

**PRUNTYTOWN CORRECTIONAL CENTER**

**Unit 20**

**Unit Management Personnel**

Unit Manager – Richard Stasny

Case Manager – Arthur Alton

Counselor – Crystal Richards

Counselor – Chris Marsh

Counselor – Tammy Setler

Counselor – \_\_\_\_\_

Unit Clerk – Melody Westfall

**ORIENTATION CHECK LIST**

**NAME:** \_\_\_\_\_ **DOC#** \_\_\_\_\_ **Date received:** \_\_\_\_\_

**AA Meetings**

AA is every Wednesday, 7:00 p.m. to 8:00 p.m. in the Administration Building.  
You do not need to put in a request to attend, just go when it is called.

**Classification**

Classifications will be scheduled by the Case Manager, Arthur Alton. All inmates who are transferred to PCC will be classified within 30 days of their transfer date. You will retain the clearance you have upon arrival until you are classified at PCC.

**Inmates should keep in mind that disciplinary action and incomplete programming can negatively affect your custody level.**

**Correspondence**

**Inmate name/number**  
**Pruntytown Correctional Center, Unit 20**  
**P.O. Box 159**  
**2006 Trap Springs Road**  
**Grafton, WV 26354**

All outgoing mail must include return address (as above) and be deposited in the mailbox outside of the cafeteria. Incoming mail shall be addressed the same.

No mail will be mailed out while on road crews.

All incoming mail will be inspected for contraband. Inmates may not receive recordable/musical cards, publications, or other like materials in the mail. These items contain batteries, speakers and/or recording devices that are not authorized at this institution.

All privileged mail (legal mail) will be opened in the presence of staff.

An inmate considered indigent after 30 days (has less than \$5.00 on spending or voluntary savings accounts through the month) will receive writing materials, envelopes and postage for 10 letters (handled with a request to the Unit Manager).

Books, magazines, newspapers and other periodicals must be mailed directly from the publisher. Limit of 5 subscriptions allowed. Subscriptions must be paid in full in advance. Catalogs are not considered periodicals and are **not** permitted.

**Inmate to Inmate Correspondence:** Policy Directive 503.00 Mail Privileges for Inmates was revised on **01 April 2013**. This policy now requires that inmates wishing to correspond with incarcerated inmates housed in WVDOC institutions/facilities/centers, as well as incarcerated inmates not housed in WVDOC institutions/facilities/centers **must first receive written permission** from the Warden/Administrator of both the sending and the receiving institution/facility/center. *These forms are available on all housing units.*

## **Counseling/Treatment Programs**

The counselors on Unit 20 facilitate Aladrue I, Aladrue-Relapse Prevention, Anger Management, Crime Victim Awareness, and BIPPS groups. Sign up on sign-up sheets posted on each side of the unit. You may also send requests to the appropriate counselor.

## **Counts**

Counts will be announced.

All inmates must be in their assigned cut, sitting on their own bunk when count is commenced.

**You can not be in the bathroom during count.**

**You can not be on the phones during count.**

Normal count times are 10:20 a.m., 1:20 p.m., 5:20 p.m., 9:00 p.m. and 11:20 p.m.

Random or flex counts can fall at anytime of the day.

## **Cut Rules**

**No cut changes without Unit Management approval.**

**No cut visitation after 10:20 p.m. count.**

No travel between A & B sides. No travel between each side of A & B.

TV's, radios, CD and cassette players, etc require headphones and must be off by 12:00 a.m. – weekdays and 2:00 a.m. – weekends.

Nothing can be attached to the walls or the bed frame, or covering the windows.

No horse playing.

No chairs or plants allowed in the cuts.

Rearranging cut furniture **is not** permitted.

Kitchen equipment & VCR's are not permitted in cuts.

**No** card playing (including solitaire) or game playing in cuts (dayroom only).

**No** personal blankets, pillows or quilts.

**Mainline population NOT permitted in Intake area.**

## **Daily Inspection**

Inspection is Monday through Friday between 9:00 a.m. and 10:00 a.m.

**You must be awake.**

Cut will be inspected for cleanliness; bed made properly, clothing and shoes stored properly, no clutter.

Locker boxes are to be stored under the bed.

Beds will be made properly daily. **(Please lift beds when cleaning, do not drag them.)**

No items in window ledge or on top of cut walls.

## **Dayroom Conduct**

**Quiet time is 10:30 p.m.**

No Ping-Pong playing or cut visitation after this time.

Please turn TV's off when not being watched.

Dayroom closes at 12:00 midnight on weekdays and 2:00 a.m. on weekends.

No cooking, television viewing or card/board games playing after this time.

## **Dining hall Conduct**

Inmates not permitted in kitchen. No loitering in serving line or tray return.

Unit 20 is to sit on stage side of salad bar until all seats are filled.

On weekends and holidays, Unit 20 is called to meals first.

## **Dress Code**

**Anytime you are anywhere besides the unit/yard you must wear state issued khaki clothing with shirts tucked in.**

You may wear white t-shirts, sweatshirts, sweat pants, thermals or shorts while on the unit/yard or under khakis when off the unit. **While in Unit Management office area, you will be required to wear khakis with shirts tucked in.**

## **Educational/CTE (Career and Technical Education) Programs**

The West Virginia Department of Education (OIEP) provides several educational opportunities at the Pruntytown Correctional Center. Two full-time employees teach ABE/GED (Adult Basic Education/Graduation Equivalency Diploma) classes daily. Another full-time employee teaches transitional courses (After Care, Thinking for a Change, 99 Days, and College 101) daily. One part-time employee teaches the transitional course and orientation course (Employment Maturity/Open Gate) three days a week. The CTE course, Building Construction, is taught weekly. Additionally, we contractually offer other CTE classes periodically including Computer Literacy and Word, OSHA, Electrical Codes, Surface Mining, and Underground Mining.

**Information and sign-ups for the optional courses are posted prior to the instructional time on the unit bulletin boards.**

Assessments are also an ongoing part of the educational department with TABE assessments done weekly. The GED exam is offered nine times a year, and the ACT is offered twice a year.

KISRA classes (Responsible Parenting and Financial Peace) are also available through AWP Sarah Trickett.

A full-time secretary and full-time lead teacher work in the office in the Dining Hall Building. We maintain educational records on all inmates for a five-year period. We can obtain verification of GED diplomas and testing, and we can obtain verification of high school educational records. Any certificates earned through the educational department are copied and placed in the folders.

## **Finances**

90% of wages are placed in your spending account.

10% of wages are placed in your mandatory savings account. This money is given to you upon your release.

Withdrawals are made with a voucher.

Money sent in, must be in the form of money order **only**. There is a \$100.00 limit on each money order. You can receive as much as you want as long as it is in \$100.00 increments or less.

Receipts will be issued for all money received.

**No money or money orders will be accepted at visitation.**

**ATTENTION:** Family and friends of inmates in the WVDOC can now instantly deposit funds to inmate accounts using the web at [www.jailatm.com](http://www.jailatm.com)

## **Grievance Procedure**

Try to resolve any issues with staff first.

Submit completed grievance form to the Unit Manager by placing it in the request box.

## **Guitar Procedure**

**Guitars are provided by the DOC. Any abuse or damage will warrant their removal.**

Guitars can be played on the yard during yard call or in the Dayroom during yard call.

Playing guitars in cuts **is not** permitted.

Any noncompliance with Unit 20 procedure could result in temporary or permanent loss of guitar privileges.

## **Gym Call**

Intakes – Approximately 1:00 p.m. on weekdays.

Mainline – Approximately 2:15 p.m. (or upon return of Intakes) on weekdays.

**When going to the gym, you must be dressed in khakis and take your sweats or gym clothes with you.**

## **Humanitarian Visits**

**Please notify staff, as soon as possible, regarding illness or death in your family.**

Immediate family members **only** (mother, father, sister, brother, children, grandparents or spouse). You may have either a death bed visit or a funeral visit, not both.

All requests should be submitted to Unit Management and will be approved by the Commissioner of Corrections.

No visits to the cemetery or out of state humanitarian visits.

You will not be allowed to visit with family or friends.

**Inmates will wear blaze orange coveralls, shackles and cuffs on humanitarian visits.**

## Hygiene Items

**Upon arrival and the first of every month thereafter you will receive:**

- 5 razors
- 1 bottle of hair/body wash
- 1 tube of toothpaste

You will receive a toothbrush upon arrival, and new ones will be issued on the 1<sup>st</sup> day of July, October, January and April.

New razors will be issued on the 1<sup>st</sup> and 15<sup>th</sup> of every month.

These supplies will be issued on 3 p.m. to 11 p.m. shifts.

**\*\*\*TOOTHBRUSHES AND RAZORS WILL NEED TO BE RETURNED IN ORDER TO OBTAIN NEW ONES. \*\*\***

Shaving daily is mandatory.

If excess supplies of hygiene items are discovered in your possession, disciplinary action will be taken to discourage hoarding. So, if you purchase hygiene items from the commissary, take this into account when you pick up supplies the 1<sup>st</sup> of every month, so that you will not exceed allowable limits.

**It is your responsibility to pick up your hygiene items every month. Also, it is your responsibility to keep them secured. If you lose these items, you will have to purchase your own in the commissary.**

## Kitchen Cut Rules

**Each inmate will clean up after himself.**

All kitchen equipment will remain in the kitchen area.

Food will be stored in bags with your name on them.

The cabinets, sink, microwave and refrigerator will be wiped out daily.

Trash will be taken out daily.

Grease from electric cooking skillets will be cooled for 10 minutes and then dumped into the trash cans. **Do not dump grease in toilets or sinks. Do not leave grease in skillets.**

**Any abuse of equipment or kitchen privileges will result in loss of kitchen equipment.**

## K-9 Canine

**Inmates are not permitted to interact with the canines at this facility. This is to mean inmates are not permitted to speak to, pet, feed or have any contact whatsoever outside of the normal scans conducted by the K-9 officers. Violation of this will result in disciplinary action.**

## Laundry

See laundry schedule posted on bulletin board.

**Sheets and blankets only** will be washed on Wednesday. It is mandatory to wash sheets and blankets every other Wednesday.

Put laundry out the night before in laundry cart.

Only laundry workers permitted in laundry room.

