

NORTHERN STATE CORRECTIONAL FACILITY



INMATE HANDBOOK

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Introduction

The Northern State Correctional Facility's (NSCF) mission is to provide a safe facility where people have the opportunity to change. Inmates will have the opportunity to learn and practice pro-social skills, victim empathy, and cultural awareness. Learning these skills will make the return to the community easier. The NSCF realizes that in order to meet these goals it must partner with both the community and other state agencies to ensure victims are repaired, legal rights are honored and human dignity is maintained. To meet these goals this facility offers inmates the following:

employment
educational opportunities
medical and dental services

several levels of housing options
legal resources
mental health counseling

programming
recreation
religious services

Inmates at this facility are expected to behave responsibly and respectfully toward other inmates and staff. Inmates must also follow all facility rules and regulations, develop good work habits, further their education, and meet case plan and programming requirements.

All inmate case decisions are made at NSCF without discrimination based upon race, religion, place of national origin, political beliefs, sexual orientation, or disability. Living accommodations for all inmates will be made according to the provisions of the law and DOC directives.

Inmate / Staff Communication

The Correctional Officers (CO) and Case Service Specialists (CSS) are the first people an inmate should contact when they need something or issues come up that need attention. These staff are knowledgeable about how the facility works and can inform inmates about how to get their needs met. The facility's COs make referrals for services for inmates when appropriate. Each inmate is also assigned a CSS who works with the inmate in an effort to address his, needs. These staff can also tell inmates the name of the higher level staff member to contact if the CSS and CO staff can not address the issue.

If an inmate can not read or write a CSS, teacher or CO will help fill out forms and will help write to other staff.

Interpreters will be made available for inmates who have difficulty speaking or understanding English.

The unit CO will give you an "Inmate Request Form" if you need to send a message to staff outside of the unit.

A meeting may be arranged by submitting a request form to see specific staff. In addition the Superintendent and other facility managers tour the facility regularly. During those tours they make themselves available for conversations with inmates.

Changes in policies, procedures, or rules that are likely to affect the inmate population will be posted on the bulletin board in each living unit.

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

Grievance System

The offender/inmate grievance system is the process inmates can use to put complaints in writing. It is designed to work with the normal communication process. That means that inmates should talk to their CSS or CO first. If that does not resolve the issue then the grievance process can be used. All staff, volunteers, contractors, and offenders/inmates should strive to resolve issues at the lowest level. Grievance forms are available in every unit and can be found in the Law Library. The grievance process is explained in Department Directive 320.01 "Offender Grievance System Facility and Field" That directive can also be found in the law library.

Prison Rape Elimination Act (PREA)

In 2003 the Prison Rape Elimination Act was made law by the Federal Government. This Act was created in an effort to prevent sexual assaults inside the nation's prisons. It requires correctional institutions to have a zero-tolerance sexual assault policy. Sexual activities and sexual assaults between inmates and inmates or between staff and inmate are against state law and institutional policy. All reports of sexual assault are taken seriously and will be investigated by either the institution or law enforcement agencies. You are encouraged to report all sexual behavior including assaults and threats of sexual assault. Please read the PREA handout and watch the PREA video when offered through the facility TV system. If you experience any sexual abuse or threats while at the NSCF please report to any staff member that you feel comfortable with or call the AHS Investigation Hotline.

Access to Correctional Service Specialist (CSS)

Each inmate is assigned a Correctional Service Specialist (CSS). This person is referred to as a "Caseworker." Correctional Services Specialists share responsibility for case co-management of inmates assigned to their caseload. The CSS manage the inmate case within the guidelines of the #371 series of department policies. These policies can be found in the law library, located in the visiting room. Inmates should fill out an Inmate Request Form requesting to meet with their CSS when necessary.

Fire Safety

Fire Safety is a responsibility that is shared between staff and inmates. It is very important that everyone know what to do in case of a fire in the facility. Inmates will be notified of fire and other emergencies as quickly as possible. The safety of staff and inmates is of equal concern and it is important that all remain calm and orderly during an emergency. If a fire alarm goes off, all inmates are to listen for staff directions. Inmates should then prepare to leave the area as instructed by Correctional Officers. All areas of the facility have evacuation plans posted and although staff will give periodic briefings about these plans inmates are responsible for familiarizing themselves when necessary.

Religious Observance

The Department of Corrections will offer inmates the opportunity to participate in religious services and the practice of their faith, individually or in a group. This freedom is limited only by a compelling governmental interest. The religious programs offered will reflect the diversity of faith and traditions in the larger outside community to the extent possible. Inmates can access the Religious Observation policy #380.01 in the Law Library located in the visiting room. The Facility has assigned the job of coordinating all religious activities and requests to the volunteer coordinator. Inmates may right to the Volunteer Services Coordinator with religious requests.

Voting

Inmates retain the right to vote by absentee ballot in a primary or regular election provided the person has otherwise fulfilled all voting requirements. To obtain an absentee ballot, an inmate must be a registered voter and request the ballot in writing from the town clerk of their town of residence. Instructions and a ballot will then be sent to the inmate. Inmate requests should be made well in advance of the election as absentee ballots must be returned to the town clerk before the election.

Photocopies

The following paragraph is from Facility Procedure 385.01.20. A copy of this procedure is located in the Law Library.
"Photocopying of legal work is not free. The cost of photocopies is \$.10 (ten cents) for single sided and \$.15 (fifteen cents) for double sided pages. Copies are obtained by filling out a Photo Copy Request Form available in the Law Library. The completed form will then be given to an Inmate Legal Assistant (ILA) or Inmate Law Librarian(ILL) who will then forward to the Work Crew Supervisor whom will copy and return to the ILA or ILL whom will return to the requesting Inmate. Indigent inmates will not be charged for this service."

Recreation Committee

This facility maintains recreational activities that inmates can participate in. Inmate volunteers on the Advisory Committee let the NSCF managers know what activities the inmates are interested in. The Facility Recreation Coordinator interviews and selects an inmate from each medium unit to be on this committee. This inmate will be responsible for unit recreational equipment and will also oversee unit activities.

