoming mail will be opened and checked for contraband. If it is determined to be of a legal nature, the mail will be opened in the presence of the addressee.

It is requested that your family or friends send you money in the form of a check or money order. All such funds must come from someone on your visiting list and show a return address on the check or money order. For efficient depositing of funds, all **checks and money orders should be sent directly to Inmate Accounts and include your ID number.**

Inmate Accounts
51 West Road
Cranston, RI 02920

Cash will not be accepted through the mail. You will not be allowed to spend the money until it clears the bank and gets posted to your account, which could take up to ten working days.

NOTE: More information on sending and receiving money can be found in the Department Inmate Handbook, available in the law library.

You should direct your family and friends to the RIDOC Website on the Internet for information about making direct deposits to your account via the internet.

MEALS

Meals are served in the Dining Room during the scheduled, posted times. All inmates will be properly dressed during meals.

Meals are served at the following approximate times:

Breakfast 7:15AM

Lunch 11:20AM

Dinner 4:15PM

Inmates will pick up trays at the kitchen window and take their seats as directed by the officers. Before leaving the serving window, inmates must check their trays to make sure there is nothing missing. Once the inmate leaves the window, he will not be allowed to return to it.

Inmates are issued one set of plastic utensils, which they are responsible for and keep in their possession. A replacement set may be purchased from the Kitchen Officer when needed.

Inmates are not permitted to walk around during meals or to pass or receive food from others. No loud talking is permitted. Inmates entering or exiting the dining rooms will not talk or yell to others in the dining room.

Upon completion of the meal, all inmates must place their serving tray, with all their trash on it, in the return window of the Dining Room. Do not leave anything behind at the table. Everyone is responsible to help keep the area clean for the next person to use.

Inmate attendance in the Dining Room at meal times is optional. Inmates who do not wish to eat will be allowed to remain in their cells.

Foods and beverages are not to be taken in or out of the Dining Room.

If you have a complaint about a meal, you will quietly bring it to the attention of the Dining Room Officer or speak to the Superior Officer. If you do not get a satisfactory answer, submit a request slip to the Deputy Warden and air your complaint to him/her.

The Yard will be closed during meals. Inmates will not be permitted to linger in the Yard or use exercise equipment during traffic to or from the Dining Room. Inmates may be patted down (frisked) in the Yard, dining rooms, and/or module units during movements.

Adult Counselors and various staff members will be available to talk with all inmates during the noon feeding on the patio in front of the Dining Room. This is known as "Happy Hour." **All inmates must eat first, and then conduct business with staff.**

MEDICAL

Sick call will be as directed by the doctor. All requests to see the doctor will be made via request slip. You can obtain a request form in the dining room during meals. Fill it out and put it in the drop box titled "Medical Slips" located in each side of the dining rooms.

Requests for dental work will be made to the dentist via request slip.

Med lines are held after breakfast, lunch, and supper. EAT FIRST then, if need be, go to med line, unless you are specifically instructed otherwise by health services staff.

Many over-the-counter medications such as; Tylenol, aspirin, etc., are available through the commissary and will not be passed out at med lines. You may have up to ten packages of any combination in your cell. Anyone found in possession of unauthorized medication will be subject to disciplinary action.

Keep-On-Person (KOP) Medication program. Some inmates that are on prescribed medication may be selected to participate in this program. Those selected must have a lock on their footlocker, and they will be allowed to keep their medication in their footlocker instead of reporting to med line every day. Medical staff will inform you if you qualify for this program.

Tattooing and/or other forms of self-mutilation are not allowed at any time. Dirty needles spread disease including AIDS and Hepatitis. There is no cure for AIDS – it is a deadly disease.

VISITS

General Information

When an inmate transfers from the Intake Service Center (I.S.C.) or another security within the ACI to Medium Security, any visitor who has already cleared an NCIC/BCI check will still be on his visitor list. Inmates will be allowed to add visitors to their visitor lists by submitting a BCI form (Deposit in BCI box located in the yard). [See procedures on page 18]. Inmates will have the opportunity to have a total of up to nine (9) adults on their visitor list.

During their initial week transition period into Medium Security, inmates may submit a request slip to the Deputy Warden for emergency visits of immediate family who still have a NCIC/BCI check pending.

Visiting hours at Medium Security are:	Cut Off Times (Visits not allowed to enter)
1:10 PM to 2:45 PM	2:00 PM
4:15 PM to 6:00 PM	5:00 PM
6:15 PM to 8:30 PM	7:45 PM

***Times listed are in effect as of August 2010, but are subject to change. Such changes will be posted.**

There are no visits on Tuesdays.

Visit Schedule

As a result of our large population and limited space, visits are by schedule only. The schedule is made up every three months and lists the day and time your module is allowed to visit. The schedule works out to five (5) visits per week (see appendix A). On occasions, such as holidays, the visiting room may exceed its seating capacity. Therefore, a visit may be terminated early to allow other inmates to receive a visit during these times.

Visit List Limits

The designated BCI/NCIC Officer will maintain the approved visitor list for each Medium Security inmate.

Inmates may request to add a visitor to his visiting list by submitting a BCI Slip. These slips must be deposited in BCI mailbox located in the yard.