## Library (Legal/Regular)

Notify CO's when you want to go to the library (during scheduled times)

Unit 20 is scheduled as follows:

Monday/Wednesday	1:00 p.m. – 3:15 p.m.
Friday	9:00 a.m. – 11:15 a.m.
<b>Road crew, grounds only</b>	6:00 p.m. – 8:15 p.m.
Sunday – <b>Road crew, grounds only</b>	6:00 p.m. – 8:15 p.m.

## Medical (Doctor, nurse and pill call)

Inmates are responsible to pay fees for Medical Services (see attached medical co-payment form).

**All medical requests must be placed in the Medical Request Box in the Dining Hall.** They will be collected by Medical Staff at 10 a.m. each day.

**Pill call is conducted in the Medical Unit at breakfast, lunch and dinner. You must go to the Dining Hall to be sent over for Pill Call.**

Bedtime pill call is conducted on the unit. **Nurse is not to be interrupted during pill call, unless it is a true emergency.**

If you are on the list for doctor's call, you will be called at medical's convenience.

## Movement/Boundaries/Sign-Out Procedure

Sign out each time you exit the dorm, and sign in when you re-enter.

Give the orange movement card to control each time you exit, telling the CO in a clear, loud voice where you are going.

When you return, give the CO your name and where you are coming from in a clear loud voice, and make sure you pick up your card.

Boundaries – (see map on back of rule book.)

Activities will be announced by control. Inmates need to be prepared prior to call.

**I.D. tags are to be worn anytime you are off the dorm, and must be on the left-hand side shirt pocket with the picture facing out.**

## NA Meetings

NA is every other Tuesday at 7:00 p.m. in Administration Building. You do not have to put a request in to attend, just go when it is called.

## Packages

You have 30 days to mail out, donate or dispose of any unauthorized property contained in packages.

All outgoing packages must be taken to the postal officer **unsealed.**

Televisions, watches and walkmans **must be purchased** at PCC Commissary, **can not be sent through the mail.**

No Jewelry will be received in the mail, or at visitation.

## **Parole Board**

See attached memo from the Parole Board regarding write-ups affecting parole hearings. Other questions about the Parole Board should be directed to the P.C.C. Institutional Parole Officer.

## **Property**

On Thursdays, when you get items from the Commissary that **are not food, hygiene or stationery items**, you will need to send the property officer (**Tammy Setler**) a request form with the **receipt attached** to the request to have these items added to your property sheet. Items that are always in your possession such as hygiene items (razors with disposable cartridges, soap dishes, toothbrush holders, etc.) **will** need to be placed on your property sheet.

When you receive an order for electronics (TVs, radios, CD players, cassette players, headphones, watches, fans, clocks, etc.) or clothing (whites, thermals and sweats), you will place the items you receive from the commissary in the conference room on Unit 20 **with the pink receipt**. This is so these items can have your DOC number placed on them before you take the items out on the unit, as well as getting them added to your property sheet. **This will be done at our convenience**. Electronics/Personal Property items are ordered **only** on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month.

If you receive items from the State Shop (whites, thermals, sweatshirts, toboggans, gloves or boots) or Medical (Ace wraps or braces) you must put in a request to the property officer to add these items to your property sheet.

When personal property items need destroyed, send the property officer a request. The property officer will meet with you to witness the destruction of the property. **DO NOT** throw away the property on your own.

\*\*\*Any items that are **not** on your personal property sheet are considered **contraband**. Failure to follow the above directions could result in disciplinary action. \*\*\*

### **RELIGIOUS ITEMS/SERVICES AVAILABLE TO ALL INMATES**

1. BIBLES/QUR'AN'S
2. READING LIBRARY/BOOK CHECKOUTS
3. BIBLE CORRESPONDENCE COURSES
4. MARRIAGE/OTHER COUNSELING
5. CATHOLIC ITEMS (PRAYER BOOKS ETC. AS AVAILABLE)
6. MUSLIM PRAYER SCHEDULES
7. SEASONAL GREETING CARDS (LIMIT 3 EACH)

**OTHER SERVICES ARE AVAILABLE. FOR MORE INFORMATION, PLEASE SEE THE CHAPLAIN.**

## Religious Services

Sunday	6:00 p.m.	Protestant Worship
Monday	6:00 p.m.	Good Shepherd Church Bible Study
Tuesday	6:00 p.m.	Matt Taylor's Bible Study
Wednesday	1:00 p.m. 6:00 p.m.	Odinist Service (1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday) Catholic Bible Study (2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday)
Thursday	6:00 p.m.	Reformer's Bible Study
Friday	1:00 p.m. 6:00 p.m. 6:00 p.m.	Jumah Prayer (Muslim) Jehovah Witness Study (1 <sup>st</sup> and 2 <sup>nd</sup> Friday) Saltwell Church Bible Study (3 <sup>rd</sup> and 4 <sup>th</sup> Friday)
Saturday	6:00 p.m. 6:00 pm 6:00 p.m. 6:00 p.m.	Muslim Study Celebrate Recovery Bible Study – Various George Stansberry's Bible Study – Various Don Stout's Bible Study (1 <sup>st</sup> Saturday)

## Request Slip Directory

WORK RELEASE.....	Sarah Trickett/ Jeremy Wright
EMPLOYMENT..(Must use Employment Request slips)...	Dave Alexander
COLLEGE INFORMATION.....	Robert Murphy
KISRA CLASSES.....	Sarah Trickett
OTHER EDUCATION, G.E.D.....	Shawn Rubenstein
VISITING LIST.....	Justin Weaver/Sandra Swiger
PHONE LIST.....	Cheryl Crouse
RELIGIOUS SERVICES.....	Philip Nestor
RECREATION INFORMATION.....	Bill Shahan
LIBRARY.....	Sarah Trickett
INMATE ACCOUNTS.....	Financial Dept.
RECORDS INFORMATION.....	Debbie Young
DENTAL, VISION, MEDICAL.....	Medical Unit – (Medical Request box in dining hall)
PAROLE.....	Derek Marsh



## Store Call/Commissary

Store call for Unit 20 is held on Thursdays. Order forms are to be filled out and turned in Wednesday at 8:00 a.m. for processing (**See attached order sheet**).

Store call for all road crews is held on Mondays with the order forms turned in on Monday morning.

There is a \$100.00 store call limit per week.

It is the responsibility of the inmate to notify staff regarding purchases that need to be added to their personal property list. You must list property on a request slip. Be very descriptive. **Anything not on personal property list is considered contraband.**

## Telephone

**All phone calls are monitored.**

No telephone privileges for approximately **24 hours**: until numbers are entered into the system. Complete the attached phone list—**print neatly so numbers can be read**.

Telephone hours are:           6:00 a.m. – 12:00 a.m. Midnight Weekdays  
  6:00 a.m. – 2:00 a.m. Weekends

**No third party calls.**

Any changes to phone list (adding or removing) must be put on another phone list. (Forms are in Unit 20s control center).

When recording your message; use your **first and last name** in the message only.

## Unit Management Contact

Contact with Unit Management staff is handled through request slips.

Request slips can be found on the unit. Submit the requests by placing them in the request boxes on A & B sides of the unit.

## Visiting List

1. Intakes are not allowed visits until they have been here 30 days. (Your visitors will have to be approved before you can have a visit.)
2. The New Visitation Forms must be mailed to each person that you want to visit. **They** must fill out the form **completely** and return it to the address on the front of the form.
3. Children must be included on the New Visitation Form.
4. You will receive an **approved** or **denied** list of visitors.
5. Fifteen (15) names (Family Units) per list. A Family Unit consists of married couples and their children and will be counted as one visitor.
6. If a Visitor's address changes, a Change of Information Form must be filled out.
7. You may request, in writing, to have an individual removed from your visitation list. Once removed they cannot be put back on the Visitation List for 6 months.
8. Ex-inmates can not visit without prior permission from the Warden. You must have known this person prior to incarceration to have them approved to visit.

- 9A. No one under 18 years of age may visit unless they're accompanied by a parent/guardian on the list.
- 9B. If you have been transferred from another institution, fill out a request to the Visitation Coordinator, CO Weaver, and ask if your visitation packet has arrived from the transferring institution.

### Visitation Rules

1. Visitation is scheduled from 9:00 a.m. to 3:30 p.m. No Visitors will be accepted after 2:30 p.m.
2. Visitation Days are Saturdays and Sundays.
3. Visitors may stay for 3 hours if they arrive by 12:30 p.m. or before. All Visitation ends at approximately 3:30 p.m.
4. Positive Identification (**Photo ID**) will be required before a person can visit. Driver's License must have same address as what is on the Visitation Form.
5. No Food is permitted.
6. No Money can be given or left by your visitors.
7. No Physical Contact during your visit.
8. Visits may be shortened, limited, cancelled or terminated at the discretion of the Security Staff.
9. If the number of Inmates and Visitors exceed visiting room capacity, Security Staff will refer to the visiting room sign-in sheet as a guide to which to terminate visits in order to make room.
10. No more than five adult visitors may visit (1) one inmate at a time. Minor children will not be counted against the total number (5).
11. All females are to wear suitable, modest clothing, which includes undergarments: **NOT PERMITTED:** tube tops, halter tops, shorts or dresses that are above the knee, low-cut or provocative clothing, midriff tops, which allow the abdomen to be seen.
12. All males are to wear suitable, modest clothing, including underwear. **NOT PERMITTED:** jogging outfits, shorts above the knee, tank tops, offensive or vulgar tee-shirts.

### Work Assignments

For Unit employment, requests should be directed to Case Manager Alton.

For on grounds or Road Crew jobs, Employment Request Slips must be used.

You must be on grounds for at least 30 days before being considered for Road Crew. , Fill out your Employment Request Slips only after having **OUTSIDE CLEARANCE**, to have your name placed on the Road Crew Waiting List. Your name will not be placed on the waiting list until an Employment Request Slip has been received from you requesting Road Crew. Intakes and Inside Clearances may apply for on grounds positions only, until outside clearance has been gained. Once outside clearance has been obtained, then you may apply for a Road Crew position.

Road Crew at P.C.C. is a privilege not a right. Write-ups will cause non-placement or removal from Road Crew.

Multiple requests are not necessary. After your request for employment has been answered, your name will be placed on the waiting list, and no further requests for that job are necessary.

You may take on grounds employment, but it does not guarantee placement on Road Crew in 30 days.

### **Work Release**

To be considered for work release, Inmates must have outside clearance, must be 18 months or less from the parole board, and must be on PCC grounds for 30 days prior to being considered for work release.

