

INTRODUCTION

The Marble Valley Regional Correctional Facility is one of the institutions operated by the Vermont Department of Corrections. We are located at the junction of State Street and Pierpoint Avenue in a business and residential district.

Our dual mission is to provide security services necessary for protection of the public while providing program services designed to re-integrate offenders into the public. This institution houses both sentenced inmates and detentioners. We provide programming services which include medical, mental health, psychological, educational, recreational, and vocational programs.

Discrimination based of age, sex, race, color, creed, national origin, disabling condition, or any other non-merit factor is prohibited.

During your incarceration at this facility, you are expected to maintain responsible behavior and engage in appropriate activity and productive work. Your full participation in the many decisions that affect you is expected and required.

We can help you to help yourself toward a time when you will again have full responsibility and control over your life.

ORIENTATION

Soon after your admittance into the institution, you will attend an orientation where the contents of this handbook will be explained. These are conducted by your assigned facility caseworker individually.

At the time of your orientation, you will have the opportunity to ask questions and gain clarification on matters of which you may be unsure.

If you have a literacy or language problem or any other problem which affects your understanding of what is being explained, please make a staff member aware of this immediately. Arrangements will be made to refer you to appropriate personnel for assistance or other accommodations will be made.

We are developing an assessment tool to further assist inmates who may have reading and/or comprehension limitations. The Vermont DOC is mandated to provide accommodations per the Americans with Disabilities Act (ADA), so please alert a staff member to any circumstances of which you may need assistance.

The Community High School of Vermont (CHSVT) will also be explained at the orientation. An overview of their program will be given. Any inmate under the age of 23 who does not possess a valid high school diploma will be required to attend education programming. This is a State law.

The Offender Responsibility Plan (ORP) will begin to be created during these early interactions with your caseworker and other staff members.

MILITARY TIME

The institution utilizes military time for scheduling and planning purposes. The delineation between military time and standard time is as follows:

Mil. Time	Stand. Time	Mil. Time	Stand. Time
0100	1:00 a.m.	1300	1:00 p.m.
0200	2:00 a.m.	1400	2:00 p.m.
0300	3:00 a.m.	1500	3:00 p.m.
0400	4:00 a.m.	1600	4:00 p.m.
0500	5:00 a.m.	1700	5:00 p.m.
0600	6:00 a.m.	1800	6:00 p.m.
0700	7:00 a.m.	1900	7:00 p.m.
0800	8:00 a.m.	2000	8:00 p.m.
0900	9:00 a.m.	2100	9:00 p.m.
1000	10:00 a.m.	2200	10:00 p.m.
1100	11:00 a.m.	2300	11:00 p.m.
1200	NOON	2400	MIDNIGHT

HOUSING RULES AND REGULATIONS

Housing rules are made to encourage cleanliness, to keep the noise level to a minimum, to ensure as much privacy as possible, and to ensure safety and order within the living unit.

The following regulations represent the basic rules governing conduct in the living units. Some rules may vary based upon your assignment to a specific living unit. If you have more specific questions concerning living unit regulations, you should contact the unit officer who will provide the necessary clarification.

This facility no longer utilizes an incentive system called the "Point System". We now follow the minor DR process for violations of rules.

1. Beds are to be stockaded (sheets and blankets folded neatly at the end of your bed) and your cell cleaned each morning prior to the 0730 inspection. Weekend schedules may vary according to your living unit.
2. Linens and blankets are provided for your sleeping comfort and must be stored on your bed. Towels are provided for bathing. Other uses of these items are forbidden.
3. For sanitary purposes, your sheets are to be changed each week on the day scheduled for your living unit. You may also sanitize your bed mattress when assigned a bed. (See your unit officer).
4. Loud talking, horseplay, or any other form of boisterous behavior is not permitted in the living units.

5. Inmates may not loiter on the upper tier of the living units and may not lean on the upper tier railings.
6. Passing of items between living units is forbidden.
7. Nothing is to be affixed to walls, ceilings, bars, ventilators, windows, or cell doors. All pictures, drawings, etc. are to be attached to the bulletin area provided for this purpose. Inflammatory, suggestive, or pornographic material is strictly forbidden from being posted where others may see it.
8. You are responsible for the contents of your cell and you will be held accountable for any contraband or unauthorized items found on your person or in your cell. Therefore, you should inspect your cell prior to leaving and immediately upon entering to ensure compliance with this regulation. If you find any contraband items in your cell, you should immediately bring the matter to the attention of the unit officer.
9. You are not permitted to enter any cell or living unit other than your own at any time.
10. You are responsible for the cleanliness of your cell. You must keep the toilet, sink, and all other fixtures neat and clean at all times. Cell inspections are a daily occurrence. You need to sweep and mop your cell floor each day. You are to stockade your bed for inspections.
11. Formal Headcounts are conducted in each living unit at the following times:

0200 0600 1035 1400 1800 2200

Note: 0600, 1035, 1400 and 1800 Headcounts are standing headcounts. You are required to be standing up on your feet for the headcounts or it will result in disciplinary action.

****There is no 0600 standing headcount on weekends and holidays****

12. You are required to report to your cell and lock your door at all headcounts. If it is necessary to take a recount at anytime, the same procedure must be followed.
13. You must report to your cell and lock your door for the night at "lock in", which is at 2100. Your door will be opened the following morning for breakfast.
14. Trash and rubbish must be deposited in the waste cans, bags, or other receptacles provided for that purpose. Spitting or throwing trash on the cell floor or living unit floor is prohibited. Please do not flush any trash down the toilet.

15. Since all items must be periodically searched for contraband, responsibility for damage will not be accepted. However, correctional officers are instructed to exercise care in the handling of such items.
16. Photographs may be displayed in cardboard frames on the desk area. Responsibility for damage during shakedowns will not be accepted.
17. Inmates may not retain possession of their medication without the written authorization of the Nurse Manager or Doctor.
18. Legal papers and letters must be neatly stored in your cell. Excessive amounts of papers, letters, books, and magazines are considered contraband and may be confiscated. Legal papers allowed in your possession are limited to those of open cases only.
19. Any electrical or plumbing malfunctions or any other serious safety hazard must be reported to the unit officer immediately.
20. All living units and cells are subject to unannounced inspections for contraband and violations of facility rules and regulations. Inmates may not attempt to warn others of this type of inspection by yelling "Shakedown" or any other form of warning.
21. You may not exit your living unit without wearing pants, a shirt, inmate ID, and closed-toe footwear with socks. Sandals are permitted if worn with socks. Shorts may be worn in place of pants when attending recreation. Shorts are not allowed in the cafeteria or kitchen.
22. To ensure your privacy and the security of your belongings, you are encouraged to lock your cell door when leaving the living unit for any purpose. Responsibility for lost or stolen items will not be accepted.
23. A television is provided in the living unit for your use. If complications concerning the use of the television arise, it may be removed from the living unit.
24. Pictures depicting sexual conduct or exposure of genitalia, the anus or female breasts may not be possessed. No sexual explicit publications are allowed in any Vermont correctional facility. These items will be considered as contraband.
25. **TOBACCO USE OR POSSESSION IS A MAJOR RULE VIOLATION.**
26. As mentioned earlier, your bunk is to be made ("stockaded") each morning for cell inspection. Unless you receive permission from DOC staff, you cannot sleep under the covers until after dinner. You can lay down or sleep during the day, but only on top of the sheets and blankets.

A complete list of Living Unit Rules is attached at the end of this handbook. Please make sure you understand all of them. Any questions should go to your unit officer.

HOUSING CHANGES

Housing assignments are normally made by the Living Unit Supervisor, Security and Operations Supervisor or designee. If you have reason for a cell transfer, you may forward a written request to the Security and Operations Supervisor indicating the specific reason for the transfer. After proper investigation, you will be advised if your request has been approved or denied. Any request may be denied if, in the Security and Operations Supervisor's judgment, a change would threaten the security of the institution. Housing changes can be made at any time for security and/or safety reasons.

