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**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CORRECTIONS
POWHATAN CORRECTIONAL CENTER**

MISSION STATEMENT

The mission of Powhatan Correctional Center is to enhance public safety by providing effective programming, re-entry services, and supervision of sentenced offenders in a humane, cost efficient manner, consistent with Evidence Based Practices and constitutional standards.

To support this mission, we promote a healing environment where offenders and staff show mutual respect and are accountable for their behavior. Along with the implementation of Evidence Based Practice, the healing environment is conducive for the personal growth of offenders and the professional development of staff.

INTRODUCTION

Powhatan Correctional Center is an adult facility within the Virginia Department of Corrections. Because of the nature of the facility and numerous varied operations, it is necessary to have order and structure. All who work and live here have a stake in a well-operated institution. This handbook has been prepared as a means to communicate and to provide you with information related to your assignment at this facility. It is very necessary to understand and abide by all institution rules and regulations, as the benefits affect all of us. Rule violations or unacceptable conduct can result in disciplinary actions, possible placement in the Special Housing Unit (M-Building), review of Good Conduct Allowance (GCA) or Earned Sentence Credit (ESC), Security Level review, assignment to M-Building and/or transfer to a more appropriate institution.

The following pages lists and explain the basic rules and procedures governing the various activities at this facility. Please read the handbook thoroughly. If you have any questions, contact an Officer, your Counselor, the Institution Ombudsman/Grievance Coordinator, or refer to an Offender Request Form for a listing of individuals/departments at Powhatan Correctional Center.

There is no allowance for tobacco products in this institution. Violation of this will result in an institutional infraction.

Pending the next revision of this Handbook, any changes will be by Memorandum or Television to the Offender Population.

Jeffrey N. Dillman, Warden

Date

ACCOUNTING

Offender Deposits

All monies received for an Offender must arrive in the form of cashier's check, money order, vendor refund check, or State/Federal check, and be addressed and payable to the Offender, complete with Offender full name and DOC number. Please checks are not accepted. The Warden on their designee shall review any deposits in excess of \$50.00. This does not apply to payroll deposits. The sender should include their name and address.

The Offender will receive the date stamped envelope with initials verifying funds received from Accounting. Money forwarded from an Offender's previous institutional assignment normally arrives within several weeks of the Offender's admittance to Powhatan Correctional Center; however, this is only estimate and the sending institution may take longer. An offender, upon verification of a sufficient balance, can obtain a \$10.00 advance to purchase necessities. The Offender must submit an Advance Request Form to the Accounting Department. The Accounting Department will recover the advance at the receipt of monies deposited on the Offender's account.

(\$10.00 advance only applies to Offenders transferring to Powhatan Correctional Center from Virginia's Department of Correction's institutions only.)

Money Orders/ Withdrawals

An Offender may request money orders by completing and submitting the Offender Trust System Withdrawal Request Form. Withdrawal Request Forms are available in the housing units. Complete the Withdrawal Request Form except for your signature. Designated supervisory Staff is required to witness the Offender's signature on the Withdrawal Request Form. The payee's first and last name as well as their address must be legible on the request. Money orders processed to the payees require an assessed fee for each money order. Requests exceeding \$50.00 must have the approval of the Warden or their designee. A stamped, self-addressed envelope (unsealed) must bear the request for the money order, which requires delivery by the U.S. Postal Service. If ordering personal property items, an approved Personal Property Add/Drop form must accompany the completed money order request, and be in the envelope addressed to the vendor.

Monthly Account Statements

At the end of each month, the Offender will receive an account statement, which will reflect all transactions in their account during that period. The statement will show the beginning balance, and all transactions occurring during the preceding month, and an ending balance.

Obtain account spend and hold balances by using the Offender Trust System Account Balance Request Form.

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Address questions concerning your account to Offender Accounts using an Offender Request Form. Send all Offender Request Forms through the institutional mail service. Staff will not call accounting to determine an Offender's account balance for the Offender.

ADDRESS

The postal address for this institution is:

Powhatan Correctional Center

3600 Woods Way

State Farm, Virginia 23160-9999

APPOINTMENTS/COMMUNICATION WITH STAFF

To request an appointment with a Staff member or to address an issue with a specific Staff member/department, you must complete an Offender Request Form, which is available in every Housing Unit Control Room. The Offender must submit the Offender Request Form to the appropriate party/department using the institutional mail by depositing the Offender Request Form in the mailbox on the main hall. Hand delivered request may not be processed or responded to, and Staff is not responsible for or required to handle Offender mail.

-A request on anything other than an Offender Request Form will go to the Watch Office-

Staff will answer Offender Request Forms within fifteen (15) calendar days from the time submitted to the proper department.

Officers **will not** make telephone calls to other Staff members in order to solve an Offender's problem. Officers, by policy, must route all requests for emergency assistance through the Watch Commander's Office. The Watch Commander's Office will determine if further action is necessary.

The Offender Grievance Procedure adequately defines emergencies.

ATTORNEY/LEGAL SERVICES

In accordance with the Code of Virginia, Section 53.1-40, institutional attorneys will assist Offenders with legal matters related to their incarceration.

An Offender should write directly to the institutional attorney if the Offender has legal questions or needs to see the institutional attorney indicating the nature of the Offender's need.

Powhatan Correctional Center

Institutional Attorney Address

Ms. Katherine Hollister Moore
Attorney-At-Law
P.O. Box 394
Powhatan, VA 23139

Mr. James Baber
Attorney-At-Law
P.O. Box 183
Cumberland, VA 23040

The institutional attorney will determine if an appointment is needed and schedule the appointment if necessary. Staff will not contact the institutional attorney on the Offender's behalf.

Obtain further information by reviewing LOP 866.3, Offender Legal Access, by submitting a Law Library Request Form LOP 867 (Attachment E) to schedule a visit.

Law Library Patron Hours:

- 09:30am to 10:25am
- 10:30am to 11:25am
- 02:00pm to 02:55pm
- 06:30pm to 07:25pm
- 07:30pm to 08:25pm

Please use the following forms to request materials or an appointment in the Law Library:

- LOP 866.3 and Attachment C – Law Library Material Request Form
- LOP 866.3 and Attachment D – Law Library Material Request Form – Special Housing
- LOP 866.3 and Attachment E – Law Library Request Form

BARBER SERVICES

The barbershop is located in each individual housing unit. The barbershops in these units are open from 8:00am-11:00am and 6:00pm-8:00pm Monday through Saturday except during lockdowns. If an Offender wishes to have their haircut, they are required to sign-up in their respective housing unit for this service. The barbershop schedule is available from a Correctional Officer in your assigned housing area, and there is a sign-up list posted on the bulletin board. An Offender may get only one haircut per week. No haircutting allowed except in the Barbershop.

Haircuts will be in accordance with OP 864.1, Offender Grooming and Hygiene. There will be no haircuts with designs, numbers, letters, etc. in the scalp. The barbershop may trim beards to ¼ inch policy length.

Failure to comply with grooming standards could pose a security risk, health hazard, or identification difficulty. Offenders who refuse to comply, or who chronically violate Offender-grooming standards are potential risks to institutional order and safety.

CLOTHING – PERSONAL AND STATE

Offenders are limited to the amount of personal and state-issued clothing they may possess. The extent and processes for acquiring clothing and other personal property items does not lend itself to inclusion in this handbook. All offenders are encouraged to consult OP 802.1, Offender Property, which is available in the law library. Some brief guidelines are as follows:

State Issue

- Offenders will be issued the following clothing: one (1) jacket - seasonal, one (1) belt, three (3) pairs of socks, three (3) boxer shorts, three (3) undershirts, three (3) pairs of pants, three (3) shirts, and one (1) pair of state shoes or boots. There will be no new shoes/boots issued unless those that the Offender arrives in are in poor condition.
- An Offender may exchange clothing items for new issue on a one for one basis at the discretion of the Clothing Room Officer. The minimal interval exchange for whites is every six (6) months and every twelve (12) months for state blues.
- Clothing line is weekly and called by housing unit – there is an exchange of all state issued items, but new issue is not available at clothing line. Items issued at clothing line are recycled. No clothing, whether stolen or lost, will be replaced unless an Incident Report is submitted, and the Watch Commander authorizes the replacement.

Offenders are encouraged to launder clothes and bed linens in the housing areas; however, each Offender is responsible for their own issued items.

Admission to the Clothing Room is by the Master Pass List only. Offenders who wish to exchange clothing items subject to #2 above must submit an Offender Request Form to the Clothing Room Officer via the institutional mail. The Clothing Room Officer will then schedule the Offender and place the Offender's name on the Master Pass List. Scheduled Offenders should report directly to the Clothing Room Officer and once the clothing issued, the Offender should report to their assigned housing unit.

-Altered Clothing will result in a charge-

COMMISSARY

The Commissary is for the sole use and convenience of the Offender population. It provides consumable and property items. Commissary purchases are on a weekly basis in accordance with the schedule posted in each housing unit. Shopping days may change due to the rotation of housing units. Posted in the housing units are the operation hours for the Commissary. The Commissary closes most State and Federal holidays. There is a \$110.00 weekly spend limit for the Commissary.

Commissary Rules

- Purchases at the Commissary require your identification card; there are no exceptions to this rule.
- Each Offender will periodically receive a Commissary product and price list. This list contains the item numbers necessary to complete the bubble sheets; these are also obtainable in the housing unit.
- Offenders utilizing the Commissary must place bubble sheets in the unit's collection box twenty-four (24) hours prior to the designated commissary day, unless otherwise notified.
- There will be no additions or deletions at the window.
- It is the Offender's responsibility to purchase and retain only quantities allowed per OP 802.1, Commissary Items.
- Address all questions or concerns related to Commissary directly to the Commissary Manager by completing and submitting an Offender Request Form through the institutional mail.
- There is no sitting on the floor or on the rails while at the Commissary. You must stand up or sit on the benches opposite the Commissary. There is no horse playing or loud conversations or noises while at the Commissary.
- VCE workers will submit Commissary bubble sheets at their respective work areas.

Offenders will purchase electronic equipment and personal clothing through the Commissary. (See Personal Property in this Handbook)

COMMON FARE DIET

Common Fare is to accommodate Offenders whose religious dietary need is not met by provisions of the master menu. The Common Fare diet, by certification, meets or exceeds minimum daily nutritional requirements. A copy of the Common Fare Menu is available from the Virginia Department of Corrections Dietician and posted in each housing area. To receive Common Fare please review the Common Fare Policy (located in the law library) and submit an Offender Request Form to the Common Fare Coordinator in the Treatment Department.

Common Fare Members

If you are on Common Fare, you must present your Common Fare Identification card to obtain your meals.

If you are coming from another institution and are on Common Fare, you must submit a request to the Common Fare Coordinator in the Treatment Department.

COUNSELING AND PROGRAMMING SERVICES

Each offender will receive an assigned counselor. Counselors will provide basic counseling, case management services to the Offenders assigned to their caseload. Offenders desiring to make an appointment to talk with their assigned Counselor must complete and submit an Offender Request Form via the institutional mail to their respective Counselor in care of the Treatment Department. Depending on the subject, Offender Request Form content may require a one on one meeting or written response. Counselors will conduct an Annual Review for each Offender, and meet with and assist those Offenders eligible for Parole in preparing a Parole Plan.

Treatment Programs

The Treatment Department offers counseling services programs to the offender population based on resources, staff availability, and the identified needs of offenders. In addition to the counseling services programs, the mental health department will offer various programs to address specific needs of the offender population as resources allow. An Offender Request Form and subsequent discussion with your assigned Counselor will clarify your needs for programming. Approval is upon a needs assessment, sentence data, available space, eligibility and suitability. A waiting list conforms to the aforementioned screening practices. Powhatan Correctional Center employs constant work program possibilities, and posts vacancies on the bulletin board in each housing unit as they occur.

COUNT PROCEDURES

- There are four (4) counts daily and Offenders will stand at their bed as follows:
 - a) the formal count times are 5:40am, 5:30pm, 12:30pm, and 9:30pm.
- These are the approximate times. Offenders must stand when these formal counts are announced, and for any recounts of these formal count times.
- There are three (3) informal counts when Offenders are not required to stand:
 - a) The informal count times are 11:30pm, 1:00am, and 3:00am.
- Appropriate dress during all formal/standing counts requires at a minimum for the Offender to wear a t-shirt or blue shirt and jeans/sweatpants or shorts. Personal shorts do not mean underwear, boxers, or briefs.
- At the command “Lock Down for Count”, EVERY Offender will report to their assigned bed and stand with no talking.
- Informal counts do not require an Offender to stand, and the Officer counting will not announce the count. However, if an Offender is in the bathroom during one of these counts, the Offender needs to remain in place until both Officers have conducted their count.
- There is no talking, playing radio, TV’s, or noise, etc. during count time.

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- Offenders will not distract the Officer(s) in any way during count. Any movement, disturbance, noise, or talking shall be considered interfering with the count, and will result in disciplinary action.
- Count procedures are mandatory if an Offender is in a meeting or any other activity.
- Occasionally, recounts and/or emergency (extra) counts take place. When this occurs, Offenders will follow all procedures listed.