Inmates with a **weapon** in their current charge will **not** be eligible for work release. Sarah Trickett/Jeremy Wright schedules work release interviews. A request slip is not needed.

### **Yard Call Procedures**

Hours—All times are approximate and subject to change

0800 – 1000 hours

1030 – 1130 hours

1330 – 1530 hours

1730 – dusk

When time changes in the Fall (EST) the yard does not open after 1530 hours.

Unit Yard is opened at the Officers' discretion and when weather permits.

Unit Yard C. O. has the right to shut down the yard at any time.

**6 feet clearance of fence will be maintained at all times.** If you must enter the 6 foot clearance space, ask Yard C. O. before doing so. There will no chairs allowed on the yard and standing on picnic tables is not allowed.

No yelling, gesturing, whistling or attention getting antics towards any other unit or passing motorists.

Basketball is **NOT** a full contact sport. If injuries occur regularly on the basketball court, the basketballs will be removed.

Sunbathing will be allowed if done tastefully and in designated areas (In front of the windows on A-side facing the yard and not beyond the walk-way. You may **only** remove your shirt to sunbathe.

**All times are approximate.**

**Refer to your Request Slip Directory to ensure your request slips arrive promptly to the proper department.**

Multiple requests are not necessary. After your request for employment has been answered, your name will be placed on the waiting list, and no further requests for that job are necessary.

You may take on grounds employment, but it does not guarantee placement on Road Crew in 30 days.

### **Work Release**

To be considered for work release, Inmates must have outside clearance, must be 18 months or less from the parole board, and must be on PCC grounds for 30 days prior to being considered for work release.

Inmates with a weapon in their current charge will not be eligible for work release. Sarah Trickett/Jennifer Payne schedules work release interviews. A request slip is not needed.

### **Yard Call Procedures**

Hours—All times are approximate and subject to change

0800 – 1000 hours

1030 – 1130 hours

1330 – 1530 hours

1730 – dusk

When time changes in the Fall (EST) the yard does not open after 1530 hours.

Unit Yard is opened at the Officers' discretion and when weather permits.

Unit Yard C. O. has the right to shut down the yard at any time.

6 feet clearance of fence will be maintained at all times. If you must enter the 6 foot clearance space, ask Yard C. O. before doing so. There will no chairs allowed on the yard and standing on picnic tables is not allowed.

No yelling, gesturing, whistling or attention getting antics towards any other unit or passing motorists.

Basketball is NOT a full contact sport. If injuries occur regularly on the basketball court, the basketballs will be removed.

Sunbathing will be allowed if done tastefully and in designated areas (In front of the windows on A-side facing the yard and not beyond the walk-way. You may only remove your shirt to sunbathe.

**All times are approximate.**

**Refer to your Request Slip Directory to ensure your request slips arrive promptly to the proper department.**

## WV Intelligence/Fusion Center

For inmates to report Sexual Abuse or Sexual Harassment to a public or private entity that is not part of the WVDOC, and that is able to receive and immediately afford an inmate reporting Sexual Abuse or Sexual Harassment to WVDOC officials (allowing the inmate to remain anonymous upon request). The below noted phone number and below noted address are two (2) ways for the inmate to contact the WV Intelligence/Fusion Center with their concerns.

*The inmate should type #78 on the GTL phone system.*

The address is: Director of the WV Intelligence/Fusion Center  
1900 Kanawha Blvd.  
Building 1, Room W-400  
Capital Complex  
Charleston, WV 25305

THESE CALLS ARE MONITORED AND ANY REPORTS OF SEXUAL ABUSE OR SEXUAL HARASSMENT ARE FORWARDED TO THE CORRECTIONS INVESTIGATION DIVISION FOR FURTHER ACTION.

**Crisis Centers and Hotlines for Inmate's to Call for Emotional Support Services  
Related to Sexual Abuse**

**Crisis Centers and Hotlines:**

National Sexual Violence Hotline  
2000 L. Street NW, Suite 406  
Washington DC 20036  
1(800)656-4673  
1(202)544-3064

Contact Huntington  
PO Box 2963  
Huntington WV 25728  
1(304)523-3447

Family Refuge Center  
PO Box 249  
Lewisburg WV 24901  
1(304)645-6334

HOPE Inc  
PO Box 626  
Fairmont, WV 26555  
1(304)367-1100

Rape & Domestic Violence Information Center  
PO Box  
Morgantown WV 26504  
1(304)292-5100

REACH Family Counseling Connection  
1021 Quarrier St  
Suite 414  
Charleston WV 25301  
1(304)340-3676

Sexual Assault Help Center  
PO Box 6764  
Wheeling WV 26003  
1(304)234-8519

Shenandoah Women's Center  
236 West Main St.  
Martinsburg WV 25401  
1(304)263-8522

Women's Aid in Crisis  
PO Box 2062  
Elkins WV 26241  
1(304)636-2433  
1(304)255-2559

## SEXUAL ABUSE/ASSAULT

The Pruntytown Correctional Center and the Division of Corrections maintain a zero tolerance policy toward all types of sexual contact or sexual violence.

No inmate or staff shall physically force or attempt to force another person to submit to any sexual act, nor shall they threaten another person with harm to compel them to commit a sexual act.

In the event a sexual assault or rape would occur during your incarceration, the following procedure should be followed in reporting the incident. You should immediately report the incident to a member of your unit staff or the Shift Commander. Your prompt reporting of the incident is of the utmost importance. All information reported will be kept as confidential as possible. Your complaint will be investigated, and you will be protected from retaliation and assured an impartial resolution of the complaint.

After the initial reporting of the incident, the following will occur. You will be sent to Medical for temporary housing while you await transfer to an outside agency for a thorough examination. No medical examination will be completed until you arrive at the outside hospital. This is to ensure the investigation is not compromised. Once you arrive at the hospital, you will be examined with the use of a rape kit. This will be performed by qualified outside medical staff. The State Police will be called to report the incident and an investigation will be initiated. If it is found that the incident did occur, then outside charges will be filed against the perpetrator. You will be given the opportunity to request special management status if you feel it is necessary. The institution will provide all necessary services to anyone subjected to this type of incident.

There are a few ways an inmate can decrease the chances of becoming a victim of such incidents. An offender should not gamble or accept favors from any other inmate. This generally leads to problems for the inmate accepting favors or gifts. **Do not** get yourself into debt. **Do not** do favors (sexual) for personal gain. **Do not** put yourself in positions that would cause you personal harm. **Do not** hesitate to say no. **Do** report all physical, sexual or verbal threats. **Do** scream, kick or fight. **Be firm** in saying no when asked for sexual favors.



## Instructions for the Scantron Form

Please follow the instructions for filling out the new scantron correctly and you should have no problems with your commissary orders.

Remember you must fill in your 3-6 digit inmate number on the scantron form. You must ensure each box in the *inmate ID number section* contains a number, i.e. if your inmate number is 397 you would enter 000397. Each order form must be filled out completely and correctly. All required information must be entered using a number 2 pencil. The use of any other writing instrument may result in an order being rejected by the computer system.

Each order form must contain a valid signature in the appropriate location. "No signature" will result in an order being rejected.

Enter Inmate number, Enter Date, Enter Housing Location, Print Full Name, Sign in Signature Block

Fill in the block with the product item number from the Master Menu of the product you would like to order. If you want to order more than what the scantron line permits you may enter the same item number in a different box and select the quantity. Only one item number and quantity per block.

Fill in the quantity of the product you want to order.

If you make a mistake on the scantron form that entire block must be filled out with all nines (9's) 9999, these numbers will cancel this block, do not scribble through boxes.

If you order 20 of an item yet only have the money for 19, you will be billed for only 19.

Items are billed in the order they are filled out on the scantron, if you want a certain item and you place it last on the scantron will be the last item that is billed.

Please do not bend, tear or get scantron form wet. This may result in your order not being processed.

You must identify any discrepancies with your order (such as shortages, damages etc...) at the time of delivery, once you accept and walk away from the delivery area it is too late.

We will not adhere to any advertising promotions from our products.

Credits in most circumstances will be issued the same day or within 24 hrs on our system.

**What is 'staph' (*Staphylococcus aureus*)?**

"Staph" are bacteria commonly carried on the skin or in the nose of healthy people. Staph bacteria are one of the most common causes of skin infections. Most of these skin infections are minor (such as pimples and boils) and can be treated without antibiotics.

**What is MRSA (methicillin-resistant *Staphylococcus aureus*)?**

MRSA is a type of staph that is resistant to some common antibiotics. MRSA has been present for a long time in hospitals and nursing homes. The health-care strain affects persons who are ill and the strain is resistant to many antibiotics. A new community strain of MRSA commonly affects healthy persons and is not as resistant to antibiotics. This community strain is now the most common cause of skin infections in many communities in the U.S., including some communities in West Virginia.

**What does a staph or MRSA infection look like?**

Staph bacteria, including MRSA, can cause skin infections such as pimples or boils and can be red, swollen, painful, warm or have pus or other drainage. MRSA skin infection may initially be confused with a spider bite. More serious infections may include pneumonia, bloodstream infections, surgical wound infections or other deep infections.

**How does one get a staph or MRSA infection?**

Staph and MRSA are most frequently spread by direct skin-to-skin contact. Here are some simple rules to protect yourself and others:

- o Wash hands regularly with soap and water or hand sanitizer.
- o Cover draining sores and wounds.
- o Don't touch anybody else's sores or wounds.
- o Shower or bathe regularly and wear clean clothes.
- o Don't share towels, washcloths, clothing, hats, razors or other personal items.
- o Always talk to your doctor before taking antibiotics. If antibiotics are not necessary do not take them. If they are necessary, take them as directed.

**Are staph and MRSA infections treatable?**

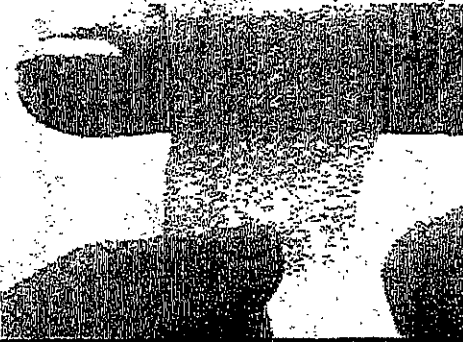
Yes. Warm soaks and incision and drainage ('lancing') are the basis for treatment of simple skin infections. If an antibiotic is prescribed, be sure to take the medication as directed. Do not share antibiotics with other people or save unfinished antibiotics to use later. Remember that many staph skin infections may be treated by draining the abscess or boil and may not require antibiotics. Consult your doctor for advice.