Prior to occupancy, you are encouraged to examine your new cell for contraband items and to ensure the working order of the toilet and sink.

MEDICAL, DENTAL AND MENTAL HEALTH CARE

The institution has contracted services to ensure the physical and mental well-being of all inmates. Furthermore, the facility employs the services of local physicians, dentists, mental health professionals, and the local hospital when needed for the maintenance of physical and mental health.

1. All medical and dental care is arranged by the Facility Health Care Specialist by filling out a "Health Services Request" form stating the nature of the illness or condition.
2. Health Services Request forms may be obtained from unit correctional officers. Officers may not deny a request for a Health Services Request form.
3. After filling out the Health Services Request form, place it into the secured box located in the sally port.
4. Inmates must have permission from their unit officer or be called to the Health Center by Health Center Staff. Inmates are not allowed to stop at the Health Center without such permission.
5. Health Services Request forms are picked up by 0800 on a daily basis.
6. The nurse/mental health staff will review all Health Services Request forms daily to determine the urgency of the request.
7. Medication will be dispensed at the following times: 0715 and 1900. Certain medications may fall outside of these two times; that will be determined by the Medical staff. Please be up and ready for med pass; those who do not report as scheduled will be considered as refusals.
8. Medical emergencies will be dealt with immediately.

9. Inmates who require medical care which is not available at the institution will be transported to a physician, dentist, or hospital where the services are available, upon approval of the Medical Director.

If an inmate is requesting a special diet based on a medical condition, he/she must submit a Health Services request form to the Facility Health Care Nurse Manager stating the reasons. Special diets based on medical issues will not be provided unless there is an order from the medical office.

10. Inmates who require language assistance services will be accommodated.
11. Please utilize the grievance system if dissatisfied with medical or mental health services.

FIRE SAFETY

1. All fires are to be immediately reported to the nearest staff member. Your safety is of primary concern. If there should be a fire in your area, you are to follow the instructions of the officer in charge. If necessary, you will be instructed to report to a designated area. This should be accomplished in an orderly fashion.
2. Smoking is not permitted in State buildings. Tobacco in any form, matches and lighters are prohibited to inmates. Tampered radios, wires, batteries or other similar contraband will be confiscated and you may be subject to disciplinary action.
3. Excess accumulation of papers, letters, magazines, etc. constitutes a fire hazard and is not permitted. If this hazard occurs, these items may be confiscated.
4. Fire drills are periodically conducted throughout the institution. If you should be involved in this exercise you are to follow the instructions of the officer in charge and proceed in an orderly manner. Disruptive or non cooperative behavior during a fire drill may result in disciplinary action.
5. Emergency evacuation plans are posted in each living unit and throughout the institution. You should familiarize yourself with these procedures upon assignment to a living unit and/or work area. Inmates are not authorized to utilize the extinguishers or air pacs.

EMERGENCY EVACUATION

The primary objective of an emergency evacuation is the safe removal of all inmates and staff from the affected area. Floor plans are posted in all areas of the facility. It is of utmost importance that you follow orders of staff members in an emergency situation. You will be held accountable for any actions or behaviors which may endanger the lives of others.

The following are the designated areas of evacuation from affected areas:

A-UNIT

If housed in A-unit, you will ordinarily be moved through the SA Door, down the Medium Corridor and into the gymnasium. The main evacuation area is the Gymnasium. The secondary evacuation area is in the High Security Courtyard.

COMMON AREAS

Should fire or smoke conditions exist while you are in the Cafeteria, or Visiting Room, you will be moved to the medium corridor and then to a non-affected area (i.e. gymnasium).

KITCHEN AREA

If you are working in the kitchen and evacuation is necessary, you will move either through the S-10 door into the Main Control Sally port or through door #138 into the Main Control Sally port. From the Main Control Sally port, you will move to the High Security Courtyard. Fire procedures will be explained to all kitchen workers by the Food Service Supervisor.

ADMISSION AREA

If you are being held in either Holding Cell "1" or "2" and smoke or fire conditions exist, you will be evacuated into the High Security area through the S-12 door.

B, C, D UNITS

1. The standard area of evacuation for medium security units is the gymnasium. In the event of a fire, you will be assembled in the dayroom of your living unit. From there you will move through the S-11 Sally port, down the medium corridor, and through doors #122 and #126 into the gymnasium.
2. Should the medium corridor or the gym prove unsafe for evacuation, you will be evacuated from the affected living unit to a non-affected living unit or outside of the facility within the walls and fence.

E and F UNITS

1. The standard area of evacuation of E and F units is the gymnasium located through the S-14 door.
2. E unit inmates will normally be moved through the E dayroom, into the F Sally port, and through the S-14 door. If conditions require, you may be moved to the secondary evacuation area which is the High Security Recreation Area, located through the S-13 door.

3. F unit inmates will be moved into the F unit Sally port and through the S-14 door. If necessary, you may be moved to the secondary evacuation area which is the High Security Recreation Area located through the S-13 door.

CONTRABAND

"Contraband" is any item in the possession of the inmate (either on their person or in their cell) that was not issued to the inmate by the institution or purchased by the inmate through channels specifically approved by the rules of the institution or by the Superintendent or his/her designee. Authorized items may be considered contraband when found in excess quantities or altered from their original condition. Facility equipment and supplies found in an inmate's possession in any unauthorized area will be considered contraband.

If you find an item that does not belong to you, you must immediately inform the nearest staff member. Otherwise, possession of the item will be considered possession of contraband.

SHAKEDOWNS AND SEARCHES

All inmates at the institution are subject to a search of their person by any staff member at any time. You are required to submit to a pat search or strip search when so instructed by a staff member. The person performing a strip search will ordinarily be of the same gender.

All areas of the facility are subject to shakedown by staff members to inspect for contraband and violations of institutional rules and regulations. This includes your cell and living unit. Any complaints about the condition of your property following a shakedown should be reported to the Shift Supervisor or via the grievance system.

** Cell shakedowns can occur without the cell occupants present **

CORRIDOR AND SALLYPORT REGULATIONS

The following regulations are intended to govern conduct in the various corridors and sally ports within the institution:

1. Conversation in subdued tones is permitted.
2. Inmates must walk at a normal pace and in a single line directly to the designated area. Loitering in any form is not permitted.
3. No running is permitted in the corridors, sally ports, or in any other area within the institution other than at recreation activities in the gym or outside recreation yard.
4. Inmates should remain clear of corridor and sally port gates when they are opening or closing and must follow directions given by staff members.

5. No stopping at the caseworker's office, the medical center, or the supervisor's office unless invited by staff.

FOLLOWING ORDERS

You will, at various times, be given orders by officers, work supervisors, caseworkers, and other members of the facility staff. When you receive an order you must promptly and properly do as you are instructed. Any appeal to a supervisory staff member will be made after the order has been followed. You must immediately give your name and/or any other information to any employee of the Department of Corrections when asked to do so.

If you receive conflicting orders from different staff members, you must advise the person giving the last order of the conflicting orders, if possible. You must obey the last order given if that staff member so directs.

ADDRESSING STAFF

Inmates should approach and address all staff with respect and courtesy. Derogatory remarks to or about staff may result in disciplinary action.

PERSONAL APPEARANCE

Every inmate is expected to have respect for the rights, privileges, and property of others. One aspect of the "respect" for others is maintaining personal cleanliness. It is your responsibility to bathe and shave daily and to present a neat appearance at all times.

Neatness and cleanliness indicate a person's respect for himself and will influence favorably those with whom he comes in contact.