The maximum size of an inmate's visitor list (set at nine plus an additional two names for money purposes only) has been determined to be manageable given the visiting space available in Medium Security. An inmate's mother and father are counted as one person on the visitor list. Minor children are not counted but are allowed to visit (2) at a time with an original copy of the child's Birth Certificate when accompanied by a parent/legal guardian or an adult who has been given permission by the child's parent/legal guardian. (Permission slips can be obtained at the Reception Desk and must be submitted by the parent/legal guardian in person at the Reception Desk or signed in the presence of a Notary Public and submitted for approval by the Deputy Warden of Programs).

The designated BCI/NCIC Officer shall add to the inmate's visitor list those people who clear BCI/NCIC. Visits with approved individuals shall commence on the inmate's next scheduled visiting day.

Inmates may delete an individual from their visitor list by submitting a request slip or BCI Slip with "REMOVE" written at top of slip. Slips should be deposited in the BCI request box located in the yard. Any visitor who has been removed from any inmate's visiting list must wait 30 days before being added back on any visiting list.

Visitors may only appear on one inmate's visiting list unless approved by the Assistant Director for Institutions & Operations or his/her designee. The

only exception is where the visitor is an immediate family member of more than one inmate confined at the ACI. Immediate family consists of mother; father, brother, sister, wife, children, grandparents, and grandchildren. In this event, the visitor may be placed on each of the inmates' visiting lists. If the visitor wishes to visit with both inmates at the same time, such visits may take place in accordance with the visiting schedule of the "older" of the two inmates, assuming that both inmates do not live in the same module. Example: If inmate John Doe, Sr. lives in A Module and inmate John Doe Jr. lives in E Module, family members wishing to visit with both at the same time must do so based on the visiting schedule for A Module. At no time will any inmate exceed the five allowable visiting periods in a given week.

The Medium Security Reception Desk Officer shall have access to a current list of approved visitors (this is automated via a computer display terminal). Only those individuals whose names appear on the displayed visitor list for an inmate will be allowed to enter Medium Security.

Inmates are not permitted to place representatives of the media on their visit lists without prior approval by the Director or his/her designee.

BCI/NCIC Information

Each inmate shall submit a completed BCI/NCIC - Visiting List form to the designated BCI/NCIC Officer for each prospective visitor for a BCI/NCIC. A criminal background check will be conducted on all submitted visitors to reveal criminal history and/or outstanding warrants. Complete information about eligibility to visit can be found in 24.4-3 DOC Visits policy, which can be found in its entirety in the law library.

Note: Names on a visitor list that do not have correct information will be removed until a new BCI/NCIC form correcting the error has been processed. No prospective visitor will be allowed entrance into Medium Security until s/he is cleared by a BCI/NCIC or approved by the Warden or his designee.

Proper Dress for Visitors

Proper dress for both inmates and visitors is required in the visiting room. Inmate proper dress is explained in section "Proper Dress." Visitors' proper dress is as follows and applies to adults and children over the age of 12.

1. No spandex, stirrup, or sweatpants, swish pants, or any other tight fitting or athletic type clothing.

2. No low-cut, V-neck sweaters or blouses.
3. No sleeveless shirts or blouses.
4. No see-through clothing of any kind.
5. No blouses or shirts too short to tuck in or those, which expose the midriff.
6. No clothes with holes, rips, tears, or which in any way allow access to the skin.
7. No tank tops or halter tops.
8. No farmer jeans with metal buckles.
9. No skirts or dresses with slit that reach two inches or more above the knee.
10. No clothing with pockets torn out or torn so as to allow access beneath the garment.
11. No metal hair ornaments.
12. No khaki or beige clothing which could be mistaken for inmate clothing.
13. No camouflage, Army/Navy clothing.
14. No jewelry except wedding bands and/or engagement rings.
15. No underwire bras, they cannot clear the metal detector.
16. Undergarments must be worn.
17. No clothing which in the opinion of a Superior officer appears provocative or inappropriate.
18. No hooded clothing.
19. Visitors who are unable to pass the metal detector due to a medical condition must provide medical documentation prior to entering the John J. Moran Medium Security Facility. After such documentation is inspected, it will be entered into the computer for subsequent visits.
20. Visitors may attempt to clear the metal detector three (3) consecutive times. Failure to clear within three attempts will deny the visitor entry for the entire day.
21. No opened toed or opened backed shoes.

Personal Contact & Responsibility

1. The Visiting Room staff will assign seating.
2. A brief, closed-mouth kiss, and embrace are allowed at the start and end of a visit.
3. Handholding during visits will be allowed provided hands are above and centered on the table.
4. Cuddling, straddling, embracing, and fondling are strictly forbidden.
5. The inmates and their visitors are responsible for the good conduct and supervision of any children visiting. Children are not allowed to

- run around or play loudly and must be within arms reach at all times. Failure to properly supervise them will result in their not being allowed in and/or termination of current visit.
6. No food, candy, or beverages are allowed **into** or **out** of the Visiting Room. All items purchased must be consumed during the visit or disposed of in the trash receptacles provided.
 7. Visitors shall neither give articles to inmates nor accept articles from them while in the Visiting Room.
 8. Loud, abusive, and/or obscene language is not allowed.
 9. Inmates are not allowed to bring **anything** into or out of the Visiting Room.
 10. Inmates are to remain seated at all times. Only visitors are allowed to go to and use the vending machines.
 11. Changing of seats while in the visiting room is not allowed.
 12. Check around your table when arriving at and leaving from a visit. You will be responsible for any contraband found near your table.
 13. Vending machine money shall not exceed ten dollars (\$10.00) in coins and is to be kept in a small, clear purse or plastic baggie, zip lock type. Dollar bills are not allowed in the Visiting Room.
 14. Food items cannot be shared between the visitors and the inmate.
 15. Minor children cannot be left unattended on Department grounds or in a vehicle on State grounds.