COURT AND LEGAL

Court and Legal have forms to utilize when contacting their offices; these forms are available in the housing unit. If there are any inaccuracies with your legal update, you must contact Court and Legal and provide them detailed information about the suspected error at the address below:

Court and Legal

P.O. Box 26963

Richmond, VA 23261-6963

(See Attachments “Do’s and Don’ts”)

DAILY SCHEDULE FOR OFFENDERS

The daily schedule for Offenders is on the housing unit bulletin boards and/or in the hallways. The schedule provides the approximate time when movement begins and ends each day for various activities.

DIVISION OF EDUCATION (DOE)

The main library at Powhatan Correctional Center is located in the basement of the facility. An Offender must complete an Offender Request Form to attend the main library. The main library is available to Offenders by schedule only.

Every housing unit has a library in-house. Each housing unit has a Unit Librarian. The Unit Librarian can assist you in getting reading materials from the housing unit library upon request.

Academic Program

- ABE (Adult-Based Education) Classes

Vocational Program

- Brick Masonry
- Printing and Graphics
- Business Software/ Introduction to Computers

Apprenticeship Program

- Culinary Arts*
- HVAC/Plumbing/Electrical/Maintenance Mechanic**

*An Offender must be working in Food Service to be eligible for the Culinary Arts Program.

**Eligible Offenders must work in Maintenance for HVAC/Plumbing/Electrical/Maintenance Mechanic.

Enrollment Procedures

An Offender will submit an Offender Request Form or Work School Assignment Form to the DOE School Office stating the type of class in which he/she desires to enroll; either the academic or Business Software/Introduction to Computer Class. The Offender will then be placed on the appropriate waiting list.

Academic classes: Class space is on an as space becomes available basis. An Offender will be placed on the Master Pass List and receive notification of the effective date to begin class, the instructor's name, and the period the Offender is to attend.

Business Software/Introduction to Computers: DOE contacts the respective Treatment counselor to determine if an Offender meets the eligibility criteria for the class. Once the counselor informs DOE that the Offender is eligible, the Offender is placed on the waiting list. The Offender will be placed on the Master Pass List and receive notification of the effective date to begin class, their instructor's name, and the period to attend when space is available.

Brick Masonry and Printing/Graphics: DOE contacts the respective Treatment counselor to determine if an Offender meets the eligibility criteria for the class. Once the counselor verifies the Offender meets the proper criteria it is then sent to the Chief of Security for final approval. After all approvals have been made the Offender will be placed on the Master Pass List and receive notification of the effective date to begin class, their instructor's name, and the period to attend when space is available.

Apprenticeship Classes

The Offender must contact the instructor directly through the Food Service Department for Culinary Arts and the Maintenance Department for HVAC/Plumbing/Electrical/Maintenance Mechanic.

Offenders may not enter the DOE area unless they are properly dressed. Proper dress includes jeans (buttoned, zipped, belt buckled, and worn at the waist) and shirts (blue with the shirttail tucked in), personal or state issued shoes, laced and tied. No shower shoes or flip-flops. All Offenders must enter the school **quietly** and go directly to their assigned classes.

Offenders may grieve DOE Policies and Procedures through the Department of Corrections institutional grievance procedure. First, address complaints to the DOE Principal via an Offender Request Form, and then the informal complaint process before grieving an issue.

Refusal to participate with DOE educational programs may result in an infraction and a change in classification level.

FRATERNIZATION

Fraternization between any staff employed by the Virginia Department of Corrections, medical personnel, and any other work place employees and Offenders is strictly prohibited.

Fraternization – Employee association with offenders, or their family members, outside of employee job functions, that extends to unacceptable, unprofessional, and prohibited behavior. Examples include non-work related visits between offenders and employees, non-work related relationships with family members of offenders, discussing employee personal matters (marriage, children, work, etc) with offenders, or engaging in romantic or sexual relationships with offenders.

GANGS

All Offenders must know and understand the Virginia Department of Correction's requirements concerning gangs. Powhatan Correctional Center will fully comply with the following declaration issued by the Deputy Director of Institutions on April 7, 2005:

“The Virginia Department of Corrections has the authority and responsibility to promote a safe and secure environment for those individuals who are employed within the Department's facilities, as well as those persons who are incarcerated. In doing so, the Department has the policy of zero tolerance for any inappropriate or criminal behavior committed by an individual or group of individuals. One factor of concern are gangs (street gangs, hate gangs, terrorist, cults, etc.) and their members.

This is to inform you that as an Offender in the Virginia Department of Corrections you are prohibited from joining, recruiting for, associating with, participating in or acting in concert with any individual or group of individuals who may constitute a gang. In addition, you are prohibited from owning, creating, possessing, or passing to other individuals any correspondence,

documents, drawings, jewelry, symbols, or property of any type that contains or indicates gang identifiers, languages, or information. Any behavior on your part which indicates such participation may lead to disciplinary, administrative, and/or criminal action against you.

Please know that any person(s) that commits ANY criminal activity to include terrorism: the Federal Bureau of Investigation defines terrorism as “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives defines Terrorism”. In these circumstances, the investigator of Powhatan Correctional Center will seek advisement from the Commonwealth Attorney with regard to criminally indicting the Offender(s).

GRIEVANCE PROCEDURE

Offenders at Powhatan Correctional Center are encouraged to use the grievance procedure for legitimate complaints. Offenders who make use of the procedure for concerns are in no way subjected to any reprisal or retaliation. Grievance files are stored in the Grievance Office and not in the institutional file under any circumstances.

Federal and State laws require Offenders to exhaust available administrative processes prior to filing lawsuits concerning conditions of incarceration. To comply with these laws, exhaustion of the regular grievance procedure is mandatory prior to initiation of litigant action by the Offender. The only exception is for disciplinary decisions for which the exhaustion of the Offender Disciplinary Appeals Process is mandatory prior to any litigant action. The filing of an emergency grievance does not satisfy the exhaustion requirements.

Informal complaints, regular grievances, and emergency grievances are located in the Offender’s housing unit. Prior to submitting a formal grievance, the Offender must show that he/she has made a good faith effort to resolve the issue informally. The good faith effort shall be documented using an Informal Complaint. The only exception to this rule is when operating procedures specifically state that other documentation may be used for the informal process, such as for classification hearings, disapproved correspondence/publications, or confiscated property.

(See attachments for the Grievance Procedure)

HOLIDAY PACKAGES

Opportunities for Offenders and/or families to purchase Holiday Packages take place twice each year: Spring and Fall. Order forms are available to the General Population in the housing units. The Virginia Department of Corrections has no liability or responsibility for the items ordered or the condition they are in at delivery. Security staff will distribute the packages. All complaints related to the packages are to go to the company from which purchased.

IDENTIFICATION CARDS

Issued to every Offender, upon arrival to Powhatan Correctional Center, is an Identification (ID) card with a personal picture and other relevant data. An Offender is to have this card upon their person at all times, and staff members have the responsibility to check the card frequently. The ID card is required for Commissary, use of recreational equipment to obtain cleaning items, admission to activities, medications, appointments, and to receive legal and regular mail. If an Offender's ID card is lost, stolen, damaged/alterd the cost of replacement is \$2.00 (amount is subject to change); a fee deducted from an Offender's account when a new ID is issued.

INDIGENT LEGAL PACKAGES/HYGIENE ITEMS

The following criteria are necessary in order for an Offender to be indigent:

- An Offender with no more than \$5.00 in their Offender account for discretionary spending during a calendar month, has no job, and has no other source of income.
- Offenders in General Population and Powhatan Reception and Classification Center, who are without funds and require legal supplies to conduct their legal work shall submit a request for Indigent Service Form to the Operations Officer at Powhatan Correctional Center by Friday of each week. The Institutional Operations Manager/PRCC Treatment will contact the Accounting Department to verify the Offender's funds and that he meets the definition of indigent. If the Offender is indigent, the Indigent Legal Package is distributed to the Offender the following Monday through Friday.
- Offenders who are without funds and require hygiene items may write the Clothing Room Officer in General Population, or the Powhatan Reception and Classification Center Personal Property Officer. The Clothing Room Officer/Personal Property Officer will contact the Accounting Department to verify the Offender's funds and that he meets the definition of indigent. If the Offender is indigent, the Offender will receive the hygiene package.
- Indigent Offenders approved by the facility Medical Department to wear hearing aids may obtain hearing aid batteries through the Facility ADA Coordinator in the Treatment Department free of charge.

JOB ASSIGNMENTS

Posted job vacancy announcements are on the bulletin boards in the housing units and on the bulletin boards in the main hallway and basement hallways. Offenders that qualify are required to fill out a Work/School Assignment Form (841.A and Attachment #1) and send it through the institutional mail to the Treatment Department by the closing date indicated on the vacancy

announcement. You may read Operating Procedure 841.A Offender Work/School Assignment in the Law Library for additional facts.

Upon receipt of an Offender's application by the Treatment Department, and screening to ensure that the Offender meets the criteria for the job, the application goes to the appropriate work supervisor. If applicable, the Supervisor will schedule the Offender for an interview. Once the supervisor has approved/disapproved the Offender for hire, the application will go to the Treatment Department for final processing – with either approval for hire or a denial notification to the Offender.

Once the Offender obtains employment, he must keep that job for at least ninety days before requesting a job change. Performance reviews provided by policy and subsequent pay increases are appropriate as earned.

When an Offender is received from another institution and is assigned to the same work assignment at Powhatan Correctional Center, or a similar job, the Offender may retain their prior rate of pay. Upon evaluation, the Offender may receive a lower rate of pay if deemed more appropriate to the skill level, proficiency, expertise, and performance on the job.

Unskilled, semi-skilled, and skilled jobs are available with the pay rate determined by the level of skill needed to perform the duties and level of supervision required. No Offender will receive pay for hours they do not work. No job guarantees thirty hours per week.

It is strongly suggested that each Offender read OP 841.A, paying special attention to job opportunities, screening criteria for individual jobs, and subsequent pay rates and scales.

If the Offender disagrees with any decision during the hiring process, the Offender is to attach the paperwork to a grievance form and state the reasons for appeal.

MAIL PROCEDURES

General mail

Offenders being processed at every reception and classification center read or have read to them OP 803.1 *Notice to All Offenders – General and Special Purpose Correspondence (see Attachment #1)*. Upon, reading this Operating Procedure the Offender chooses their preference of receiving mail and the form is then signed both by the Offender and the staff witness. This form filed per instructions indicated on the notice, in the Offender's institutional file. Offenders shall have the opportunity to change their status by completing a new correspondence form. Offenders may retrieve a new correspondence form by speaking with he/she assigned counselor.

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In accordance with procedures established for the Division of Operations, no letter without a complete return addresses will be mailed. The mailroom will return letters improperly addressed for correction. Offenders should seal all outgoing mail (except where insertion of payment for an Offender's purchase, or a money order is to be enclosed). The mailroom will reopen a sealed envelope that is without a return address, and if possible determine the name of the sender and return it for correction. All outgoing mail shall have a return address as sampled below:

John Doe, #0000000, Housing Unit
Powhatan Correctional Center
State Farm, Virginia 23160-9999

In accordance with Departmental Operating Procedures established for Division of Operations, all outgoing mail bears a stamp on the back of the envelope with the following:

THE VIRGINIA DEPARTMENT OF CORRECTIONS HAS NEITHER CENSORED NOR INSPECTED THIS ITEM. THEREFORE THE DEPARTMENT DOES NOT ASSUME RESPONSIBILITY FOR IT CONTENTS.

Mailing Regulations

- There is to be no correspondence between Offenders at this facility and other facilities unless both Wardens/Superintendents feel such correspondence is in the best interest of both the Offender and the facility. The Warden/Superintendent may grant permission to correspond with immediate family members at other facilities. In all cases, both Wardens/Superintendents must approve correspondence with other Offenders. An Offender may submit an Offender Request Form to the Warden requesting permission to correspond with another Offender. The request should include the other Offender's complete name, their relationship with the requested Offender, and the other Offender's assigned institution. Upon approval, the Warden will advise the Offender in writing.

Immediate family is defined as mother, father, brother, sister, wife, husband, daughter, or son. Other family members may be included as immediate family, provided substantial evidence reveals that there was a significant, close relationship with the Offender, OP 803.1.

- Offenders may send an unlimited amount of mail at their expense.
- Staff open incoming mail, and inspect it for contraband. Staff may read mail. Mailroom guidelines are in accordance with OP 803.1, Offender Correspondence.
- The institution will return to the sender at the Offender's expense, cash, personal checks, stamps, and all other content received in these mailings. Family or friends may send money orders, certified checks, or cashier's checks, for the Offender addressee only, and staff will credit these to the Offender's account.