Inmate Work Opportunity

The facility has many different jobs for inmates. Inmates can work in the kitchen, one of two factories inside the facility, outside work crew or in unit jobs.. All inmate workers will be cleared by medical staff to ensure they are healthy enough to work before beginning any job. The facility will make every effort to employ individuals with disabilities. Applications for employment are available in each unit and must be submitted to the Work Crew Supervisor.

Hair Cuts

The facility has hired a barber that provides haircuts free of charge to inmates. Inmates may sign up for this service once a month. The sign up sheets are posted in the units. .

Identification Cards

All inmates will be issued a photo ID tag which must be worn around the neck anytime an inmate is out of his unit. This ID is Facility property; therefore if you loose or damage it you are responsible for the cost of its replacement. A copy of procedure 331.00.01 "Inmate ID Cards" is located in the Law Library.

Gym Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0850-0940	None	CA, CB & DB Bottom Tiers, EA, EB	CA, CB & DB Bottom Tiers, EA, EB	CA, CB & DB Bottom Tiers, EA, EB	CA, CB & DB Bottom Tiers, EA, EB	CA, CB & DB Bottom Tiers, EA, EB	None
1000-1050	None	CB&DB, Top Tiers of EC&ED	DA, CB&DB Top Tiers, EC, ED	DA, CB & DB Top Tiers, EC,ED	DA, CB & DB Top Tiers, EC, ED	DA, CB & DB Top Tiers, EC, ED	None
1800-1850	C-Building	D-Building	E-Building	C-Building	D-Building	E-Building	C-Building
1900-1950	D-Building	E-Building	C-Building	D-Building	E-Building	C-Building	D-Building
2000-2050	E-Building	C-Building	D-Building	E-Building	C-Building	D-Building	E-Building

Law Library

Directive 385.01, "Inmate Access to Courts," requires each correctional facility in Vermont to establish a law library and provide inmates with access to courts. Access to courts does not apply to all legal matters or require the facility to make a computer, typewriter, or photocopier available to inmates. There is a legal resource Kiosk available in the law library that can be used to research statute and case law. The law librarian can assist with its use. The types of cases appropriate for the law library are:

- State or Federal Habeas Corpus
- Civil Rights/Conditions of Confinement
- Administrative Reviews (DR appeals, furlough revocation decisions-Rule 75 Petitions)
- State or Federal Post Conviction Relief

Requests to access the law library to work on legal matters other than those listed above will be approved on a case by case basis.

Protocol for Law Library:

The Law Library is located in the visiting room with scheduled hours from 08:00 to 11:00 and 18:00 to 12:00, Monday thru Friday excluding holidays.

The Law Library is for legal work only. Inmates are not allowed to use the law library space or equipment 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 the loss of Law Library privileges.

An Inmate Law Librarian (ILL) selected and employed by the Correctional Facility Superintendent will work in the law library. That person's job is to maintain the Law Library books and forms. In addition, the ILL may help other inmates: 1. assisting inmates in preparing initial complaints, 2. assisting inmates in finding primary and secondary legal materials, 3. photocopying legal documents for inmates, and 4. other duties as assigned by the Director of Legal Education in consultation with the Superintendent. Inmate communications with the ILL about legal matters are not confidential. Documents saved on the computer are not confidential or secure. ILLs may act as hearing assistants, but are not required to, subject to the local procedures of the correctional facility.

Inmates that are housed in SEG/SMU/Holding/Medical are not allowed into the Law Library based on individual custody status or medical issues. Inmates housed in these units who wish to obtain legal materials from the Law Library will request this through the Law Library Request Form procedure.

General Population Inmate Housing Process:

Inmates wanting access to the Law Library will fill out an Inmate Access to Courts Law Library Request Form. This form (located in the facility library) will be submitted to the Assistant Superintendent or his designee for approval. Once the form is approved, it will be given to the Law Librarian; a list of approved names will be generated and given to the main control officer. Inmates will be called to the law library when there is space available.

Personal Property on Initial Intake

Upon intake at this facility, all property must be inventoried by a Correctional Officer and listed on a "Property Inventory Form". Inmates must keep their copies of the form, as it is the only way to prove that they own their things.

Wedding band – plain metal or other material with no gemstone or imitation gemstones and a watch will be allowed. All other jewelry will be mail out or picked by an individual designated by the inmate.

Religious items are allowed in accordance with DOC Directive 380.01.

Inmate property is retained at the inmate's own risk.

Any inmate wishing to keep personal property items will need to sign an *Inmate Release of Liability Form*.

Any inmate wishing to keep any property having a value greater than \$50.00 must fill out a *Declaration of Valuable Property Form*.

Contraband

Contraband is defined as an item used by an inmate in an unauthorized, prohibited or altered manner in any way; property in excess of allowable property limits; any item that an inmate, staff person, volunteer or contractor is not specifically authorized to have in their possession in a correctional facility.

Inmates are responsible for all items of contraband that are found in their cell, on their person or in an area under their control.

Inmates must thoroughly search their cell when they are assigned to it. If contraband is found by the inmate they must tell the unit CO immediately.

Medium Custody Cell Items List

Property allowances/restrictions will be set forth by directive 321.01 (Offender/Inmate Property). The most recent copy of this directive will be available for review in the law library. Inmates will be advised regarding any modifications specific to NSCF through notices posted in living units and/or addendums to this handbook.

Commissary

This facility uses a commissary system for inmates to buy food, hygiene and miscellaneous items. Commissary is ordered by utilizing the canteen telephone phone system available in each unit. Commissary must be ordered by 11:00 p.m. Thursdays in order to be passed out on the following Tuesday. (Unless otherwise instructed through posted memo.)

A maximum of \$85.00 of commissary may be purchased per week unless changes are posted for special occasions. Debit telephone time and postage do not count towards your \$85.00 limit. Any perishable items must be used prior to the expiration date. If the items expire they may be confiscated and disposed of. Any non-perishable items must be able to fit in the footlocker with the rest of your property. Any extra items must be sent out of the facility. No inmate will be allowed to sell or trade commissary items.

