

SOUTHEAST STATE CORRECTIONAL FACILITY



INMATE HANDBOOK

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The purpose of this handbook is to provide information about the Southeast State Correctional Facility (SESC). The Department of Corrections is required by law to protect the public and supervise incarcerated offenders. SESC is tasked to efficiently deliver education, training and work opportunities that support restorative justice, to model restorative principles within the facility that reflect community standards, and to maintain a safe and healthy work environment. SESC is an opportunity for working on positive personal change.

Inmates who are eligible for work camp status will earn Work Camp Good Time (WCGT). Depending on when your crime was committed, you may be eligible to earn up to 30 days of WCGT off your minimum and maximum release dates. The award of WCGT is dependent upon appropriate behavior and participation in work and program. Inmates may fail to earn WCGT for negative behavior and rule infractions.

* Not all inmates housed at SESCOF will be eligible to earn WCGT.

SESCF RULES AND REGULATIONS

Anyone in violation of or attempting to violate the following rules and/or department rules and regulations, may be subject to the DISCIPLINARY Process.

Rules and regulations have been designed to help further the following goals:

1. Ensure the safety and security of all inmates, staff, visitors and community members.
2. Maintain the greatest degree of freedom consistent with facility security considerations.
3. To exercise personal responsibility for one's own behavior and actions.
4. To enhance the quality of daily living through structure and consistency.

Any inmate discovered "Out-of-Bounds" may be subject to disciplinary action. Any inmate within fifteen (15) feet of the security fence is considered out-of-bounds. Any inmate in contact with the security fence may be charged with attempted escape.

When an order to lock-in is given, inmate(s) will immediately return to their room(s), close the door and keep it closed until the lock-in is cleared by staff.

Any inmate requesting to Speak to Administrative Staff, Caseworker's or Medical Staff will need to submit a "Form 55" (Request Form) to do so. This form will be handed into the Main Control for distribution.

Fire Evacuation Procedure

Evacuation (per policy #404 "Fire Safety") shall take place by the affected unit only. Main control will announce that there is an alarm activated in _____ unit at this time the unit officer will don the SCBA, announce to their unit to evacuate, to the chow hall. The unit officer will then wait till the float officer arrives to conduct a search. Inmates at Echo Unit will use their main exit and gather near the bottom of the steps. If the fire is blocking the primary exit, Inmates will be required to use the secondary exit for their unit.

Inmates in unaffected units will immediately go to their rooms and close their doors. They will remain there till the alarm is cleared by the unit officer or a life safety issue arises. If a life safety issue arises in a second unit, that unit officer will instruct the inmates to evacuate to the chow hall and follow procedure noted above.

Inmates who see another inmate sleeping and/or having difficulty responding to the alarm will be required to give assistance.

In the event that the whole building needs to be evacuated inmates of the main units will assemble on the basketball court in groups by unit. If it is going to be a long duration of time before inmates will be allowed to return to the Main Dorm then Inmates will await entry to the Education Building as a secondary assembly spot. Echo Inmates will wait outside the vehicle garage to await entrance as a secondary assembly spot.

1. Drills shall take place at quarterly intervals or more frequently and inmates will be required to participate.

Medical/Dental Services

Sick Slips: Sick call slips are available in each unit or the dining room. If you wish to be seen by medical staff, you must fill out a "Sick Call Slip" by 9:30 p.m. and deposit the form into the "Sick Call Box" which is affixed to the wall in the dining room. Medical Staff will then see/call for Work Crew inmates before the Work Crew leaves in the morning. All others will be seen during 2nd shift, (1400-2200 hrs.). The medical staff are the only persons authorized to prescribe bed rest or restrict the type of work duty that you may perform. You will be given written notice of medical restriction which you must keep with you to present to staff when asked. When you are on an approved medical restriction status, you may only be in your room, or the dining room area for meals or medication call.

Medication Call: Prescription medication (to include "over the counter [OTC]" or "as needed" (PRN medication) is distributed by the medical staff at the following times;

Seven days a week: 6:20 AM and 6:30 PM. Units will be called at specific times, starting at the listed times. Inmates will have 5 minutes to be in line once their unit is called.

Emergencies or Injuries: An inmate who has an emergency or is injured at any time shall seek the assistance of medical staff through their job foreman, Unit Officer, or any other staff member present or reachable at the time of injury. In the event of an injury, the medical staff (or in his/her absence the Shift Supervisor) will determine if emergency treatment beyond what is available through the facility is needed.

Dental: An inmate experiencing dental problems must submit a "Sick Call Slip" as explained above.

Mental Health: A mental health clinician is at SESCOF on a regular basis. The clinician may provide assessment, review and group services. A psychiatrist is also on staff to determine appropriate referral, medication prescription and monitoring if needed.

To receive mental health services, you must submit a Mental Health Referral Form, Sick Call Slip or Form #55. In the event of an emergency, you should report to the Unit Officer or Shift Supervisor.

Substance Abuse: Services include individual and group sessions, assessment and referral. Ask your caseworker about current offerings.

Headcounts

Headcounts are times throughout the day that all inmates are physically counted. The security staff will announce the headcount. Headcounts will occur at the following times: 0001, 0300, 0530, 0720, 1045, 1500, 1800, 2130 hours.

Monday through Friday, the room lights will be turned on at 0530 hrs, and will remain on to provide an opportunity for those that need to report to work or breakfast can do so. Also Mon. – Fri. the **0720, 1045, 1500, 1800 hours** headcounts are **stand on the floor in your room** headcounts. Room lights will be on. The **2130 hours** headcount is a "**be in your room**" headcount (you may be in your bed sleeping.) On weekends and holidays you will **not** be required to stand for the 0720 headcount, but will be required to be up and standing for the 1045 hour headcount and ready for the 1100 hour room inspection before lying back down and again standing for the 1500 and 1800 hr headcounts. All inmates must go to, and remain, in their rooms until headcount is secured and it is announced that you may leave your rooms.

On the living unit during headcount, the following must be observed:

1. Each inmate must be clearly visible to the officer doing the headcount.
2. There shall be no movement during the headcount.

Inmates participating in program or facility work assignments may be counted in their program or work location and their whereabouts reported to living unit officers. No movement will be allowed during headcount. Any failure to abide by these rules may result in disciplinary action.