There are no specific guidelines for hair style, although hair must be kept clean. Moustaches and beards are permitted but must be kept clean and neatly trimmed for hygiene purposes.

Haircuts are done by an inmate barber. The schedule for haircuts is as follows:

Alpha Unit - Monday

Bravo Unit - Tuesday

Charlie Unit - Wednesday

Delta Unit - Thursday

Fridays will be used to provide haircuts for those that get missed during the regular time frames.

Haircuts are generally done on second shift once dinner is over. Inmates should see their unit officer on their assigned day if they want a haircut. Those that cannot be done on the assigned night can be done on Fridays, if time permits. Inmates in High Security can have their hair cut, but cannot have access to the inmate barber. High security inmates can cut each other's hair with permission of the unit officer.

DISCIPLINARY PROCESS

Disciplinary Report:

If a staff member believes that you have broken a rule(s) as listed in the Standardized Vermont Department of Corrections Rules and Regulations, he/she may write a disciplinary report (DR). For a complete review of Standardized Vermont Department of Corrections rules and guidelines for recommended Sanctions, a copy of the Disciplinary Process is available in the Education Building and Law Library.

A list is also attached at the end of this handbook.

COMPLAINT/GRIEVANCE PROCEDURE

An inmate with a complaint regarding an action or decision made by a Department of Corrections staff person is entitled to seek redress through administrative channels. A grievance is an administrative means for the expression and resolution of inmate problems. The proper forms for filing written grievances are available through your unit officer.

1. An informal, verbal attempt should be made to resolve the complaint with the parties involved.
2. If a staff person's response or lack of response to the situation is not agreeable, you may file an informal written grievance. You should include the details of the complaint, how you have attempted to resolve the matter, and what corrective action you seek. This may or may not resolve the issue.
3. If the issue is not resolved through the informal process, the inmate can chose to file a formal grievance to the Grievance Coordinator.
4. The grievance will be reviewed by the Grievance Coordinator or his/her designee and a staff person will be appointed to investigate the grievance.
5. The investigating officer will speak to the inmates and staff person(s) involved, as appropriate, and will gather all relevant information surrounding the incident. He/she will then make a recommendation to the Grievance Coordinator.
6. The Grievance Coordinator will then decide the matter based on the information gathered during the investigation and will provide the inmate with a written response.
7. If you are not satisfied with the decision of the Grievance Coordinator, you have one (1) week to appeal to the Commissioner of Corrections.
8. You will not be punished for filing a grievance.

9. This grievance/appeal mechanism is not intended, nor is it used, to circumvent established appeal procedures prescribed for Disciplinary Hearing decisions.
10. Grievances must be filed by an individual; 'class action' grievances filed by a group of inmates or living unit will not be processed.
11. A complete copy of the grievance procedure can be found in the Law Library. This is covered in Directive # 320.01.

INMATE/STAFF COMMUNICATION

1. The primary resources for prompt responses to inmate concerns and problems are the unit officers. They are knowledgeable regarding institutional functioning and are the people with whom you are likely to have the most frequent personal contact. Accordingly, they are the most apt to be familiar with you, your individual situation, and the issue at hand. Therefore, they are in the best position to provide you with direct responses, advise you as how best to proceed in a given matter, or to provide you with the name of the most appropriate person to contact.
2. In no event is a language or communication barrier to prevent or impede a inmate's communication with any staff member. Line level personnel will assist you in committing your words to paper if you so desire.
3. Inmate "Request Forms" are available from unit officers to facilitate inmate-staff communication. A policy of open inmate-staff communication has had a beneficial effect on the overall operation of the facility.
4. In addition to staff being available by request, the Superintendent and other administrative staff perform various inspection tours, at which time they make themselves available to inmates to discuss individual problems or concerns.
5. Changes in policies, procedures, rules, and any other information that is likely to affect the inmate population will be posted in the living units and/or via the monthly newsletter.
6. Unit meetings are scheduled for each living unit every other week. These are conducted by the casework staff and are excellent opportunities to discuss issues and get answers to questions.
7. There will be periodic "Town Meetings" to discuss issues that concern both inmates and staff. Please attend these when scheduled. They are generally held in the Education Building.

8. Use sick call slips to contact medical or mental health staff. Unit officers will not call these persons unless it is a true emergency.

LEGAL CONTACTS

Attorney/Client Personal Contacts:

1. Defense attorneys have twenty-four (24) hour access to their clients.
2. For personal contacts, advise your attorney to call the facility to arrange a time to see you.
3. There is no attorney/client conference room, per se, but every effort will be made to provide suitable space for private attorney/client conferences.

Legal Calls:

1. Each living unit is equipped with a collect phone system on which you may place a collect call to your attorney. Acceptance of this call lies with your attorney.
2. Each living unit is equipped with an attorney phone located beside the collect phone. Your attorney may obtain the private number for this phone by calling the facility during normal business hours. You will be advised of an attorney call through the "PA" system. No outgoing calls can be made on the attorney phone.
3. You will not be called back from Education for attorney calls. Your attorney will be instructed to call back at a later time.

Legal Mail/Materials:

1. All legal or privileged mail will be opened in the inmate's presence, but not read unless there is a concern over the contents.
2. Outgoing legal/privileged mail needs to have the words "privileged mail" or "legal mail" written on the envelope. This mail may be inspected if there is suspicion over its contents.
3. Inmates may use the Law Library to work on their legal aspects. There are multiple forms of resource available to assist in this work.

PROPERTY ALLOWANCES

Initial Intake:

When you entered the facility all property brought in with you was searched and inventoried. You are allowed to keep certain items in your possession based upon security risk classification. Each living unit has an allowable property matrix which is posted on the bulletin board.

All items in excess of those listed on the allowable property matrix were inventoried and each item was listed on a "Confiscation of Inmate Property" form. This excess property can be mailed out at your expense, picked up by an approved visitor, or donated to a local charity. There is a 30 calendar day deadline for property disposal, after which the property will be considered "unclaimed" and the facility will hold responsibility for its disposal. This 30 day time frame also represents the limit to when property claims can be submitted.

In the event of an escape, the inmate's property will be confiscated, searched, inventoried, and placed into storage. After 90 days, the facility will dispose of the property unless it is needed as evidence.

Request for Property:

If you have a need for additional property/personal items, you can have someone on your approved visitors list bring you property within your first 30 days here. This is a one time opportunity and requires written permission for it to occur. If approved, the property drop offs will occur on Tuesdays from 1000 to 1400. You can only receive these deliveries if it will not place you in excess of the allowable matrix. These drop offs are for clothing; no other items will be accepted. This allowance is not for the full allotment and will be limited.

After 30 days, all incoming property must come from an approved vendor catalog orders. Once again, you cannot acquire property if you are already at the maximum property allowance level set forth by the matrix. These orders will be reviewed by the facility's business manager to insure there are sufficient funds for the purchase in the inmate's account.

Indigent inmates will be eligible to receive state-issued property based upon need. These items will be issued to meet minimum basic needs.

All inmates will receive a state-issued mattress, sheets, blankets, a pillow, a pillowcase, a towel, and a laundry bag.

Court Clothing:

Inmates will wear the clothes they came in with for their first appearance at court unless this clothing is not appropriate for court (i.e. provocative or revealing). In that case, the facility will provide something appropriate from the indigent or abandoned property.

For subsequent court appearances inmates will wear their approved facility clothing to court, unless the hearing is in front of a jury. In these cases, the facility will store one set of court clothing. This set of clothing needs to be approved by the Superintendent and needs to be delivered with enough time for the property to be searched and/or laundered prior to the court appearance. Only set of clothing will be approved for these scenarios, regardless of the length of the trial, etc.

Once the court proceedings are complete, the approved court clothing must be disposed through the usual disposal process.