All money received by inmates is automatically placed into that inmate's commissary account. Deposits are done several times a week except on holidays. It is the responsibility of the inmate to know how much money he has in his account. After purchasing items through commissary the inmate will receive a canteen sales invoice. This invoice will have the requested items listed and their cost.

Commissary is passed out weekly. Normally this happens the day after the order is delivered to the facility.

MISTAKES IN THE COMMISSARY ORDER MUST BE BROUGHT TO THE ATTENTION OF THE STAFF PASSING COMMISSARY AT THE TIME OF RECEIPT, BROKEN AND INCORRECTLY SHIPPED ITEMS CAN BE RETURNED. ITEMS SHIPPED CORRECTLY AND INTACT CANNOT BE RETURNED.

Inmates are encouraged to keep the receipt that comes in the commissary order so that in the event of a shakedown, you can show that the stuff is yours. Staff is not obligated to seek out any other proof of ownership.

Pornographic Material

Pornographic material is not allowed at this facility.

Periodicals

Inmates are expected to use good judgment when ordering publications. Items which compromise the security of the facility (such as publications on weapons, martial arts, instructional self defense, manufacturing of illegal substances, explosives or those which are racist/supremacist) are considered contraband and will not be allowed into the facility. Magazines/newspapers may be ordered by subscription; they may not come in through visiting or in packages. Personal magazines, newspapers, or other publications are not allowed out of the units. Although inmates do not need an approved request form to subscribe to a periodical they are still subject to the property limit listed in the cell items list.

Per directive 409.05 Inmate, Publications and Audio/visual Regulations no inmate may have in his possession any printed material that contains nudity or sexually explicit material. Such publications will be sent to a central review committee to determine the appropriateness of that issue.

Packages

After initial intake, inmates will be permitted to get personal and state property through approved sources as long as the increase in property does not violate the cell items limitations. Approved sources are:

- i. Commissary purchase
- ii. An approved catalog or vendor
- iii. State issue
- iv. Personal possession at the time of admission to a facility
- v. Special package allowance

Special Package Limitations

- a) Special package items may not exceed the allowable property limits for a specific category item established by the *Inmate Property Matrix*.
- b) Special package items may not include jewelry, cosmetics, razors or food items.
- c) Special packages may be received only with advance written permission, and at times established by local procedure (e.g., thru U.S. mail, UPS, non-visiting days, etc.)
- d) Special packages containing items of contraband will be rejected.

Check Request

All inmate check requests must be completed on a Check Request Form available from the Unit Officer. The form must have complete information, printed name, date and signature. If you are ordering from a vendor and are requesting a check to pay for the item you must include the **order forms** with the check request. If the inmate is paying a bill for a family member the bill needs to be attached to the check request. They should have an addressed envelope with a stamp or if there is no stamp the money will be taken out of their account for the postage. Once completed the request should be turned in to the Caseworker to be approved. The front office staff will process all checks and mail them out every other Friday. The same day the checks are processed the front office staff will send the inmate a copy of the check. Failure to complete the form properly will result in the form being returned to the inmate and the check not being issued. The Superintendent has the authority to stop checks from leaving the facility unless it can be shown they are for a legitimate and/or necessary reason. If the inmate requests a stop payment on a check that is written there will be a \$20.00 fee.

Telephone

NOTICE: With the exception of properly placed (or received) Attorney Calls, all telephone calls are subject to monitoring and recording. To use the Inmate Telephone System a Personal Identification Number (PIN) is required. To receive your PIN you must fill out an Inmate Telephone System Number Request Form and send it to your Caseworker for approval. Once your Caseworker has approved and returned your request, your PIN will be your commissary number.

NOTE: The telephone system requires 14 numbers to be entered. You will need to enter zeros before your commissary number to equal 10 numbers then the 4 digit PIN. Example: if your commissary number is 52316 and your assigned PIN is 1234 you will need to enter 00000-52316-1234. (NOTE: the leading zeros make 14 digits!)

Adding and deleting approved telephone numbers is done once a month. To add and delete numbers you must submit an Inmate Telephone System Number Request Form. You are allowed to have 10 telephone numbers on your allowed call sheet. Please include your commissary number in the Inmate PIN section of any form that you submit.

If problems occur with the Inmate Telephone System or to report broken Inmate Telephones in your unit, you may fill out an Inmate Telephone System Complaint Form.

There are a few options available when making calls with Inmate Telephone System. Calls that go out are COLLECT unless DEBIT time has been purchased with your weekly commissary order. Debit calls are less expensive than collect calls. The debit may be purchased in \$1.00 increments. Debit is credited to your account the day commissary arrives to your facility. The debit account balance cannot be transferred back to your commissary account. If you have a debit account at the time of your release, it will be refunded to you. Pre-paid calling for families is also available. Your family member may want to apply money to their phone number for your use. The families can call 888-288-9879 to set up these accounts. When you use the inmate telephone it will instruct you on how to make collect or debit calls.

Three-way telephone calls are not allowed. Any inmate who makes a three-way phone call will lose the privilege to call that telephone number.

Education

The mission of the Community High School of Vermont is to provide an accredited, coordinated, and personalized education that assists students in their academic, social, and vocational success. To that end, the following information may be helpful to you in understanding how to access education at NSCF. All inmates under the age of 23 and without a high school diploma are mandated to attend classes. An education staff member will contact you within one week of your arrival at NSCF. If you have a high school diploma, you may be contacted for verification. Inmates 23 and older and without a high school diploma are encouraged to take classes. You need to fill out a request form addressed to Education Staff and someone will contact you as soon as possible after receiving the request. A schedule of classes is posted in B Building and your request should specify which classes you would like. If you would like to pursue your high school diploma, please attempt to get your high school transcript from previous schools to bring to the first meeting.