Contraband

Contraband is anything in the possession of an inmate contrary to the rules and regulations of the Facility, or anything that is a danger to the safety of the Facility or well-being of staff, residents or visitors. "Possession" includes on your person,

in your room, in the facility or any place where there are reasonable grounds to believe that the contraband is in an inmate's possession and/or control. Anything not listed on the Allowable Property List, commissary menu, or provided by the facility, is considered contraband; possession of these items will result in disciplinary action.

Inmate Movement

When leaving the **Living Unit**; inmates must go to the Unit Officer and notify the Officer where the inmate is going. Upon returning to the Living Unit; inmates must go directly to the Officer and notify them that the inmate has returned. When leaving the **Main Dorm** building; inmates must go to the Control Center and notify the Control Room Officer where the inmate is going. Upon returning to the Main Dorm; inmates must go directly to the Control Center and notify the Control Room Officer that the inmate has returned.

All inmates **MUST** have an inmate ID tag being worn and showing when leaving their living unit. If the ID is lost or damaged, inmates cannot leave the unit until a new one is made. (A new inmate ID costs \$3.00 per printing, and will be charged to the inmate.)

When inmates leave for work in the morning they will only be allowed to return to their unit at lunch break and after the work day is completed, exception of Echo Unit, they will remain in the dining room during lunch break.

All normal movement out of the units will be on the "10 minutes" to the hour. If you leave any activity, you will not be allowed to return to the activity until the next movement window.

Inmate Dress Code

1. Inmates must be fully dressed except during bathing, undressing, medical examinations, searches or when using the rest room.
2. Sleeping attire is not to be worn outside the inmate's room.
3. Inmates are strictly prohibited from sleeping in the nude.
4. All shirts must be long enough to tuck into the pants.
5. Pants must be worn at the natural waist. "Low-rise" and baggy type clothing are not allowed.
6. Shorts may be worn in the unit and for outside recreation only, provided the shorts are no shorter than just above the knee.
7. Altered clothing and clothing with rips are not allowed.
8. Clothing must be worn to ensure underwear is covered at all times.
9. Foot coverings with hard soles (shoes that would be worn outdoors) are required at all times when outside the main living unit. Footwear is required at all times when outside inmates assigned room.
10. Sunglasses may only be worn at outside activities.
11. Hooded sweatshirts, Camouflage, tank tops, and thongs are strictly prohibited.
12. The only jewelry permitted is a wedding ring (for married inmates only), a watch, and a necklace with attached religious emblem.
13. No clothing affiliated with drugs, profanity, or a security threat group will be permitted.
14. Hats or religious head coverings may be worn in your assigned room, outside main dorm activities and kitchen hats/hair nets inside the kitchen only.

Living Unit Rules

1. Instructions from Staff need to be followed at all times.
2. When instructed to "Lock-In", the inmate(s) in question will immediately lock-in and secure the cell door behind them.
3. Closet Call will occur once a week as scheduled.
4. Inmates in Alpha, Bravo and Charlie Unit are allowed up to two bins per inmate. Inmates in these units with one bin may request another in writing to the CLUS. Inmates in Echo are allowed one bin per inmate and the use of a dresser. All possessions (except for coat and shoes (FOOTWEAR) need to fit in these storage areas. Bins must be kept under your bunk. They may not be used as tables or shelves.
5. Sharing, swapping, gambling, or selling off of property is not permitted.
6. Abusive, profane, (DEROGITY, DEGRADING) or vulgar language is not permitted.

7. Exercising in the dayroom or hallway is not permitted.
8. Inmates are not permitted to cross the yellow line around the officer's desk without permission.
9. Cells are to be clean and at room inspections standards at all times
10. No inmate is allowed to be in any room other than their own.
11. No inmate is allowed to loiter in hallways (this includes doorways).
12. No inmate is allowed on any unit unless they live in the unit with the one exception that Bravo Unit inmates may enter Delta unit for bathroom or shower usage between 0500-2100 hours or at designated times set by the Supervisor.
13. Attendance at Unit Meetings is Mandatory.
14. The unit officer will announce headcounts. **ALL** movement in the unit will stop while headcount is in progress. Offenders are required to stand in front of their bunks for headcount. You may continue movement once the unit officer announces headcount is secure.
15. Noise in individual rooms and unit common areas will be kept low so as not to interfere with others or the safety and security of the facility as a whole. This includes, but is not limited to; loud talking, loud laughter, abusive language and yelling. Inmates are not to be yelling or making noised out of windows.
16. Hats are not allowed to be worn inside the main building except for in the inmate's room.
17. "Walkman" radios must be played at a level that is heard only by the inmate listening to it with headphones on. Radios may only be used in the living unit and during recreation.
18. No congregating in hallways, stairways, bathrooms or doorways. **IN THE EVENT OF A DISTURBANCE OF ANY KIND, INMATES ARE TO REMAIN IN THEIR ROOMS OR STAY WHERE THEY ARE UNTIL INSTRUCTED OTHERWISE BY STAFF.**
19. All inmates have to be up for room inspection (Exception- third shift workers). Inmates will then be allowed to lie back down on top of their made beds without covering up. It is the inmate's responsibility to wake up for room inspections or when they are scheduled to be somewhere.
20. No inmate is allowed outside his room after 2145 hours without the unit officer's permission (except for bathroom usage).
21. Sunday-Thursday all room lights will be turned off at 2330 hours. Friday, Saturday and night before a Holiday lights and TV's allowed on until 0100 hrs.
22. Nothing may be placed on the bunk or hung in the room or windows.
23. Nothing may be placed over any lighting fixture in any room for any reason.
24. Nothing is allowed to be stored on windowsills in any room.
25. Nothing is allowed to be hanging from the ceiling in any room.
26. Nothing is allowed on vacant bunks other than a mattress.
27. Family photos may be affixed in the designated areas of the room only.
28. Inmates will clean up after themselves.
29. Inmates will be in their rooms until 0500 hours except to use the bathroom. (Exception, kitchen workers 0430).
30. Lights and TV's will be turned off when leaving the room.
31. Room doors are to remain **unlocked** when the room is occupied, and **locked** when unoccupied except during a **BUILDING EVACUATION**, when all room doors shall remain unlocked and **closed**.
32. No inmates are allowed to sit or be on another inmate's bunk.
33. Cleaning supplies are not to be kept in the cells.