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- Offenders may not receive blank stationary, envelopes, and cards through the mail. These items are available through the Institutional Commissary. Offenders may not receive musical greeting cards or those with recording devices. Other than postage stamps, return address label, and address label, there are to be no stickers or other objects glued or taped to the envelope or its contents.
- Offenders may not receive through the mail: invoices, bank statements, identification documents (driver's license, birth certificates, Social Security cards, etc.), or photocopies of these types of documents.
- No sexually explicit material, nude or semi-nude pictures which include lingerie or swimwear, commercially distributed or personal photographs that by the nature of content pose a threat to personal or institutional safety and security, or violates OP 803.2, are permitted. Offenders may receive no Polaroid pictures, negatives, not pictures larger than 4"x6". Incoming correspondence may not weigh over one (1) ounce. No more than five (5) photographs allowed per incoming correspondence.
- Offenders must obtain prior written approval for all incoming packages. No items may come from family members. Packages must arrive pre-paid by the respective Offender from an outside vendor/publisher. Prior to ordering any property, the Offender must submit a Personal Property Add/Drop Form through the institutional mail to the Personal Property Officer for approval. If the Offender is ordering from a vendor, (an item that cannot be purchased through the Commissary), the Offender must submit an order form for that venter and an approved Money Order Request Form.
- Offenders will receive loans for access to the courts if they have insufficient funds to cover the cost of legal mail postage. Postage loans are only for Legal Mail. Offenders will have legal mail loans extended to them up to and equivalent value of ten (10) first class stamps per week.
- Staff will open incoming Legal Correspondence in the presence of the receiving Offender. Staff will not read the contents, but will inspect the contents for contraband. The following approved persons or entities are legal correspondences:
 - Verified Attorney
 - Officers of State, Federal, and Local Courts
 - Attorneys
 - U.S. Attorney General or Assistants
 - State Attorney General or Assistant
 - Commonwealth Attorneys or Assistants
 - Judges
 - Clerks of the Court
 - Magistrates
 - Courts
 - Court Reporters
 - Virginia State Bar

- Tort Claims filed with the Division of Risk Management

Outer envelopes and contents are to be clearly marked as legal correspondence.

- Special Purpose Correspondence is correspondence sent to a/or received from the following:
 - Director of the Department of Corrections
 - Deputy Directors of the Department of Corrections
 - Inspector General
 - Regional Directors
 - Central Office Ombudsmen Administrator
 - Central Office of Health Services
 - Court and Legal Services
 - Virginia Parole Board
 - Federal and State Executive Officers
 - Federal and State Legislative Officers
 - City/County Chief Administrative

Staff retrieves outgoing mail from the mailbox in the main hallways each Sunday night through Thursday night. Mail is not to be given to the building Officer for placement in the mailbag in the housing unit. It is the Offender's responsibility to mail their correspondence. There are no mail surcharges or delivery on Federal or State holidays, weekends, and when the institution is under emergency procedures, or closed due to inclement weather. Staff bag Powhatan Correctional Center's Offender mail during the night shift. Mailroom staff process and deliver the mail to the Post Office each week day morning.

Offenders are to seal all outgoing mail with the exception of mail awaiting money orders. All outgoing mail must have your name, number, and address.

Certain documents an Offender may need to mail via outgoing Legal Mail may be subject to the "mailbox rule," it is the responsibility of the individual Offender so affected to have read the appropriate State or Federal Rules(s) related to such mailings(s) and comply with its requirements. Powhatan Correctional Center and/or its employees and staff are not responsible for placing your Legal Mail in the outgoing mailbox unless the institution is on lockdown.

Staff picks up incoming mail from the Post Office each weekday except Federal and/or State holidays, weekends, and when the institution is in emergency operations, or due to inclement weather. If a letter contains a money order, check, or other permitted monetary instrument, the envelope is marked on the inside to indicate the amount, and then forwarded to the Business Office for deposit. There is to be no Express and Priority Mail received by Offenders at Powhatan Correctional Center. Mailroom staff will advise Offenders of unauthorized items in writing.

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Sorted mail delivered for distribution to respective housing unit Officers requires that Offenders present their ID card to receive their mail. Failure to present your ID card will delay the delivery of your mail.

Staff will forward prior approved personal property packages to the Property Control Officer for disposition.

Mailing Address

Outgoing Offender mail as well as incoming mail will have the following information on it:

Offender Name, Number, and Housing Unit
Powhatan Correctional Center
State Farm, VA 23160-9999

MAGAZINES AND PERIODICALS

Offenders assigned to Powhatan Correctional Center Main Population, Powhatan Medical Unit, M-Building, and the County Jail may receive newspapers, magazines, and periodicals without prior approval. An Offender must bear in mind that these publications are subject to review, and cannot violate the Virginia Department of Corrections policies.

Offenders may possess the number of publications as outlined in the policy on Offender Property.

MEDICAL OVERVIEW

Provisions for general medical services are available to all Offenders assigned to Powhatan Correctional Center. These services are available in accordance with established procedures. Medical Personnel will determine when a medical emergency exists and act accordingly.

Sick Call

Sick Call Forms are available in each housing unit. In order to go to sick call, an Offender should complete the Sick Call Form, which will include the Offender's name, state number, and housing unit. There is space on the form for a description of the illness or medical concern, follow the instructions on the form. Place all Sick Call Forms in the black mail box in the main hallway that is indicated for these forms. Nurses and doctors will not accept Sick Call Forms at the Dispensary, in the hallways, or at the Pill Line Window.

Medical Personnel retrieve the Sick Call Forms daily. Medical Staff will review each Sick Call Form and schedule appointments as needed. Medical appointments for each Offender will appear on the Master Pass List. The Offender will report to the area at the time indicated on the Master

Pass List. All medical appointments will be scheduled. Unscheduled appointments must go through the Watch Commander's Office.

In the case of an emergency, contact the housing unit officer immediately. The officer will call the Watch Commander's Office to notify Medical of the emergency. Medical personnel will determine how to handle the emergency. Security officers will accompany the Offender if directed to do so.

Dental

Dental schedules appointments when an Offender submits a Sick Call Form, or an Offender Request Form to the Dental Department at Powhatan Medical Unit (PMU). Dental operates Monday through Friday during business hours. Submit dental emergencies to the Watch Commander's Office.

Pill Line/Pill Call

When Medical prescribes medication, the Offender will receive an Offender Pill Identification Schedule. This will allow the Offender out of the housing unit for Pill Line. The Offender Pill Line Identification Schedule informs the housing unit officers of the times the Offender should attend Pill Line, and the last date of currently scheduled medication. Offenders must present both their Identification Card and Offender Pill Identification Schedule to the nurse in order to receive medication.

Self-Medication Program

Offenders approved to participate in the Self-Medication Program (self-meds) receive an Offender Pill Identification Schedule from Medical Staff. The Dispensary schedules self-med pick up. The Offender will sign a self-med contract when approved for the program. Violations will result in penalties and removal from the self-med program.

Send any questions regarding health care services and/or co-payment to the Nurse Manager at the Powhatan Correctional Center Dispensary.

(See Attachment for Co-Payment Information)

NAME CHANGES

All official records maintained by the Virginia Department of Corrections on an Offender continue under the name contained in the Offender's Sentencing Order(s) pertaining to their current state number (OP 050.0). An Offender's Identification Card will contain name changes.

OFFICE OF INSPECTOR GENERAL

To report suspected criminal activity or misconduct an Offender might do so in writing to the Virginia Department of Corrections Investigative Unit via mail at the following address:

Office of State Inspector General
Patrick Henry Building, 2nd Floor
1111 East Broad Street
Richmond, VA 23219

PAYMENT OF COURT ORDERED FINANCIAL OBLIGATION

Code of Virginia 53.1-41 requires incarcerated Offenders to pay a portion of the court ordered financial obligations as specified in the sentencing order. This may include fines, costs, forfeitures, restitution, or penalties. The Code of Virginia requires Offenders to establish a payment plan when involved in activities for which they receive prison wages.

To comply with this law, beginning December 1, 2010 the Virginia Department of Corrections began withholding 5% of each Offender's earned income wages. This included wages for program participation including work, treatment, and education. Accrual of payments in the Offender Trust Account will be disbursed to the courts annually, or upon release of the Offender from incarceration.

PERSONAL PROPERTY

Upon arrival at Powhatan Correctional Center, the Property Control Officer will inventory an Offender's property. This inventory will determine allowable and disallowed property. A written list of approved property items is in OP 802.1. Disallowed property will be disposed of in accordance with OP 802.1. The Property Control Officer will engrave any items not engraved, and inspect items to verify they are in working order prior to delivery to the Offender. The Offender should verify and sign the completed inventory form. The Offender will receive a copy of the completed and signed inventory form.

When confiscated personal property from an Offender is determined unauthorized, the Offender may appeal the decision by using the Offender Grievance Procedure. The appeal process provides the Offender with the opportunity to prove ownership of disputed property, to provide evidence to retain the property that has been determined to be unauthorized, or determined in excess of policy limits. An Offender may grieve property decisions within seven (7) days of the date on the inventory notice for confiscated property; delay in filing will cause rejection of the grievance on time limits regulated by policy.

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An Offender may purchase additional property from an outside vendor. Offenders may receive third party purchases for books. Offenders may also receive third party purchases of CD's from the Virginia Department of Corrections' third party vender Music by Mail. Catalogs are available through the Personal Property Officer, and occasionally in the Reading Library, however, these departments distribute catalogs as a courtesy. Offenders who want catalogs need to contact the approved vendors if they are not available at the institution. Magazines, catalogs, and periodicals may enter without approval. All additional property purchases are through the Commissary, or from an approved vendor. A list of approved vendors is in each housing unit.

If a purchase is for a controlled item from the Commissary, the Offender should fill out a Personal Property Add/Drop Form and forward it to the Property Control Officer through the institutional mail system. If the Offender's request is approved the commissary will fill the order subject to the Offender having adequate funds available in the spend account.

If a purchase is from an outside vendor, the Offender should fill out a Personal Property Add/Drop Form and place it in a stamped envelope, with a vendor order form, an Offender Trust System Withdrawal slip must accompany the Personal Property Add/Drop Form. The Offender is to take the paperwork to a Security Supervisor and sign the Offender Trust System Withdrawal Form in the presence of the Supervisor. The Supervisor will forward the paperwork to the Property Control Officer. Staff will accept no C.O.D. shipments at Powhatan Correctional Center.

If an Offender wants to dispose of property, or mail out appliances for repair, it is necessary to bring that item with a completed Property Disposition Form to the Property Control Officer, at Conference Room #3 in the basement when property send out is being conducted. This generally takes place on Wednesday mornings by announcement in individual housing units, for convenience sake the Offender must wait until the announcement in their housing unit. If an Offender requests an extension on a visitor pickup, or for an item being mailed out, he should send an Offender Request Form to the Property Control Officer, or bring an Offender Request Form to the Property Control Officer when property send out is taking place. The Offender Request Form needs to state the amount of extra time needed and the reason.

Offenders are not to request staff to call the Property Control Officer. Offenders should send an Offender Request Form for all non-emergency issues to the Property Control Officer. Emergencies such as medication in storage, access to legal work for a verified court deadline, etc. dictate an Offender contacting a Security Supervisor and explaining the necessity of obtaining certain personal property prior to the scheduled delivery. Staff will routinely advise the Property Control Officer(s) of Offenders returning to Powhatan Correctional Center from medical appointments, hospital stays, court, etc.

No Offender may buy, sell, loan, trade, or give property away. The Property Control Officer must dispose of inventoried property. Report any lost or stolen property immediately. Reports of stolen or missing property after recovery from another Offender, or when taken into state custody as part

of another Offender's property, is contraband. Any property found in the possession of an Offender, not listed as its owner, is contraband. The Offender in possession will be subject to an Institutional infraction. The original owner will not receive the property back unless a timely lost or stolen property report is on file. In the absence of a report, the Offender will receive an infraction for the Unauthorized Sale or Transfer of Property. Confiscation upon conviction is the mandatory penalty under OP 861.1. Contraband found in the two-man cell is the responsibility of both Offenders. Control of property is the Offender's responsibility. It becomes the State's responsibility only after state employees have taken possession of the property.

Personal and State issued property is not to be abandoned (left) outside the Offender's cell. This includes shoes outside cell doors, clothing hung over railings, or items left in the day rooms, or on tier walkways/railings.

All electronic sound equipment (i.e. walkman, CD players, televisions, etc.) will be used only with headphones, or ear buds. It is mandatory that the sound not be audible outside the cell/bed area. Any Offender who violates this policy may have their sound equipment confiscated in accordance with OP 802.1. It is prohibited to utilize headphones as miniature speakers, playing off the head.

Offenders may carry walkman, radios, or CD players outside the housing unit to recreation only; they are not to be operational in the halls.

If you retrieve items from Personal Property, it is your responsibility to make sure that all of your property is received before signing the Property Inventory Form, and before leaving Property.

RECREATION

There are recreation activities/services to better utilize leisure time to the extent that staff and facilities allow. The procedures for recreational programs are in LOP 841.C. A recreation schedule is in each housing unit and door breaks for access to the recreation areas are to maintain control of Offender movement.

Recreational Areas Available to General Population Offenders

- Blacktop
- Ballpark
- Weight Room
- Activities Room
- Band Room

The band room, weight room, and activities room are located in the basement of the facility.