VISITOR DRESS CODE

Failure to comply with this dress code will result in visitors being sent away without visiting. Visitors to any facility may not wear:

- Clothes with holes, rips, tears, or the pockets torn so as to allow access beneath the garment (Clothing must be completely intact.)
- Clothing that looks like correctional officer or law enforcement uniforms (police, sheriffs, marshals, etc.)
- Sweat suits and wind pants
- Hats, headbands and/or hooded clothing
- See-through clothing of any kind
- Clothing that leaves any portion of the breast or genital area exposed
- Low cut and/or V-neck sweaters, blouses, shirts
- Shirts or blouses too short to tuck in;
- Any clothing which exposes the midriff
- Tank, halter and/or tube tops
- Skirts, dresses, and/or shorts that do not cover the knee(when standing)
- Skirts or dresses with slits that reach two inches or more above the knee

- Clothing which, in the opinion of the staff person registering the visitor, appears provocative or inappropriate (such as, shirts that fail to conceal inflammatory tattoos or convey anti-social messages)
- Metal hair ornaments

Exceptions: Children ten (10) years old and younger may be allowed to visit if wearing shorts, skirts and/or dresses shorter than mid-thigh, rompers, sleeveless shirts, etc. The staff person registering the visitor will contact the shift supervisor if s/he believes there is an issue with any item of clothing.

Visiting Rules

NOTE: It is important that you inform your visitors of the visiting rules and dress code so they are allowed to visit. Unfortunately people have been turned away after a long drive because they did not know the dress code or had a pet with them. Don't let this happen to your loved ones!

- ◆ All children must be kept under control.
- ◆ No physical contact between adult visitors and inmates is allowed
- ◆ Inmates and visitors are not allowed to use the bathrooms during the visit
- ◆ Inmates will not be allowed to change children's diapers
- ◆ The inmate will be strip searched before returning to his unit.
- ◆ Inmates are not permitted to enter the visiting room if they do not have a visit
- ◆ At no time will an inmate be allowed into the visiting room before the arrival of his visitor(s)
- ◆ Once an inmate enters the visiting room, he will not be allowed to leave until his visit is completed. Inmates will not be allowed to leave the area for phone calls, etc. If an inmate leaves the area, his visit will be terminated
- ◆ Inmates are responsible to keep their visiting area clean at all times
- ◆ Fighting, yelling, arguing, or other disruptive behavior will be grounds for immediate termination of the visit.
- ◆ Only with the permission of the Shift Supervisor will a visitor give any items to an inmate.
- ◆ It is only with permission of the Shift Supervisor that an inmate may exchange items with a visitor
- ◆ Non-compliance with any of the above rules by an inmate, in the opinion of the Visiting Room Officer or Supervisor, may result in disciplinary action, immediate termination of the visit, and possible revocation of all visiting privileges
- ◆ Inmates and visitors are subject to legal prosecution if they are responsible for contraband (drugs, alcohol, weapons, etc.) entering the facility. All items brought in by visitors for inmates are subject to search
- ◆ Special visits will be allowed because of special circumstances, subject to the approval of the Security and Operations Supervisor or higher.
- ◆ This facility does not assume liability for lost or stolen items
- ◆ No money will be exchanged between the visitor and inmate. THIS IS A MONEYLESS FACILITY
- ◆ Inmates are not permitted to physically discipline any child.
- ◆ Visitors are to leave State Property upon completion of their visit.
- ◆ Children/pets are not to be left unattended in vehicles.
- ◆ Weapons and alcoholic beverages are not allowed on the property.
- ◆ Loitering is not allowed on Facility property.
- ◆ No child over the age of 11 years can sit on the lap of an inmate
- ◆ Inmates must remain at the visiting table during the entire visit. Failure to remain at the visiting table may result in the termination of the visit.

Visiting Schedule

If your Name Starts with a letter from;	Your weekly visit is:
A-D	Saturday 0900-1100
E-L	Saturday 1300-1500
M-R	Sunday 0900-1100
S-Z	Sunday 1300-1500

Medical / Mental Health Access

To get medical or mental health services general population inmates must place a Medical request slip into the wooden box located in the kitchen entry way. Medical slips must be placed in the wooden box mounted on the wall in the kitchen entryway. Medical staff will process your request and call you to the medical center for an appointment.

Cleaning of Cells:

1. COs will inspect inmate rooms between the hours of 07:00 and 10:00.
2. Inmate rooms and units are to be kept clean and organized at all times. Each inmate will be held responsible for his own room. Beds are to be made neatly with pillow at the end of bunk.
3. Nothing will be hung on bunks. No writing on or marking of walls, bunks, or doors is permitted.
4. Trash will be put in the trash cans, bags, or other containers used for that purpose. Garbage cans will be emptied and washed, if necessary, during unit clean-up time. Plastic bags are not to be kept in the inmates' rooms at any time.
5. Linens and blankets are provided and must be stored on inmate bed. Blankets/sheets/towels are not to be used as rugs, curtains or tablecloths.
6. Inmates are responsible for everything in their cell area and will be held accountable for any contraband or unauthorized items found on their person or in their cell area. Therefore, cells should be inspected prior to leaving them. Any contraband items in the cell should immediately be brought to the attention of the Unit Officer.
7. Whenever an inmate leaves his cell, lights and appliances are to be turned off.
8. Legal papers and letters must be neatly stored in cells. Excessive amounts of paper, letters, books, and magazines are considered contraband and may be confiscated.
9. No cardboard or paper items should be stacked on, under, or around electrical items. No boxes may be stacked between shelves to add height to TV. TVs can not be set on any sink or toilet.

Facility Rules and Inmate Discipline

Inmates with questions about the rules may refer to Directive 410.01 and Procedure 410.00.10 Facility Rules and Inmate Discipline. A copy of this Directive and Procedure is located in the Law Library. Below you will find a list of Facility Rules that are specific to this facility and are in addition to the rules listed in Directive 410.01. Any staff person may direct an inmate to leave a given area or to enter their cell as a method of intervention when that staff member observes behavior that is inappropriate. If you are directed to secure yourself in your cell you must do so immediately. You will stay in your room until the staff have determined that your behavior has been appropriate for 30 minutes. Following are some general rules.