Property Claims:

Personal property of an inmate is brought in and retained at the inmate's own risk. The Department of Corrections is not responsible for retained personal property. An inmate who claims to have property lost, missing, or damaged due to staff negligence will be eligible for an investigation via the submission of a Report of Lost or Damaged Property form to the SOS. If the claim is found eligible for investigation, the facility has fifteen business days to investigate and resolve it. If the claim involves another facility, this time period for resolution can be extended another fifteen business days. Only property on the Inmate Property Receipt form will be eligible for replacement or reimbursement.

Allowable Property Matrix - Effective 12/06/10

A, B, C and D-UNITS (General population)

Clothing:

5 pair of pants (size appropriate; no pockets on pant legs; no carpenter style)
4 shirts (no mesh; must be full cover including shoulders; no low cuts)
4 T-shirts (standard short sleeve; white in color - no logos)
1 sweater (plastic zipper only)
2 pair sweat clothes (standard style; no jogging suits; plastic zippers only)
7 underwear(boxers or briefs; cotton blend; no transparent fabric)
7 pair of socks (standard length; dress or gym style)
2 pair of shorts (no cutoffs or altered; 6" inseam minimum; standard pockets)
1 athletic supporter
1 set long underwear (two piece only)
2 sets of pajamas (no threat group colors)
1 shower robe (standard tie waist)
1 pair of sneakers (standard styles; 6" height maximum)
1 pair shoes (closed toe; 1" maximum heel thickness)
1 pair of boots (no safety/steel toes)
1 pair slippers (inside use only)
1 pair shower shoes (commissary purchase only)
1 jacket/coat (no hoods; no leather; waist length; plastic zipper only)
2 hats (1 summer; 1 winter; commissary purchase only)
1 pair mittens or gloves (no leather; commissary purchase only)
1 watch (upon admission only) under \$50.00 value
1 wedding ring (upon admission only)

State Issued and Commissary Purchased Property:

1 blanket (May 1 - Nov 30)	2 bars of soap (1 soap dish)
2 blankets (Dec 1 - April 30)	2 containers of shampoo
2 sheets	1 hair brush
1 pillow	1 comb or pick (no rattail)
2 towels and wash cloths	6 books/magazines
1 laundry bag	1 plastic cup, bowl, spoon/spork
2 deodorant (non-flammable)	1 alarm clock (battery only; no radio)

1 razor and shaving cream 1 walkman AM-FM only with headphones
1 toothbrush 1 handheld game (clear view/no internet)
2 tube of toothpaste 4 batteries (if needed for devices)

Other Property:

Certain over the counter medications will be allowed and must be purchased off commissary. Playing cards, board games, drawing supplies, and musical instruments can also be purchased off commissary. Prescription glasses or contact lenses are allowed, as are hearing aids. These should be coordinated through medical.

Further explanation of the property allowance directive can be found in the Law Library.

**** E and F Unit (Restrictive Housing) have different property rules. Those are described later in the handbook ****

CORRECTIONAL CASEWORKER and PROGRAM PLANNING

Soon after your admittance into the institution, you will be assigned a Correctional Caseworker (CSS) who will provide your initial facility orientation as well as oversee your progress during your period of incarceration. Once sentenced, you and your Caseworker have 30 days to formulate a case plan (also known as the Offender Responsibility Plan (ORP)). This case plan outlines the relevant needs of the inmate and spells out activities necessary to achieve desired results. The responsibility and implementation of an inmate's case plan during his period of incarceration is shared by the inmate, and the assigned facility and field caseworkers. The case plan will normally include custody, work and/or program assignments, and appropriate housing. Inmates will be responsible for creating certain parts of the ORP. Assistance with this expectation will be provided by the Education staff.

As mentioned previously, caseworkers also conduct weekly unit meetings. Attendance at these is mandatory unless excused for work, education, medical, or court. These are truly valuable opportunities for inmates to gain clarification on issues or questions.

Please submit a request form if you want to see your caseworker. Do not stop at the office door unless called down by your caseworker. Violation of this rule can result in disciplinary action

ACCESS TO RECORDS

During your period of incarceration a case file will be compiled and maintained on your progress and incidents you may become involved in. Certain people will have access to your case file and medical file, as outlined in Department of Corrections Policy 266, available in the Law Library.

CUSTODY CLASSIFICATION

Upon being sentenced, your initial custody classification will be determined

by your Caseworker using the CVS instrument. Inmates on a detained status will always be medium custody or higher. Your custody classification will affect your living assignment, privileges, and the way in which you will be transported to and from the facility. Your custody classification will be reviewed periodically. ***Overrides to a lower custody level are rarely given at MVRCF, and we reserve the ability to override an inmate to a higher level.***

SOCIAL SERVICES

Services to address a variety of issues are offered to inmates by staff, volunteers, and contracted service providers from the community. The type and duration of such services and program may vary from unit to unit, and time to time. Many of these services are designed to assist with reintegration planning. Please take advantage of these opportunities. Those inmates who demonstrate a pro-active approach to their transition will increase their eligibility for other resources.

LIVING UNITS also known as "The Pods"

Your custody classification and case plan may determine the facility and living unit you will be assigned to. Each living unit has program activity opportunities and rules of conduct that must be adhered to. A list of these rules is attached at the end of this handbook. These should also be posted within the living unit.

A, B, C, & D UNITS

These units are for General Population inmates who are medium or minimum custody. Alpha and Delta Units are generally for sentenced inmates. Bravo and Charlie Units are generally for inmates with detainers. Population factors can cause situations where this may change. The ultimate decision where you are housed falls with the DOC staff. Your living unit dictates when your visiting will occur.

ECHO UNIT

Echo Unit is used to house inmates who have been placed in disciplinary segregation, administrative segregation, or score close custody on the CVS. An inmate will not be placed in disciplinary segregation for more than (30) days for one incident. E Unit is also used for housing Federal inmates. If you are placed in Echo Unit, your activities will be determined by your status.

Disciplinary Segregation Status inmates:

- Only one inmate out of their cell at a time
- One hour of recreation, five days per week as long as inmate has been demonstrating pro-social behaviors
- Three showers per week (ten minutes each) during recreation period
- Inmates will clean their cell during recreation
- Recreation period occurs in the secure portion of the unit

- Inappropriate behaviors will result in immediate termination of recreation period
- Recreation time periods are posted within the unit and inmates on disciplinary segregation will have their recreation in the morning
- Allowable phone calls are made during recreation (allowed every seven days for fifteen minutes)
- Visiting schedules are posted in the unit
- Visits will occur in the non-contact room

Administrative Segregation Status inmates:

- Will follow the Disciplinary Segregation guidelines unless different conditions are set forth from their hearing
- Administrative Segregation inmates have their recreation in the afternoon

Close Custody Status inmates:

There are two levels associated with Close Custody status. All inmates begin at Level One (more restrictive) and will be moved to Level Two (less restrictive) with the approval of the Close Custody Management Team. Conversely, Level Two inmates can be returned to Level One status if their behavior is not appropriate.

Level One inmates:

- Two recreation periods per day (one AM and one PM) one hour in duration each
- Inmate will clean their cell during the AM recreation period
- Inmates will shower during their AM recreation period
- Recreation period schedule is posted within the unit
- Close Custody inmates may have recreation periods simultaneously, but inmates can only enter their own cell
- Recreation period will be terminated immediately in the inmate exhibits inappropriate behaviors

Level Two inmates:

- Same guidelines as Level One except the PM recreation period will be two hours in duration

Echo Unit haircuts will occur during recreation with permission of the unit officer. Echo residents will cut each other's hair.