Facility Rules

1. Inmates are responsible for knowing fire and weather evacuation procedures for their living unit and all work/program areas where they are assigned.
2. Personal mugs/cups are not to be used during Chow or Med Pass and are not for facility beverages.
3. Trading, selling or giving away of personal property and commissary items is not allowed. If detected, the items will be treated as contraband and destroyed and the inmate(s) may be subject to disciplinary action.
4. Any property not claimed within 30 days of release will be destroyed.
5. Televisions may be turned on for watching only during the allowed time set by the therapeutic community staff. As long as the units are clean, individual rooms are clean and inmate behavior is acceptable.
6. Monday through Friday the lights will be turned on at 0530 hours and will remain on to provide an opportunity for those that need to report to work or breakfast can do so.
7. Inmates are expected to stay in any activity they have entered until its completion. (Unless you receive permission from a staff member to leave.)
8. Inmates are not allowed to have physical contact of any kind with another Inmate.

9. Gambling is prohibited.
10. Southeast State Correctional Facility is a non-smoking facility. All tobacco products to include matches, lighters, pipes and smokeless tobacco are contraband
11. Meal start times are as follows; Breakfast 0600 hrs, Lunch 1030 hrs, Mon. – Fri. and 1100 hrs, weekends and holidays, Dinner 1630 hrs. One unit will be called at a time and the other units as space is available. Each unit will have at least 20 minutes to consume their meals. There is a 5 minute movement window for chow.

Inmate Discipline

Inmate Discipline 410.01 - Vermont Department of Corrections Standardized Rules and Guidelines for Recommended Sanctions

These guidelines are for all violations, both major and minor. The attempt or formulation of a plan, or aiding or soliciting another or others to commit a violation is a violation and carries the same sanction as if the violation had been committed. Sanctions A & N may only be used for those violations designated below. Sanction B may only be used for those offenders assigned to work camp status who have earned work camp good time. All other sanctions may be imposed for any violation.

- The amount of allowable punishment may increase upon repetitive violations within a 90-day period.

Approved Sanctions

- A. Placement in Disciplinary Segregation
- B. Loss of “Good Time” as prescribed by law
- C. Loss of privileges within an inmate’s classification for a pre-determined and specific amount of time never to exceed thirty (30) calendar days
- D. Removal from program and/or group activity for up to thirty (30) calendar days
- E. Change in living unit
- F. Restriction to the area of the living unit (not just cell or room)
- G. Early lock-in
- I Temporary loss of the use of personal property for a pre-determined and specific amount of time never to exceed thirty (30) calendar days
- J Institutional community service/reparation
- K Reprimand
- L Apology
- M Written essay concerning the infraction or participation in a structured activity pertinent to the offense
- N Make monetary restitution

Note: Inmates who have a serious mental illness must have a physician sign off that no contraindications exist prior to placement on Disciplinary Segregation. Inmates with a serious mental illness may not be placed in disciplinary segregation for more than fifteen (15) days.

Major “A” Violations

1. Killing any Person. A02 (A, 30 days)
2. Assault, physically attacking another person with or without the use of an object or substance. A01E (A, 0-30 days)
3. Assault on a Department of Corrections’ employee, contractor or volunteer. Intentionally striking or attacking a Department of Corrections employee, contractor or volunteer with or without the use of an object or substance, or behaving in such a reckless manner that one’s actions cause a strike of a Department employee, contractor or volunteer. A01F (A, 30 days)
4. Sexual Assault. A01B (A, 0-30 days)
5. Fighting where bodily injury is attempted or carried out. A01D (A, 0-30 days)
6. Escape from an institution A03A, armed escort A03B, and/or Correctional Officer custody, to include intentional absence from a furlough from a correctional institution. A03C (A, 0-30 days)
7. Creating disturbances that threaten the order and safety of the facility including, but not limited to; riots, work strikes and hunger strikes. A06 (A, 0–30 days)

8. Possession, manufacture or introduction of any item that constitutes a danger to the order of the facility including, but not limited to; weapons, dangerous instruments, escape tools, or communication devices (e.g., cell phones). This also includes possession of any unauthorized weapon while in the custody of the Commissioner of Corrections outside a correctional facility (e.g., at Court, a hospital, etc.). A07 (A, 0-30 days)
9. Possession, introduction or use of any alcohol, narcotics, depressants, stimulants, hallucinogenic substances or marijuana (any plant material, extract or resin of the genus cannabis) or related paraphernalia not prescribed for the individual by the medical staff. A19 (A, 0-30 days)
10. Refusing to submit to a breathalyzer, alco-sensor or any method of testing for drugs, alcohol or intoxicants. A20 (A, 0-30 days)
11. The introduction, or attempt at introducing, tobacco of any amount into or onto the grounds of a correctional facility, to include being found to be in possession of any amount of tobacco in excess of one cigarette. A18 (A, 0-30 days)
12. Giving false information/making a false allegation – Inmates are prohibited from intentionally and/or knowingly making a false allegation against any staff person or any person under contract to the Department of Corrections, and/or intentionally misleading staff in the course of their official duty. A21 (A, 0-30 days)
13. Arson – Inmates are prohibited from setting a fire or causing an explosion.
A08 (A, 30 days)
14. Security Threat Group Affiliation – Inmates are prohibited from possessing or displaying any materials, symbols, colors or pictures of any identified security threat group or engaging in membership in or in behaviors uniquely or clearly associated with a security threat group. A22 (A, 30 days)
15. Unauthorized use of the mail or telephone; to include, but not be limited to, making a call to a person on your authorized phone list and having them forward the call to someone not on your authorized list. A23 (A, 0-30 days)
16. Tampering with fire alarms, fire safety apparatus (such as extinguishers, air pacs, sprinkler heads, hoses, fire blankets, etc.) or any other safety equipment. A24
(A, 0-30 days)
17. Unauthorized Use of a Computer – using, accessing or viewing a computer or computer terminal in any manner that is not authorized by departmental personnel; using accessing or viewing a computer or computer terminal for gaining access to the Internet; using accessing or viewing a computer in a fraudulent manner or for a fraudulent purpose; introducing, installing or using any software, utility, application or any other digital media that has not been authorized by departmental personnel. A25 (A, 0-30 days)