# HOW TO FIGHT STAPH

Staph is a skin germ that can make you sick!



**1: Keep wounds and sores covered!**



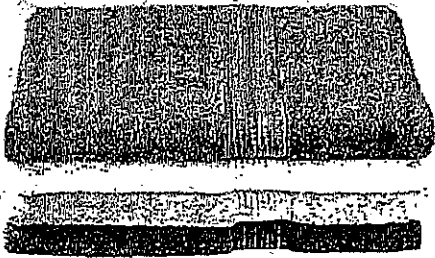
**2: Don't touch someone else's wounds and sores!**



**3: Keep hands clean with soap and water!**



**4: Don't share towels, clothes, and other stuff!**



**5: Stay clean and wear clean clothes!**



**6: Don't take antibiotics unless needed!**



Pruntytown Correctional Center  
OPERATIONAL PROCEDURE

CHAPTER III  
OPERATIONAL PROCEDURE #3.34-1

EFFECTIVE DATE: 01 May 2011  
DISTRIBUTION: Staff and Inmates  
AUTHORIZED SIGNATURE:

*Louisa D. Minney*

**SUBJECT:** FREEDOM IN PERSONAL GROOMING

**PURPOSE:** The purpose of Pruntytown Correctional Center Operational Procedure #3.34-1 is to maintain appropriate guidelines and procedures concerning inmate personal grooming at Pruntytown Correctional Center. This procedure will be reviewed and revised, as necessary, on an annual basis.

**REFERENCE:** Policy Directive 334.01 and 400.03; WV Code 62-13-4; ACA Standard 4-4283

**APPLICABILITY:** PCC Staff and Inmates

**CANCELLATION:** Operational Procedure 3.34-1 (Freedom in Personal Grooming) dated 01 November 2010.

**POLICY:** It is the policy of the Pruntytown Correctional Center to maintain a mechanism that allows freedom in personal grooming except when a valid interest justifies otherwise.

**PROCEDURE:**

- I. Personal Grooming
  - A. Inmates at Pruntytown Correctional Center shall be permitted freedom in personal grooming, as long as their appearance does not conflict with the institution's requirements for safety, security, identification, and hygiene.
  - B. Each inmate is responsible for having his hair cut on a regular basis but not more than once every 21 days and in accordance with this Operational Procedure.
  - C. Inmate hair shall be kept neat and clean, with a tapered appearance. Hair may not:
    1. Touch ears or the top of the shirt collar.
    2. Exceed three (3) inches in length on top.
    3. Be blocked or cut in a fad hairstyle (i.e. Mohawk).
    4. Worn in a ponytail, cornrows, plaits, jerry curls or dreadlocks.
    5. Have numbers, symbols, or designs cut in it.

6. Be bleached, dyed, permed, or straightened.

D. Sideburns shall:

1. End in a clean-shaven horizontal line.
2. Not exceed the bottom of the opening to the ear canal.
3. Not be flared.

E. Inmates transferring from Regional Jails must have a haircut during the intake process with a #2 blade and must have a clean shaven face. If the facial hair is excessive in length, the barber may trim off the excess hair with the clippers prior to the inmate showering and shaving with a razor.

F. Inmates are not permitted to have facial hair and must shave on a daily basis in the morning and prior to leaving their housing unit.

1. For valid medical reasons a physician may issue an inmate a shave slip.
  - a. The shave slip shall be for a specific amount of time.
  - b. The physician shall provide specific instructions on the shave slip for the inmate to follow in regards to removing facial hair. In any case the facial hair shall not be allowed to exceed three-sixteenths ( $3/16^{\text{th}}$ ) inch in length.
  - c. The inmate shall adhere to the physician's instructions on the shave slip.
  - d. Inmates must have their shave slip on their person at all times.
2. On a case-by-case basis the Warden may authorize exceptions for documented religious requirements.

The inmate must have been a practitioner of the religion prior to their current incarceration.

G. Inmates may not alter their appearance.

1. An inmate's photograph on his identification card must match his appearance.
2. Whenever an inmate's hairstyle is changed so drastically that a new identification card and picture must be issued, the inmate shall

be charged five dollars (\$5.00), which will be taken from their trustee account.

- H. Personal hygiene items are available to inmates upon arrival at Pruntytown Correctional Center and monthly on their living units.

## II. Clothing

- A. Policy Directive 400.03 (Issuance of Property to Inmates) and Operational Procedure 4.00-3 (Issuance of Property to Inmates) stipulate the clothing an inmate may possess.

- B. When issuing state clothing to inmates, a State Shop Supervisor shall ensure that the clothing fits properly.

- C. Inmates shall wear state issued clothing properly whenever they are off of their living unit.

### 1. Shirts.

- a. The collar button and the next button down may be left unbuttoned. All other buttons are to be buttoned.
- b. Sleeves shall not be rolled up.
- c. Shirttails shall be tucked into the pants.

### 2. Pants.

- a. May be worn with boots or athletic shoes.
  - 1) Shower shoes may not be worn off of the living unit without a valid medical slip.
  - 2) The inmate must have the medical slip in his possession.
- b. Shall be worn up around the waist.
- c. Shall be buttoned and zipped up.
- d. May not be worn sagging or drooping.
- e. Shall not have the cuffs rolled up or pegged.

### 3. Headgear

- a. Headgear is not permitted to be worn inside of any building to include housing units.

NOTE: This does NOT apply to headgear required to be worn for religious practices.

b. Doo rags may be worn only at bedtime.

4. Athletic Clothing.

- a. Athletic clothing, other than sweatshirts, may only be worn off of living units while at the Gymnasium or on the unit's Recreation Yard.
- b. Inmates may not wear athletic clothing, other than sweatshirts, to or from the Gymnasium; it must be carried.
- c. Inmates may not wear athletic clothing, other than sweatshirts, under their state issued clothing.
- d. Sweatshirts may be worn at anytime, but must be worn under the khaki shirt.

D. All clothing worn by inmates shall be neat and clean in appearance.

III. Compliance

- A. Correctional Officers shall not permit inmates to leave their housing unit if they are not in compliance with this Operational Procedure.
- B. Inmates found off their living units who are not in compliance with this Operational Procedure, shall be returned to their living unit.
- C. Inmates that are not in compliance with this Operational Procedure shall not be permitted to:

1. Work.

Inmates not permitted to work shall not be paid for the day.

- 2. Participate in visiting.
- 3. Attend education programs.
- 4. Participate in recreational activities.
- 5. Be in the Administration Building.

D. Inmates that are not in compliance with this Operational Procedure shall be subject to disciplinary action.

# APPROVED FOR INMATE VIEWING

Policy Directive 400.03  
01 July 2012  
Attachment #1  
Page 1 of 6

## APPROVED PROPERTY ITEMS

Inmates are not authorized to possess each item listed below. They are only authorized to have in their possession items in combination and quantities that can be stored in the two (2) state standard issued storage/locker boxes and do not exceed the quantities listed below.

<u>ITEM</u>	<u>LIMIT</u>	<u>Restrictions</u>
<u>Bedding/Linen</u>		
Blanket	2	State issue only
Mattress	1	State issue only
Pillow	1	State issue only
Pillow Case	2	White only; state issue only
Sheets	2	White only; state issue only [two (2) sheets, not two (2) sets of sheets]
Towels	5	White only; state issue only
Wash Cloths	5	White only; state issue only
<u>Clothing</u>		
Athletic Shoes	2	Personal purchase only – no black or camouflage
Ball Caps	2	
Belt	1	Web military trouser type; state issue only
Boots	2 pr.	One (1) State Issued; authorized/outside facility work crews may purchase one (1) additional pair with boot strings (personal purchase). No Gore Tex, no steel toes or Thinsulate, (except authorized workers), no cowboy boots, eight (8) inch height limit
Boot/Athletic Shoe Strings	2	1 pair boot/1 pair shoe
Coat/Jacket	1	Red; state issue only
Doo Rags	3	No black or camouflage
Gloves	1 pr.	Brown Jersey type; State issue only
Handkerchiefs	3	White only
Laundry Bags	2	State issue only - if consistent with Unit Security
Pajamas	2 pr.	Cotton or flannel, State issue only – white or gray only – male and female inmates



# APPROVED FOR INMATE VIEWING

Policy Directive 400.03  
01 July 2012  
Attachment #1  
Page 2 of 6

Pants	5	State issue only
Robe	1	Cotton or flannel; State issue only – white or gray only with no hood – male and female inmates
Shirts (Long Sleeve)	3	State issue only
Shirts (Short Sleeve)	5	State issue only
Shorts	3	Gym/Walking; White or Gray Only – Non-lined; Non-Reversible
Shower Shoes	2 pr.	
Slippers	1 pr.	
Socks	12 pr.	White only
Sweatpants	3	White or gray only
Sweatshirts	3	White or gray only; no hoods; no zippers
Thermal Tops	2	White only
Thermal Bottoms	2	White only
Toboggan	1	Blaze Orange; State issue only
T-Shirts	12	White Only Males
Underwear	12	Males Only; White Only

## Electronics

Alarm Clock	1	
Batteries		Only what is needed for devices – based on a one for one exchange.
Boom Box	1	MOCC only, 18"x10"x12"
Cassette Tapes/CD's	15	Combined total
Head Phones	1	Pair
Head Phone Adapter	1	Not to exceed six (6) feet in length
PlayStation I or II	1	Personal purchase only (from Retailer Only) – MOCC, HCC, NCF, LCC, and PCC only
PlayStation Games	10	Rated EA or Teen only – MOCC, HCC, NCF, LCC, and PCC only
X-Box	1	Personal purchase only (from Retailer Only) – MOCC, HCC, NCF, LCC, and PCC only – shall not be WiFi capable or compatible.
X-Box Games	10	Rated Teen only – MOCC, HCC, NCF, LCC, and PCC only
Memory Card	2	
Signal Splitter	1	
Storage Case - Cassette/CD	1	Clear Plastic Case Only
Surge Protector	1	
Extension Cord	1	No longer than six (6) feet in length (PCC, DCC, and NCF only)