SEGREGATION

An inmate may be transferred to DISCIPLINARY CONFINEMENT to await disciplinary action for the following reasons:

1. Being under the influence of an intoxicant.
2. Fighting, assault, or attempted assault.
3. Creating a general disturbance.
4. Inciting a riot, disturbance, or demonstration.
5. Escape.
6. Possession of a weapon or drug abuse.
7. Being booked for a second offense within a 24-hour period from the first.
8. Pending investigation of serious allegations.
9. Administrative Review

During the above time you will be fed in. All other activities will be suspended. All your belongings will be transferred from your module,

inventoried, and locked in the DISCIPLINARY CONFINEMENT Property Room.

Orientation for New Segregation Inmates

1. Standing counts are just that – not seated or lying on bunk.
2. Cells are to be kept clean and orderly.
3. Writing on cell walls is not allowed.
4. Hanging things on cell walls/doors is not allowed.
5. Destruction of state property, including tearing sheets, is a punishable offense.
6. Nothing is to be exchanged with any other inmate in DISCIPLINARY CONFINEMENT.
7. When out in dayroom, you must stay three feet out from each cell. This is as close as you may get to another inmate's cell.
8. "Fishing" is not allowed for any reason.
9. All items, to include food and containers given to you at a meal are to be eaten or returned after you have finished.
 - a. There is no exchange of food with other inmates.
 - b. No food is to be left in cell after feeding.
10. Recreation will commence on the sixth day of lock-up. If an inmate enters Segregation after 12:00 noon, he will not be credited for that day.
11. Showers will commence in accordance with the unit's regular shower schedule.

Any inmate whose behavior poses a threat to the security and good order of the unit may be denied a shower on the authority of the area lieutenant or higher authority.
12. Recreation will last for one hour. In that time, showers are available. Shaving gear is to be passed out and retrieved during the 7:00-3:00 shift only.
13. No haircuts will be given for the first thirty days, and thereafter by request slip only and with a valid reason such as a court appearance
14. Requests for materials or research in connection with the prosecution of any matter of a legal nature shall be made through the Education Area Supervisor.
15. Book cart will be available on the 3:00 -11:00 shift until 10:00 PM.

Items Allowed In DISCIPLINARY CONFINEMENT

For all inmates held because of discipline, investigation, or administrative (see administrative segregation section for exceptions).

Clothing Articles

2 Sheets only)	2 Towels	1 Set Thermals (winter)
1 Blanket	1 Face Cloth	7 Pair Under shorts
7 T-Shirts	1 Pair Shower Clogs	1 Pair Footwear (no boots)
7 Pair Socks	1 Pillow	2 Segregation uniforms

Cosmetics

1 Tube Toothpaste	1 Bar Soap	1 Powder
1 Deodorant	1 Comb or Brush	1 Toothbrush
1 Roll Toilet Paper		1 Plastic Cup

Writing Material

1 Pen or Pencil	1 Writing Tablet	1 Book Stamps
1 Box Envelopes	Letters (what will fit inside a shoe box)	

Jewelry Items

- 1 Religious Medal w/ Neck Chain (\$35 Value)
- 1 Wedding Band
- 1 Wrist Watch (\$35 Value)

Reading Material

- 1 Religious Handbook (Bible, Koran etc.)
- 2 Books (belonging to inmate)
 - Active Legal Material (belonging to inmate)
- 1 Pair of Eyeglasses (prescription)

Articles not allowed

Television/Radio	Photographs	Commissary food / left-over
meal items		
Coats/Gloves/Hats	Cards/Games	Belts
Robes	Cough Drops	Snacks
Pajamas		

All inmate property, with the exception of televisions, will be maintained in segregation pending their release into general population. Televisions will be maintained in the committing room/property storage area. Inmates

released from segregation during Saturdays, Sundays, or holidays will receive their television during regularly scheduled business days.

Administrative Segregation

Administrative segregation is defined as separation of an inmate from the general population on a temporary basis pending investigation, classification, or transfer to another facility. This status may be implemented by supervisory officials holding the rank of lieutenant or above.

Conditions of confinement:

1. Separate living location – segregation.
2. Visits allowed, one per week, in the segregation visiting room.
3. All regular store orders allowed (no glass).
4. Normal toilet articles allowed (no razor)
5. Meals will be in cells.
6. Routine housekeeping duties per area schedule.
7. Spiritual needs, a pastoral care team member will call on inmates in Seg once a week or upon request.
8. Requests to see staff members via request slip.
9. Health care/personal hygiene needs:
 - (a) Showers minimum of 3 per week, daily if possible.
 - (b) Doctor, by request slip.
 - (c) Dentist, by request slip.
 - (d) Exercise, one hour per day, Monday through Friday, weekends and holidays excluded, weather permitting.
 - (e) Medical emergencies attended to immediately.
10. Inmates leaving and entering the segregation unit shall be searched and escorted to and from their destination and will be handcuffed behind their back during travel.
11. Reading material, same as population.
12. No televisions.
13. Radios with headphones allowed.
14. Laundry privileges weekly.
15. Usual mail privileges.
16. Clothing, Segregation uniform.
17. Law library, same as segregation.

NOTE: Whenever, in the judgment of the Assistant Director, Warden, Deputy Warden or Superior Officer in charge of a facility there is danger that an inmate will destroy any item required to be furnished or will engage in self injurious behavior or pose a threat to another, any of the above entitlements may be denied as necessary to remove the danger.