Major “B” Violations

1. Tampering with locking or security devices B01A, making holes in walls, damaging windows B01B or wearing a disguise or mask. B01D (A, 0-15 days)
2. Counterfeiting, forging, altering or reproducing any document, article of identification, money, security or official paper without authorization. B02 (A, 0-15 days)
3. Adulteration of any food or drink with the intent that it be consumed to cause harm. B03 (A, 0-15 days)
4. Assault B05A, or fighting where serious bodily injury was not carried out. B05D (A, 0-15 days)
5. Making sexual proposals to another person. B06 (A, 0-15 days)
6. Indecent Exposure. B07 (A, 0-15 days)
7. Unauthorized absence from headcount. B09 (A, 0-15 days)
8. Threatening another with harm, bodily injury or an act with adverse consequences. B10 (A, 0-15 days)
9. Stealing, taking another’s property without consent or being in possession of stolen property. B11 (A, 0-5 days)
10. Failure to carry out any disciplinary sanction order (whether from informal or formal resolution). B12 (A, 0-5 days)
11. Destruction or damage of state property or property of another valued at more than \$50.00 B28A or second or subsequent destruction or damage of state property or property of another valued at \$50.00 or less within 60 days. B28B (A, 0-5 days, M)
12. Extortion, blackmail or protection in return for money or anything of value. B16
(A, 0-15 days)
13. Engaging in sexual acts or activity without use or threat of force. B17 (A, 0-10 days)
14. Interfering with an officer in the performance of duties or any disobedience or refusal of an officer’s instruction or order that threatens or disrupts institutional security or interferes with the taking of an official institutional headcount. B18 (A, 0-15 days)
15. Giving or offering a bribe to a state employee, volunteer or contractor. B19 (A, 0-15 days)
16. Conduct which disrupts or interferes with inmate safety or security or the orderly running of the facility. B21 (Only to be used if another Major “B” violation is not applicable) (A, 0-15 days)

17. Making a derogatory comment to another person, staff or inmate, regarding race, gender, ethnicity, religious affiliation or sexual orientation. B29 (A, 0-5 days)
 18. Three or more convictions, in a 90 day period, of an M44 DR. B26 (A, 0-5 days)
 19. Being in possession of any amount of tobacco in excess of the amount contained in one cigarette. B27 (A, 0-15 days)
 20. Misuse of authorized medication. B30
 21. Tattooing or possession of tattooing tools, or the recipient of a tattoo. This rule pertains only to recipients of "new" tattoos and not to tattoos previously acquired. B31 (A, 0-15 days)
 22. Failure to abide by transition furlough (from facility) conditions. B32 (A, 0-10 days)
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Minor Violations

1. Passing or possession of contraband items other than as described in the Major Disciplinary category. M02
 2. Refusing to work. M03
 3. Refusing to obey the order of a staff member other than as described in the Major Disciplinary category. M04
 4. Unexcused absence from any work assignment. M05
 5. Gambling. M08
 6. Agitating or provoking staff, volunteers, members of the community or inmates. M09
 7. Failure to maintain proper hygiene. M10
 8. Failure to maintain sanitary and orderly housing conditions. M11
 9. Destruction or damage of state property or property of another valued at \$50.00 or less. M45 (M)
 10. Engaging in minor disruptive behavior that interferes with normal facility operations or interferes with the program or living environment of other inmates. M16
 11. Defacing or misusing state property. M17
 12. Malingering or faking an illness. M18
 13. Possession of unauthorized clothing, food or books. M20
 14. Using abusive or obscene language or making obscene gestures in the presence of staff, volunteers or others. M22
 15. Unauthorized use of mail or telephone other than as stated as a Major A violation. M24
 16. Conduct in violation of visiting rules. M25
 17. Failure to abide by central and/or facility unit rules not listed in Major categories. M26
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18. Driving a motor vehicle of any type without prior approval of Department of Corrections. M33
 19. Possession or use, to include being in the presence of, of tobacco smoke, of a small amount of tobacco; i.e., an amount equal to or less than the amount of tobacco contained in one cigarette. M44
 20. Engaging in excessive horseplay. M27

1. Escape for purposes of the disciplinary process is defined as any action by the offender which leads Corrections' employees to believe the inmate intends to absent him or herself from state custody or supervision indefinitely.
2. For the purpose of disciplinary violations regarding the Possession of weapons and other types of contraband or other items not approved by the Superintendent, Possession shall be defined as:
An item that is 1) found on one's person or the clothing being worn by the person, or 2) found in one's personal belongings or cell, or 3) found in an area that one exerts control over and there is independent evidence that the inmate knew it was there: i.e., a) Confidential Information exists supporting the inmate had knowledge the contraband was there b) Staff observation of inmate's behavior led to staff's suspicion that the inmate is hiding contraband c) Staff observed the inmate with contraband d) Other evidence indicating the contraband was placed by the inmate.
3. For purposes of disciplinary violations regarding threatening or threatening behavior, it shall be defined as:
1) Verbal threats when the inmate has the ability and opportunity to carry out the threat. (Ability and opportunity are defined using APCT standard.) 2) Physical threats where the inmate has entered another person's space in an intimidating manner. The inmate's behavior may or may not include gross motor activity. 3) Verbal threats where the inmate demonstrates knowledge of another person's personal life, such as "Don't you live at (Address)?" or "Your kid goes to (specific school) doesn't she?" This knowledge must be articulated in conjunction with threatening behavior. 4) For the purpose of disciplinary violations regarding assault, an assault shall be defined as any action which brings about a harmful or offensive contact to another person.

Unit Cleanliness

Inmates are responsible for the cleanliness of their assigned rooms and units. Inmates are also responsible for complying with all rules regarding the arrangement and upkeep of rooms and units. Any unit cleaning activities beyond the facility jobs may be directed by staff when needed.

ROOM INSPECTION - Room Inspection will be at approximately 0700 hours Monday through Friday and 1100 hours on Weekends and holidays. (At the completion of the 0720 and 1045 hr headcounts).

1. You will be responsible for your blankets being tucked in with your second blanket folded at foot of the bed. If your bed linen is in the laundry, then the blankets are to be folded at the foot of your bed.
2. Floors are to be swept and mopped daily and extra footwear shall be lined neatly on boot mats along the wall.
3. No spoiled food, excessive paper, or cardboard in rooms.
4. No personal property on bed during inspection and Tote's placed under the bunks.
5. Inmates will be allowed to sanitize their mattresses when requested, staff can provide solution.
6. Desktops cleaned off, furniture clean and garbage can empty at time of inspection.
7. Window casings and corners free of debris and dust. No clothing hanging on beds or furniture.
8. Family photos may be affixed or posted on walls in the designed area only.
9. All linen must be turned into the laundry for washing on Friday (Mandatory), and your bed can not be made up for inspection. Blankets should be washed at least once a month along with regular clothing.
10. No one is permitted to be in or on their bunk during room inspection, (exception 3rd shift workers). Inmates may be authorized "Bed Rest" by medical staff only and will be required to produce a note from medical at the direction of any staff member.