1. Littering is not permitted
2. Loitering is not permitted in the following areas:
 - tiers and doorways of rooms in the units
 - hallways and foyers of any building
 - entrance areas to the living units or buildings
 - stairs and walkways anywhere on the grounds
3. Sitting, hanging, sliding, or jumping from any railings are not permitted.
4. Loud talking, horseplay, or any other form of boisterous or disruptive behavior is not allowed in the facility.
5. Passing, selling or lending of items between inmates is forbidden. Items found in violation of this rule shall be confiscated as contraband.
6. Sitting on tables, leaning back on chairs, or putting feet on furniture or walls is prohibited.
7. If a TV can be heard in the dayroom, it is too loud. Failure to reduce the volume will result in disciplinary action, up to and including loss of the TV.
8. All facility furniture will remain where designated.
9. No cups, plastic dinnerware, or any other item may be brought from the dining room to the living units.
10. Ice coolers located in each unit will be filled with ice during posted times. Abuse of these coolers will result in their removal. Utilization of ice chest other than in the unit building is prohibited.
11. Only men's clothing is allowed.
12. Inmates will not enter the laundry room unless authorized by staff. The inmate laundry worker is not considered staff.
13. No blankets, pillows, or towels will be allowed in the yard or gym, with the exception of a small hand towel (14" x 24") for working out.
14. Inmates attending volunteer activities may move only during a movement window.

15. Stone or snowball throwing is prohibited
16. Football: tackle, flag, touch, etc., is not allowed.
17. Running will be allowed only in the gym or lower yard.
18. All common property must remain in the dayroom. This includes, newspapers, fans, etc.
19. Nothing may be hung on cell walls except in designated area. The only items allowed in the designated area are as follows: photographs of family members (all persons in the photos must be fully clothed), pictures of family pets, and children's drawings, appropriate calendars (any pictures of people must be fully clothed), and approved religious items (in accordance with Directive 380.01).
20. Inmates are not permitted to place any type of covering/hanging over the ventilation openings, windows, or lights in their room. The windowsill can be used as a shelf if items are not stacked, or excessively blocking the officers view of the window.
21. The throwing of any objects in the buildings is not permitted with the exception of sports activities in the gym.
22. Spitting is strictly prohibited
23. Inmates shall not alter any item from its original manufactured state. Any attempt to do so will result in disciplinary action up to and including loss of said item.
24. Any item taken as contraband will be processed in accordance with facility procedure.
25. Inmates will be held accountable for damage, the possession of contraband or destruction of state property in their assigned room. When it cannot be determined which inmate is responsible, both will be charged.
26. Inmates will not be allowed to enter any living unit or living unit building other than the one they reside in without prior permission from staff.
27. When leaving their unit inmates are required to wear their ID tags around their neck using the lanyard provided.
28. Inmates are required to give their name, unit and cell number to any staff member who asks.
29. Bunks will remain made after room inspection. Inmates may lie down on their bunks but will not be allowed to cover themselves with sheets and/or blankets between the hours of 0800 and 1800 hours unless they have staff approval.
30. There is no cell visiting.
31. Inmates are not allowed to enter the colored area around the unit officer's podium.
32. Inmate cell door windows will not at any time be blocked or covered.
33. Slamming or kicking doors is not allowed.
34. With the exception of the lower yard, inmates will remain on the sidewalks and off the grass and the hillside below the infirmary at all times. Inmates going to or from A/C or the infirmary must only use the stairs leading up to main control and not the Handicapped Ramp unless expressly permitted.
35. Lock-in: An inmate on lock-in status will be secured in his cell. His roommate will need to request permission to enter and exit.
36. Inmates on lock-in status will not be allowed to attend recreation, work, volunteer activities, or education (unless the inmate is less than 23 years old without a high school diploma).
37. An inmate on early lock-in may not attend independent studies during lock-in hours. Independent studies can be done anytime during the day, and do not take precedence over early lock-in.
38. Inmates are required to adhere to movement windows.
39. Inmates are only allowed to bring a clear plastic container into the yard or gym during recreation periods. The container can be no larger than one quart. Inmates will not be allowed to carry any container to or from the kitchen or any other location. Water is the only liquid that can be in the container.
40. Inmates residing on the bottom tier in a unit are not permitted on the top tier of that unit without unit officers permission.
41. Conviction of any major DR will result in the loss of employment (or employment consideration) for 30 days. Re-employment will require re-application.
42. Sandals, shower shoes or any other toeless shoes are not allowed to be worn outside of the unit. (Exceptions can be made if the Medical Department has determined that there is a medical need). All inmates will wear shoes and socks when leaving their units.
43. Inmates will not be allowed to go barefoot in the yard.
44. Inmates given orders by facility staff must promptly do as instructed. Any appeal to a supervisory staff member will be after the order has been followed.
45. Inmates must immediately show their ID tag, or give their name and any other information to any employee of the Department of Corrections when asked to do so.
46. Inmates will approach and address all staff with respect and courtesy. Derogatory remarks to, or about staff may result in disciplinary actions.
47. Inmates will not feed any animals, birds, or insects.
48. Cell doors are to remain closed unless a person is passing through the doorway.

49. Inmates will have 20 minutes (from the time they receive their tray) in the dining hall to eat their meal
50. Any inmate attending an organized activity, such as, Education, NA, AA, Religious Services or the gym may not leave until next open movement window (Unless otherwise permitted or directed by Staff)
51. Sunglasses are for outside use only
52. Steel toed footwear is not permitted
53. Camouflaged clothing is not permitted
54. Hooded clothing is not permitted
55. This facility can not be responsible for items lost or damaged during laundering
56. Any clothing that is ripped or torn needs to be mended immediately, failure to do so could result in the item being taken as contraband
57. No clothing or headgear similar to the Vt. DOC uniform will be allowed
58. Staff must be able to search any item owned by (or in possession of) an inmate without damage, therefore any resulting damage will be the responsibility of the inmate
59. No Metal Tubes, Dispensers or jars are allowed
60. No glass containers are allowed
61. Inmates will shower at least once a day
62. **Shirts must be worn in all common areas.**
63. **No hats are to be worn within any building. (unless approved for medical or for religious reasons)**
64. Inmates with tattoos depicting gang signs or offensive symbols must cover those tattoos unless showering or in their cell.
65. All inmates under the age of 23 who do not have a high school diploma must participate in education as required by the education staff. Failure to attend school as required will result in you getting a Minor #26 DR.