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.

Per RIDOC Policy 9.14-6, the inmates whose cells are being searched are not required to be present during the search.

URINE SAMPLES

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 downgrade.

USE OF FORCE

Staff are authorized to use force in accordance with RIDOC Policy 9.30-4 DOC Use of Force which is available in the Law Library and included in the RIDOC Inmate Handbook, also available in the Law Library.

The use of force against an offender is authorized when an Officer reasonably believes such force is necessary to accomplish any of the following objectives:

1. Protection of self or others;
2. Protection of property from damage or destruction;
3. Prevention of an escape;
4. Recapture of an escapee;
5. Prevention of a crime;
6. Compliance with rules and regulations when other methods of control are ineffective or insufficient;
7. Protection of the offender from self-inflicted harm.

GRIEVANCE PROCEDURES

In accordance with DOC Policy 13.10-1, Inmate Grievance Procedure, the aggrieved inmate must file his grievance within five (5) days of the incident and/or actual knowledge of the origination of the problem. Your Module Officer or Area Lieutenant can direct you to the Superior responsible for Inmate Grievances.

The following are non-grievable areas of facility life by the inmates:

1. Decisions by the Discipline Board -- Those inmates dissatisfied with the Disciplinary Board's decisions should appeal said decision through the existing disciplinary appeal procedure.
2. Decisions made by qualified medical personnel related to an inmate's health.
3. Unlawful acts committed by an inmate
4. State and Federal Laws and Regulations
5. State and federal Court Decisions
6. Formulation of Departmental policies
7. Classification decisions and/or determinations
8. Matters beyond RIDOC's control including Parole Board decisions

When an inmate makes a request for the resolution of a grievance, it must be accomplished utilizing the following levels and procedures.

Level #1 -- To the Warden of the Institution

Level #2 -- To the Director of the Department of Corrections

NOTE: The complete policy on the grievance procedure is available in the Law Library.

RECREATION

As per schedules which are posted monthly or as necessary. Modules are assigned specific times for recreation in the gym, day rooms, and yard. The gym is equipped with pool tables, weight machines, free weights, and other recreational equipment. The yard is open, per schedule, for men who wish to play ball, walk, run, lift weights, or just sit. **Running is only allowed while actively participating in recreational activities.** Varieties of recreational activities, indoor and out are organized throughout the year. Watch for postings on the bulletin boards and notices in the newsletter. Gambling will not be allowed at any time.

Recreational Clothing

- Sweatshirts, pants, and shorts may be worn in the yard and gym and are allowed during transit to and from the yard and gym.
- Proper dress is required during indoor (module) recreation.
- T-shirts, sweats, shorts, or any other clothing articles may not be altered, torn, cut down, ripped, or changed in any way.

- Thermal underwear may not be worn as an outer garment during recreation in the yard, gym, or dayroom.
- Winter toke and gloves may only be worn while you are wearing your winter coat outside during inclement weather.
- Sunglasses will not be worn in the yard after sunset, nor will they be worn prior to sunrise.

Gym Rules

When the recreation schedule indicates gym for your module, you will proceed to the gym in an orderly fashion. Running to the gym is not allowed. You must have the correct module letter on your I.D. Badge to enter the gym. You must present your I.D. Badge to receive equipment from the gym equipment room. You will be responsible for any equipment you receive and must be sure it is returned in the same condition that you received it.

The following rules are in effect at all times in the gym:

1. No horse playing of any kind.
2. No food or beverages of any kind are allowed.
3. No spitting.
4. No torn clothing of any kind will be worn.
5. No sunglasses.
6. No radios.
7. No talking to inmates in the Education Area through gym door.
8. No throwing or dropping of weights.
9. No placing of weights under benches.
10. No hanging bars over benches.
11. No "saving" gym equipment for another inmate.
12. Shirts must be worn at all times. All extra clothing will be hung up, no clothing on benches or floors.
13. Inmates who use weights must return them to their proper place. Weight area will close at 10:05am and 2:05pm to allow porters time to clean.
14. Pool tables and other activities are available.
15. Basketballs, volleyballs, soccer balls, and other games and equipment are made available for outside activities when your module has yard recreation.
16. To receive this equipment you must report to the gym window immediately when the yard opens, window is located next to the education door. Present your I.D. Badge for one piece of equipment that you will be responsible for and must be sure it is returned in the same condition that you received it.

The gym and recreation equipment is a privilege provided to the Medium Security inmates. Inmates, who violate these rules or misuse/abuse recreational equipment, will lose that privilege and face disciplinary action.

LAW LIBRARY

The Law Library is located in the Education Building. Proper dress and ID Badge are required at all times.

Law Library time is on your recreation period (see Recreation Schedule). If you are in need of additional time, you may request it by submitting a slip to the Education Superior, whose office is situated in the Education Building.

All materials are to be supplied by the inmate with the exception of typing paper.

There are Law Clerks available to assist you during your recreation period. Don't hesitate to ask because that is their purpose.

Loud discussion will not be tolerated.

Law Library books are not to be removed from the Library. Use of the copy machines for copying necessary segments of law books is allowed.

The copy machine is not to be operated by anyone other than the assigned, paid copy machine operator.

There is a five-cent (.05) per page charge for all legal related copies. The copy machine operator will have all the required paperwork for completing the transaction.