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The following equipment is available for use: weight training machines, handballs, volleyballs, basketballs, tennis balls, and racquets, and softball equipment. Some equipment and areas require ID cards prior to entry, or the issuance of equipment.

The band room is limited only to those Offenders who are registered with a band, or that have scheduled band room time. These Offenders will appear on the Master Pass List.

Recreational Yards

Two recreation yards serve the general population. The blacktop has basketball courts, a handball court, a volleyball court, and outdoor universal weight machines. The ballpark has a softball diamond, track, tennis court, basketball court, and a volleyball pit. There is also a grassed area for soccer, or individual exercise. Separate recreation areas operate for those Offenders in special housing and segregation. No football games – touch or tackle, nor are any contact sports permitted.

There are no blankets, chairs, sheets, pillows, laundry bags, etc. permitted on recreational areas. No kitchen whites, under shorts, bathrobes, pajamas, or like items are appropriate in recreation areas.

When the temperature and/or humidity may cause medical problems for those Offenders with reparatory or cardiovascular problems heat advisories are declared. To prevent medical emergencies, the Watch Commander may restrict recreational activities to walking only when the heat index is 95 or more.

RELIGIOUS PROGRAMMING

New Offenders

Offenders transferring to Powhatan Correctional Center (Main Population) between quarterly sign-up periods (new Offenders to the institution) may choose to attend an active service at their orientation by using the Request to Attend Religious Service Form (OP 841.3, and Attachment #1A).

Population Offender Religious Sign-up

A quarterly announcement by memorandum to sign-up for religious services is the normal course to attend a particular service.

Once you sign-up to participate in a particular religious service, if you miss three (3) consecutive services, you are dropped from the pass list. Offenders must sign in on the Chapel's sign in sheet located on the back table of the Chapel. Failure to sign in will result in an absence. In order to

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attend the service again, you will need to sign-up at the next quarterly sign-up period. A religious services schedule is on the bulletin board in each housing unit.

Offenders who either relocated to M-Building or Powhatan Medical Unit, and miss services, or are unable to sign-up for services, will need to submit an Offender Request Form to the Chaplain upon release into the General Population making the appropriate request.

Religious Service Schedule

The below listed religious groups will meet on the given day at the listed time.
(Services are subject to change.)

- | | | |
|--------------------------|-----------|------------------|
| • Asatru | Wednesday | 01:00-02:20 p.m. |
| • Jewish | Saturday | 01:00-02:20 p.m. |
| • Moorish Science Temple | Friday | 09:00-10:20 a.m. |
| • Muslim (Sunni) | Friday | 01:00-02:20 p.m. |
| • Nation of Islam | Friday | 02:30-03:50 p.m. |
| • Protestant | Sunday | 09:30-10:50 a.m. |
| • Wicca | Wednesday | 02:30-03:50 p.m. |

Offenders interested in religious programs should read OP 841.3.

Religious groups approved to meet at Powhatan Correctional Center-Main Population, must maintain an active minimum attendance of five (5) members or the group will cease to meet following the quarterly sign-up period.

Visitation and Chapel Services

Offenders participating in religious services and receiving a visit will be subject to the following:

- If your visitor arrives prior to the scheduled religious services:
 - You may attend the visit.
 - You will be responsible for sending an Offender Request Form to the Chaplain, that day, informing him of the visit.
- If your visitor arrives after your scheduled religious service starts:
 - You will be required to participate in your scheduled religious service.
 - When your visitor arrives you will be sent to the visiting room.
- The Chaplain will verify your information with security to ensure that your visit was during the scheduled service:
 - The authorized excused attendance is extended to you if you had a visit during your scheduled religious service.
 - If you did not have a visit during your scheduled religious service, failed to attend your scheduled religious service, or stated that you had a visit, you will not be excused and you may be subject to an 861 disciplinary infraction.

Marriage

If you are considering marriage while incarcerated, send an Offender Request Form to the Chaplain indicating you would like to meet to discuss getting married while incarcerated. The Chaplain will review the marriage policy with you and direct you on how to begin the process at Powhatan Correctional Center Main Compound.

To Meet with the Chaplain

Simply complete an Offender Request Form and send it to the Chaplain. List a brief idea of what the meeting would be about, this will help you to remember when the Chaplain schedules a pass list appointment for you on the day and time you meet with him.

Worship Beads (i.e. Rosary, Tasbeth)

The maximum length for a rosary or tasbeth is thirty (30") inches. These items are not to be worn as a necklace; size of individual beads shall be consistent with security concerns at the facility. Beads may be black or white in color only (OP 802.1, Offender Personal Property).

Religious Literature and Religious Correspondence Courses

Religious Literature: See Magazines or Publications in this manual. The rules for these are the same for religious publications as they are for publications generally.

Religious Correspondence Courses: You will need to complete the upper portion of the Offender Religious Correspondence Course Request Form (OP 801.6, and Attachment B). Send the request form, information about the course, a completed Personal Property Add/Drop Form, a letter to the school or institution sending the course, and place these in a stamped self-addressed envelope to the Chaplain for review and processing through the required stages.

Greeting Card Program

The chapel card program provides cards (while supplies last) to Offenders of Powhatan Correctional Center Main Population, Powhatan Medical Unit, and M-Building Offenders. There is a form available for requesting cards. **You may have up to three (3) cards per quarter.** You must use the Request for Cards Form, a Chapel Form available in your housing unit's Control Room. If the Officer indicates that no card forms are available, respectfully request that they contact the Chaplain's Office to receive more forms for the Control Room.

When card supplies are exhausted, that category will close. When all cards are distributed, the card program will not exist.

Chapel Library (Main Population Only)

The Chapel Library is available to the main population only. Two copies of the Chapel Library Catalog are in the Main Library Workroom (across from the Library) and in the Chapel. To check

out two books or audiotapes (cassette), you will need to complete and submit the Chapel Library Request Form (submit all three copies), also available in the DOE Library Workroom. The Chaplain must receive the Chapel Library Request Form by Friday of any week, and material deliveries are the next upcoming Wednesday in the Chapel. Checkout is for two weeks only, no renewal.

SAFETY

One of the greatest hazards in an institutional environment is the accessibility of emergency exits. Do not place lockers, chairs, or other personal items in front of the exit doors.

Ensure that personal items, lockers, and chairs are not blocking pathways necessary for access. When not in use, footlockers are stored under the Offender's bed in order that all walkways are passable in the event of emergency evacuation.

Sporting activities will be a major part of the recreation program here at Powhatan Correctional Center. We encourage participation in a variety of different sports, but caution against playing too hard. Injuries are a part of every game, but excessive injuries could result in the discontinuation of the activity.

Do your part to prevent accidents and hazards from developing by being respectful of the equipment you use. Always use the equipment as designed, and take time to think before acting. Safety only works when everyone participates. Make safety hazards or any suggestions for institutional safety known by reporting them in writing to the Institutional Safety Specialist.

Fire Safety

The periodical conducting of fire evacuation drills at Powhatan Correctional Center is in order to practice proper evacuation procedures should the actual need arise. Cooperation is necessary to ensure the safety of everyone at this institution.

- When assigned to a housing unit, review the housing unit's evacuation plan. Be familiar with the fire exit locations.
- Remember that fire drills are for preparation in case of an actual fire.
- **Do not** block fire exits, aisles, or clutter your bed area with items that will prevent you or someone else from safely exiting the area.
- In the event of a fire, Security Staff will evacuate the affected area to the designated area.
- **Do not** run or push others during an evacuation or emergency evacuation.
- **Do not** take time to gather personal property. Exit as soon as the fire alarm sounds and the exit doors are open.
- **Do not** set fires or tamper with emergency equipment. This is a serious offense.
- Alert Security or any other staff member if you observe any sign of fire or smoke.

- **Remember:** Good housekeeping prevents fires.

Chemical Safety

When you are using chemical supplies, or in an area that chemicals are used, always be safety conscious. Before starting a job, and while you are working:

- Notify your supervisor prior to handling any chemical for which you are unfamiliar.
- Use chemicals as directed by following the instructions on the container.
- Protect your skin by being fully clothed and using appropriate protective equipment, e.g., safety glasses, and gloves.
- Read instructions and communicate with your work supervisor as to appropriate supplies for the job.
- Check the container condition for leaks, cracks, etc.

While you are working:

- Always use a chemical in accordance with its labeling.
- Use precautions as required to protect from injury.
- Never eat, drink, or smoke while using chemicals.
- Never mix chemicals unless directed to do so by the label.
- Do not horseplay with others while working.
- Always use wet floor signs when mopping.

SEARCHES

Searches are an integral part of the control of weapons and contraband at Powhatan Correctional Center. The safety and welfare of all persons takes precedence over any personal rights to privacy. Upon entering an area in the institution, Offenders may be required to remove their coats, hats, and are frisk searched. An Offender's person is always subject to search. This may include a strip search. Cell property and work areas are subject to search. Offenders **do not** have to be present during a cell search if two staff members are present to conduct that search. Routinely, Offenders are subject to strip search when being sent to transportation, returning from transportation, and returning from visitation.

TELEPHONE SERVICE FOR OFFENDERS

Offenders may not use administrative telephones. There are some circumstances when a Staff Member places telephone calls, but the Department Head (OP 803.3) must approve those, any other calls have to be placed using the pay telephones in the housing units.

Housing Unit Telephone Service

- No three-way telephone calls, threats, or speaking in codes over the telephones on the state telephone system.

Global Tel Link Offender Hotline

You may request the following from Global Tel Link (GTL) Offender Hotline Services:

- You may request secured PIN (Personal Identification Number) to use with your State ID Number.
- You may request to have your secure PIN re-sent if you lost it or if you want to change it.
- You may report trouble dialing a SPECIFIC telephone number (Do not report the same problem more than once within a forty-eight (48) hour business time period).
- Do not report billing issues to the GTL Offender Hotline.
- Do not report equipment problems to the GTL Offender Hotline. Report Equipment problems to your Site Administrator.

Global Tel Link Offender Hotline Hours

- Hotline hours Monday through Thursday are 7:00 a.m. – 9:00 p.m.
- Hotline hours Friday are 7:00 a.m. – 3:00 p.m.
- On holidays, the service is closed.
- On weekends, the service is closed.
- Messages left outside of the times posted above will not be responded to by Global Tel Link.

Accessing the Global Tel Link Offender Hotline

- When you first pick up the receiver, the system will prompt you to dial “1” for English or “2” for Spanish.
- Dial “21” when prompted to dial “zero plus the area code plus the number you are calling”, you will need to hold for approximately 50 seconds before your connection to the Offender Hotline.
- When connected to the Global Tel Link Offender Hotline **speak loudly, clearly, and slowly**; it is **important** to provide all of the following information:
 - Convicted Name (spell your last name if necessary)
 - Your State Offender ID Number
 - The prison you are currently (Powhatan Correctional Center) assigned
 - The present bed and cell number, or the dormitory assignment where you currently reside
 - Reason for calling (include the area code and telephone number being dialed if you are calling in regards to a block, or other dialing problems) the hotline service

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- You will have 30 seconds to leave a message. It is advisable to write out the above information and have it ready to read when calling for service. Global Tel Link will fax a response to the institution within 48 business hours, and it will be delivered to you through the Offender Mail System by staff.

Your cooperation makes the services more proficient. Bear in mind that inaccurate or incomplete information provided to the Global Tel Link Offender Hotline Service may result in no response.

Do not allow anyone else to use your PIN Number. Unauthorized use detected by the system cancels your secure PIN number.

A disciplinary infraction for unauthorized use of the Offender Telephone System will result by allowing others to utilize your PIN number.

If you believe someone else is using your PIN number, please call the Offender Hotline and request a new secured PIN number.

By activating your PIN number and using the Offender Telephone System, you agree to abide by all rules governing the use of the system. **You consent to having your telephone calls monitored and recorded.**

The Virginia Department of Corrections will monitor and record Offender telephone calls to prevent and detect criminal activity and other telephone abuse.

There is no monitoring or recording of legal calls, if you request this consideration. The service does not monitor those calls. If any number on your call list is an attorney's telephone number, you may block the number from being monitored or recorded by submitting a form to your designated Offender Telephone Coordinator. Forms for this are located in the Watch Commander's Office and available upon request.

There is verification of all attorney telephone numbers prior to blocking from monitoring and recording.

OFFENDER VISITATION

VISITATION FOR OFFENDERS

Powhatan Correctional Center Visitor Information Brochure

It is the policy of Powhatan Correctional Center to enable and encourage all Offenders to have visits from family and community associates. Through visitation, the Offender is able to continue family and community relationships, which can be beneficial in maintaining the morale of the Offender as well as aiding the individuals eventually reintegration into society upon release.

For obvious security reasons, there are certain controls and constraints on visitation. It is the purpose of this brochure to familiarize each visitor with the visiting procedures of this facility.

Visitation Parameters

Visitation for general population will be held on Saturdays, Sundays, and State Holidays on an odd/even schedule. The last digit of the offender state number will determine which date he will be allowed to visit. If the Offender's number ends with an "EVEN" number they will receive visits on the weekend day that is an "EVEN" number. If the offender's number ends with an "ODD" number they will receive visits on the weekend day that is an "ODD" number. The same rule applies for holidays except for those holidays that fall on a weekday.