Allowed Property

Inmates are allowed to receive one emergency package during their first 30 days of incarceration at SESCOF. This package must come from someone on your approved visitor list. After the initial emergency package is received all other items must be purchased from an approved facility vendor. Lost or missing property; please refer to Directive 321.02 for information on filing a claim.

INMATE ALLOWABLE PROPERTY MATRIX

Item	M	F	W	R	Comments
Prescription Contact Lens	6	6	6	6	Pair; contacts will be clear, disposable/non-disposable, as prescribed
Prescription Eye Glasses	1	1	1	1	Pair
Prescription Contact Lens Case	1	1	1	1	
Prescription Eye Glasses Case	1	1	1	1	
Sunglasses	1	1	1	1	Non-reflective type; non-mirrored
Hearing Aids	1	1	1	1	1 hearing aid per each ear & 1 replacement battery
Hearing Aid Batteries	1	1	1	1	
Medications					
Antacid					Pack
Cough Drops					Bag
Acetaminophen					Pack
Vitamins					Pack or container approved by medical provider
Recreational Materials					
Books, Magazines, Newspapers					Equal to the amount that will fit into property box size limitations; No more than 2 library books
Playing Cards	1	1	1	1	Deck - Standard and Pinochle
Board Games	1	1	1	1	Dominoes, Chess, or Checkers only
Colored Pencils	1	1	1	1	Set
Musical Instrument	1	1	1	1	As authorized by each facility
Sketch Pad	1	1	1	1	
Jewelry					
Watch	1	1	1	1	Time, day, date, alarm, and stopwatch functions only; no gems/stones
Wedding Ring	1	1	1	1	No gems/stones; only authorized if the offender is married
Medallion	1	1	1	1	1.5" wide or 1" in diameter; no gems/stones; religious item

** Designates item must be engraved with inmate name & DOB
 Key: M = Male Facility; F = Female Facility; W = Work Camp; R = Re-entry Unit

INMATE ALLOWABLE PROPERTY MATRIX

Item	M	F	W	R	Comments
Towels	2	2	3	3	
Washcloths	2	2	3	3	
Comfort Items					
Photo Album	1	1	1	1	Photos only; no metal binder; not for newspaper or magazine clipping; not to exceed 8 ½" x 11"
Plastic Bowl	1	1	1	1	
Plastic Mug	1	1	1	1	
Plastic Spoon/Spork	1	1	1	1	
Plastic Soap Dish	1	1	1	1	
Wallet	0	0	0	1	
Appliances/Electronic Devices					
Alarm Clock	1	1	1	1	No radio; battery operated only
Batteries (AA & AAA)	4	4	4	4	Only if inmate has battery- operated devices
Electric Razor **	1	1	1	1	Battery-operated; Non-rechargeable only; as authorized by facility; no hair trimmers
Handheld Game ** (e.g., Game Boy)	1	1	1	1	Clear view; only 10 games; no Internet capability
Headphones	1	1	1	1	
Electric Fan **	1	1	1	1	12" or less; plastic only
Handheld Radio **	1	1	1	1	Clear view only
Combination Lock	0	0	1	0	
Stationery Items					
Envelopes					Limited to the amount that will fit into property box size limitations
Greeting Cards	1	1	1	1	Box of 12
Pen	2	2	2	2	Commissary purchase only
Pencil	2	2	2	2	
Postage Stamps					Limited to \$20.00 in total value
Stationery					Limited to the amount that will fit into property box size limitations

Medical Supplies

** Designates item must be engraved with inmate name & DOB
 Key: M = Male Facility; F = Female Facility; W = Work Camp; R = Re-entry Unit

INMATE ALLOWABLE PROPERTY MATRIX

Item	M	F	W	R	Comments
Coveralls	0	0	1	0	Insulated
Footwear					
Boots	1	1	1	1	No steel toe, W/C & RU must have boots. 6" or less from bottom of heel to top of boot. 1" or less heel thickness
Shoes	1	1	1	1	Closed toe - 6" or less from bottom of heel to top of shoe. 1" or less heel thickness
Sneakers	1	1	1	1	6" or less from bottom of heel to top of sneaker. 1" or less heel thickness
Slippers	1	1	1	1	For inside use only
Shower Shoes	1	1	1	1	For inside use only
Hygiene Items – No Glass					
Hygiene	No more than 2 individual items in each group (e.g., 2 hair conditioners, 2 toothpaste tubes).			Must be clear substances and in clear containers. Items not listed but sold in Commissary include: (Aftershave lotion, Bunion and Callus Pads (box), Lipbalm, Contact Lens Solution, Dental Floss, Denture Adhesive, Denture Cleanser, Deodorant (non-flammable, non-aerosol), Eye Wash, Hair Conditioner, Hair Dressing, Shampoo, Mouthwash, Toothpaste, Shaving Cream (non-aerosol), Skin Cream or Lotion (no baby oil), Soap, Foot Powder.	
Hair Brush	1	1	1	1	Plastic only, 1 piece
Hair Comb	1	1	1	1	Plastic only, no rattail
Hair Pick	1	1	1	1	Plastic only, no rattail
Nail Clipper	1	1	1	1	Without file; commissary-purchase only
Sanitary Napkins/Tampons	One month's supply			Commissary purchase except indigent inmates. Females only	
Denture Cup	1	1	1	1	
Mirror	1	1	1	1	Plastic; no larger than 4"x6", one piece
Toothbrush	1	1	1	1	
Make Up					
Eye Shadow	0	2	2	2	
Foundation Cream	0	2	2	2	Non-alcohol, Non-aerosol. Must be from Commissary source only. Females only
Mascara	0	2	2	2	
Linens					

** Designates item must be engraved with inmate name & DOB
 Key: M = Male Facility; F = Female Facility; W = Work Camp; R = Re-entry Unit