There is a set of inmate-related Departmental Policies in the Law Library. Questions regarding policies can be researched in that area.

For case law and reference material not found in Medium Security Law Library, a request may be submitted to the RIDOC's Central Library. Submit request form (law clerks have the required forms) with a Money Transfer Slip (you will be charged the five-cents per page fee) to the Education Lieutenant of processing.

A reasonable amount of legal papers may be in your possession, limited to current or active appeals. A maximum of one cubic foot of material may be in your cell. With proof of necessity, inmates may request additional storage space in education for legal work.

Any person (including law clerks) in possession of legal material belonging to another person shall be subject to disciplinary action.

RECREATIONAL LIBRARY

The Recreational Library is located in the Education Building and is available every afternoon recreation period that the Educational Area is open.

Inmate clerks trained to assist others in finding and checking out books staff the library.

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 lost, stolen, or damaged, restitution will be required. If books are not returned within a timely manner, disciplinary action may be taken.

Loud discussion will not be tolerated.

The Recreational Library is there for the personal enjoyment of all. Do not abuse the privilege.

CHAPLAINCY SERVICES

The Chaplaincy Team is here to help you with your religious needs while at the ACI and to help you in your transition back to the church community when you leave.

They plan and coordinate the Chaplaincy Program and will assist your minister from home in visiting you. Your family and friends can reach the chaplains by phone at 401-462-2411. An answering machine will record messages if the chaplains are not in the office.

There are regular worship services and Bible Studies. The chaplains sponsor other occasional programs. Everyone is encouraged to attend these programs.

If you would like to speak to the chaplains privately please let them know. You may use a request slip or other note to do this. Place request slip in yard mailbox, and it will be delivered to them.

The chaplains are an excellent source of help in coping with family emergencies such as; death in family or terminal illnesses, do not hesitate to contact them.

Every effort will be made to see that your spiritual needs are met while you are here, regardless of your beliefs. You do not have to belong to any religious group to see a chaplain. They hope you will contact them.

NEWSLETTER

An inmate newsletter is printed and distributed monthly to all inmates in Medium Security. It is an informational newsletter. Written by the staff, it contains pertinent upcoming information and opportunities that are, or will be, available to the inmates.

TELEPHONES

Telephones are available for recreational use in all dayrooms and in the yard. These phones are for pre-paid calls. Inmates are able to transfer money into a pre-paid telephone account so they can be responsible for their telephone costs. Family and friends may also set up pre-paid accounts to receive calls. Complete information for inmates is available in the library. Information for family and friends is available on the RIDOC website.

The telephones will be activated during designated recreational periods. Dayroom Officers will set up phone lists if they become necessary due to abuse of privileges or disputes over telephone access.

Inmate telephone calls, **with the exception of calls to an attorney, the Department's Special Investigative Unit and Office of Inspections, and the Public Defender's Office**, are subject to electronic monitoring. Prior to each call, a pre-recorded message will announce to the calling party and to the party being called that the call is originating from the Rhode Island Department of Corrections and is subject to monitoring. You will be required to sign a consent form.

All calls require a Personal Identification Number (P.I.N.), which will be issued to you. This P.I.N. will enable you to call up to ten personal phone

numbers, which you will pre-select, and five attorney telephone numbers, also selected by you. Numbers other than those on your pre-selected list will not go through. You will be allowed to adjust (add or delete) to your list as needed by completing the phone list form (located in the dining rooms) and depositing it into the "PHONE SLIPS" receptacle affixed to the rear wall of the Dining Rooms

To place a call:

1. Lift receiver
2. Listen for dial tone
3. Enter (dial) your PIN
4. For Spanish-speaking, dial * and your PIN
5. Dial "0" followed by the area code and telephone number you wish to call

If your called party uses his/her "three-way calling" or "call waiting" feature, your call will automatically be disconnected.

If you press the dial or switch during the call, your call will automatically be disconnected.

Use of telephones is a privilege. It may be forfeited as a disciplinary sanction or for incidents of damage or misuse to include unauthorized or unlawful telephone usage.

TELEVISIONS & RADIOS

All inmates in general population will be allowed to retain a radio and a television. They must have speakers removed and be equipped with earplugs.

All televisions and radios must be purchased from the commissary. The only exception is when an inmate in possession of a radio or television is transferred in from another institution. No televisions or radios will be allowed that are purchased from the street.

Loaner Televisions Are Not Available or Allowed.

Televisions will be checked for contraband prior to being issued to new commitments and new security seals will be placed on the televisions. If seal gets broken or tampered with, the television will be confiscated.

All televisions and radios will be engraved with the name of the owner. Televisions and radios will not be acceptable if they have someone else's

name on them or have a name that has been scratched out or altered in any way.

Double bunked cells will be allowed only one television. When both inmates own televisions, one must be brought immediately to the committing room. Storing a second television in a cell is not allowed, and will result in disciplinary action and confiscation of the television.

Inmates using radios and televisions are responsible for obeying all verbal orders and instructions given by officers. Not being able to hear because of earphones is **not** an acceptable excuse. Violators of this rule are subject to disciplinary action and loss of radio or television.

Inmates will be required to wear their headsets while listening to their televisions or radios. Homemade speakers (cones) are not permitted.

All televisions and radios will be turned off when inmates leave their cells. Televisions are not allowed out of cells at any time.

Radios and headphones may be taken out into the yard during your scheduled outdoors-recreational period. They may not be used during dayroom recreation or while at work.