ECHO UNIT PROPERTY ALLOWANCES

Echo Unit inmates will only be allowed property that is appropriate to their status to which they are assigned. If your behavior is pro-social, the following items may be possessed by any inmate in Echo Unit:

One pillow and case (if available) One blanket (2 during winter)

One mattress
One pair of prescription glasses
One bottle of shampoo
One toothpaste and toothbrush
One towel
One bar of soap
One hair comb (no rattail)
One deodorant
Clothing and other property allowances in Restrictive Housing vary depending on inmate status

Disciplinary Segregation

2 Red Two-piece Uniforms
7 underwear (boxer or briefs; cotton/cotton blend; no transparent fabric)
1 set of pajamas (no threat group colors)
1 pair shoes or sneakers (closed toe)
1 pair of shower shoes
2 pair of socks (standard length; dress of gym style)
3 T-shirts (standard style; short sleeve; plain white in color)

***** There are no canteen privileges for Disciplinary Segregation inmates *****

Administrative Segregation

Phase One

Same clothing allowance as with Disciplinary Segregation

Phase One inmates can order \$15 of commissary per week

Phase Two

Same as Phase One with the following alterations:

1 pair of shorts (no cut-offs; 6" minimum inseam; no invisible pockets)
2 sets of pajamas
3 pair of socks
1 sweat suit (no jogging suits; standard style; no waist strings)

Close Custody Status

Close custody inmates can retain all of the Administrative Segregation - Phase Two property with the following expansion:

2 pair of shoes or sneakers
4 pair of socks
4 T-shirts

Protective Custody

Inmates on protective custody status will have the same allowances as close custody, unless their Safety Plan calls for limitations

**AT NO TIME ARE YOU ALLOWED TO EXCHANGE OR GIVE ANOTHER INMATE YOUR PROPERTY.
SAID PROPERTY WILL BE CONSIDERED CONTRABAND AND CONFISCATED.**

All inmates are permitted to retain possession of prescription eyeglasses, hearing aids, medical implements approved by medical staff, and educational and program materials as defined by current case plan. If there is any doubt as to allowable items, the Security and Operations Supervisor shall be consulted. If a special item is approved, the inmate must produce the request form allowing the item at the request of any staff member.

FOXTROT UNIT

Inmates are placed in Foxtrot for a variety of reasons. This can range from suicide watch and medical quarantines to dry cell status and holding cell overflow.

Property allowances for Foxtrot Unit will vary depending on the circumstances that lead to the placement in Foxtrot.

Inmates placed in Foxtrot will be allowed visits in non-contact. A schedule is posted within the unit.

Inmates in Foxtrot will be allowed phone calls at the discretion of the Close Custody Management Team (CCMT).

SENTENCE COMPUTATION

This is a casework function. Your caseworker will explain this to you once the sentence comp is complete. Under Vermont law, Earned Reduction in Term (ERT) or "good time" no longer applies to Vermont sentences. If your crime occurred prior to July 1, 2005, you may be eligible to some ERT awards. Please speak with your caseworker about these issues.

FOOD SERVICE

All inmates will be provided wholesome, nutritious food with consideration given to flavor, texture, temperature, and appearance. Food will never be withheld as a disciplinary action. Special Management Meals can be ordered by the Superintendent for those inmates whose behavior includes the misuse of food.

Special diets (medical, religious and alternative) will be provided according to procedure. There are specific request forms for these diets that can be found in the Law Library. Approved Special diet inmates eat at the first meal call during lunch and dinner. Special diets eat breakfast with their unit.

All inmates in units A, B, C, & D will enter the dining hall thru door S-10.

Inmates in Echo, Foxtrot and Holding will eat their meals in their cells via the food cart.

A menu will be posted in each unit. Periodically the menu may need to be altered due to unforeseen circumstances.

Please be ready and on time for meal times. The schedule needs to be followed so that everyone has the time to eat and return to the units. The meal schedule is posted in your living unit. A five minute meal call will be made announcing each meal.

MEAL SCHEDULE

Breakfast:

0500 - Restrictive Housing and Holding cells
0530 - Alpha Unit
0625 - Bravo and Lower Tier Charlie Units
0650 - Delta and Upper Tier Charlie Units

Lunch:

1030 - Restrictive Housing and Holding cells
1100 - Staff, Special Diets, and Alpha Unit
1140 - Delta and Upper Tier Charlie Units
1220 - Bravo and Lower Charlie Units

Dinner:

1600 - Restrictive Housing and Holding Cells
1630 - Staff, Special Diets, and Alpha Unit
1700 - Bravo and Lower Tier Charlie Units
1730 - Delta and Upper Tier Charlie Units

Dining Hall Regulations:

1. All inmates must wear a full shirt and pants to the dining hall. Closed-toe footwear must also be worn. Sandals are permitted if worn with socks. No cutoff shirts are allowed (stomach cannot be visible). Head covering of any sort is not allowed in the dining hall (except as dictated by religion). Coats or bulky sweatshirts which may conceal contraband will not be allowed in the dining hall. Inmates must wear their ID tag.
2. Inmates are not permitted to "cut" in the food service line.
3. Conversation in subdued tones is permitted in the dining hall.
4. You are not allowed to bring a personal cup to the cafeteria. The facility will provide all eating and drinking utensils and containers needed to consume your meal. No food or beverage may be taken back to the living unit.
5. You must form a single line for the serving of meals. You will be issued the appropriate eating utensils prior to receiving your meal. You must return these utensils to the officer sitting at the table closest to the tray drop-off upon completion of the meal.
6. Upon turning your plastic ware into the responsible officer, you must immediately leave the dining hall.

7. There is an open seating policy in the dining hall with the exception of those tables designated as officer's tables. Officer's tables consist of the first table closest to the dining hall door and the table closest to the tray drop-off chute.
8. Conversation with inmates working on the serving line will be held to an absolute minimum. Any derogatory remarks to inmates working on the serving line may result in disciplinary action.
9. You must follow all instructions given by staff members and you must leave the dining hall when directed to do so by a staff member.

MAIL REGULATIONS

The Department of Corrections regards contact with family and friends as a vital mechanism for maintaining and strengthening ties outside the institution. To facilitate such contact, the following provisions are formulated to enhance privacy and free expression while ensuring the orderly operation and security of the institution.

1. You may write to and receive letters from whom you so choose. The DOC and Federal Bureau of Prisons do not allow inmate-to-inmate mail (unless approved by the Superintendent).
2. There will be no limit placed on the number of letters you may write or receive. However, the facility will only provide postage for up to seven (7) letters per week. You must pay for any additional postage expenses incurred. Postage for outgoing legal mail will be paid for by the facility.
3. You may purchase additional stamps through the commissary. A maximum of forty (40) stamps per resident is permitted.
4. Writing paper and envelopes are available through commissary. Indigent inmates can request these items through their case worker.
5. Outgoing mail will be inserted into the envelope and sealed by the inmate. All incoming and outgoing mail must include a complete legible name and address of the sender and the addressee on the envelope. Incoming envelopes without this information will be refused and returned to the sender; outgoing envelopes will be considered contraband if not properly addressed. The inmate must use the name under which he was committed to the institution. Inmates may not, under their own name, mail letters for other inmates. The institution's address is:

167 State Street Rutland, Vermont 05701

Outgoing mail will be stamped with a notice that it is coming from a correctional facility. Outgoing envelopes should be free of drawings that are sexually explicit or related to security threat groups.