INMATE ALLOWABLE PROPERTY MATRIX

Item	M	F	W	R	Comments
Clothing					
Athletic Supporter	1	0	1	1	Standard Design – Male only
Bras	0	5	7	7	No underwire – Female only
Underwear	7	7	7	7	Boxer Shorts, Briefs, Cotton/cotton blend. No thongs, G-string, or transparent fabric
Long Underwear	1	1	2	2	Standard two-piece set; top and bottom; no one-piece
Undershirts/T-shirts	4	4	5	5	Standard; short sleeved; plain white t-shirt, crew or v-neck
Pajamas/ Nightgown	2	2	2	2	Light colors only; no threat group colors. Nightgown – Female only, at least knee length
Robe	1	1	1	1	Standard tie waist; white or gray only; ¾ length only
Socks	7	7	10	10	Pair. Dress sock; standard crew or calf length; gym or dress
Handkerchiefs	3	3	3	3	White only
Shirts/Blouses/Tops	4	4	6	6	May not be low cut. Must be pull-over or complete closure covering shoulders. No "half shirts" or mesh type, no epaulets
Pants/Jeans	5	5	6	6	Sized proportionately to the offender; straight leg or boot cut leg; no tight fitting; no invisible pockets on pant leg; no hip-huggers or low-rise; no carpenter
Shorts	2	2	2	2	No tight fitting; no cutoff or altered; no less than 6" inseam; no invisible pockets or reversible shorts; no open fly boxer style
Skirts/Dresses	0	2	2	2	No tight fitting; no cutoff or altered; at least knee length – Female only
Sweater	1	1	1	1	Knit pullover; crew or v-neck; snap, turtleneck, button front; plastic zippers only
Sweat Clothes	2	2	2	2	Top: standard long sleeve pullover; crew or v-neck. Bottom; standard drawstring/elastic waist; elastic or open ankle; no jogging suits. 2 piece set: cotton/cotton blend; pullover, crew or v-neck; plastic zippers only
Maternity Clothes Pants/Skirts/Dresses/ Shorts/ Tops	0	7	7	7	Same standards as listed above – Female only
Belt	0	0	1	1	Plain leather or cotton mesh; open buckle no larger than 2"x2"; unlined
Mittens/Gloves	1	1	2	2	No leather
Hat/Cap	1	1	2	2	1 Summer 1 Winter
Jacket/Coat	1	1	2	2	No leather, light lining; hoodless; plastic zippers only; waist Length
Rain Coat or Poncho	0	0	1	1	Clear plastic

** Designates item must be engraved with inmate name & DOB
Key: M = Male Facility; F = Female Facility; W = Work Camp; R = Re-entry Unit

Visiting

All rules are subject to the operational needs of the facility and failure to abide by the rules as describe may result in withdrawal of the privilege from the individual and/or unit. Visiting is offered to assist inmates in maintaining family connections while incarcerated. This is balanced with the facility need to maintain good security practices, particularly against the introduction of weapons and contraband. Contraband is a threat to both staff and inmate safety. The facility retains its right to allow only those visitors into the facility who do not present a compromise to security, order and safety. Visiting at SESC is “non-contact” visiting except for children 11 and under may receive a hug and a kiss at the beginning and end of the visit and “father child” visits. Three adult visitors (over the age of 12) plus two children will be allowed to visit you at one time. If your first visitors leave, others may come in.

Who May Visit: See your caseworker for specific information regarding who may be included on your authorized visiting list. Each inmate will be responsible to submit to their caseworker a list of proposed visitors. (Please don't assume that your visitors list carried over from another facility). Caseworkers will review the visiting list for approval per DOC directive. If they are a minor (under the age of 18), they must be on your approved visitor's list, must be accompanied by their Parent or legal guardian, or an adult who has a notarized written letter of permission from the Parent or Guardian and a birth certificate.

Visiting Schedules

Alpha Unit: Saturdays from 0830-1030 hrs.

Bravo Unit: Saturdays 1130-1330 hrs.

Charlie Unit: Sundays from 1130-1330 hrs.

Echo Unit: Sundays 0830-1030 hrs.

Special Visits: Inmates may be approved for special visitations that occur once a month on the last weekend of each month. These visits will take place during another unit's visitation time. The inmate will need to submit a written request for special visitation and it needs to be received the Friday prior to the last week of the month. The special visit will be approved by the caseworker and the LUS. Visitors must be on the inmate's approved visitor list. Visitation rules for special visits are the same as they are for regular visits.

Father Child Visits: Once a month Alpha, Charlie, Bravo and Echo inmates will be allowed a special father/child visit, time and date to be announced.

Location: The Visiting Room is the large multi-purpose room in the Education building. (Bathrooms are in the Education building. They are uni-sex, clearly marked and **for visitors only** during visiting hours.)

Staff: A Correctional Officer will be present at all times during visiting. Visiting will be observed in person and electronically by staff and is not confidential.

Visitor Identification: Each visitor 18 years old or older must have a **valid picture ID**. Visitors under the age of 18 can use a birth certificate as valid form of identification. If (under the age of 18), they are accompanied by their legal guardian, or an adult who has written permission of the guardian and is approved to visit, may visit; Any form of identification that appears to have been tampered with in any manner will be reason for denial of admission to the facility. Examples of such identification would be a valid passport, driver's license, military ID, work or school identification.

Visitor Dress Code:

Females: dress or skirt (no shorter than top of knee), slacks, jeans and blouse with sleeves or sweater, bra and shoes. Mini-skirts, mini-dresses, shirts that can not be tucked in (cut-off shirts and/or shirts that show midriffs) and halter-tops are not allowed. Shorts with a 6" inseam or less are not allowed. No hats, bandanas or head coverings of any kind are allowed.

Males: Pants, shirts that can be tucked in, sweater, polo shirts, shoes. No tank-top shirts. Shorts with a 6" inseam or less are not allowed. No hats or bandanas allowed.

Inmate Dress Code: Slacks, Sweatpants or jeans (no holes); Shirt or sweater. Must have underwear on underneath. No hats, Shorts or bandanas are allowed at visiting.

Laundry Services

LAUNDRY RULES- Each offender may submit one (1) load of laundry each day that the laundry is done for that unit. Laundry bags with names and Laundry Slip describing the Laundry must be placed in the Laundry container no later than 0730 hours. No laundry will be accepted after that time. .