# APPROVED FOR INMATE VIEWING

Policy Directive 400.03  
01 July 2012  
Attachment #1  
Page 3 of 6

Television	1	15" maximum flat panel screen size (any TV above 13" screen must be flat panel design) with remote (DCC, MOCC, NCF, PCC, LCC, HCC only)
TV Firecracker	1	
Walkman	1	Radio/CD/Cassette/Adapter with Headphones
Watch	1	Wrist or pocket, not to exceed \$100.00
Watch Battery	1	

## Female Inmates Only

Brassiere	7	White Only; No Metal
Compact Powder	1	
Curling Iron	1	
Eye Shadow	1	
Eyeliner	1	
Feminine Hygiene Napkins or Tampons	2	Boxes
Hair Barrette	5	Females Only – Plastic Only
Hair Color	1	
Hair Dryer	1	
Hair Rollers	24	Females Only – Sponge Only
Hair Scrunchies	5	
Lipstick	1	
Liquid Make Up	1	
Mascara	1	
Panties	12	White Only
Perm	1	
T-Shirts	12	Gray Only

## Hygiene

Bar Soap	2	
Body Lotion	2	
Comb	1	
Conditioner (including pomade)	2	
Cotton Swabs	1	
Dental Picks	1	Pack
Denture Adhesive	1	If applicable
Denture Brush	1	If applicable
Denture Container	1	If applicable
Denture Cleaner	1	If applicable
Deodorant	2	
Hair Brush	1	

# APPROVED FOR INMATE VIEWING

Policy Directive 400.03  
01 July 2012  
Attachment #1  
Page 4 of 6

Hair Spray	1	Pump, non-alcoholic, or non-alcoholic tube type hairstyle cream
Medicated Skin Cream	1	
Mouthwash	1	Non-alcoholic
Nail Clipper	1	No file, if consistent with Unit Security
Razor	5	Five (5) disposable or one (1) reusable with up to five (5) cartridges, or one (1) Electric Razor
Shampoo	2	
Shaving Cream	2	
Shaving Kit/Cosmetic Bag	1	Soft Side; Clear Plastic Only
Soap Dish	1	Clear plastic only
Styling Gel	1	
Sunscreen Lotion	1	
Tissues	1	
Toothbrush	1	
Toothbrush Holder	1	Clear plastic only
Toothpaste	1	
Tweezers	1	Plastic only

## Medical

Acid Reducer/Antacid	1	
Acne Treatment	1	
Antacid Tablets	3	Packs
Anti-Diarrheal	1	
Aspirin/Acetaminophen	1	
Band Aids	1	Box
Chapstick	1	
Contact Lenses/Case/Solution	1 pr.	If applicable, per Policy Directive #410.10
Cough Drops	1	Pack
Glasses Case	1	Soft Case
Hemorrhoid Ointment	1	Tube
Hydrocortisone Cream	1	Tube
Ibuprofen	1	
Medical/Dental Prostheses		As medically required
Medicated Powder	1	Container
Nasal Strips	1	
Prescription Glasses	2	Limit one (1) State issue and one (1) personal purchase – tint restricted on personal purchase to 5% (photo lenses only)
Multi-Vitamins	1	Bottle
Pepto-Bismol	5	Tablets only
Tolfanate Cream	1	Tube
Triple Antibiotic Cream	1	Tube

# APPROVED FOR INMATE VIEWING

Policy Directive 400.03  
01 July 2012  
Attachment #1  
Page 5 of 6

## Miscellaneous

Ajax Dishwashing Liquid	1	
Baseball Glove/Softball Glove	1	Either a baseball glove or a softball glove – one (1) only
Combination Pad Locks	2	State issue only
Cooler	1	Six (6) Pack Size
Hand Wraps/Straps	1	
Liquid Fabric Softener	1	
Liquid Laundry Detergent	1	
Oscillating Fan	1	PCC, DCC, and NCF only
Personal Pictures		Not larger than 5"x 7" – must be kept in photo albums
Photo Album	2	No metal
Plastic Utensils -		
Bowl	1	Plastic Only
Cup	1	Plastic Only
Fork	1	Plastic Only
Plate	1	Plastic Only
Spoon	1	Plastic Only
Playing Cards	1	Deck
Rug	1	No larger than 3' x 5' - No Rubber Backing
Shelves	1	Set per inmate, MOCC only
Storage/Locker Box	2	
Sunglasses	1 pr.	Non prescription only
Trash Can	1	Small
Wallet	1	
Wedding Band	1	If legally married, no stones
Weight Lifting Gloves	1 pr.	Personal purchase only

## Musical Instruments (MOCC and NCF Only)

Amplifier	1	Small – headphone jack and headphones must be used at all times
Banjo	1	
Fiddle	1	
Guitar	1	
Guitar Picks	5	
Harmonica	1	
Key Board (Musical)	1	Small – headphone jack and headphones must be used at all times
Mandolin	1	

# APPROVED FOR INMATE VIEWING

Policy Directive 400.03  
01 July 2012  
Attachment #1  
Page 6 of 6

## Reading/Writing/Legal Material

Address Book	1	
Binder	1	Plastic only
Books	6	General Interest
Colored Pencils	1	12 count box
Dictionary (Pocket)	1	
Envelopes	1	Box
Greeting Cards	5	
Legal Material		Personal only; Current active case only
Legal Pads	2	
Magazines/Newspapers/Periodicals	5	Total
Notebook (No Wire)	2	
Pencil Eraser	1	
Pencils	5	
Pens	5	
Personal Letters	12	Including cards
Program Workbooks	5	DOC, DOE, and College only
Stamped Envelopes	20	
Stamps	20	Unused, purchased from Exchange, or pay postage through Mailroom by voucher only.
Typewriter	1	MOCC, LCC, and NCF only
Typewriter Ribbon and Correction Tape	1 ea.	MOCC, LCC, and NCF only
Typing Paper	1	Ream – MOCC, LCC, and NCF only
Word Processor	1	MOCC only

## Religious Items

Bible or Religious Scripture	1	
Religious Medallion with Chain/Beads	1	Obtained through Chaplain or Exchange Only -- not to exceed \$100.00.

State issued undergarments and socks are eligible for exchange after six (6) months; sheets, pillowcases, towels, and wash cloths after one (1) year; shirts, pants, jacket/coats, and blankets after two (2) years and mattresses after three (3) years, or when no longer serviceable.

BOB WISE  
GOVERNOR



BOARD MEMBERS

SANDRA ILDERTON

BENITA F. MURPHY  
MEMBER/SECRETARY

JOE MARTIN  
CABINET SECRETARY

F. DOUGLAS STUMP  
CHAIRMAN

WEST VIRGINIA PAROLE BOARD  
112 California Avenue  
Charleston, West Virginia 25305-0700  
Telephone (304) 558-6366  
Fax Number (304) 558-5678

FREDERICK BUMGARDNER

CHRISTIE WORKMAN

## MEMORANDUM

TO: ALL DOC INMATES

FROM: F. DOUGLAS STUMP  
CHAIRMAN

DATE: APRIL 12, 2001

RE: WRITE-UP MEMOS

DUE TO THE NUMBER OF INSTITUTIONAL VIOLATIONS RECEIVED BY PAROLE-ELIGIBLE INMATES, EFFECTIVE AS OF THIS DATE, WE WILL NO LONGER BE SENDING INDIVIDUAL WRITE-UP MEMOS. AN INMATE SHALL LOSE HIS PAROLE ELIGIBILITY IF HE/SHE HAS BEEN FOUND GUILTY OF VIOLATING ANY CLASS I OR CLASS II PRISON RULE AT ANY TIME IN THE THREE MONTHS PRIOR TO HIS/HER SCHEDULED PAROLE INTERVIEW. THE LOSS OF PAROLE ELIGIBILITY SHALL BE TEMPORARY; THE INMATE SHALL HAVE HIS/HER PAROLE INTERVIEW ELIGIBILITY POSTPONED UNTIL THE FOURTH MONTH AFTER THE MONTH IN WHICH THE RULE VIOLATION OCCURRED, OR UNTIL THE MONTH AFTER HIS/HER PUNITIVE TIME IS SERVED.

IF YOU HAVE ANY QUESTIONS REGARDING THIS MATTER, PLEASE CONTACT YOUR INSTITUTIONAL PAROLE OFFICER OR RECORDS CLERK.

CC: WARDENS  
IPO'S  
RECORDS CLERKS



Pruntytown Correctional Center

Approved Property Items / Authorized Quantity Limits for Property & Food

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
<u>Bedding/Linen</u>		
Blanket .....	2 .....	State issue only
Mattress .....	1 .....	State issue only
Pillow .....	1 .....	State issue only
Pillow Case .....	2 .....	State issue only / White only
Sheets .....	2 .....	State issue only / White only / Two (2) sheets, not two (2) sets of sheets
Towels .....	5 .....	State issue only / White only
Wash Cloths .....	5 .....	State issue only / White only

*\* State issued sheets, pillowcases, towels, and washcloths are eligible for exchange after one (1) year; blankets after two (2) years; and mattresses after three (3) years, or when no longer serviceable.*

Clothing

Athletic Shoes .....	2 .....	Personal purchase only / No black or camouflage / Not to exceed one hundred dollars (\$100.00) in value
Ball Caps .....	2 .....	Plain / No black, camouflage, leather or logos
Belt .....	1 .....	State issue only / Web military trouser type
Boots .....	2 .....	One (1) State Issued; authorized/outside work crews may purchase one (1) additional pair with boot strings (personal purchase). / No Gore Tex; no steel toes or Thinsulate, (except authorized workers) no cowboy boots, no camouflage, eight (8) inch height limit
Boot/Shoe Strings .....	2 .....	one (1) pair boot / one (1) pair shoe
Coat/Jacket .....	1 .....	State issue only/Red only
Doo Rags .....	3 .....	No black or camouflage
Gloves .....	1 pr .....	State issue only / Brown Jersey type only
Handkerchiefs .....	3 .....	White only
Laundry Bags .....	2 .....	State issue only
Pants, Khaki .....	3 .....	State issue only
Pants, Khaki (Work) .....	3 additional .....	State issue only / Road Crew



Pruntytown Correctional Center

Approved Property Items / Authorized Quantity Limits for Property & Food

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
Shirts, Khaki.....	3.....	Workers only / For a total of six (6) State issue only / Any combination of long or short-sleeves
Shirts, Khaki (Work).....	3 additional.....	State issue only / Road Crew Workers only / For a total of six (6) / Any combination of long or short sleeves
Shorts .....	3.....	Gym/walking / White or light gray only (No Charcoal gray) / Non-Lined / Non-Reversible
Shower Shoes.....	2 pr	
Slippers.....	1 pr	
Socks.....	12 pr.....	White only
Sweatpants .....	3.....	White or light gray only / (No Charcoal gray)
Sweatshirts .....	3.....	White or light gray only (No Charcoal gray) / No hoods or zippers
Thermal Bottoms.....	2.....	White only
Thermal Tops .....	2.....	White only
Toboggan .....	1.....	State issue only / Blaze orange only
T-Shirts.....	12.....	White only
Underwear.....	12.....	White only

\* State issued undergarments and socks are eligible for exchange after six (6) months; shirts, pants, and jacket/coats after two (2) years, or when no longer serviceable.  
 \* No alterations may be made to clothing. Clothing that has been altered in any fashion shall be considered contraband.