Used radio batteries must be promptly disposed of. A limit of two spare batteries will be allowed. Men found in possession of extra batteries or homemade or external battery packs will be subject to disciplinary action and loss of their radio.

Altered wires cannot be used for any reason.

WORK OPPORTUNITIES

Work opportunities in Medium Security are available, but not limited to, the following areas:

Administrative Porter
Auto Body Shop
Barbershop
Chaplaincy Clerk
Education Clerk
Education Porter
Garment Shop
Gymnasium Porter
Hospital Porter

Laundry Worker
Law Library Worker
Maintenance Worker
Newsletter Editor
Peer Counselor
Plate Shop Industries
Property Warehouse
Utility Porter
Painter

Kitchen Porter
Recreational Worker
Soap Shop Worker
Vocational Porter
Window Washer
Yard Maintenance

Recreational Referee
Sex Offender Peer Counselor
Upholstery Shop Worker
Visit Room Porter

The Job Assignment Officer, who makes assignments each week, will distribute jobs. Areas considered by the Job Assignment Officer will be:

1. Length of time on waiting list, determined by date on request slip. "Length of time on waiting list" is not always the first criteria used.
2. Length of time to be spent in Medium
3. Job experience
4. Attitude
5. Initiative
6. Disciplinary record

Minimum pay is 50 ¢ (fifty cents) per day for porters working in housing units. Maximum pay is \$2.00 per day for porters and most jobs. INDUSTRIES and KITCHEN jobs have a \$3.00 per day maximum pay. Not all jobs pay maximum pay. All request slips for jobs will be sent to the Job Assignment Officer. Deposit request slips in mailbox outside the Dining Room.

Inmates who work a minimum of 15 days during a calendar month are eligible for 2 days of Industrial Time for that calendar month.

REQUEST SLIPS

Request slips are a means of communicating with the various officials of the Rhode Island Department of Corrections (RIDOC). They may be submitted for answers to questions, requests for information, assistance, discussion of problems, or for permission to receive certain personal property. It is necessary to submit your request to the correct person in order to get an accurate and timely reply. Information on, who handles what, can be obtained during Inmate Orientation, from the Newsletter, postings, or by asking staff.

All requests pertaining to Medium Security will be handled at the lowest possible level. Before submitting a request slip, you should discuss your problem with your Module Officer or your counselor. If your problem cannot be resolved at that level, send it through the proper channels. The chain-of-command in Medium Security is as follows:

1. Correctional Officers/Counselors
2. Lieutenants
3. Captains
4. Deputy Wardens
5. Warden

State the nature of your problem. Request slips will be acted upon at the lowest level capable of handling the matter, regardless to who it is addressed. Deposit all request slips in the mailbox in the yard outside of the Dining Room.

INMATE FUNDS

Only those individuals authorized to be on the inmate's visiting list can deposit funds, in person or through the mail.

In-person deposits must be made at the Inmate Accounts Office, 51 West Road, Cranston, RI 02920. Hours of operations are 9:00AM – 11:00AM & 1:00PM – 3:00PM.

Mail-in deposits should be sent directly to Inmate Accounts at the above address. The inmate's name, ID number, and the name and address of sender must be on check or money order. Cash will not be accepted through the mail.

Out of state inmates (via interstate compact) being housed in Medium Security will be given a 30-day grace period in which funds received from persons not yet on a visit list will be honored, but carefully scrutinized.

An inmate should request that individuals who may not actually visit, but who will be depositing funds in or receiving funds from the inmate's account be included on his visit list. These individuals will be subject to a BCI/NCIC check.

An inmate will be allowed to have up to two names on the visit list beyond the normal nine, limited to mailing money deposits only. Such restriction will be noted in the visit screen of "INFACTS."

Upon receiving funds through the mail for a Medium Security inmate, the Medium Security Mail Officer will make a photocopy of the return address of the sender. Any correspondence enclosed will be forwarded to the

inmate. The funds, along with the photocopy of the return address, will be delivered to inmate accounts for processing.

Funds received from any other source in person or through the mail, except as noted above, will be refused or returned to the sender.

In the event a return of funds is not possible, the funds will be deposited in the general fund.

The Inmate Accounts office will notify the inmate whenever funds that did not qualify for deposit are returned to the sender or deposited in the general fund.

Information for family and friends about Inmate Accounts appears on the RIDOC website.

MONEY TRANSFERS

Inmates may transfer money from their active accounts:

1. To the commissary for purchase of regularly stocked merchandise via a commissary order slip.
2. With approval from the Warden or designee for the following reasons: (The inmate is to provide a stamped, addressed envelope with requests for transfer of funds.)
 - a. To publishers of appropriate approved magazines, periodicals, newspapers, and books.
 - b. For subsistence of members of his immediate family (including validated common law spouse) or to persons on inmate's approved visiting list
 - c. To provide bail for **self**.
 - d. To pay court costs and other legal costs.
 - e. From one inmate account to another (inmate's immediate family only).
 - f. Other entities or exceptions to above only with the specific approval so noted on the transfer slip by the Warden or designee.
3. Inmates are not allowed to use inactive account except to pay court costs or fines (Lawyers do not qualify). See Law Clerks for special form.
4. Funds will not be transferred to any DOC employee.