MAIL

The Department of Corrections regards contact with family and friends as an important part of keeping community ties so getting out of prison is easier. Mail is important to stay in touch with family, friends, lawyers and courts. The facility will maintain a mail delivery process that ensures mail is delivered as quickly as possible while keeping the facility secure.

You may write to and receive letters from anyone that you choose as long as they are not on your "Do Not Contact" list or are incarcerated. The DOC and Federal Bureau of Prisons do not allow inmate-to-inmate mail unless approved by the Superintendent. Inmates must submit and have approved a Request for Inmate-to-Inmate Correspondence form to the Superintendent before sending mail out to another inmate.

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. You may buy more stamps through the commissary. Inmates are limited to \$20.00 in stamps in their possession at one time.

It is the responsibility of each inmate to print or type the following return address on the envelope to ensure that the mail is not delayed.

(Inmate Name)
Northern State Correctional Facility
2559 Glen Road
Newport, Vermont 05855

This must be written legibly on the upper left corner of the envelope. Outgoing mail that has no means of identification of the sender or no return address will be opened as contraband. Outgoing mail with a different return address than Northern State Correctional Facility, 2559 Glen Road, Newport, Vermont 05855 will not be sent.

The envelopes of outgoing mail will not contain inappropriate drawings about sex, gangs or contain code.

All incoming mail will be opened to check for contraband. Envelopes may be retained by DOC staff.

When the Superintendent or designee suspect that mail has contraband or is a jeopardy to the security of the facility the mail may be opened and read.

All incoming mail will generally be delivered to you within twenty-four (24) hours after arrival at the facility.

Incoming mail will have stamps and special sticker type seals removed prior to delivery to inmates.

All incoming mail will be inspected for enclosures, contraband, cash, checks, money orders and prohibited sexual material.

The following mail will not be accepted at the institution:

- a. Mail with an incomplete or no return address
- b. Mail marked return to sender
- c. Mail that has postage due

Laundry

All inmates have access to scheduled laundry services within their living units no less than twice a week.

Bedding and Linen:

- a. One clean and sanitized mattress;
- b. Two blankets: Unless documented individual health or safety concerns (e.g., suicide risk) dictate otherwise;
- c. Two sheets;
- d. One pillow which conforms to fire and safety codes and one pillow case

Inmates will exchange or have their sheets cleaned at least once per week

Blankets shall be exchanged and/or cleaned at a minimum of once a month or as needed

(Inmates shall be held accountable for the linen and blankets they are issued.)

Mattress

Anytime an offender leaves a cell, the mattress and cell will be disinfected before another inmate occupies it and new linen is issued.

Each unit sets its own laundry rules and schedule. These schedules are posted in the units. The unit CO will also let you know what the schedule is if you ask.

Daily Activity Schedule

[See the Facility Schedule posted in the Unit Information area](#)

Segregation

The Segregation Unit is an eight bed security unit. The primary purpose of the unit is to house inmates in accordance with department directive 410.03. The unit will be operated, supervised and managed by Security Staff. The Security and Operations Supervisor and the Shift Supervisor will review the case plans and schedule the inmates for their movement out of the unit. The Restricted Housing Unit will operate within the guidelines set forth in Directive 410.06 Restrictive Status, Conditions of Confinement. A copy of this Directive is located in the Law Library.

Special Management Unit (SMU)

The Special Management Unit (SMU) is a ten bed Close Custody security unit. This unit's primary purpose is to house those offenders who are close custody. Its secondary purpose is to house offenders who demonstrate that they require a higher level of supervision. The SMU unit will also be utilized for offenders on segregation status in the event that the segregation unit is full.

SMU Unit Rules

- SMU inmates will obey all facility rules.
- SMU inmates will perform the unit job they are assigned by the Unit Officer.
- Each inmate on SMU status will be assigned a unit duty and may not trade that duty with another inmate.
- Each job will be completed to the unit officer's satisfaction.
- Jobs will be done once on 1st and 2nd shift during the inmates last recreation period.
- SMU inmates will not loiter in front of another inmate's cell.
- SMU inmates will not enter another inmate's cell.
- Cell doors will be secured at all times. Inmates will secure their own doors.
- Inmates will not approach the living unit door any closer than five (5) feet without permission of the Unit Officer.
- Only the SMU laundry worker will enter the laundry room.
- SMU inmates will use the cleaning equipment only during scheduled unit cleaning periods. The primary Unit Officer may authorize the use of such equipment at other times.
- The dayroom volume will be kept at a level acceptable to the Unit Officer.
- SMU inmates will be immediately locked in their cells if they demonstrate behavior that is disruptive to the orderly operation of the living unit or facility. SMU inmates may also be subject to disciplinary action for such conduct.
- Failure to follow any of the rules may result in a disciplinary report as determined by correctional staff.
- Inmates must wear red top outside of their cells**
- SMU inmates will take a shower at least once per day
- SMU inmates will ensure that all dirty clothing is laundered on scheduled laundry days.
- SMU inmates will clean their room during the scheduled cleaning time.
- Rooms will be inspected at least once on first and second shift.
- SMU inmates are held accountable to the room inspections requirements as set forth in the NSCF inmate handbook at all times.
- SMU inmates will treat staff and other inmates with courtesy and respect at all times.
- Head gear is not allowed

SMU Lock-in

If an inmate's behavior is disruptive or destructive, they may be "locked in" their cell for a two hour block of time by any staff member. This is not meant to be a punishment only a chance for that inmate to calm down and allow for better decision making. The officer will reassess the inmate's behavior during the two hour period. If necessary The lock-in will continue but if the inmate is locked in for more than two hours the officer will notify the Shift Supervisor. This form of lock in is not to exceed four (4) hours.