Electronics

Alarm Clock.....	1	
Batteries .....		Only what is needed for devices / Based on a one for one exchange / Purchased from Commissary only
Cassette Tapes/CD's .....	15.....	Combined total
Extension Cord.....	1.....	No longer that six (6) feet in length
Head Phones.....	1.....	Pair / In addition to Headphones with Walkman
Head Phone Adapter .....	1.....	Not to exceed six (6) feet in length
Playstation I, II or X-Box Game Console. 1.....		Of either type/ X-Box may not be WiFi Capable
Playstation I, II or X-Box Controllers.....	2.....	For type of console owned

Pruntytown Correctional Center  
 Approved Property Items / Authorized Quantity Limits for Property & Food

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
Playstation I, II or X-Box Memory Cards	2	For type of console owned
Playstation I, II or X-Box Video Games	10	Rated EA or Teen
RF Modulator	1	If needed to connect game system
Signal Splitter	1	
Storage Case – Cassette/CD	1	Clear plastic cases only
Surge Protector	1	
Television	1	15" maximum flat panel screen size (any TV above 13" screen must be flat panel design) with remote
TV Firecracker	1	
Walkman	1	Radio/CD/Cassette/Adapter with Headphones
Watch	1	Wrist or pocket / Not to exceed one hundred dollars (\$100.00)
Watch Battery	1	Must have watch for the battery

Food Items

Candy –		
Bars	10	Any combination / Includes rolls of Lifesavers and mints
Bagged Candy	4	Any combination
Chips, Pretzels, Popcorn, Nuts –		
Bags 2.5 ounces or less	4	Any combination
Bags 3.25 – 7 ounces	2	Any combination/ Includes microwave popcorn
Bags over 7 ounces	1	
Soda, Drink Mixes, Coffee, Tea, Creamer –		
Water and Soda	14	Any combination
Coffee/Tea/Cappuccino/ Hot Chocolate (resealable)		
Hot Chocolate (resealable)	2	Any combination / Jar, box, bag
Hot Chocolate	10	Single serve packs
Liquid Creamer (singles)	14	Containers
Cookies –		
Packages 6 ounces or less	2	Any combination
Packages over 6 ounces	1	
Crackers –		
Packs containing 6 crackers	8	Any combination
Packages 6 ounces or less	2	Any combination
Packages over 6 ounces	1	

Pruntytown Correctional Center  
 Approved Property Items / Authorized Quantity Limits for Property & Food

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
Pastries –		
Single or double packs .....	5 .....	Any combination
Multi packs.....	1 .....	To include toaster pastries
Breads –		
Bread .....	2 .....	Loaf / Any type
Hamburger / Hot Dog Buns .....	1 .....	Pack / Any type
Flour Tortillas .....	2 .....	Packs
Bagels.....	6 .....	Any combination
Meats		
Pouches .....	6 .....	Any combination / Includes seafood, chicken, chili, and lasagna
Sliced pepperoni/salami .....	2 .....	Any combination
Sliced Turkey Breast / Bologna / Hot Dogs.....	3 .....	Packs any type
Beef / Beef & Cheese sticks .....	3 .....	Any combination / 2 ounces or less
Soup .....	12 .....	Any combination (To include ramen noodles)
Rice & Rice Noodles –		
Packages 3.6 ounces or less .....	6 .....	Any combination
Resealable bags over 3.6 ounces.....	2 .....	Any style
Vegetables –		
Pouch.....	2	
Frozen.....	1	
Cheese –		
Squeezer .....	4 .....	Any combination
Bar.....	2 .....	Any Combination
Spread.....	1	
Dip.....	2 .....	Onion or Nacho Cheese style
Frozen –		
Sandwiches.....	8 .....	Any combination
Pizzas .....	2 .....	Any combination
Dairy –		
Milk.....	6 .....	Pints
Ice Cream .....	3 .....	Any combination / Includes yogurt
Pudding .....	1 .....	Four pack
Powder Eggs .....	1 .....	Plastic Bottle
Breakfast Cereal.....	2 .....	Box, Bag, or 10 individual single servings / Includes Oatmeal and Granola Bars

**Pruntytown Correctional Center**  
**Approved Property Items / Authorized Quantity Limits for Property & Food**

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
<b>Condiments –</b>		
Mustard/Ketchup/Mayo .....	12 .....	Packets of each
BBQ, Soy, Pizza, Spaghetti, Picante Sauces / Salsa .....	3 .....	Containers / Any combination
Single Serve Peanut Butter, Jelly, or Carmel Spread.....	12 .....	Packs / Any combination
Peanut Butter .....	1 .....	Plastic Jar
Jelly .....	1 .....	Plastic Jar
Salt & Pepper .....	12 .....	Packets / Any combination
Individual Pickles.....	2 .....	Any combination
Sugar Twin.....	1 .....	100 count Box

*\* All non-perishable food items must be stored inside of one storage/locker box.*

*\* All empty food containers, bags, bottles, packs, packets, jars, pouches, boxes must be thrown away. They may not be saved for any reason.*

Hygiene

Bar Soap .....	2	
Body Lotion .....	2	
Comb .....	1	
Conditioner (including pomade) .....	2	
Cotton Swabs .....	1 .....	Pack
Dental Picks .....	1 .....	Pack
Denture Adhesive.....	1 .....	If applicable
Denture Brush .....	1 .....	If applicable
Denture Cleaner .....	1 .....	If applicable
Denture Container.....	1 .....	If applicable
Deodorant.....	2	
Hair Brush.....	1	
Hair Spray .....	1 .....	Pump / Non-alcoholic or non-alcoholic tube type hairstyle cream
Medicated Skin Cream.....	1	
Mouthwash.....	1 .....	Non-alcoholic
Nail clipper.....	1 .....	No file
Razor .....		Five (5) disposable or one (1) reusable with up to five (5) cartridges, or one (1) electric razor (Not exceed one hundred dollars [\$100.00] in value)
Shampoo.....	2	
Shaving Cream.....	2	

Pruntytown Correctional Center

Approved Property Items / Authorized Quantity Limits for Property & Food

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
Shaving Kit .....	1	Soft side / Clear plastic only
Soap Dish .....	1	Clear plastic only
Styling Gel .....	1	
Sunscreen Lotion.....	1	
Tissues.....	1	Package
Toothbrush .....	1	
Toothbrush Holder .....	1	Clear plastic only
Toothpaste.....	1	
Tweezers .....	1	Plastic only
<u>Medical</u>		
Acid Reducer/Antacid.....	1	
Acne Treatment.....	1	
Antacid Tablets .....	3	Packs
Anti-Diarrheal .....	1	
Aspirin / Acetaminophen .....	1	
Band Aids.....	1	Box
Chapstick.....	1	
Contact Lenses / Case / Solution.....	1 pr	If applicable per PD 410.10
Cough Drops .....	1	Pack
Glasses Case.....	1	Soft Case
Hemorrhoid Ointment.....	1	Tube
Hydrocortisone Cream .....	1	Tube
Ibuprofen .....	1	box of 12 packets containing 2 tablets each
Medical / Dental Protheses.....		As medically required
Medicated Powder.....	1	Container
Multi-Vitamins.....	1	Bottle
Nasal Strips .....	1	Package
Pepto-Bismol.....	5	Tablets only
Prescription Glasses .....	2	Limit one (1) State issue and one (1) personal purchase / Tint restricted on personal purchase to 5% (photo lenses only)
Tolfanate Cream.....	1	Tube
Triple Antibiotic Cream.....	1	Tube
<u>Miscellaneous</u>		
Ajax Dishwashing Liquid .....	1	
Baseball / Softball Glove .....	1	Either a baseball or a softball glove /

**Pruntytown Correctional Center**  
**Approved Property Items / Authorized Quantity Limits for Property & Food**

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
		One (1) only / (Not to exceed one hundred dollars [\$100.00] in value)
Combination Pad Locks .....	2 .....	State issue only
Cooler .....	1 .....	Six (6) Pack size
Hand Wraps / Straps .....	1 .....	Weight lifting
Oscillating Fan .....	1 .....	No more than twelve (12) inches wide
Personal Pictures .....		No larger than 5"x7" / Must be kept in photo albums
Photo Album .....	2 .....	No Metal
Plastic Utensils -		
Bowl .....	1 .....	Plastic only
Cup .....	1 .....	Plastic only
Fork .....	1 .....	Plastic only / If no spork
Plate .....	1 .....	Plastic only
Spoon .....	1 .....	Plastic only / If no spork
Spork .....	1 .....	Plastic only
Playing Cards .....	1 .....	Deck
Storage/Locker Box .....	2 .....	State issue only
Sunglasses .....	1 pr.....	Non prescription only
Wallet .....	1 .....	Bifold or trifold only / No chains or other types of securing devices / No metal snaps or buckles
Wedding Band .....	1 .....	If legally married / No stones
Weight Lifting Gloves .....	1 pr.....	Personal purchase only

Reading/Writing/Legal Material

Address Book .....	1 .....	
Binder .....	1 .....	Plastic only
Books .....	6 .....	General Interest
Colored pencils .....	1 .....	12 count box
Dictionary .....	1 .....	Pocket Size
Envelopes .....	1 .....	Box
Manila Envelopes .....	6 .....	Total
Greeting Cards .....	5 .....	For mailing out
Legal Material .....		Personal only / Current active case only
Legal Pads .....	2 .....	
Magazines/Newspapers/Periodicals .....	5 .....	Total
Pencils .....	5 .....	