Upon discharge, an inmate may withdraw all of his funds (active and inactive) from inmate Accounts as provided for below:

1. Inmates being discharged during normal working hours Monday-Friday will be able to withdraw monies between 9:00AM-11:00AM and 1:00PM-3:00PM in person from Inmates Accounts.
2. Inmates being discharged on weekends or holidays must submit a request slip to Inmate Accounts, two weeks in advance of their discharge in order to receive their monies upon discharge. The request slip must list inmate's name, ID#, and date of discharge. Only those slips for weekend or holiday discharge will be processed. Inmates will receive \$10.00 in cash and their account balances in a check.

INMATE ID BADGE PROCEDURES

An inmate without proper identification (I.D. 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.

For purposes of inmate movement, temporary ID Badges will be made available through Shift Command or its designee. The temporary badge will entitle inmates to all programs and privileges, **excluding gym and yard recreation.**

Inmates requesting replacement ID Badges must submit a Money Transfer Slip in the amount of three (\$3.00) dollars to the Shift Command or its designee for a new identification badge.

The following procedures will govern inmate movements to and from any destination within Medium Security:

1. Movement to and from all areas including mass movements will require possession and proper display of your ID Badge.
2. ID Badges will be worn at all times outside your housing unit.
3. An inmate will wear his ID Badge on the flap of his left breast pocket or on the left breast area of his shirt when there is no pocket. When no shirt is worn, the ID Badge will be worn on the left front waistband of the trousers (such that it is conspicuously displayed).
4. Inmate will surrender his ID Badge upon request of an officer or staff member. ID Badges will be returned in a timely manner.
5. Upon entering the Educational or Industry areas, your ID Badge will be hung on the appropriate board.

6. Inmates will not be allowed into the Visiting Room without their ID Badges. While in the Visiting Room, your ID Badge will be held by the Visiting Room Officer.
7. The officer and/or supervisor assigned to the Education Area, Industries Area, and Visiting Room details will be responsible for checking identification badges prior to accepting inmates in the designated area.
8. Inmate departure from a scheduled assignment must be authorized by the officer or supervisor assigned to that area. The inmate will have five (5) minutes to travel to his next destination.
9. No inmate will be allowed to depart from his module without prominently displaying his ID Badge. If the ID Badge is not in the inmate's possession, he must report this fact to his module officer as soon as possible.

Disciplinary Action

Disciplinary action may be taken for the following infractions against the ID Badge policy in this facility:

1. Failure to prominently display inmate ID Badge in the designated area of your person.
2. Failure to prominently display inmate ID Badge at all times while outside of your assigned housing unit.
3. Loss of the ID Badge may result in disciplinary action plus a charge for restitution of the badge (\$3.00).
4. Possession of another inmate's ID Badge will result in disciplinary action and forfeiture of said ID Badge.
5. Altering an ID Badge in any way will result in disciplinary action, forfeiture of ID Badge, and restitution for the ID Badge.

COMMISSARY

All housing units have Keefe Commissary kiosks in which inmates can submit their store orders.

Inmates may submit a commissary order through the kiosks located in all modules.

- Standard orders must be submitted by Friday by 8:00AM.
- Non-Standard orders must be submitted by Monday by 8:00AM.

Inmates may not exceed \$65.00 in store orders per week.

Non-Standard commissary items, including televisions and radios, may be ordered these items will be processed through the Warehouse and entered onto the inmate's personal property inventory list.

The store order schedule, from ordering deadlines to delivery are also posted in the housing units and common bulletin boards.

PERSONAL PROPERTY

Each new commitment, upon entering Medium Security, will be searched and a complete inventory taken of all his incoming property by the Committing Room Officer.

Unauthorized property will be recorded and placed in the inmate's "traps" to be sent out within thirty (30) days by the inmate.

Only court clothes or clothes for discharge will be accepted by the front reception desk.

Drop-offs and/or pick-ups of inmate's personal property will be allowed from 8:30AM to 10:00AM Monday thru Friday. Nothing will be sent out of or allowed into this facility on weekends or holidays.

Every inmate will have a printed personal property inventory list. This list must be kept in the clear vinyl pocket attached to the inside of the cell door for access by staff.

Any inmate found in possession of property not recorded on his inventory sheet will be subject to disciplinary action. Said property will be confiscated and sent out, never to return to this facility.

Nothing will be taken out of or brought into this facility by inmates on escorted trips.

The State of Rhode Island is not responsible for the theft or vandalism of personal property, including radios and television sets.

Coffee pots, hair dryers, tape recorders, tape players, musical instruments, and typewriters are not allowed. **All items not explicitly stated in this book as being allowed in Medium Security are not allowed.**

AUTHORIZED PERSONAL ITEMS FOR INMATES:

Toiletries

2 Shaving Cream/Lotion	1 Plastic Drinking Cup
10 Disposable Razors	2 Aftershave
2 Containers Skin Cream	2 Containers Shampoo
2 Deodorant	2 Containers Hair Gel
1 Plastic Comb	6 Bars Soap
1 Plastic Hairbrush	2 Chapsticks
1 Soap Dish	1 Fingernail Clipper
1 Mirror	1 Toenail Clipper
1 Denture Cup	2 Shower Powder
1 Toothbrush	2 Bottles Mouthwash
2 Containers Denture Adhesive	2 Tubes Toothpaste
	2 Containers Hair Conditioner
	1 Bottle Muslim Oil (2oz.) (Identified Muslims only)

Medication, Combination of 10 packages

KOP (Keep On Person) prescription medication as ordered by the doctor cannot exceed a thirty-day supply.

Appliances

Appliances must be engraved with only one (1) owner's name. Appliances with other names scratched out will not be accepted.