Holidays that fall on a weekday will be open for all general population Offenders to receive visitors.

Visiting hours shall be from 8:30am to 3:00pm each visiting day, the latest entry for visitors will be 2:30pm.

- Powhatan Medical Unit
Offenders housed in these areas may receive visitors on Saturdays, Sundays, and State Holidays. Visitation is held from 8:30am to 3:00pm, and visitors will be admitted until 2:30pm.
- Powhatan Correctional Center M-Building
Offenders housed in this area may receive visitors one day per week. This visit will be limited to 1 hour, and can only be scheduled from 9:00am to 11:00am or 1:00pm to 3:00pm on Monday or Friday.
- Powhatan County Jail
Offenders housed in this area may receive visitors one day per week. This visit will be limited to 1 hour, and can only be scheduled from 9:00am to 11:00am or 1:00pm to 3:00pm on Tuesday or Thursday.

Each offender will be permitted a minimum of one hour visit per visiting day with visitors on those days designated for that offender to visit.

The length of each visit will be determined by visiting room staff depending on the number of visitors, space, and staffing. Visits may be terminated based on visiting room overcrowding. If this occurs, the visit that began first, provided the visit has lasted for at least one hour, shall be terminated first.

Limitations

Each offender may receive three (3) adult visitors at one time. Pre-school age children must either occupy a chair or sit on the lap of an adult visitor. The offender and adults are required to sit at the same table, and tables cannot be joined.

Dress Code

Visitor dress requirements are outlined on the attached form.

Visitors Accompanied by Minors

Each visitor under the age of 18 must be accompanied by an adult who is eligible to consent for the minor to be searched. For a minor to visit with an adult other than a parent or guardian, permission must be documented on a Notarized Statement – Minor Visit 851_F4 signed by the parent/legal guardian and notarized unless there is a valid court order directing that the child be allowed to visit the Offender without the parent/legal guardian's permission.

In accordance with Operating Procedure 851.1, Offenders convicted of certain crimes of a sexual nature will not be allowed to visit with minor visitors.

Background Check

All adult and emancipated minor visitors will complete the Adult Visitor Application and Background Investigation Authorization form and present a valid government picture identification card.

Minor visitors will complete the Minor Visitor Application and Background Investigation Authorization form and present valid government picture identification card if available.

The Visitor Application and Background Investigation Authorization will expire one year from the date it is entered into the visiting database. A new, updated Visitor Application and Background Investigation Authorization will be denied a visit.

Former Offenders and Those on Active Supervision

A former offender is any person convicted of a felony in any jurisdiction (State or Federal) who is not currently incarcerated or under any type of probation, parole, or post release supervision. Former offenders may be permitted to visit only with prior written approval of the Facility Unit Head. The Facility Unit Head will review requests on a case-by-case basis and may disapprove any former offender for a valid security reason.

Offenders on active probation, parole, or post release supervision must receive advance written approval to visit from both the Facility Unit Head and the Chief P&P Officer. Offenders should request this ability by both writing the Warden's office and having the Chief P&P Officer send a letter to the Warden.

Admission and Search Procedures

Each visitor must comply with identification and search requirements by security staff. All visitors (excluding non-emancipated minors) are required to present a valid government picture identification card.

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All visitors are then subject to search by an electronic scanning device or by a pat-down frisk search, or both. Visitors will be required to remove coats, jackets, and excess layers of outer clothing to allow an effective pat-down frisk search. If, after the initial search, it is believed that an additional search is necessary, a further consensual search may be conducted with the approval of the Administrative Duty Officer. If a visitor refuses a search, visitation will not be authorized for that day and approval for future visits may be revoked.

Items Authorized in the Visiting Room

Visitors are allowed to take the following items into the visitation room:

- Their visitor's pass, a maximum of \$30.00 in coins per adult visitor, personal vehicle key ("keyless" keys not authorized), a locker key, prescription eyeglasses or sunglasses, clear change purse, and religious head coverings. In addition, parents of infants will be allowed to bring in one (1) unopened plastic jar of baby food, and (1) clear plastic bottle of formula for infant feeding.

All other property should be locked in the visitor's vehicle.

Visitors are not allowed to bring property, packages, food, cash money, checks, money orders, lottery tickets, negotiable items, or any other item through visitation. Visitors who attempt to give such items to offenders will have their visit terminated and may lose their visiting privileges.

Visiting Room Behavior

Physical Contact:

Handshaking, embracing, and a single-kiss will be permitted between an offender and his visitors at the beginning and end of visits. Visitors and Offenders will be expected to limit physical contact to these times.

Adult Supervision of Minors:

Parents or legal guardians are expected to supervise and control their children during offender visitation. Minors are expected to remain with the accompanying visitors. Physical discipline of minors is not permitted in the visiting room. Failure to supervise minors by parents/legal guardians may result in termination of the visit.

Offender and Visitor Behavioral Expectations:

- Visitors shall not bring weapons, alcohol, illicit substances, or any other illegal or prohibited items onto facility property.
- Visitors are expected to park in the designated parking area and to proceed directly to their vehicles when visits are completed.
- Visitors are expected to secure (lock) their vehicles.
- Visitors are not allowed to leave minors unattended in a vehicle.
- Visitors and Offenders are expected to remain at their assigned table.
- Visitors and Offenders are not permitted to visit with Visitors and Offenders at another table.

Powhatan Correctional Center

- Offenders may accompany their visitors to the entranceway of the vending machine area, but may not handle money.
- Visitors may not leave cash, cashier's checks, or money orders on visitation days.
- Offenders may accompany their visitors to have pictures taken or pickup board games.
- An offender may have his picture taken with his visitors only in designated locations. Other offenders or visitors are not permitted in the pictures.
- Offenders shall use the restroom designated by correctional staff.
- Excessive noise will not be permitted.
- Vulgar or abusive language or gestures will not be permitted.
- Visitors of one offender are not permitted to send or receive funds from another offender unless they are documented members of the immediate family and have prior approval from the Facility Unit Head.

Violation of any of these rules may result in termination of the visit.

Special Visits

Offenders may request a special or extended visit by submitting the appropriate form to their counselor at least 14 days prior to their proposed visit. Special visits normally include situations where a limit of three (3) visitors needs to be exceeded. Extended visits are normally requested when the visitor is traveling from large distances and the offender wants to ensure the visit does not get terminated early. Special visits for other reasons such as family emergencies will be considered on a case-by-case basis.

Service or Guide Animals

Visitors requiring the use of service or guide animals in the visitation area should request prior approval from the Facility Unit Head by submitting the following (1) any available documentation of the need for the service animal, (2) a brief description of the services that the animal provides, and (3) a brief description of the size and type of animal.

Video Visitation

Video Visitation is available upon request. If interested in this service, please contact the Powhatan Correctional Center Treatment Department at (804) 372-4951.

Legal Liability

Visitors who give or attempt to give drugs, firearms, or explosives to any incarcerated offender may be charged with a felony under [COV §18.2-474.1](#). The Facility Unit Head or designee will report any such occurrence to the office of the DOC Inspector General or local police authorities. Any visitor found to have given or attempted to give drugs, firearms, or explosives to an incarcerated offender will lose the privilege of visitation and will be subject to prosecution.

Visitors found to have given or attempted to give any items that have not been specifically approved or processed will lose visitation privileges and may be charged with a Class I misdemeanor in accordance with [COV §18.2-474](#). The Facility Unit Head or designee will report any such occurrence to the office of the DOC Inspector General or local police authorities.

Powhatan Correctional Center

Visitors who attempt to give or convey any item to an incarcerated offender to help him escape, or in any manner attempt to aid an offender in escape, either with force or otherwise, may be charged with a felony under COV §18.2-473. The Facility Unit Head or designee will report any such occurrence to the office of the DOC Inspector General or local police authorities. Any visitor found to have aided, or attempted to aid, an incarcerated offender in any escape or escape attempt will lose the privilege of visitation and will be subject to prosecution.

Visitors who give or attempt to give a cellular telephone to any incarcerated offender may be charged with a felony under COV §18.2-431.1. The Facility Unit Head or designee will report any such occurrence to the office of the DOC Inspector General or local police authorities. Any visitor found to have given or attempted to give a cellular telephone to an incarcerated offender will lose the privilege of visitation and will be subject to prosecution.

Concerns or Complaints

Offenders housed at institutions may address complaints related to visitation through the Operating Procedure 866.1, *Offender Grievance Procedure*.

Visitors may request to speak to the shift commanders and/or the Administrative Duty Officer. Visitors may also write or call the Warden or Central Regional Operations Chief during normal business hours (Monday through Friday, 8:00am-4:30pm).

Revised June 1, 2013

Approved by:

Institutional Program Manager

Facility Unit Head

ATTACHMENTS

RULES AND REGULATIONS

OFFENDER RULES AND REGULATIONS

In any society, not every rule violation results in disciplinary action. Many offenders at Powhatan Correctional Center never receive a charge. These offenders act as mature, orderly members of our community, displaying good demeanor, attitude, and mannerisms to others.

Any instructions given by any Staff member is a **Direct Order**. The words “**Direct Order**” does not need to be included in the instruction. Offenders are to comply immediately and without argument with any instructions given, whether by civilian Staff or Security Staff. The offender, after any incident, denotes their disagreement with that instruction by use of the grievance procedure.

These Rules and Regulations set basic standards of cleanliness, conduct, and to behavioral control. Noncompliance can subject an Offender to disciplinary charges and a hearing with penalties as permitted under OP 861, “Offender Discipline”. This procedure establishes disciplinary requirements for offenders at Powhatan Correctional Center as well as the entire Virginia Department of Corrections. A careful study of this procedure is highly recommended for all offenders.

Many rules promulgated in this section are for the protection, convenience, and courtesy of the social order within the institution.

This information indicated below serves as a guide as to what is expected.

GENERAL RULES

- There is no allowance for tobacco products in this institution. Violation of this will result in an institutional infraction.
- Showers will be between 5:00am and 10:00pm in all housing areas. Offenders must wear pants or a robe going to and from the showers. Those offenders who work in Food Service on the 3:30am shift can take showers prior to going to work.
- Dayrooms are open until 11:30pm Sunday-Thursday, and until 1:00am Friday, Saturday, and holidays. Offenders are required to report to their assigned bed areas and cells for count, and then they may return to the dayroom after the count clears and remain until 1:00am.
- An offender may only have one cup (not to exceed 22 oz) of ice at a time. This is so everyone is able to have ice and it allows time for the machine to generate more ice. The utilization of sinks, foot soaking containers, trashcans, bags, or other vessels to collect, put aside, and store ice may result in an institutional infraction.
- No offenders housed in a dormitory will be in another offender’s bed area after 10:00pm (after lights out) or before 7:00am.
- Offenders assigned to a cellblock-housing unit are not to enter into another Offender’s cell – this means no visiting in another Offender’s cell.
- No singing, running, yelling, whistling, throwing gang signs, horse playing, or similar activity is permitted in the halls, during transportation runs outside the institution, in dormitories, cell houses, recreation yard, or any other area not designated for such activity in the institution at any time. It is common courtesy in a communal environment to not sing or whistle, as it is rule, and can be very disconcerting to other individuals.

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- Housing officers will not awaken offenders for Pill Line. Unit Officers will open the offender's cell. It is the offender's responsibility to get up and be ready for pill line when the unit is called. The officer will notify special needs offenders.
- The Housing Officer will advise Offenders of their appointments on the evening prior to that appointment by having the Offender sign the Master Pass List; this will be the Offender's only notification of an appointment. Signing of the Master Pass List is **MANDATORY**. If an Offender refuses to sign, he will be subject to an institutional infraction.
- Offenders are responsible for getting to their jobs, school, pill line, programs, institutional functions, and appointments. There is a ten (10) minute limit on point-to-point traverse time to a destination. When an activity, class, or program ends, the participating offender must leave the area immediately and return to the housing area and/or work site.
- Each offender will be responsible to keep their living area clean. Offenders will make their bed after rising, and before leaving their area, or cell. All beds must remain made on weekdays (except holidays) between the hours of 8:00am and 5:00pm, unless the offender is actually sleeping in the bed due to illness or late/early work assignments. Those offenders with early/late work assignments may sleep until 10:00am on their rest days, however, they must stand for count. Once an offender has made their bed, the offender may lie on top of the made bed, and not under the covers.
- Offenders will not lie in bed with their shoes on.
- Offenders must exit cells in the cell house for bar checks.
- Do not tape, paste, or hang anything on the walls, lights, or on the outside of lockers.
- Footlockers must be stored under the beds closed when not in use.
- Offenders cannot sleep, loiter, or lounge in the nude. At a minimum, an offender will wear underpants/boxers at all times, except when bathing, and when changing clothes. An offender must be fully clothed when conducting business at the officer's control room or station. Offenders cannot wear their pants hanging off their hips (sagging) or exposing underwear at anytime. The belt line on pants shall be within two (2) inches of the navel (belly button).
- Offenders must tuck their shirttails into their pants prior to exiting their living area and shirttails are to remain tucked in while outside of the housing unit except for recreation areas. All the buttons on shirts must remain buttoned, with the exception of the top button, left unbuttoned or buttoned at the offender's choosing. Offenders will wear shoestrings tied.
- Offenders must have their shirttails tucked into their pants prior to exiting their work, or vocational school area.
- Offenders are to order and wear clothing of their appropriate size. No offender may dress in loose baggy clothing. All clothing will fit properly with shirts tucked in at all times.
- It is **MANDATORY** offenders wear an undershirt and pants in the living/bed area when being seen by ANY staff person. Any violation of this will result in an institutional infraction.
- Dayroom Television Channel Selection Procedure: The housing officer is the mediator for program selection. Officers will control the volume of the dayroom television. When a program is already in progress, it will continue until that program is complete, except by unanimous vote of those viewing the program. Once a program has ended, a vote will be taken to choose the next program; the majority rules. Altering or damaging of the dayroom televisions will subject an

Powhatan Correctional Center

offender to an institutional infraction. Offenders having personal televisions are to watch them for regular programming rather than making use of the dayroom television.