**Pruntytown Correctional Center**  
**Approved Property Items / Authorized Quantity Limits for Property & Food**

<u>ITEM</u>	<u>LIMIT</u>	<u>RESTRICTIONS</u>
Pencil Eraser .....	1	
Pens .....	5	
Personal Letters.....	12	Including cards
Program Workbooks .....	5	DOC or Dept Of Education and College only
Stamped Envelopes.....	20	
Stamps.....	20	Unused, purchased from Commissary or pay postage through Mailroom by voucher only
Notebook.....	2	No Wire

Religious Items

Bible or Religious Scripture.....	1	
Religious Medallion with chain/Beads ..	1	Obtained through Chaplain only / Not to exceed one hundred dollars (\$100.00)



*Pruntytown Correctional Center*

Rt. 4 Box 49A P.O. Box 159  
Grafton, West Virginia 26354-0159  
Phone: (304) 265-6111



To: All Staff/Inmates

From: Lewis Stevens, AWS *LS*

Date: 28 April 2010 - **REVISED DATE**

Re: Foot Travel

Effective immediately, all inmates traveling by foot on paved roadway will immediately step off the pavement on the approach of a vehicle.

Inmates traveling to and from Units 18, 19, and 20 will walk by twos and on the approach of a vehicle will immediately step off the pavement and onto the graveled shoulder of the roadway.

Inmates walking along the road in front of the Administration Building will step into the grassy area on the **LOWER** side of the road.

The sidewalks will be used when available.

Failure to abide by this directive will result in disciplinary action.

Reviewed and approved by:

*James J. Ielapi*  
James J. Ielapi, Warden



UNIT 18

UNIT 19

1

2

WHEN TRAVELING UP THE HILL FROM  
THE DINING HALL, YOU WILL ALWAYS  
STOP AT THE AREAS DESIGNATED BY THE  
THREE Xs.

WHEN TRAVELING DOWN THE HILL,  
ALL INMATES MUST STOP  
AT X-2 AND X-3

3



DINING HALL

A  
D  
M  
I  
N



West Virginia Division of Corrections  
**Pruntytown Correctional Center**

P.O. Box 159  
Grafton, West Virginia 26354  
Ph: 304-265-6111

---

TO: All Inmates  
FROM: Debra D. Minnix *DDM*  
Warden  
DATE: 09 March 2012  
RE: Policy Directive # 500.00 - Work Assignment

West Virginia Division of Corrections' Policy Directive # 500.00 states:

Any inmate who is eligible to work will be required to work.

Any inmate who refuses a work assignment will be subject to discipline in accordance with disciplinary rules.

cc: File



**NOTICE:**

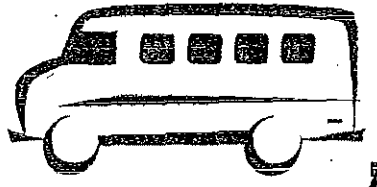
**IF YOU ARE ISSUED A**



**SHAVE SLIP**

**OR**

**TRANSPORT SLIP**



**THEN DECIDE TO DECLINE THESE -  
YOU WILL BE CHARGED \$\$\$ 3.00 AT  
THE REFUSAL SIGNING !!!!!**

## What are common cold symptoms?

Cold symptoms usually begin with a sore throat, which usually goes away after a day or two. Nasal symptoms, runny nose, and congestion follow, along with a cough by the fourth and fifth days. Fever is uncommon in adults, but a slight fever is possible. Children are more likely to have a fever with a cold.

With cold symptoms, your nose teems with watery nasal secretions for the first few days. Later, these become thicker and darker. Dark mucus is natural and does not usually mean you have developed a bacterial infection, such as a sinus infection.

Several hundred different viruses may cause your cold symptoms.

Cold symptoms usually last for about a week. During the first three days that you have cold symptoms, you are contagious. This means you can pass the cold to others, so stay home and get some much-needed rest.

If cold symptoms do not seem to be improving after a week, you may have a bacterial infection, which means you may need antibiotics.

Sometimes you may mistake cold symptoms for allergic rhinitis (hay fever) or a sinus infection. If your cold symptoms begin quickly and are improving after a week, then it is usually a cold, not allergy. If your cold symptoms do not seem to be getting better after a week, check with your doctor to see if you have developed an allergy or sinusitis.

## What are common flu symptoms?

Flu symptoms are usually more severe than cold symptoms and come on quickly. Flu symptoms include sore throat, fever, headache, muscle aches and soreness, congestion, and cough. The flu is caused by a variety of influenza viruses.

Most flu symptoms gradually improve over two to five days, but it's not uncommon to feel run down for a week or more. A common complication of the flu is pneumonia, particularly in the young, elderly, or people with lung or heart problems. If you notice shortness of breath, you should let your doctor know. Another common sign of pneumonia is fever that comes back after having been gone for a day or two.

Just like cold viruses, flu viruses enter your body through the mucous membranes of your nose, eyes, or mouth. Every time you touch your hand to one of these areas, you could be infecting yourself with a virus, which makes it very important to keep your hands germ-free with frequent washing to prevent both flu and cold symptoms.

## Can I prevent flu or cold symptoms?

The most important prevention measure for both flu and cold is frequent hand washing. Hand washing by rubbing the hands with warm soapy water for at least 20 seconds helps to slough germs off the skin.

In addition to washing your hands often to help prevent flu or cold symptoms, getting a flu shot each year to prevent influenza is very important. Flu activity in the United States generally peaks between late December and early March, so the CDC recommends getting a flu shot in October or November. Within two weeks of getting a flu shot, antibodies develop in your body and provide protection against flu symptoms.

If you do get flu symptoms, call your doctor. If you take prescription antiviral drugs within the first 48 hours of flu symptoms, the medications may help shorten recovery time. Antivirals may also help prevent the flu if you have been exposed to someone with flu symptoms.

There are several steps you can take to help prevent catching the flu and reduce the spread of viruses that cause it. It's easier than you think, read below for tips and advice.

## 1. Get vaccinated

Vaccination is the first step to flu prevention. In general, all healthy people should get vaccinated. The CDC now recommends that, in addition to other high risk groups, all healthy children get a flu vaccination. Find a local vaccination center [here](#).

## 2. Wash your hands

Cold and flu viruses may be spread by indirect contact. Maybe someone sneezes onto their hand and then touches a doorknob, only to have the virus picked up by the next person who also touches it. Washing your hands is the best way to prevent getting sick.

## 3. Do the elbow cough

Since viruses cling to your bare hands, you can reduce the spread of viruses by perfecting the art of the elbow cough. When you cough, simply cover your face with your entire elbow. It's also an easy technique to teach kids.

## 4. Disinfect common surfaces

Viruses that cause colds and flu can survive on common surfaces for up to 72 hours and kids can touch up to 300 surfaces in 30 minutes. Don't forget to use Clorox® disinfecting products on phone receivers, doorknobs, light switches, and remote controls.

## 5. Drink Water\*

Water can help strengthen your immune system, keeping the flu at bay. And if you do get sick, water flushes your system, re-hydrates you and washes out the toxins. An adult should drink eight 8-ounce glasses of fluids each day. If the color of your urine is close to clear, then you are getting enough. If it's deep yellow, drink more water.

## Is it flu or cold symptoms?

How do you know if you have flu or cold symptoms? Take your temperature, say many experts. Flu symptoms often mimic cold symptoms with nasal congestion, cough, aches, and malaise. But a common cold rarely has symptoms of fever above 101 degrees F. With flu symptoms, you will probably have a fever initially with the flu virus and you will feel miserable. Body and muscle aches are also more common with the flu. This table can help determine if you have cold or flu symptoms.

Symptoms	Cold	Flu
Fever	Sometimes, usually mild	Usual; high (100-102 F; occasionally higher, especially in young children); lasts 3 to 4 days
Headache	Occasionally	Common
General Aches, Pains	Slight	Usual; often severe
Fatigue, Weakness	Sometimes	Usual; can last 2 to 3 weeks
Extreme Exhaustion	Never	Usual; at the beginning of the illness
Stuffy Nose	Common	Sometimes
Sore Throat	Common	Sometimes
Chest Discomfort, Cough	Mild to moderate; hacking cough	Common; can become severe
Complications	Sinus congestion; middle ear infection	Sinusitis, bronchitis, ear infection, pneumonia; can be life-threatening
Prevention	Wash your hands often; avoid close contact with anyone with a cold	Annual flu shot; antiviral medicine - see your doctor
Treatment	Antihistamines; decongestants; anti-inflammatory medicines	Antihistamines, decongestants, analgesics (ibuprofen, acetaminophen); antiviral drugs within the first 48 hours of symptoms; call your doctor for more information on treatment.

## When do I call the doctor with flu or cold symptoms?

If you have flu or cold symptoms, it's important to call your doctor if you have any of the following severe symptoms:

- **Difficulty breathing or chest pain:** These could be signs of more serious problems, including pneumonia, asthma, or even a heart problem.
- **Persistent fever:** This can be a sign of another bacterial infection that should be treated.
- **Severe headache:** This could indicate meningitis, an inflammation of the lining of the brain.
- **Vomiting or inability to keep fluids down:** If you are vomiting frequently, you may be at serious risk of dehydration, which means there isn't enough fluid in your body to get blood to your organs.
- **Painful swallowing:** Although a sore throat from a cold or flu can cause mild discomfort, severe pain could mean strep throat, which requires treatment by a doctor.
- **Persistent coughing:** When a cough doesn't go away after two or three weeks, it could be bronchitis, which may need an antibiotic. Postnasal drip or sinusitis can also result in a persistent cough. In addition, asthma is another cause of persistent coughing. Asthma medications such as steroids, anti-inflammatory medications, and bronchodilators are necessary to treat asthma.
- **Persistent congestion and headaches:** When colds and allergies cause congestion and blockage of sinus passages, they can lead to sinus infection. If you have pain around the eyes and face with thick nasal discharge after a week, you may have a bacterial infection and need an antibiotic.

## Dayroom Use while on Loss of Privileges

Inmates are permitted to use the kitchenette for cooking purposes only.

Inmates are permitted to use the LOP writing surface provided in the dayroom.

All other recreational activity in the dayroom while on LOP is prohibited.

## questions

How can I find out the balance of my prepaid account?

If you have an OffenderConnect.com account, you can view your balances by logging into your account online, or you can use the GTL® AdvancePay® automated system by calling 1-800-483-8314.