Unit Schedule for Laundry (Subject to Change)

Sunday: Alpha clothes and kitchen laundry

Monday: Echo clothes and kitchen laundry

Tuesday: Charlie clothes and kitchen laundry

Wednesday: Bravo clothes and kitchen laundry

Thursday: Alpha clothes and kitchen laundry

Friday: Echo Clothes, kitchen laundry and Alpha, Bravo, Charlie and Echo Linens (Linen turn-in is Mandatory). Blankets may be washed at any time along with regular clothes.

Saturday: Charlie and Bravo clothes

As a reminder to everyone: Laundry personnel are not expected to handle soiled clothing or linens any more than necessary. **All** laundry must be put into bags to be transported to the laundry room. Requests for special handling will not be honored. Your special handling requests must be handled by you personally. For example: if you do not want your clothes to run through the dryer, you should wash them out by hand yourself. Laundry personnel have their hands full just trying to get the volume of laundry completed. **Mixing laundry is against procedure.**

Staff Misconduct with Inmates

All persons housed in a Vermont Department of Corrections Facility will have the ability to contact the Agency of Human Services Investigations Unit, for the purpose of bringing concerns or complaints to their attention. The Agency of Human Services Investigations Unit will conduct an investigation, when deemed appropriate, regarding the concern, complaint or allegation.

All persons housed in a Vermont Department of Corrections Facility will have access to this dedicated phone line when they are given access to the Unit Inmate Phones.

1. You will be asked to press 1 for English, 2 for Spanish and 3 for French.
2. Press 0 for "Collect" and enter 88888123456789 as the Pin and then #55 to reach the investigations unit.
3. If the phone is not answered, you will be able to leave a message. If you do not leave your name and the name of the facility you are calling from, you will not receive a return call.

Grievance Procedure

The grievance is a formal written complaint by an inmate concerning an incident, policy or condition which affects the inmate. The grievance procedure is in place so inmates have a formal channel for expressing their concerns. The grievance procedure also ensures a timely response to concerns. New procedures utilize a mediation period of 48 hours, prior to filing a formal grievance. For additional details, see directive 320.01 available in the inmate library.

Americans with Disabilities Act

If you have a disability (defined below), you have the right to request *reasonable accommodations* in order to make programs and services you are receiving or will receive, more accessible and usable to you. Under the ADA, an individual with a disability is a person who has:

- A physical or mental impairment that substantially limits one or more major life activities, such as: walking, talking, hearing, seeing, caring for oneself, or working;
- Is regarded as having such impairment or has documentation of such impairment.

A *reasonable accommodation* is any change in the environment or the way in which tasks are completed that allows you to participate in the program or service. Accommodating a disability is always evaluated in the context of it not being an undue burden on the Department, jeopardizing safety or security, or not resulting in a fundamental alteration in the nature of a program or activity. You can ask any staff member for a form to request an accommodation at any time.

PREA

The Prison Rape Elimination Act was signed into Federal Law in 2003 for the purpose of establishing a zero-tolerance standard for rapes in prison; make prevention of prison rape a top priority and to develop national standards for detection, prevention, reduction and punishment of prison rape.

Any sexual activity between inmates and any sexual activity between staff and inmates is strictly prohibited. This includes any physical contact of a sexual nature; the use of threats, intimidation, or anything used to pressure another to participate in sexual activities. According to State Law, as an inmate in a correctional facility, you do not possess the ability to consent to any sexual activity with a staff member. Engaging in sexual activity as an inmate, you are considered either a victim or a perpetrator.

Examples of **inappropriate conduct by inmates** that are against the facility rules:

- If an inmate sexually violates you with an object or any part of their body; regardless of intent
- Touches you while you are sleeping
- Threatens you if you do not perform sexual favors for them
- Offers you commissary if you participate in sexual activities

Examples of **inappropriate conduct by staff** that are against the facility rules:

- Staff offering to bring in contraband if you perform a sexual act
- Offering special privileges if you participate in any type of sexual activity
- Discussing sexualized topics with you
- Using obscene and/or profane language or gestures

Protect Yourself

- Avoid situations that encourage sexual misconduct such as conversations about sexual activity.
- Leave a situation where you are uncomfortable
- Look around and be aware of your surroundings. Avoid secluded areas or areas where you cannot be seen by staff or other inmates.
- Say NO to advances from others seeking sexual contact.
- Do not accept gifts, commissary or special favors.
- Do not get into debt to other inmates.

Tell Someone

If you are the victim of sexual abuse or assault or if you know someone who is the victim of sexual abuse or assault; the most important thing you can do is tell someone who can help you. Your report will be handled with confidentiality and you will be protected. There are a number of ways you can report abuse:

- You can report directly to a trusted staff member. Staff members include contract workers, nurses, volunteers, security staff and caseworkers
- You can contact your attorney or a Prisoner's Rights attorney
- You can file a formal grievance
- You can write directly to the Facility Superintendent
- You can contact the investigations unit directly from your unit phone by choosing your language (1 for English, 2 for Spanish and 3 for French), dialing 0 for collect, dialing 88888123456789 and then pressing #55.
- You can call or write your friends or family and ask them to contact the Investigations Unit toll free at: 1-877-360-2597.

Support

Sexual assault is not part of your sentence! If you need help addressing a sexual assault, threats of an assault or reporting an assault, please contact the facility mental health counselor. If there is not a mental health professional available, contact medical staff and ask them to contact the "on-call" mental health staff member. If you feel that you need additional services, please contact the Vermont Center for Crime Victim Services (VCCVS) at 58 South Main Street, Suite 1 in Waterbury, VT 05676.

INMATE PHONE SYSTEMS

1. Phones are available in each unit for inmate personal telephone calls. Phones are available for use from 6:00A.M. Until 9:45P.M.
2. At time of intake, the inmate is given a request form to complete so that a pin can be assigned or reactivated if transferred from out of state. The pin number and phone numbers are normally working by the third business day after intake.
3. Inmates may list as many as ten names and phone numbers. Administrative staff will review the phone sheets and fax sheets to PCS for final approval or denial.
4. Changes to the resident's original telephone list will be allowed once a month. Changes are sent to PCS on the forth Tuesday of every month. It can take up to a week for the changes to be made. Inmate sheets should reach administrative staff by the Monday before the forth Tuesday.
5. Inmate telephone system number request forms are available at unit officers' desk.
6. All calls can be made collect to the receiving party or via the Commissary Debit Plan. (note the debit plan is less expensive) There are also prepaid phone accounts that can be set up.
7. Three way calls will result in a Major Disciplinary action and will result in removal of the number.
8. Problems with Pin numbers and Phone Calls:
 - A. Inmate must complete a complaint form.
 - B. Form must be sent to the business office.
 - C. The complaint form will be faxed to PCS so the problem can be Addressed.
9. Attorney Calls:
 - A. Inmates have access to incoming attorney calls on designated attorney phones.
 - B. Attorneys may call our facility line and legal calls will be put through on the attorney line for the requested inmate.
10. Investigation Line:
 - A. All persons housed in a Vermont Department of Corrections facility,
 - B. Have access to this dedicated phone line when they are given access to the unit phones

- C. This phone will not replace the standing grievance process currently in place.
- D. Each unit will have a memo explaining the use of how to use the Investigation Line.