- Earphones or earbuds are mandatory when listening and playing personal radios, televisions, or tape players and CD players. The volume is to be at an acceptable level where other offenders will not be disturbed. Failure to comply will result in the confiscation of your electronic equipment and an institutional infraction.
- Earphones/earbuds employed as speakers violates policy. No spliced power cords on any electrical device. Cable is available to all Offenders for television reception; the Warden must authorize any antennas. Antennas are not to be made of wires. Violation of this rule will result in loss of the property and an institutional infraction.
- Do not arrange personal effects on furniture to obstruct vision of the bed areas by the housing Officer. No screening devices permitted to on top of lockers. Offenders may not retain cardboard boxes or paper bags.
- No covers on a cell doors at any time, the exception is when an Offender is using the bathroom or dressing, no higher than the first crossbar down from the top of the door. Hang nothing over the bed area, along the walls, or from the ceiling. It is permissible for Offenders to screen the sun coming through the window by hanging a commissary bag over the window. It is only reasonable to utilize the commissary bag as a window shade during daylight hours when sunlight is coming through the window; nothing is to cover the window otherwise.
- No plants or pets allowed in any housing or work area.
- In dormitories, all personal effects must be stored inside the locker provided for the individual Offender. Any excess must be disposed of per OP 802, "Offender Personal Property." Dirty clothing may be stored in a laundry bag under the bed, or behind the assigned locker. An Offender may hang a coat on the back of the Offender's chair, or hook (in cells) during periods of inclement weather (i.e. snow, rain, icy conditions).
- Offenders in cells receive three (3) hooks to hang their towel, shirt, coat, etc. Offenders are responsible for ensuring that they have these hooks, if lost or broken, it is the Offender's responsibility to pay the cost of replacement.
- The following items may be stored on an Offender's assigned stand-up locker: One television and/or radio/CD player with earphones or earbuds, one book, one clock, and one fan. In cells and in the dormitory areas an Offender may have one shirt and one pair of pants placed at the head of the bed and one towel and washcloth at the foot of the bed. (The institution is not liable or responsible for the loss or damage of items on an Offender's locker or bed.)

Please review the housing unit diagram located in each housing unit.

- Each Offender must stand by his bed or cell door for all standing counts, unless that Offender has written medical authorization not to stand.
- Each Offender is accountable for any item or contraband found in his cell, bed area, locker, or personal effects. An Offender may not change bed assignments unless instructed to do so by an Officer or higher authority. Offenders may not sit or lay on another Offender's bed.
- No dental floss picks, toothbrushes, and any other items in your mouth outside of the living area.
- No foodstuff outside of your housing area; this includes sucker, lollipops, etc.
- There will be no three-way telephone calls, threats, or speaking in codes over the telephones on the state telephone system.
- Offenders must turn off all their electrical devices prior to exiting their living areas.
- No cuttings of another Offender's hair inside dormitories, cell houses, or recreation areas (inside or outside), haircuts take place only in the living unit barbering areas.

Powhatan Correctional Center

- No loafing, loitering, or crowding around the Dispensary, Medical areas, Division of Education (school), Treatment Department, stairways, commissary area, entrances to living areas, tiers, and any control room areas.
- Do not use vulgar or insolent language toward an employee or visitor. No Offender will address another Offender with vulgar language in the presence of Staff.
- There is to be no talking or yelling through the fences, or from windows.
- No gambling, borrowing, buying, selling, giving, or trading of food, property items, or goods is to take place between Offenders. Accepting or giving loans or favors between Offenders in exchange for money, personal articles, services, by intimidation or otherwise violate policy and will subject you to an institutional infraction.
- No organized group activities except as authorized by the Recreation Supervisor, or by the Chaplain.
- Any Powhatan Correctional Center Offender attempting to or communicating with a County Jail Offender will receive an institutional infraction.
- No Offender will wear whites (outer clothing) in any area of the institution except the Milk Plant, PMU workers, Main Dining Hall, Kitchen, Staff Kitchen, and dining facility, or when an Offender is going to and from these areas. Offenders who are working may go to pill line in their whites. No whites are to be worn to school, the Treatment Department, Powhatan Medical Unit (PMU), the Dispensary, or on the recreation yard except when going to and from work.
- All Offenders clothing is to be in good condition. Replacement of torn or much worn clothing is obligator.
- There will be no loafing or loitering in the weight room. Offenders who are not lifting weights, acting as spotters, or utilizing other weight room equipment are in an unauthorized area.
- All state and personal clothing and shoes must be worn in accordance with the approved dress code (see section on Offender Dress Code) for Offenders. There are no alterations permitted to clothing, shoes (state or personal) for any reason. All clothing will be maintained and in good condition.
- Offenders may not sun bathe or go shirtless (e.g. not wear a top garment) on the recreations yard. Offenders are not to lie on any benches on the compound.
- Offenders may wear state or personal tennis shoes when playing sports (basketball, baseball, and volleyball) on the recreation yard or in the weight room.
- There will be no spitting on the recreation yard or in any trashcans.
- All Offenders will obey instructions given to them by any security and non-security staff.
- Each Offender will be responsible for his own personal property, and all personal property is to remain in possession of the Offender to which it is registered.
- No Offender will be absent from work, or any other assignment without a proper written excuse.
- All items not specifically approved by the institution are CONTRABAND and will result in an institutional infraction. Serious infractions, which violate state law, are referred Commonwealth's Attorney for prosecution in accordance with Section 53-291 of the Virginia Code.
- All Offenders receive an Identification Card (ID card). ID cards are to be available on your person for any employee upon request. **YOU MUST KEEP YOUR ID CARD IN YOUR POSSESSION AT ALL TIMES.** If you lose the ID card, certain privileges such as visitation, mail, commissary, and admittance to work becomes complicated, and may delay these services. Replacement ID cards are not at state expense. Replaced ID cards will cost \$2.00. Offenders requesting replacement of a lost identification card will complete an Offender Trust System Withdrawal Request Form (see OP 802.2 and Attachment 3), enter "Replacement ID" in the reason section, and submit the completed form to the Watch Commander's Office for processing.
- Offenders are not allowed to take personal property, i.e. publications, personal papers, legal work, unauthorized books, unauthorized magazines etc. to their work areas, the Dining Hall, recreation, education and vocational departments, the Treatment department, or to medical.

Powhatan Correctional Center

- Offenders may not alter hair, including eyebrows, or other aspects of personal appearance in such a way as to identify group membership or sexual preference. All personal grooming is to be in accordance with OP 864.1, Offender Grooming.
- Powhatan Correctional Center is a CONTROLLED MOVEMENT facility and the Master Pass List is strictly enforced. Offenders cannot traverse in areas not designated by the Master Pass List. Your discovery in areas other than those authorized by the Master Pass List subject you to an institutional infraction.
- Offenders are not to wash clothes, brush their teeth, wash eating utensils, etc. in the water basin in the utility room, mop sink, or the laundry areas. The utility sinks are to collect hot water for mopping floors, or to take hot water in a cup back to your cell and bed area.
- During meal times if you are not on Common Fare, and are caught eating Common Fare food, or eating from a Common Fare tray you will receive an institutional disciplinary infraction. If a Common Fare tray is on a table where no Offender is present, you are to inform the Officer, and then remove it. If not, the tray belongs to whoever is sitting at that table, and those Offenders may be subject to an institutional infraction.
- Do not throw or pass anything through a fence, window, or over a wall or fence on the compound at any location. If discovered to have done so, you will be subject to an institutional infraction.
- Pens and pencils are to remain in the housing units. However, if a pencil is for schoolwork, or work pens and pencils, they must be carried in your pocket, not on your ear or otherwise.

MAIN DINING HALL
&
FOOD SERVICE
RULES AND REGULATIONS

RULES AND REGULATIONS

MAIN DINING HALL & FOOD SERVICE

- No food, drink, or tableware is to be taken out of the Offender Main Dining Hall except as authorized by the Watch Commander. Offenders are not to take commissary items into the Offender's Main Dining Hall. Offenders are not to take personal property into the Offender's Main Dining Hall.
- Any item taken from the Offender Main Dining Hall, or Staff Dining Hall, is CONTRABAND, and the Offender in possession of such is stealing. An Offender in possession of any items from the Main Dining Hall, or Staff Dining Hall may receive an institutional infraction.
- Offenders will not run, throw food or horseplay in the Main Dining Hall.
- No Offender can buck or cut into the serving line. If Staff observes an Offender cutting the line, that Offender will receive an institutional infraction.
- No Offender may take a radio, CD player, CD or tape player into the Main Dining Hall.
- All Offenders will conduct themselves in an orderly manner (no horseplay, loud talking, cursing, throwing gang signs, or similar behavior) in the Offender Dining Hall.
- Offender will wear blue shirts and pants in the Offender Dining Hall. No t-shirts, long john tops, or sweatshirts. No shorts or cut off pants. Tennis shoes are permissible.
- After you have finished eating Offenders will not loiter in the Offender Dining Hall. When instructed by Staff to leave, Offenders will follow those instructions without undue delay.
- At Staff direction, a search of Offenders is conducted prior to entering and upon leaving the Offender Dining Hall.
- PER POLICY, OFFENDERS GET ONE TRAY ONLY AT EACH MEAL. No second helpings for any reason and failure to follow this institution rule will result in an institutional infraction.
- Offenders will utilize only one cup for their beverage at the noon and evening meal. Food Service will distribute two cups for breakfast if there are two different beverages served.
- No Offender will wear headgear in the Offender's Main Dining Hall unless you are a Food Service worker, and you are working. Food Service workers are only to wear Food Service issued headwear, or an orange ball cap if a maintenance worker. Kitchen workers can wear a clean t-shirt under their whites.
- Address all food service issues to the Food Service Supervisor.
- Once you have finished your meal you are responsible to remove your tray from the table and take it to the appropriate processing area.
- Offenders working in the Food Service Department must wear clean white clothing daily to work.
- Please note: Offenders will find posted edits, changes, or additions to these rules as necessitated. It is the Offender's responsibility to review these changes and adhere to their direction.

TREATMENT DEPARTMENT
MEDICAL
&
DIVISION OF CORRECTIONAL EDUCATION
(DCE)
RULES AND REGULATIONS

RULES AND REGULATIONS

Treatment Department, Medical Department, & Department of Education

- Offenders must have an appointment or an institutional pass to enter the Treatment Department, DCE School, or the offices and treatment facilities of the Medical Department.
- Offenders are to be dressed in state or personal blue clothing to enter the Treatment Department, DCE School, or the offices and treatment facilities of the Medical Department. No shorts sweat pants, hats, or gloves are permitted when entering these areas.
- All Offenders waiting for appointments with counselors, medical, or mental health Staff (or any other Staff in the basement area) must wait in the area directed by the Security Officer-in-Charge (generally this means sitting (not laying) on the benches in the basement hall until you are called by the Security Officer) of that area where your appointment is scheduled.
- No Offenders will be in the Treatment Department at count time unless on an emergency basis, with approval of the Watch Commander, or approved for a scheduled activity.
- During Pill Line, no Offender will to deviate from the authorized area and destination to conduct any other business or transaction in any other area.
- Offenders will remain in their scheduled classes for the period allotted. No Offender may leave the DCE area prior to their class ending unless they have another appointment.
- Offenders need to utilize the bathroom prior to coming into the Treatment Department, Law Library, Library, and DCE areas. If an Offender needs to use the bathroom, only one (1) Offender is in any bathroom at one time.
- With exception of office workers, if you are in the Treatment Department area you must be escorted to and from you appointment by Staff. Offenders are not to peek in or stop at a Staff-member's offices without a pass, or appointment.
- If you have a non-emergency issue do not stop Staff in the hall, send a request.
- If you are on the Master Pass List, it is mandatory you attend your appointment. Unexcused absence from appointments may result in an institutional infraction.