6. All incoming mail will be opened outside your presence to check for contraband. Stamps and stickers will be retained by DOC staff. If there are security reasons, outgoing mail may be opened outside your presence.
7. Persons of Correctional Facility Shift Supervisor rank and above may open and read incoming and outgoing mail for the purpose of determining if the mail contains contraband and/or if it may pose a threat to the security of the institution.
8. All incoming mail will generally be delivered to you within twenty-four (24) hours after arrival at the facility.
9. The following mail limitations are in place at all VT DOC facilities:
 - no correspondence with DOC staff unless for official purpose
 - no receiving or sending of contraband
 - no security threat group activities
 - no receiving homemade artwork that includes glue
 - no receiving maps, atlases, or other depictions of the facility
 - no nude photos or sexually explicit drawings
10. You may receive packages from approved senders through the postal service. All packages will be inventoried by staff prior to delivery to you. You must possess an approved request form for the articles in the package. If you do not possess an approved request form for the articles in the package, the package will be returned to sender.
11. Basic hygiene items are available thru commissary; any additional items require written approval of the Superintendent or his/her designee.
12. Correspondence privileges for inmates in disciplinary segregation status will be the same as are available to inmates in the general population.

As these new Inmate Mail rules are effective 12/06/10, it is highly recommended that all inmates access the directive (#409.05) in the Law Library.

VISITING

The institution encourages visiting. In order to allow as much privacy as possible while ensuring the order and security of the institution, the following visiting rules have been adopted through directive #327.01 (effective 6/26/06), which is available in the law library, education building, and through your unit officer:

1. You may receive visits from approved visitors only, unless this privilege is taken away from you by the Disciplinary Committee.
2. Your visiting list can have up to ten names. However, only three visitors will be allowed to visit an inmate at a time and one must be

an adult. Visitors may be prohibited per 327.01 section 1.e.

3. Visitors under the age of eighteen (18) must be accompanied by a parent or guardian, or an adult that possesses written permission from the guardian.
4. Visitors over the age of eighteen (18) must present one form of government issued photo identification, i.e. driver's license, state liquor card, or passport.
5. All visitors will be screened for contraband.
6. Persons suspected of being under the influence of drugs or alcohol will not be permitted to enter the facility.
7. If there are sufficient grounds to believe that the visit will endanger the security or welfare of the visitor, inmate, staff, or the facility the visit may be denied or terminated. The inmate and visitor shall be given a written notice of the reason within thirty (30) days.
8. The outer clothing of all visitors must be left in the lobby lockers. With the exception of religious observance, no headgear of any type is allowed in the visiting room. "Visitor Dress Code" is available in the directive and will be posted in the lobby.
9. When children visit you, the responsibility for their behavior is yours and the accompanying adult. When the behavior of children is disruptive and/or interferes with other inmates and their visits, the Shift Supervisor may terminate your visit.
10. You are not required to accept any particular visit if you do not wish to do so. It is your responsibility to notify the party of your intentions.
11. Special visits are provided within the facility for a variety of legitimate reasons. Special visit requests must be made in writing to the Superintendent or his/her designee prior to the visit. The request shall include the name of the visitor(s) and the specific reason for the visit.
12. Loud, inappropriate and/or offensive language or behavior may result in immediate termination of the visit.
13. Victims/alleged victims must request permission to visit the inmate convicted of or charged in the offense by application to the Victim Services Program. The inmate cannot initiate this. Visiting is denied when contact is prohibited by court order, probation order, or program conditions
14. There is no hugging or kissing during visiting. Children must remain on the visitors' side of the table.

15. Sexual offenders against children will not receive visits from minors unless approved by the Superintendent. Generally, these approvals will be granted once risk reduction programming has occurred.

Visiting Hours:

Medium Security inmates housed in general population will be allowed visiting in the contact visiting room using the following schedule:

Alpha Unit

Lower tier - Sunday 1245 - 1345
Upper tier - Sunday 1420 - 1520

Bravo Unit

Lower tier - Saturday 0815 - 0915
Upper tier - Saturday 0935 - 1035

Charlie Unit

Lower tier - Saturday 1245 - 1345
Upper tier - Saturday 1420 - 1520

Delta Unit

Lower tier - Sunday 0815 - 0915
Upper tier - Sunday 0935 - 1035

Other visiting information:

1. It is the responsibility of the inmate to inform family of their scheduled visiting day and time.
2. If an inmate is moved to a different housing unit, his visiting period will remain the same for the following weekend. After that, the visiting period will occur as per unit assignment
3. Visitors must arrive within the first thirty minutes of the visiting period.

Visiting for High Security Unit inmates will be conducted in the Non-Contact Visiting Area.

Visiting Schedule for E-unit:

E-01:	Sunday	1420-1520
E-02:	Sunday	1245-1345
E-03:	Sunday	0935-1035
E-04:	Sunday	0815-0915

Visiting Schedule for F-unit:

F-01	Monday	1900-2000
F-02	Tuesday	1900-2000
F-03	Wednesday	1900-2000
F-04	Thursday	1900-2000

E-05: Saturday 1420-1520
E-06: Saturday 1245-1345
E-07: Saturday 0935-1035
E-08: Saturday 0815-0915

The visiting schedule will be posted in the living unit.

Inmates on disciplinary segregation status will receive visits after first serving seven days of their sanction.

TELEPHONE PRIVILEGES

Types of telephones for inmate use:

- A. The blue coinless phones are for collect personal outgoing calls or debit calls only.
- B. The phone mounted on the side of the wall is for incoming attorney calls only. Attorneys will be provided with an unlisted phone number which can be connected, via main control, to the various units. Providing an inmate's attorney will accept the charges, the blue coin less phone can be used to contact attorneys.

Attorney calls will not be monitored/recorded (incoming or out going). When the "PIN" system is in operation each inmate is required to identify the attorney number(s) in his/her database. The numbers are flagged in the database, verified. The host processor will not allow monitoring or taping of calls placed to those numbers.

- C. A new phone has been installed for ordering commissary items. This phone will only work for this purpose.

Other telephone information:

Inmates housed in the high security section of this facility have the right to make personal telephone calls, provided they are outgoing collect or debit calls. Incoming attorney calls will be placed through the phone provided.

Inmates of administrative segregation or protective custody status may make personal phone calls on the recreation period. Attorney calls will always be allowed unless the inmate has presented a threat to others or is acting out in a violent manner.

Inmates on disciplinary status are allowed to make one fifteen minute personal phone call every seven days.

A detentioner housed in segregation who wishes to speak with his attorney must notify the high security officer. The high

security officer will notify the admissions control officer. The admissions control officer will call the inmate's attorney and advise him/her that the inmate wishes to speak to the attorney. It is then the attorney's responsibility to call the inmate on the attorney line.

Outgoing inmate calls (unless to an attorney) are subject to monitoring/recording, and you are advised of this at the beginning of each call.

Approved phone list process:

- A. Once an inmate has been assigned to a living unit, the Unit Officer will insure that the new inmate receives a Vermont Department of Corrections inmate telephone number request form. The inmate must complete the form listing the name of the party the area code and telephone number. The inmate then will sign and date the form prior to returning it to the Unit officer. A copy will be returned to the inmate when a pin number is assigned.
- B. Personal identification numbers (PIN numbers) will be assigned to each inmate who submits a completed form. Inmates will only be able to dial those numbers (up to a maximum of ten (10) numbers) they have requested. Specific numbers may be disallowed from an inmate's calling list.
- C. Inmates completing the "inmate telephone system number request form" must do so in ink for the photocopy or fax process to work.
- D. Attorney telephone numbers must be listed on the Vermont Department of Corrections inmate telephone number request form". All attorney telephone numbers will be verified by the Telematic representative. Once the attorney telephone numbers are verified they will not be monitored or recorded.
- E. Inmates wishing to add or delete telephone numbers during open enrollment each month must do so in ink. Inmates who fail to follow the above instructions will have their "request form" returned without being processed.
- F. Staff should only issue inmate number request forms to inmates who already have pin numbers during the open window period.
- H. Inmates will be allowed access to a telephone within 24 hours of admission for outgoing telephone calls at the expense of the inmate.
- I. All inmate telephone calls (except attorney/client calls) will be subject to monitoring, recording and printed call detail

Recordings of calls made by inmates that violate conditions set forth by the Court may be turned over to law enforcement for prosecution.