SMU Recreation

Inmates may use the dayroom, bullpen, television and available games during recreation periods providing they have earned

such privileges. Recreation periods will take place with the Unit Officer and the inmates who are on recreation. No inmate will be allowed in the dayroom if the group is outside in the bullpen. If an inmate does not want to go out with the group then he will be locked in prior to the rest of the inmates going into the bullpen. Inmates in the bullpen will be required to stay for the remainder of the recreation period or until the officer decides to take the group back inside.

SMU Visiting

SMU visiting will be scheduled on Tuesday, Wednesday, and Thursday mornings from 0900-1100. Inmates must complete a visiting request prior to the visit and submit it to the Shift Supervisor for approval. All SMU visits will take place in the facilities non-contact visiting area.

SMU Canteen

The only items SMU inmates may order from canteen are Hygiene items.

SMU Library

A selection of paperback books and magazines from the facility library will be available in the unit. The selection will be rotated on a weekly basis. Requests for specific library materials may be made in writing on a request form to the facility librarian. Reasonable requests will be honored as material availability permits. All books must be signed out.

SMU Law Library

Inmates will be allowed to meet with the law librarian upon written request to the Shift Supervisor. Requests for legal resources will be made to the law library through the unit officer. The work crew supervisor will transport the materials and inspect them in both directions. SMU inmates will be allowed to keep up to three law books for two days.

Telephone Use

Inmates on SMU status can access the telephone while on rec. Inmates on other status may use the phone according to their present status.

Mail

Mail will be distributed to inmates on second shift using the same methods as general population units in accordance with directive 409.05 and the section entitled "Mail" on page 11 of this handbook.

SMU Law Library/Inmate Access to Courts

Inmates will be allowed to meet with the laws librarians upon written request to the Shift Supervisor. The Meeting will occur in the no-contact visiting room. Inmate Access to Courts will be in accordance with Procedure 385.01.20 Inmate Access to Courts.

SMU Inmate Work Assignments

All inmates in SMU are required to have a unit job. On a monthly basis one inmate will be designated by the first shift primary Unit Officer or Shift Supervisor as the laundry worker. All inmates except the laundry worker will be assigned a unit duty on a monthly or weekly basis in the same manner. Examples of the types of jobs performed are, cleaning tables, mopping floors, cleaning windows, scrubbing walls, cleaning showers, sweeping bullpen and other cleaning duties as the officer deems necessary. During the morning cleaning period inmates will have the opportunity to sweep and mop their cells or perform other cleaning activities to ensure that their cells are in compliance with facility room inspections standards.

SMU Medical Services / SMU Mental Health

Inmates residing in AC, RHU and SMU will also submit a Medical Slip for routine medical / Mental Health Services however these medical slips will be handed directly to medical staff during their tours of the unit.

SMU Property Allowance

Property allowance in SMU will be in accordance with Directive 321.01 Offender/Inmate Property under restrictive housing inmate property. A copy of the most recent directive will be made available to SMU. Any modifications specific to NSCF will be posted and/or attached to Directive 321.01.

Facility Schedule

0400	1 st Window for Kitchen Workers	1130	CA Chow Call
0500	VCI Chow	1145	CB Chow Call
0520	VCI Med Call	1150	Ed. Movement Window (Ed. closed)
0530	2 nd Window for Kitchen Workers, kitchen worker med call	1155	DA Chow Call
0545	Headcount	1205	DB Chow Call
0605	A/C, RHU, SMU and Infirmary Chow (In Unit)	1240	Chow Hall Closed
0620	EA/EB Chow Call	1250	Movement Window Open: Yard and Ed. Open
0620	ECHO Med Call	1300	Movement Window Closed
0625	EC/ED Chow Call	1340	Headcount Warning
0635	CA Chow Call	1345	Headcount
0645	CB Chow Call	1400	Movement Window Open (After Secured Headcount) Gym Open
0655	DA Chow Call	1410	Movement Window Closed
0705	DB Chow Call/Charlie building med call	1450	Movement Window Open
0735	Dining Hall Closed	1500	Movement Window Closed
0750	Movement Window Open: Yard and Ed. Open	1530	A/C, RHU, SMU and Infirmary Chow (In Unit)
0800	Movement Window Closed;	1545	Movement Window Open. Ed. & Gym Closed
0815	Delta building med call	1550	Special Med Call
0850	Movement Window Open/ Medical treatment window	1555	Movement Window Closed. Yard Closed
0900	Movement Window Closed.	1600	EA/EB Chow Call
0940	Headcount Warning	1610	EC/ED Chow Call
0945	Headcount	1615	Charlie building med call
1000	Movement Window opens (After Headcount Secures)	1630	CA Chow Call
1010	Movement Window Closes	1630	Delta building med call
1030	Movement Window for Kitchen Workers	1640	CB Chow Call
1050	Movement Window Open. Yard Closed. A/C, RHU, SMU and Infirmary Chow (In Unit). Special Medication Call.	1650	Education Movement Window Open
1050	VCI & Echo Building special med pass only	1650	DA Chow Call/ medical treatment window
1100	VCI/EA/EB Chow	1710	DB Chow Call
1115	EC/ED Chow Hall		

Evening Schedules

The facility restricts out door activities at night. The evenings schedule changes based on the length of day light that week. This is meant to even the amount of recreation for each unit.