LAW LIBRARY RULES AND REGULATIONS



VIRGINIA DEPARTMENT OF
CORRECTIONS
POWHATAN CORRECTIONAL CENTER

Effective Date: August 28, 2012
Local Operating Procedure 866.3
Attachment A

RULES FOR OFFENDER LAW LIBRARY

TO BE POSTED

TO BE POSTED

1. You are required to sign in and out each time you enter or leave the Law Library.
2. No drinks or food are permitted in the Law Library.
3. No Walkman radios or CD players are permitted in the Law Library.
4. No smoking is permitted in the Law Library.
5. Do not move Law Library furnishing/equipment.
6. Law Library clerks are the only Offenders authorized to be behind the counter. The clerk on duty is responsible for obtaining the materials you need. You are to write down your request on the appropriate form and those materials will be provided for you, if they are available in the Law Library. You are not to demand immediate service or items. Any Offender other than the clerk who is behind the counter will be considered to be in an unauthorized area. A charge may be written.
7. The equipment and research materials available in the Law Library are for use by Offenders in the preparation of legal documents and special purpose correspondence only and not for personal correspondence to family or friends, etc. (as defined by policy).
8. No clerical supplies i.e. note paper, pencils, pens, highlighters, markers, typing paper, etc. are available from the clerk or Law Library for individual use.
9. All legal research material, flat files, other books, and Division or Department Operating Procedures, Local Operating Procedures/Implementation Memorandums are to be used by general population Offenders in the Law Library.
10. You must sign for all material before it is received from the Law Library clerk. On Offender may not sign out materials and give them to another Offender; you are responsible for the materials you sign out. You are limited to five (5) checkout items at a time.
11. Research materials and typewriter tapes are to be returned to the counter five (5) minutes prior to the end of your assigned Law Library time—10:25 a.m., 11:25 a.m., 2:55 p.m., 7:25 p.m., & 8:25 p.m.
12. Personal books or magazines are not permitted in the Law Library (this includes personal law books).
13. The large stapler is available by request—see a Law Library Supervisor when they are in the Law Library or submit an Offender Request Form to the Institutional Ombudsman and you will be scheduled for its usage. Neither the Law Library or the clerks provide usage of a regular stapler; these are available in your housing area.
14. The Law Library is a legal research area and as such noise should be kept to a minimum.



VIRGINIA DEPARTMENT OF CORRECTIONS
POWHATAN CORRECTIONAL CENTER
RULES FOR OFFENDER LAW LIBRARY

Local Operating Procedure 866.3
Attachment A

1. Only one person is to be seated at a typewriter at a time. This is not a research station, but to be used for typing legal or special correspondence documents.
2. You must sign for typewriter ribbons before being seated or placing your materials at a typewriter. Placing your materials at a typewriter does not reserve or save that unit.
3. If there is a complaint about a typewriter in the Law Library not operating correctly, that unit will be removed from the typing station and brought to the clerk's area to be checked during the next afternoon session.
4. Usage of the computer for legal research requires you to sign a log for computer use. There will be a thirty (30) minute time limit on usage, enforced only if another Offender is waiting to use the computer.
5. There are no bathroom breaks as each session is only one (1) hour long and you are expected to be ready for your appointment time and stay the entire scheduled time. NO EXCEPTIONS.

NOTICE OF MEDICAL CO-PAY



VIRGINIA
DEPARTMENT OF CORRECTIONS

HEALTH SERVICES CO-PAY; Offender NOTICE 720_F1_5-11

Virginia Law §53.1-32 allows the Department of Corrections (DOD) to collect a co-payment for health care services. This document provides reference information on the Co-Payment for Health Care Services in the DOC facilities. Operating Procedure 720.4, Co-Payment for Health Care Services, governs the co-payment program and should be consulted for specific information on this program. Nothing in this document shall override or modify any provision of Operating Procedure 720.4.

No Offender will be refused medical treatment based on his or her inability to pay. All Offenders will be provided the same opportunities to receive necessary healthcare services without regard to their ability to pay for the service.

After an Offender has received an applicable health care related service, a charge form will be forwarded to the business office where the co-payment will be deducted from the Offender's trust account. If there are insufficient funds to cover the charge, the amount of the co-payment will be set up as an outstanding debt from the Offender. Any subsequent funds received for the Offender will automatically be deducted to pay for any outstanding co-payment charges.

All Offenders are required to sign the Offender Notice of Co-Payment for Health Care Services, acknowledging that they have been informed of the co-payment procedure.

Any questions regarding the health care services co-payment procedure should be addressed to the Health Authority.

Co-payment charges are as follows (unless specifically exempt per this procedure):

- Five dollars (\$5.00) for each Offender initiated request for medical care, including preexisting/recurrent conditions, unless the condition is exempt from co-pay.
- Five dollars (\$5.00) for non-offender initiated medical care services necessitated due to fights, self-inflicted injuries, or referrals by administration, security, or consultants in other health care disciplines. If medical care is not deemed necessary, then the exam required by administration or security for documentation reasons will not be subject to co-pay charges.
- Five dollars (\$5.00) for Offender requested appointments with on site specialists that are allowed without prior medical screening.
- Five dollars (\$5.00) for each missed or refused specialist appointment unless the failure to keep the appointment was not the fault of the Offender as determined by the Health Authority. To reschedule the off-site appointment, the Offender must access the medical system again for which another five dollars (\$5.00) will be assessed.
- Transportation costs and any costs paid to medical providers for any off-site procedure not completed due to refusal, failure to follow pre-procedure instructions, or disruptive behavior.
- Two dollars (\$2.00) for each "new" or "renewal" prescription unless the medication is exempt.
- Two dollars (\$2.00) co-pay should be assessed for all non-prescription medications not available in the commissary ordered by the prescriber.
- Fifty percent (50%) of the cost of any prosthetic/orthotic device, not to exceed three hundred dollars per device
- One hundred percent (100%) of the replacement cost of any device lost, stolen, damaged, or destroyed while in the possession of the Offender. This includes the cost of wheelchairs; crutches etc. loaned to the Offender.



VIRGINIA
DEPARTMENT OF CORRECTIONS

HEALTH SERVICES CO-PAY; Offender NOTICE 720_F1_5-11

- Sick call visits for pre-existing conditions are subject to co-pay unless they are scheduled follow-ups order by health care Staff.

Dental services will be assess a co-payment fee for services provided as follows:

- Two dollars (\$2.00) for each examination, cleaning, restoration, extraction, surgical removal of an impacted tooth, other minor surgery and procedures such as occlusal adjustment, in-house denture repair/reline.
- Four dollars (\$4.00) per root canal with a maximum of twelve dollars (\$12.00) per tooth
- Fifty percent (50%) of the cost of any Dental prosthetic device, not to exceed three hundred dollars per device

Health care services exempt from co-payment charges:

- Initial assessments during the reception and classification process, classification physicals, and intra-system transfer evaluations.
- Emergency services as a result of life threatening illness or injuries as determined by the Health Authority
- Health care visits, chronic care clinics/visits, laboratory and diagnostic test, and immunizations initiated by health care Staff to comply with DOC procedures, regulations, and guidelines.
- Medical consults/tests which the Offender is permitted per DOC Health Care Plan
- Work/environmental condition related injury; verified in writing by work supervisor's report
- Mental health services and medications
- Certain medications ordered for treatment of recognized chronic care conditions
- Medications for prevention and control of tuberculosis in Offenders
- Consumable supplies which are not optional to care or treatment, such as catheters, bed pads, diabetic supplies, etc.

MONEY TRANSFERS

WAYS TO SEND MONEY

J-PAY

Send money on-line or over the telephone via credit and debit card.

J-Pay is the fast and easy way to send money to an Offender's Trust Account. Simply click on www.JPay.com to send money with a Visa or MasterCard. You can also call 1-800-574-5729 for telephone payments or information on sending cash. Representatives are available any time in English or Spanish.

Please call or visit their website for locations and fee information.

Internet Website: www.JPay.com Phone Number: 1-800-574-5729

Secure Deposits

Send money to a Virginia Department of Corrections Offender online or over the phone!

In an effort to improve the efficiencies and security regarding Offender deposits, Assess Secure Deposits now offers the following payment options for family and friends of Virginia Department of Corrections Offenders:

Toll Free Deposits – As low as \$3.95

Call: 1-(866) -345-1884

Internet Deposits – As low as \$2.95

www.Inmatedeposits.com

Click on www.inmatedeposits.com to send money to your loved one today! Access Secure Deposits takes all MasterCard and Visa debit and credit cards. Additional information is also located on our website www.Inmaterdeposits.com using the Help link for Frequently Asked Questions.

Western Union

Transfer money at an agent location, by telephone or online via credit card or debit card.
Western Union requires that the "Quick Collect" form be used to send money if cash is being paid.

Powhatan Correctional Center

Provide the following information:

Pay to:	Virginia Department of Correction
Code City:	VDOC
Code State:	VA
Account Number:	Offender's Number and Offender's Last Name
Attention:	Offender's First Name and Last Name

Please call or visit their website for locations and fee information.

Internet Website: www.westernunion.com

Telephone Number: 1-(800)-634-3422

P.R.E.A.—PRISON RAPE ELIMINATION ACT

PREA

**VIRGINIA
DEPARTMENT
OF
CORRECTIONS**

**Sexual Assault
Awareness and
Prevention**

The Virginia Department of Corrections has a zero tolerance policy and strives to provide a safe environment where Offenders are free from Offender-on-Offender sexual assault and staff sexual misconduct.

The PRISON RAPE ELIMINATION ACT (PREA) information can be helpful to those who are just entering the prison system. To Offenders incarcerated for a length of time these tips and the advice in them may seem humorous, but to the new Offenders the guidance is often helpful in beginning to understand the prison environment, and the many predicaments they can encounter in prison. There is nothing humorous about sexually assaulting another person, or the victim of a sexual assault.

The information below is to give you some insight of what to watch out for, those behaviors that may make you susceptible to predators. You have nothing to lose and everything to gain by reading and having this knowledge. Incarceration today is not what prison was twenty years ago, but you are still at risk.

**WHAT TO DO IF SEXUAL
ASSAULT OR
MISCONDUCT
HAPPENS**

**REPORT THE SEXAL ASSAULT TO A STAFF MEMBER, OR
CALL THE SEXUAL ABUSE HOTLINE.**

The longer you wait to report the assault/misconduct the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation. Virginia Department of Correction's Staff have been trained to handle these situations. If the assault or misconduct happened in the past, the incident needs reporting.

If the assault just happened: Contact Security at once and request immediate medical attention. You could have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes before seeking help. You could destroy important evidence.

Assaulted offenders or witnesses to an assault, unwilling to report it to staff, should use the sexual abuse hotline to leave a message.

You may also seek the support of a trusted friend, family member, or an employee you trust, such as the chaplain, medical, mental health, or counseling Staff.

Mental Health Staff and counselors are available for crisis care and other on-going services that can be of benefit to you.

Sexual Misconduct:

Defined as any behavior of a sexual nature (including consensual sex) between:

- a) Employees (including contract employees) and Offenders
- b) Volunteers and Offenders
- c) Two or more Offenders
- d) Visitors and Offenders

BEHAVIOR OF A SEXUAL NATURE INCLUDES:

- a) Sexual abuse
- b) Sexual assault
- c) Sexual harassment
- d) Physical contact of a sexual nature
- e) Sexual obscenity
- f) Conversation or correspondence of a sexual or erotic nature

SEXUAL CONTACT, WHETHER OR NOT THE INVOLVED PERSON AGREES TO IT IS PROHIBITED.

SEXUAL ASSAULT HOTLINE NUMBER #55

**POSITIVE STEPS YOU CAN TAKE TO AVOID
SEXUAL MISCONDUCT AND SEXUAL ASSAULT**

- Keep busy instead of hanging out and making yourself vulnerable to approaches by sexual predators.
- Observe your surroundings and learn other Offenders' "games."
- Never accept or consume drugs or alcohol in the correctional environment. Those who do may become easy prey to sexual predators.
- Carry yourself with quiet confidence. Look people straight in the eye and let them know that by the way you present yourself that you are not afraid. Do not overdo this, however, as you may be perceived as someone looking for trouble.

- Be aware of Offenders, Staff members, or visitors who are friendly.
- Avoid behaviors interpreted or seen as flirting with Staff Members or with other Offenders.

THERE ARE WAYS TO HELP MINIMIZE TENSION AND CONFLICT AND DECREASE YOUR CHANCES OF BECOMING A VICTIM OF SEXUAL ASSAULT OR MISCONDUCT.

- Never joke around or make references that others could interpret as being sexual.
- Trying to please others may get in the way of keeping yourself safe. Do not be afraid to say, "NO" or "STOP."
- Do not go into areas with little or no supervision.
- If someone physically touches you in a way that seems sexual, calmly but firmly explain where you stand and walk away from the situation
- Maintain an alert and serious attitude. Avoid becoming overly friendly. Over time, you will learn how to be friendly in a careful way.
- Avoid sharing your personal business with other offenders.
- Do not agree to any type of sex play even if you think this could prevent or delay more involved sexual demands. Once you begin any sexual involvement with another, you will face more and more intimate sexual demands. Rape is more likely to occur after that first barrier is crossed.
- Avoid any group viewing of television, or magazine materials that are sexual in nature.