Telephone usage procedure:

- A. Remove the handset and listen for direction.
- B. The inmate selects "1" for English or "2" for Spanish
- C. The inmate then selects "1" for a debit call or "0" for a collect call.
- D. The next step is to dial in your PIN number, then the phone number (area code first).
- E. If the phone number dialed is not allowed, a message will be heard that explains why it was disallowed.
- F. The inmate will not hear the normal "ringing" of the called party's telephone.
- G. When the called party answers the phone they will hear the message, "This is a collect call from (inmate's name) an inmate at the Marble Valley Regional Correctional Center. To refuse this call, dial "1" or hang up. If you accept this call, do not use call waiting or three-way calling features or you will be disconnected. To accept this call dial "9" now".
- H. The called party may accept the call with either a touch tone or a rotary telephone. When the call is accepted, the called party will hear the message, "Thank You".
- I. The call may be terminated by either the inmate or the called party by hanging up.
- J. If the called party attempts a three-way call, at any time, the phone controller will terminate the call. If the called party attempts to retrieve a call using call waiting, the call will terminate.
- K. Access to numerous numbers including the operator, 800, 974, 411, 611, 911 and 555-1212, are blocked from the inmate telephones.
- L. Incoming calls are prohibited. In the event of an emergency, which has been verified by facility staff, a message may be given to an inmate to place an outgoing collect call.

An attorney phone is located beside the Public Telephone. The attorney phone is used for incoming calls from attorneys only.

Incoming calls, other than on the attorney line, are prohibited. In the event of an emergency, incoming calls will be verified by a staff member. Upon verification, the message will be given to you. This is the only time phone messages will be delivered.

INMATE COMPLAINT LINE

The Agency of Human Services Investigation Unit has established a phone process for inmates to pass along complaints for investigation. You can utilize this via the inmate phones in the living units. To access this line, please follow these instructions:

1. You will be asked to press 1 for English, 2 for Spanish and 3 for French.
2. Press "0" Collect.
3. Then dial 88888123456789.
4. #55

A memo on the purpose of this hotline is posted in your living unit.

MONEY TRANSACTIONS

Inmates are not allowed to possess any money on their person at anytime. The money will be confiscated as contraband and remitted to the States Treasurer's office. Money Orders, Bank Checks, State Checks, and Cashier Checks can only be received by mail and must be deposited in the inmate's account. The Department of Corrections maintains a statewide interest free checking account, with the Chittenden Bank for the sole purpose of retaining and disbursing Inmate funds.

Beginning August 1, 2007, any inmate assigned to this facility may have funds deposited into their account via mail to TD Banknorth. Effective October 1, 2007, this will be the only way funds can be deposited into an inmate account. This will need to be done by someone outside the facility. More information on this change will be made available in the near future.

Inmates may not transfer funds from their account to the account of another inmate.

COMMISSARY/CANTEEN

Commissary/canteen is the process by which an inmate can purchase approved personal items and food products. Postage stamps and phone time can also be purchased. Commissary occurs weekly and is distributed each Wednesday in the gymnasium. Each inmate is issued an INMATE NUMBER; this number is necessary to place your order via the phone in your unit. There no longer are forms to fill out. When commissary is delivered and handed out a receipt is included. Please make sure you verify the accuracy of the order as you will be required to sign for its acceptance. Once you have signed the receipt your transaction is final. If you are released or transferred to another facility before your order arrives, this will be sent to you via mail.

***** Effective 12/06/10, the commissary process will be the only method for acquiring property *****

Your family and friends can also order items for you via the internet. They can also place money into your account.

There is a weekly limit of \$85 for commissary orders. There is no limit on debit purchases for phone usage. Restrictive Housing inmates (those eligible for canteen) have a \$15 weekly limit.

Handouts are available for a more in-depth explanation of this process.

LEARNING CENTER/EDUCATION BUILDING

The Learning Center is located in the back yard of the main building. Your access to the Learning Center will be determined by your custody level.

You will be assessed by a Correctional Instructor within a week upon your arrival. This initial assessment will offer you an opportunity to ask questions about programs offered and to develop, with the assistance of an instructor, an educational/vocational plan.

All inmates under the age of 23 who do not possess a valid high school diploma are required, by law, to attend fifteen hours per week of education.

Classes in the Learning Center are usually fifty minutes long and change on the hour. You must be signed up for the class to attend.

Open library hours are posted in the living units.

A brochure describing current courses is available through Learning Center staff.

Inmates in Echo and Foxtrot will be offered educational opportunities.

In order to ensure the smooth and proper operation of the Learning Center, the following regulations have been adopted:

1. The destruction, defacing, or intentional misuse of any Learning Center materials may result in disciplinary action.
2. The Learning Center is not a meeting place. Loud talking, disruptive behavior, and loitering may result in expulsion and/or disciplinary action.
3. Reference books and periodicals are not to be removed from the Learning Center.
4. Do not lend library books to others. You are responsible for the return of books and their condition upon return.
5. You may check out a maximum of three books.
6. Your name must be on the class list to be allowed out to education.

LAW LIBRARY

Directive 385.01 mandates that each correctional facility in Vermont to establish a law library for the inmates. Access does apply to all legal matters. The focus of the law library is for Habeas Corpus proceedings, Post Conviction Relief motions, Conditions of Confinement complaints, and appeals of DR or 410 decisions.

Procedure for Law Library:

- A. The Law Library is located in the visiting room and will be open Monday through Friday from 0800-1100. There are no weekend hours.
- B. Inmates wishing to attend Law Library will request access via the Law Library request form. This form is forwarded to the Assistant Superintendent for consideration. On this form, the inmate needs to indicate their need for access.
- C. The Law Library is for legal work only. Inmates are not allowed to use the Law Library for personal matters. Inmates are expected to act in an appropriate manner at all times. Materials are not to be removed from the law library. Failure to abide by the above will result in loss of access to the Law Library for a period of time as determined by the Security and Operations Supervisor. The severity of the infraction will determine the length of time the inmate is banned from the Law Library.
- D. The Law Library will have an inmate assigned as the "Inmate Law Librarian". His responsibilities will include, completing library inventories, placement of legal materials, photocopying etc. The Law Librarian is **not** required to act as a Hearing Assistant, but can if interested.
- E. Inmates that are housed in High Security (E and F) are not allowed into the Law Library. Inmates housed in these units need to request assistance via the form process, which will be coordinated by the Assistant Superintendent.

WORK PROGRAMS

The institution utilizes a work program that is aimed at allowing all eligible inmates the opportunity to engage in meaningful and productive work. The institutional work program ensures inmate employment and compensation for work performed. Inmate employees will be paid every two weeks through a credit to their inmate account (see Pay Schedule attachment). Inmates have 30 days from receipt of their account balance to report any discrepancies with their account balance. This is overseen by the Inmate Employment Committee. Applications are located in the Learning Center. Equal Opportunity and ADA policies exist.

FURLOUGHS

A furlough is an approved temporary absence from a correctional facility under

precise conditions, including the level of supervision, which may range from unescorted to supervision by a pass supervisor. Furloughs are to be used only when the inmate has reached minimum or community custody.

Information on furlough eligibility may be obtained from your caseworker and in the Furlough policies located in the law library and education building.

RECREATION

A variety of recreational programs are offered at the institution in which an inmate may actively participate or act as a spectator. Availability and scheduling of these programs vary according to your living unit. These offerings are organized by the Recreation Coordinator. Recreational programs include, at a minimum, the following:

Basketball
Volleyball
Table Tennis
Weight Lifting
Chess, Checkers, Cards
Arts and Crafts
Concerts

While participation in recreational activities is normally at the discretion of the individual inmate, an inmate may be denied recreation as a disciplinary sanction.