<p style="text-align: center;"><u>Monday Evening Schedule</u></p> <p>1745 Headcount 1800 (after headcount secures) Movement Window for Charlie building 1810 Movement window closes 1830 Echo med call by Unit-EA/EB/EC/ED 1850 Movement Window opens for Delta Building 1900 Movement Window closes 1915 Charlie Building Med call by Tier-Top, Bottom 1950 Movement Window opens for Echo Building 1950 Special med call 2000 Movement Window closes 2000 Delta Building Med call by Tier-Top, Bottom 2050 Movement opens for inmate to return to their unit only 2100 Last Movement Window closes for the day 2140 Headcount Warning 2145 All inmates Lock-in/ Headcount</p>	<p style="text-align: center;"><u>Tuesday Evening Schedule</u></p> <p>1745 Headcount 1800 Movement Window for Delta building(after headcount secures) 1810 Movement window closes 1830 Echo med call by Unit-EA/EB/EC/ED 1850 Movement Window opens for Echo Building 1900 Movement Window closes 1915 Charlie Building Med call by Tier-Top, Bottom 1950 Movement Window opens for Charlie Building 1950 Special med call 2000 Movement Window closes 2000 Delta Building Med call by Tier-Top, Bottom 2050 Movement opens for inmate to return to their unit only I 2100 Last Movement Window closes for the day 2140 Headcount Warning 2145 All inmates Lock-in/ Headcount</p>
<p style="text-align: center;"><u>Wednesday Evening Schedule</u></p> <p>1745 Headcount 1800 (after headcount secures) Movement Window for Echo building 1810 Movement window closes 1830 Echo med call by Unit-EA/EB/EC/ED 1850 Movement Window opens for Charlie Building 1900 Movement Window closes 1915 Charlie Building Med call by Tier-Top, Bottom 1950 Movement Window opens for Delta Building 1950 Special med call 2000 Movement Window closes 2000 Delta Building Med call by Tier-Top, Bottom 2050 Movement opens for inmate to return to their unit only I 2100 Last Movement Window closes for the day 2140 Headcount Warning 2145 All inmates Lock-in/ Headcount</p>	<p style="text-align: center;"><u>Thursday Evening Schedule</u></p> <p>1745 Headcount 1800 (after headcount secures) Movement Window for Charlie building 1810 Movement window closes 1830 Echo med call by Unit-EA/EB/EC/ED 1850 Movement Window opens for Delta Building 1900 Movement Window closes 1915 Charlie Building Med call by Tier-Top, Bottom 1950 Movement Window opens for Echo Building 1950 Special med call 2000 Movement Window closes 2000 Delta Building Med call by Tier-Top, Bottom 2050 Movement opens for inmate to return to their unit only I 2100 Last Movement Window closes for the day 2140 Headcount Warning 2145 All inmates Lock-in/ Headcount</p>

<p style="text-align: center;"><u>Friday Evening Schedule</u></p> <p>1745 Headcount 1800 (after headcount secures) Movement Window for Delta building 1810 Movement window closes 1830 Echo med call by Unit-EA/EB/EC/ED 1850 Movement Window opens for Echo Building 1900 Movement Window closes 1915 Charlie Building Med call by Tier-Top, Bottom 1950 Movement Window opens for Charlie Building 1950 Special med call 2000 Movement Window closes 2000 Delta Building Med call by Tier-Top, Bottom 2050 Movement opens for inmate to return to their unit only I 2100 Last Movement Window closes for the day 2140 Headcount Warning 2145 All inmates Lock-in/ Headcount</p>	<p style="text-align: center;"><u>Saturday Evening Schedule</u></p> <p>1745 Headcount 1800 (after headcount secures) Movement Window for Echo building 1810 Movement window closes 1830 Echo med call by Unit-EA/EB/EC/ED 1850 Movement Window opens for Charlie Building 1900 Movement Window closes 1915 Charlie Building Med call by Tier-Top, Bottom 1950 Movement Window opens for Delta Building 1950 Special med call 2000 Movement Window closes 2000 Delta Building Med call by Tier-Top, Bottom 2050 Movement opens for inmate to return to their unit only I 2100 Last Movement Window closes for the day 2140 Headcount Warning 2145 All inmates Lock-in/ Headcount</p>
<p style="text-align: center;"><u>Sunday Evening Schedule</u></p> <p>1745 Headcount 1800 (after headcount secures) Movement Window for Charlie building 1810 Movement window closes 1830 Echo med call by Unit-EA/EB/EC/ED 1850 Movement Window opens for Delta Building 1900 Movement Window closes 1915 Charlie Building Med call 1950 Movement Window opens for Echo Building 1950 Special med call 2000 Movement Window closes 2000 Delta Building Med call by Tier-Top, Bottom 2050 Movement opens for inmate to return to their unit only I 2100 Last Movement Window closes for the day 2140 Headcount Warning 2145 All inmates Lock-in/ Headcount</p>	

Special Management Unit Schedule

- 0610 Chow Call
- 0650 Even # cells out for cell and unit cleaning (*inmates will lock in upon completion this is not a recreational period*)
- 0730 Odd # cells out for cell and unit cleaning. (*inmates will lock in upon completion this is not a recreational period*)
- 0810 All cells locked in for room inspection.
- 0830 Even # cells out for recreation
- 0900 Odd # cells out for recreation
- 0930 All cells locked in
- 0945 Headcount
- 1030 Chow Call (In Unit)
- 1100 Even # cells out for cell and unit cleaning. (No TV and/or No Phone)
- 1130 Odd # cells out for cell and unit cleaning. (No TV and/or No Phone)
- 1200 Even # cells out for recreation
- 1230 Odd # cells out for recreation
- 1300 All cells locked in
- 1345 Headcount
- 1415 Even # cells out for recreation
- 1445 Odd # cells out for recreation
- 1515 All cells locked in
- 1530 Chow Call (In Unit)
- 1600 Even # cells out for recreation
- 1645 Odd # cells out for recreation
- 1730 All cells locked in
- 1745 Headcount
- 1800 Even # cells out for cell and unit cleaning duties.
- 1830 Odd # cells out for cell and unit cleaning duties.
- 1900 Even # cells out for cell and unit cleaning duties.
- 1930 Odd # cells out for cell and unit cleaning duties.
- 2000 All inmates secured for the day. TV is shut off for the day.