- 1 Radio, Portable (speakers removed)
- 1 Television (speaker removed)
 - 1 Headset for each
- 1 Hot Pot
- 4 Batteries
- 2 Combination Locks (one lock mandatory to be eligible for KOP Medication program)
- 1 Ear Plug

Stationary

- 1 Address Book
- 2 (Commissary) BallPoint Pens
- 4 Pencils
- 1 Pencil Sharpener (Non-removable blade)
- 1 Unbreakable Plastic 12" Ruler

- 2 Erasers
- 1 Note Pad (no metal rings)
- 2 Pads Stationary
- 10 Envelopes #10 (Legal Size)
- 1 Calendar (5" x 7")
- 6 Greeting Cards
- 36 Colored Pencils & 3 Drawing Pad (19" x 24")
- 2 Books of Stamps (detached stamps are contraband)
- Personal Papers (what can fit in a shoebox)
- Legal Papers (a reasonable amount, limited to current/active appeals, etc.)
- 1 Photo Album for pictures or a maximum of 12 individual photos (8" x 10" or smaller) (No metal binder or rings)

Legal Material

Must be current or active appeals and/or cases and limited to one Cubic Foot (Approx. size of a milk case). Any person in possession of legal material belonging to another person shall be subject to disciplinary action.

Reading Material

All books will be soft cover unless pre-approved by the facility Warden or designee.

- 4 Books (Must be new and from the publisher or Medium Recreational Library)
- 3 Magazines (publisher only)
- 2 Newspapers (publisher only)
- 1 Bible or Koran
- 1 Dictionary
- Educational Books (for men in Education programs only)

Food Accessories

- 1 Set of Plastic Utensils
- 1 Bowl & Cover
- 1 Cup

Jewelry

- 1 Watch (not to exceed \$35.00 value) - Must be purchased from the commissary.
- 1 Wedding Band (no stones; married and widowed inmates only)
- 1 Religious Medal and Chain (not to exceed \$35.00 value)
[To be worn around neck and inside shirt]

Games

- | | |
|----------------------|--|
| 1 Deck Playing Cards | 1 Game Board (backgammon, chess, checkers, etc.) |
| 1 Cribbage Board | 2 Decks of Pinochle cards |
| 2 Handballs | |

Authorized Clothing

- 8 T-Shirts, white only, crew neck, cotton blend
- 8 Undershorts, white only
- 1 Pair Sunglasses (non-mirrored; not to exceed \$10.00 value unless prescription)
- 5 Pairs of Footwear any combination of the following:
 - 2 prs. Sneakers, **or** shoes, **or** 1 pr. of each.
 - 1 pr. Boots (workers only)
 - 1 pr. Shower shoes
 - 1 pr. Slippers
- 8 Pairs Socks
- 1 Toke (Knit Hat), no logo, solid color, black, or navy blue
- 1 Baseball hat, no logo, solid color, tan, or khaki
- 2 Sets Long Johns (White Only)
- 2 Sweat pants (to be worn in yard or cells only; generic gray only)
- 2 Gym Trunks, generic gray only
- 2 Sweatshirts (Grey Only, No Hoods)
- 1 Robe (Washable Only) blue in color
- 2 Pair Pajamas, blue in color
- 4 Towels
- 1 State-issued Belt
- 4 Face cloths
- 12 Handkerchiefs
- 2 Pairs Prescription Eyeglasses
- 1 Rain Poncho, clear only
- 1 Set of Gloves, workout, no leather

Authorized State Issued Clothing

- 3 Pairs Khaki Pants
- 3 Khaki Shirts
- 5 Sets of Khakis (Maintenance, and Paint crews)
- 1 State Coat
- 2 Laundry bags
- 4 Sheets
- 1 Pillow Case, Pillow & Blanket

Note: All items are expected to last 6 months. Replacement items need an exchange. All repairs and adjustments to inmate uniforms will be performed in the Property Warehouse.

INCOMING PERSONAL PROPERTY

All incoming and outgoing property is handled by the Property Warehouse this includes watch and TV repairs.

Do not give or throw away old worn items they must be removed from your property inventory or exchanged for replacements.

All allowable incoming items must be purchased from Keefe Commissary. No personal items may be brought or sent in by family or friends.

A "Personal Property Request Form" must first be sent to the warehouse for approval. The warehouse will check eligibility of request and approve or deny accordingly.

In placing orders you must follow Medium Security guidelines on what is allowed and what is not allowed. The Warehouse Officers will approve or reject item(s) prior to the order going out. In cases where the description of item varies, or item was substituted for another, the Officers may require the item(s) to be sent back. In these cases the Inmate will be responsible for any and all expenses involved.

DISCHARGE

When you are discharged, you will be expected to turn in all your uniforms, bed linen, blankets, and pillow to the Committing Room Officer, along with your laundry bags.

All items on your inventory list must be with you when you show up at the committing room. Do not give away any personal items to other inmates,

this includes family members, you will be sent back to retrieve items before being released.

Normal discharges will occur daily after 1:00PM. Please schedule your transportation plans accordingly.

JOHN J. MORAN FACILITY MEDIUM SECURITY

RULES AND REGULATIONS INMATE GUIDE BOOK

Accepted and Signed
March 11, 2013

Sergio DeSousarosa, Warden
John J. Moran Medium Security Facility

Robert Clancy, Deputy Warden
John J. Moran Medium Security Facility

Rui Diniz, Deputy Warden (Acting)
John J. Moran Medium Security Facility