Card playing is permitted in your cell and living unit. However, gambling, loud talking, arguing, fighting, and horseplay is prohibited at all times and may result in disciplinary action.

VOLUNTEER SERVICES

The institution is fortunate to utilize the resources of several area volunteer groups and private citizens to perform a variety of services for inmates. All volunteer services are arranged through the Volunteer Services Coordinator. Some of the services offered include:

1. Thresholds/Decision Making Program

A course dealing with decision making and consisting of group meetings with trained Thresholds volunteers.

2. Religious Services

Ministers and assistants from several local community churches visit the center on a regular basis. One-on-one visits with a minister of your choice can be arranged by request. Religious prayer services are held once per week, at a minimum.

The new Religious Observance directive was effective 2/4/08. Inmates must be on an approved list to attend religious services. A copy of

this directive and the related forms are located in the Law Library. There are significant changes in how religious observance can be conducted by inmates, including the requirement for pre-enrollment. Inmates need to indicate their religious preference if requesting special observance practices.

3. Alcoholics Anonymous

Local "AA" members conduct meetings in the facility each week. These are reliant upon volunteers willing to provide the meetings

4. Special Programs

Seminars, concerts, and performances are arranged through the Volunteer Services Coordinator.

The availability of volunteer services will be posted in the living units. Inmates are notified as new programs are developed and/or become available.

TRANSFERS

Inmates may be periodically transferred to and from the various facilities in the Vermont Department of Corrections system. You may be sent to another facility for classification purposes, for disciplinary reasons, because your request for a transfer has been approved, or for other needs as determined by the Department of Corrections. If you are transferred to an institution outside of the State of Vermont, you have the right to a hearing prior to transfer in which you may request the representation of a staff person.

NONDISCRIMINATION

The Vermont Department of Corrections provides services to offenders without regard to race, color, creed, sex, religion, disability, national origin, age or sexual orientation. Reasonable accommodation will be made to facilitate participation in work and programs. In such instances, medical input will be solicited with a view toward maximizing the inmate's functioning during his period of incarceration.

In this same vein, we will not tolerate any hateful or discriminatory behaviors from inmates. This will be met with a Major DR. This includes any sort of gang affiliation. Any outward displays will be met with consequences. Gang signs, hand gestures, and/or paraphernalia falls into this category.

Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) was passed by Congress on September 4, 2003. The Vermont Department of Corrections is dedicated to a zero tolerance policy concerning sexual misconduct, sexual abuse/sexual assault. Purposes of this act are to make the prevention of prison rape a top priority in each prison system, develop and implement national standards to the detection, prevention, reduction and punishment of prison rape.

Any sexual activity involving inmates is strictly prohibited. Offenders within

the confines of a correctional facility are never regarded as being in a position to grant legitimate consent with either staff or other inmates, due to the imbalance of power. As an offender detained in Vermont facilities you have the right to be free from intimidation or pressure from staff, inmates or any other person to perform or engage in sexual behavior.

Prevention of sexual assaults can be accomplished by being aware of your surroundings. Do not accept gifts or favors, most come with strings attached. Do not accept offers of protection from other inmates, which is the responsibility of corrections staff. Be alert, using contraband narcotics can impair your judgment. Be direct and firm when saying no to sexual aggression. Trust your instincts. If you feel unsafe report your concerns to a staff member. Avoid isolated areas whenever possible. Any person being subjected to sexual abuse, or who is aware someone is being sexually abused has a responsibility to report the abuse immediately. Reporting of sexual abuse can be done in many ways. A report may be made verbally to any staff member, a staff member that you have developed a sense of trust with or in writing using a request form to the Superintendent, a medical request form or an emergency grievance may be filed. You can make a report directly to the investigation unit using the inmate phone in the units by pressing #1 for English, #2 for Spanish, #3 for French and then pressing #5 to be connected to the investigations unit directly. You may also call 1-877-360-2597 (Toll Free). This number connects directly to the Investigations Unit. This investigations unit is independent from the Department of Corrections. It is important that the report is made in a timely manner. Do not clean up, it is important to be examined prior to washing, brushing your teeth, changing clothes or using the restroom. During the investigation staff will request you undergo a medical exam which you may refuse. All reports concerning the identity of the victim and the facts of the report are limited to those who have a need to know in order to make decisions concerning your welfare, and for investigative purposes. Allegations of sexual abuse and/or sexual assault, and False Reporting by inmates against staff and other inmates will be investigated and prosecuted to the fullest extent of the law, including administrative sanction and/or criminal prosecution. This also includes.

Every effort will be made to protect victims from further harm. If he/she cannot, or will not identify the individual(s) involved in the sexual assault/abuse, he/she does not give up the right to receive protection from the assailant(s). Most people need help recovering from the emotional affects of sexual assault/abuse. A qualified mental health professional will provide crisis intervention, counseling, assist in developing coping skills, and will monitor for long term support. If you have been victimized and wish to be seen by a rape crisis counselor please fill out a request form and submit it to the Superintendent.

Americans with Disability Act (ADA)

The federal *Americans with Disabilities Act* prohibits State and local entities from discriminating against any qualified individual with a disability in their programs, services, and activities. The Vermont Department of Corrections and its contracted entities are required to make "reasonable modifications and accommodations" to existing policies, administrative directives, and procedures in order to allow qualified offenders with disabilities the same opportunities as non-disabled offenders, unless to do so would be an undue burden on the Department or jeopardize the safety or security of staff, offenders, or others at facility or field sites, or would result in a fundamental alteration in the nature of a program or activity.

Please contact a unit officer, case worker, shift supervisor or other staff member if you need accommodations. You should have been oriented to this during you initial intake, but you can make requests at any time.

UPDATES TO HANDBOOK

The Inmate Handbook should be considered a continuing work in progress. We will do the best we can to keep it updated. Changes will be announced through Unit Meetings and the Monthly Newsletter. Please utilize the Law Library to review changes in directives that impact inmates.

Any comments or concerns should be referred to the Superintendent.

Marble Valley Regional Correctional Facility
RESIDENT HANDBOOK OF REGULATIONS AND PROGRAMS

TABLE OF CONTENTS

SUBJECT	PAGE
1. Introduction.....	1
2. Orientation.....	1
3. Military Time.....	2
4. Housing Rules and Regulations.....	2-5
5. Housing Changes.....	5
6. Mental Health, Medical and Dental Care.....	5-6
7. Fire Safety.....	6
8. Emergency Evacuation.....	6-8
9. Contraband.....	8
10. Shakedowns and Searches.....	8
11. Corridor and Sally port Regulations.....	8-9
12. Following Orders.....	9
13. Addressing Staff.....	9
14. Personal Appearance.....	9
15. Disciplinary Process.....	10
16. Complaint/Grievance Procedure.....	10-11
17. Inmate/Staff Communication.....	11
18. Legal Contacts.....	12
19. Property.....	12-15
20. Correctional Caseworker/Program Planning.....	15
21. Access to Records.....	15

22. Custody Classification.....	15-16
23. Social Services.....	16
24. Living Units.....	16-19
25. Sentence Computation.....	19
26. Food Service/Dining Hall Regulations.....	19-21
27. Mail Regulations.....	21-22
28. Visiting.....	22-25
29. Telephone Privileges.....	25-28
30. Money Transactions.....	28
31. Commissary/Canteen.....	28
32. Learning Center.....	29
33. Law Library	29-30
34. Work Programs.....	30
35. Furloughs.....	30
36. Recreation.....	31
37. Volunteer Services.....	31-32
38. Transfers.....	32
39. Non-Discrimination.....	32
40. Prison Rape Elimination Act.....	32-33
41. Americans with Disability Act.....	33

Attachments:

Disciplinary Report rules and sanctions
Housing Rules and Regulations
Property Allowance Matrix