SEXUAL ASSAULT HOTLINE NUMBER

#55

(This number is for reporting sexual assault and sexual misconduct only)

WARNING SIGNS YOU SHOULD KNOW

IF YOU EXPERIENCE THAT “GUT FEELING” THAT MAKES YOU UNCOMFORTABLE AROUND SOMEONE—ASK YOURSELF:

What am I feeling right now?

What is it about that person who makes me feel this way?

What does this person want from me?

Borrowing from others and gambling debts often lead to sexual advances. Do not borrow, gamble, or accept gifts from others. Skilled manipulators have subtle ways of making someone feel obligated to them.

If you find yourself feeling obligated or indebted to someone—**ask yourself:**

What is going on here?

Be careful around others who offer to “take you under their wing” for protection, or for coaching on how to succeed in the population. They may demand sex from you later as payback.

IF SOMEONE TRIES TO SEXUALLY INTIMIDATE YOU

- Seek assistance from a Staff Member you trust.
- Report either the Staff member or the Offender immediately.
 - Call the Sexual Abuse Hotline.

CHAPEL RULES

CHAPEL RULES

All Offenders and guests using the Powhatan Correctional Center Chapel or any other area within the Powhatan Correctional Center compound (these areas will be referred to collectively as the Chapel herein) for religious purposes will abide by the below guidelines. Meeting in the Chapel means that you agree to adhere to these guidelines.

- There will be no ‘hate speech.’ The Chapel is a place of safety and encouragement. No tolerance will be allowed for any speech of anything that is insulting, derogatory, deprecating, aggressive, offensive, abusive, insolent, impertinent, provoking, provocative, disparaging, causing hate or anger toward another group or person, demeans or belittles others etc. Please keep such views and speech outside the Chapel. Those who cannot abide by this, and have used threatening speech, will receive an institutional infraction, and must leave the Chapel immediately, with Correctional Officer escort if necessary.
- There will be no speech (see #1 above) against correctional facility Offenders, Staff, prison, or prison system, local, state, or federal government, or their agencies. Please keep such views outside the Chapel. Those who cannot abide by this, found to be inciting a riot, are subject to an institutional infraction. These individuals are to leave the Chapel immediately, with Correctional Officer escort if necessary.
- Services are to held and conducted in a respectful manner. When volunteers are present, the volunteer is in charge of leading the service. No Offender shall assume that he is in charge of any service.

Chapel Attendance Policy

- Any Offender missing three consecutive religious services faces immediate removal from the pass list for the remainder of the quarter.
- Missing a service is failure to sign-in on the Official Chapel Service Sign-in Sheet.
- Any Offender dropped due to non-attendance may apply for reinstatement to the religious services of their choice during the next Quarterly Religious Program sign-up
- Offenders released from PMU and M-Building after dropped, due to these two areas causing their three consecutive absences, may submit a request of the for reinstatement to that pass list in order to continue participation in the service of their choice.

Chapel Sign-up Policy

In accordance with OP 841.3, the following sign-up procedures apply:

New Arrivals

- At orientation, Offenders receive a Request to Attend Religious Services, (Operating Procedure 841.3, and Attachment 1A) for completion and the Orientation Coordinator forwards it to the Chaplain. The Offender may select from only one group at a time. This choice will remain in effect until the next open quarterly enrollment period, at which time the Offender may change groups by submitting an Offender Request Form to the Chaplain indicating such change.

Powhatan Correctional Center

Quarterly Sign-up Periods

- A Quarterly Sign-up for Religious services is conducted at Powhatan Correctional Center, Main Population, during March, June, September, and late November to early December.
- Offenders can participate in only one (1) RELIGIOUS SERVICE AT A TIME. Should you wish to participate in another religious service, you will have to sign-up for that service during the quarterly sign-up period. Removal from the previous service will then take effect.
- If suspended for non-attendance, you may request re-instatement to the religious program of your choice during this period. Missing three (3) consecutive services during any quarter will cause your removal from the pass-list.
- You do not need to submit a request if you do not wish to change religious program
- This quarterly sign-up does not prohibit you from attending special religious events (i.e., Revivals, Ramadan, etc.), but you will be required to sign-up to attend these special religious events when a memorandum is posted reflecting sign-up requirements.

GRIEVANCE PROCECURE

GRIEVANCE PROCEDURE

Initial Offender Notification

Operating Procedure 866.1

(These following excerpts are not verbatim from the policy 866.1.)

This serves to notify Offender of the grievance procedure that is available to address complaints within the Virginia Department of Corrections.

Operating Procedure 866.1, *Offender Grievance Procedure*, outlines statewide provisions for grievance processes in the Department's Division of Operations. Each facility in the Division has an Implementation Memorandum which outlines how the grievance process operates at that facility. Each facility also employs an Institution Ombudsman/Grievance Coordinator who is responsible for the day-to-day operation and overall monitoring of the facility's Offender Grievance Procedure.

Each Offender is entitled to use the Offender Grievance Procedure. All Offenders are to receive an explanation of the facility's Offender Grievance Procedure during orientation.

Offenders are advised they are accountable for how they use the grievance process. Using threatening or vulgar/insolent language, or making false statements against employees is dealt with under Operating Procedure 861.1, *Offender Discipline*. Additionally, the Warden/Superintendent may limit Offenders using the process other than in good faith.

In accordance with Operating Procedure 866.1 Offender Grievance Procedure:

Grievable issues include:

- Procedures of the facility, region, division and department which affect the grievant personally
- Actions of individual employees and/or Offenders that affect the grievant personally, including any denial of access to the grievance procedure
- Reprisals against the grievant for filing a grievance or appeal
- Issues concerning the Department's administration of Interstate Compact Agreement which affect the grievant personally
- Any other matters relating to the conditions of care or supervision within the authority of the Department which affect the grievant personally

Non-Grievable issues include:

- Disciplinary hearing decisions, penalties, and/or procedural errors which may be appealed in accordance with Operating Procedure 861.1 Offender Discipline.
- State and Federal court decisions, laws, and regulation
- Policies, procedures and decisions of the Parole Board, Board of Corrections, Virginia Department of Transportation (VDOT), and other agencies
- Other matters beyond the control of the Department

Powhatan Correctional Center

- An Offender must try to reach informal resolution to the issue prior to filing a regular grievance. Offenders are to document attempts at informal resolution by and Informal Complaint or other acceptable documentation submitted with the grievance.
- Regular grievance forms are available at all times.
- An Offender has 30 calendar days from the date of incident/occurrence to file a regular grievance with the facility where the incident occurred.
- Submit all regular grievances to the Warden/Superintendent's Office in accordance with the facility's Implementation Memorandum.
- An emergency grievance procedure exists for a situation that subjects the Offender to immediate risk of serious personal injury or irreparable harm. Emergency grievance forms are available on a 24 hour basis. There is an eight (8) hour time limit on this type of grievance due to the serious nature of the complaint.
- Operating Procedure 866.1 and the Implementation Memorandum are available for review in locations accessible to Offenders. For details of the grievance process at any facility, please review the Implementation Memorandum and/or consult with the Institutional Ombudsman/Grievance Coordinator.

COURT AND LEGAL DO'S AND DON'TS

VIRGINIA DEPARTMENT OF CORRECTIONS

COURT AND LEGAL

DO'S

- Do contact Court and Legal in a written request format.
- Do include the Offender's name, Offender number, location, and release date if known
- Do research the concern first before writing to Court and Legal. Contact the jail and or courts first in the case of disputed credits and sentences.
- Do be specific about the charges, dates, and locations in reference to the concern.
- Do try to be brief in your correspondence while including all pertinent facts.
- Do contact Court and Legal if incarcerated for a period of time that is nearly equal to the total term of your sentences.

DON'TS

- Please do not contact Court and Legal for special awards such as EGT and JGT. This is the jails responsibility. Contact them first.
- Please do not send EMAILS OR FAXES, OR TELEPHONE Court and Legal unless:
 1. The matter of concern requires immediate attention as in the case of HOT or CLOSE— release date within 60 days; changes in, or amended sentencing orders.
 2. You mailed a correspondence at least twice to Court and Legal and you have not yet received a response.
- Please do not send in mounds of paperwork and attachments as this only complicates our efforts to get a response out as efficiently as possible.
- Please do not send in a correspondence that the time is wrong if you do not have the specific charges, dates, and locations to support your concerns.
- Please do not send in your hand calculated time computation. This only complicates our efforts to get a response out as efficiently as possible.

Please note: Court and Legal, in accordance with the Code of Virginia, is responsible for the accurate computation of Offender release dates based upon the terms of the sentencing order as imposed by the courts of Virginia. Certified jail credit determined by the jail for the current applicable sentences.

Thank you in advance for your attention to these steps. It is our hope that these steps will improve our correspondence in response to your concerns.

Correspondence Section
Court and Legal Services

VISITOR DRESS CODE

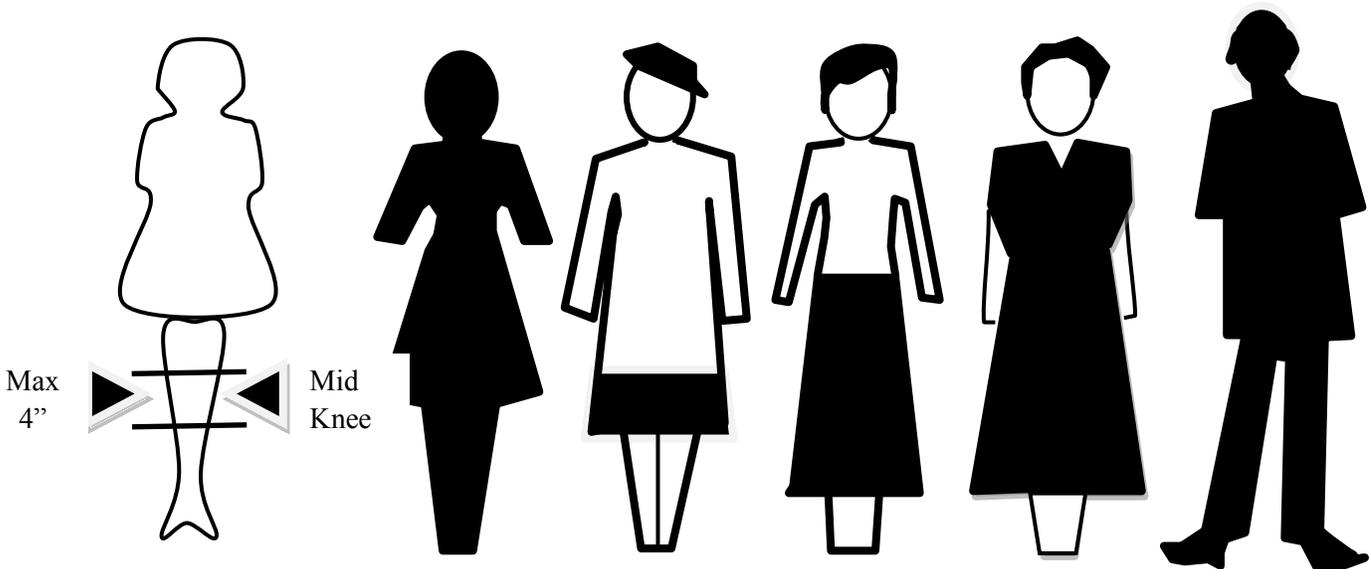
VISITOR DRESS CODE REQUIREMENTS

(These following excerpts are not verbatim from the policy.)

Every Offender is furnished detailed information regarding rules for visitation. It is the Offender's responsibility to communicate visitation rules and regulations to their visitors prior to the visitor's arrival at the facility, to avoid any inconvenience to them. A copy of visitation rules and regulations will be available to each visitor on their first visit. A summary of the rules for visitor dress code is as follows:

1. Each visitor is required to be dressed with outer garments and undergarments appropriate for his or her gender, as specified on his or her official government Identification Card.
2. Outer clothing should be opaque (not see-through) and completely cover undergarments.
3. All visitors shall be required to wear footwear. No bare feet permitted.
4. No clothing that exposes midriffs for either gender.
5. No halter-tops, tank tops, strapless tops, tops with shoulder straps that expose the top of the shoulder.
6. Dresses/skirts or shorts should be no higher than four (4) inches above the mid-knee.
7. Clothing will not be worn in a manner that exposes body parts.
8. Visitors may wear hats, caps, scarves and other head coverings. All headgear will be subject to routine search procedures prior to the visitor entering the visiting room. Female visitors who wear scarves or veils as a face covering for religious reasons will remove the veil in a private area in the presence of a female officer to identify positively the visitor prior to entry into the visiting room and prior to exiting the facility after visitation.
9. No clothing, jewelry, or headgear containing symbols or signs with inappropriate language or graphics, including gang symbols, racist comments, inflammatory communications, etc. allowed.
10. The Administrative Duty Officer/Shift Commander is the final authority in matters of visitor dress.

Examples of Appropriate Dress



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