INMATE MAIL

Outgoing Mailbox is located in front of main control. Inmates are responsible for mailing their own mail. Mail will be delivered Monday through Saturday, with the exception of Holidays. The Facility provides seven (7) free stamps per week for each inmate. The week runs from Sunday to Saturday. Additional stamps can be purchases through commissary. If a letter weighs more than one ounce, each additional ounce is considered another letter.

Caseworker Services

Every inmate at SESCOF is assigned a caseworker. Your caseworker will meet with you within four (4) working days of your arrival. You may also request to meet with your caseworker any time you have questions or concerns, by submitting a Written Request.

Educational Services/Trades Programs

The Community High School of Vermont (CHSVT) strives to provide an accredited, coordinated and personalized education that assists students in their academic, social and vocational success. Vermont law requires anyone incarcerated and under age twenty-three (23), without a high school diploma, to attend school. Normal school hours are 08:30-4:30 with some additional evening classes and Open Library/Career Resource Center (CRC) hours. All inmates are welcome to send us a "Form 55" or stop by during open library to learn more about what CHSVT has to offer. Books are able to be checked out of the library and magazines and newspapers are able to be read in the library when it is open.

Individuals who would like to come and explore our career database through the extensive "Choices" software program, work on their resume, or independently work on their own career exploration or job skills building projects are welcome at the CRC during its open hours. Some individualized assistance during this time will be available and individual appointments are also possible by putting in a "55" to Mary Beth, the Vocational Coordinator.

Please refer to the posted school schedule in the chow hall for more information on current CHSVT offerings.

Current Staff:

Lisa Harrington- Teacher

Mary Beth Heiskell- Vocational Coordinator

Mary Poulos- Special Educator (part time)

Law library

Law Library is open from 1300 – 1600 hrs (1:00PM – 4:00PM) Monday – Thursday.

Recreational & Leisure Activities

SESCF has a Recreation Coordinator, who, with the help of the Inmate Recreation Committee, plans and coordinates activities to promote positive recreation and leisure skills. The Inmate Recreation Committee is made up of at least one representative from each unit. All inmates are encouraged to attend Recreation Committee meetings and to participate in the planned activities. The Inmate Recreation Committee helps to plan tournaments and other activities and make recommendations to the Supt. regarding use of recreation funds. Inside recreation is offered in the "Rec." room during the evenings and on weekends and holidays. Outside Rec. is offered during good weather/lighting, in the designated areas.

Volunteer Services

Community Volunteers, overseen by the Volunteer Services Coordinator, contribute to the experience and services available to inmates by bringing a variety of programs and activities to SESCf. In addition, Religious, Recreational, Educational, Art programs etc. may be available at various times as resources allow. The Facility offers AA and NA meetings weekly through the volunteer services. Program offerings will be posted in the units and other appropriate locations. More information can be obtained by connecting with Volunteer Services Coordinator.

MONEY AND COMMISSARY/CANTEEN

The Department of Corrections maintains one offender checking account. Money will automatically be available at any facility.

Money Deposits to Inmate Accounts

1. Family and friends may deposit money in the Inmate Trust Account for use by the inmate. The deposit must be sent, with a deposit coupon, to Williston, VT.
2. All such deposits must be made by bank check or money order. Personal checks and cash will not be accepted. Deposits arriving without a deposit coupon will be returned.
3. Any money, in any form, received directly at the facility will be returned to the sender at the inmate's expense.
4. Deposit coupons are available at locations throughout the facility for inmates to send out to family and friends.
5. Deposit information may also be obtained at www.doc.state.vt.us (follow the link to: Information for inmate families and friends.)

Requests for Money to Be Sent Out Of the Facility

1. If an inmate would like money sent out, he must submit a money request with the following:
 - A. Inmate account number
 - B. Date requested
 - C. Check amount
 - D. Full name of person check will be sent to
 - E. Reason for request
 - F. Inmate's printed name
 - G. Inmate's signature
2. The request goes to his caseworker for recommendation and then is forwarded to the superintendent for approval and business office for processing.
3. Upon approval of the request, check/checks will be issued ASAP.
4. The inmate, verifying the money was charged to his account, will sign a receipt. The inmate will have an envelope available to mail the check out upon signing receipt.

Release of an Inmate to the Community

1. Upon release of an inmate from this facility to the community, the balance of the inmate's account will be given to the inmate in the form of a check.
2. The check will be payable to the inmate.
3. The inmate and the booking officer/staff will sign a receipt form prior to the inmate leaving the facility, indicating acceptance of the check by the inmate.
4. Inmates must leave a correct forwarding address. Review this with your caseworker prior to release.

Release of an Inmate to Another Facility

The Department of Corrections maintains one inmate checking account. Money will automatically be available at the receiving facility.

Canteen Orders

- Inmates may purchase food and personal care items by phone from an off site Canteen Program and placed by Sunday PM.
- Items are paid for through the inmate's facility account.
- Money must be deposited by inmates into their accounts no later than Sunday.
- The canteen/commissary menu is posted by the Canteen Phone.
- Blank order forms are available from the unit officer.
- Order forms must be completed and turned in by Sunday.
- Delivery will be made every Wednesday or Thursday afternoon in Delta Unit.
- Canteen notices will be posted in the living unit if changes are expected or approved (i.e.: order day, price changes, product changes, etc.).

RECEIPT

I HAVE RECEIVED A COPY OF THE SESCOF INMATE RULE BOOK AND PREA INFORMATION.

Inmate Printed Name: _____.

Inmate Signature: _____ Date: _____.

Witness Signature: _____ Date: _____.