Will I receive a monthly statement?

Monthly statements are not mailed. Call records will be provided by request. As with all collect call types, we suggest customers keep a log of calls accepted for personal verification.

What if the inmate is released? Will I receive a refund for the remaining funds on the account?

Contact the GTL® AdvancePay® Service Department. We require a written request to be mailed or faxed by the owner of the account for a refund. GTL® strives to process refunds within 30 days (and after verifying initial payment method), and typically within 60 days, at the latest. Accounts that are inactive for more than 90 days are subject to closure, and any funds remaining in the account will be forfeited and therefore not eligible for refund\*. An account is considered inactive if no calls have been accepted by the telephone number and no payments have been made to the account for more than 90 consecutive days. A processing fee may be deducted from the remaining account balance when the account is closed and a refund is issued\*.

What types of credit cards are accepted?

We accept Visa and MasterCard (including debit and check cards) to set up a prepaid account.

After I have used my \$25.00 or \$50.00 prepaid amount, can I cancel the prepaid account and have collect calls charged through my local telephone company?

Once telephone numbers are set up as an AdvancePay® account, customers are not able to switch to another form of billing.

What if the inmate hangs up before I finish making the credit card payment to set up the prepaid account?

If the inmate hangs up after the credit card verification process has begun, in most cases the process will not terminate. For further verification, the customer may contact the GTL® AdvancePay® Service Department.

Are the collect call rates more expensive when my telephone number is set up on a prepaid account?

No, AdvancePay® calls are charged the same call rates as traditional collect calls. However with AdvancePay® customers are provided the ability to monitor and manage their own accounts through the automation that AdvancePay® provides.

\*May vary from state to state.

## online

Can I manage my accounts online?

Yes, AdvancePay® customers can now manage their accounts online through [www.offenderconnect.com](http://www.offenderconnect.com). The website allows you to make payments, view balances, manage phone numbers on your account and more!

Can I make a deposit to a commissary or trust account online?

If your facility allows payments to commissary or trust accounts through the OffenderConnect service, that option will be available to you online.

How long will it take for payments to appear in an account?

Payments made through the OffenderConnect website are credited to accounts quickly. Phone account payments may credit in as little as 5 minutes. Commissary/trust payments credit quickly, but are subject to facility payment rules and may take 1 to 2 business days to credit depending on your facility.

Can I use a credit or debit card to make a payment?

Yes, you can use your MasterCard® or Visa® branded credit or debit card to make a payment online.

What if I don't have a credit or debit card?

If you don't have a credit or debit card, you can still mail in a payment, or you may want to consider a prepaid debit card. Prepaid debit cards allow you to only spend the money you put on the card, and require no credit check. For a prepaid debit card without monthly service fees and with no fee to request a card, visit [www.connectnetwork.com](http://www.connectnetwork.com) to sign up to receive a card. The debit card available on connectnetwork.com can be used anywhere debit Mastercard is accepted, including OffenderConnect.com and the automated telephone payment systems.

What do I need to use OffenderConnect.com?

Using the OffenderConnect website is easy. To sign up, all you need is a valid email address, and a computer with internet access. Visit [www.offenderconnect.com](http://www.offenderconnect.com) to sign up for an account, follow the registration process, and click on the email that the system sends you. Once you have completed this process, you will be able to log in to the site and manage your account.

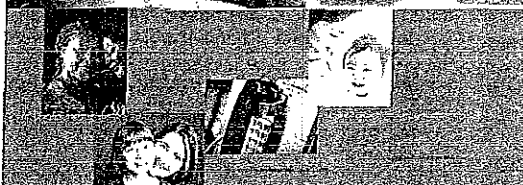
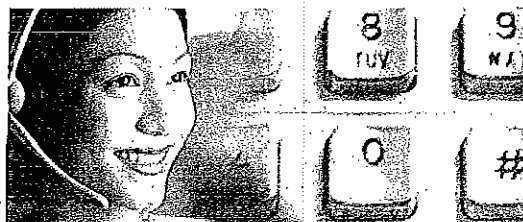
[www.offenderconnect.com](http://www.offenderconnect.com)

# GTL

AdvancePay® Service Dept.  
PO Box 911722  
Denver, CO 80291-1722  
1-800-483-8314

ENGLISH\_4'12 7000100

© 2012 Global Tel\*Link, Corp. All rights reserved.



## ADVANCEPAY

GTL INMATE FAMILY PREPAY

AdvancePay® customers can now use



[www.offenderconnect.com](http://www.offenderconnect.com)



# ADVANCEPAY Information

## GTL INMATE FAMILY PREPAY

A Service for Family and Friends

## Questions?

The AdvancePay Service Department is ready to answer all billing related questions.

## How to avoid disconnection!

Helpful tips to avoid calls from inmates from being disconnected.

Family members and friends of inmates are given the option of setting up prepaid calling accounts using credit cards, checks, money orders or Western Union. Calls that may otherwise be blocked are now completed through GTL's AdvancePay® program.

### How Does It Work?

AdvancePay® allows inmates to call your telephone number without the restrictions of standard billing. When an inmate attempts to dial an un-billable number, the inmate is placed on hold and AdvancePay® will provide the option to the called party to set up a prepaid account. After the prepaid account is established, collect calls to the telephone number may be placed, up to the prepaid amount in the account. After the account money is used, the system will prompt the user to add funds to their AdvancePay® account.

### Benefits:

Customers can rest assured that collect call charges will not reach an excessive amount.

When funds on a prepaid account are low, an automated system will contact customers with the option to add more money to their AdvancePay® account.

All transactions occur in real-time. When an inmate places a call to a number set up as prepaid, funds are deducted from the AdvancePay® account as soon as the call is complete.

Customer Service:  
1-866-230-7761

Fax Number:  
251-473-2802

Hours of Operation:  
Monday - Friday  
7am to 11pm, CST  
Saturday and Sunday  
8am to 7pm, CST

Mailing Address:  
AdvancePay Service Dept.  
PO Box 911722  
Denver, Colorado 80291-1722

Website:  
[www.offenderconnect.com](http://www.offenderconnect.com)

The easiest way to establish an AdvancePay® account is through our account management website [www.offenderconnect.com](http://www.offenderconnect.com). You can create a telephone account, make payments and view balances on [offenderconnect.com](http://offenderconnect.com). Customers can also create an account through GTL's automated phone system with either a \$25 or \$50 payment made via a credit card (convenience fees may apply).

In addition to our automated phone system and website, accounts can be established and payments can be made through our AdvancePay® customer service department, Western Union and by mailing checks or money orders.

The system is completely automated and can be accessed by calling 1-800-483-8314.

1  
DON'T attempt a 3-way call

2  
DON'T try to transfer the call

3  
DON'T put the inmate on hold

4  
DON'T use or answer "call waiting"

5  
DON'T press numbers on the touch tone pad during the call (inmate phone or called phone)

6  
DON'T stop the conversation for any length of time, even short pauses may result in disconnection.

Once a number has been blocked, only the person the number is listed to may unblock the number by calling:

1-866-230-7761

# GTL

Notice: All AdvancePay® payments are subject to applicable taxes and fees. Specifications are subject to change without notice. This publication may be copied and distributed to inmates, family members, and friends.

Website: [www.GTL.net](http://www.GTL.net)

Online Account Management and Payments: [www.offenderconnect.com](http://www.offenderconnect.com)

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE				ALL SALES ARE FINAL			
DESCRIPTION	CODE	PRICE	QTY	DESCRIPTION	CODE	PRICE	QTY
Butterfinger	4005	\$0.70	10	Peanut Butter Crème Cookies 6 oz	3004	\$0.97	2
M&M Peanut	4001	\$0.70	10	Vanilla Crème Cookies 6 oz	3030	\$0.97	2
M&M Plain	4000	\$0.70	10	Duplex Crème Cookies 6oz	3045	\$0.97	2
Reese's Peanut Butter Cup	4035	\$0.70	10	Chocolate Chijl Cookies 6 oz	3025	\$0.79	2
Snickers	4010	\$0.70	10	Iced Oatmeal Cookies 6 oz	3040	\$0.79	2
Hershey Bar	4036	\$0.70	10	Oreo Cookies 1.80 oz	3020	\$0.48	4
Hershey Bar w/Almonds	4037	\$0.70	10	Vanilla Wafers 16 oz	3082	\$2.07	1
Twix	4031	\$0.70	10	ZC Shortbread Cookies 10oz	3003	\$1.28	1
Nestle Crunch	4015	\$0.70	10	Kit Bars 16 oz	3014	\$3.19	1
Three Musketeer	4032	\$0.70	10	Saline Crackers 10 oz	3107	\$1.76	1
Skillies 2.17oz	4040	\$0.70	10	Snack Crackers 16 oz	3114	\$2.74	1
Bit O Honey 2.75oz	4103	\$0.78	4	Club Crackers 5.25 oz	3110	\$1.40	2
Sugar Free Wild Fruit 1.75 oz	4155	\$0.89	4	Cinnamon Crisp Crackers 4.5oz	3100	\$1.58	2
Jolly Rancher Assorted 3.7 oz	4135	\$0.78	4	Ritz Peanut Butter Crackers	3124	\$0.26	8
Tootsie Rolls 2.75 oz	4150	\$0.89	4	Ritz Cheese Crackers	3130	\$0.26	8
Digby Allstar's 7 oz	4149	\$1.09	4	Strawberry Yeaster Pastries - 2pk	3188	\$0.67	4
Starlite White 3.75 oz	4145	\$0.71	4	Apple Danish 4.25oz	4185	\$1.01	5
Butterscotch Buttons 4.25 oz	4100	\$0.84	4	ZC Strawberry Jelly-Filled Iced Long John 4oz	3228	\$1.16	5
Sour Fruit Balls 4.25 oz	4150	\$0.89	4	ZC Blueberry Cheese Danish 4.25oz	4490	\$1.01	5
Rootbeer Barrels 4.25 oz	4120	\$0.89	4	Monster Iced Honey Bun 6 oz	3274	\$0.86	5
Orange Slices 5.75 oz	4154	\$0.89	4	Chocolate Filled Cupcakes 2 pk	3270	\$0.92	5
Atomic Fireballs 3oz	4148	\$0.89	4	Boat Claw 5 oz	3291	\$0.72	5
Jelly Beans 4.25oz	4121	\$0.89	4	Iced Cinnamon Roll 4 oz	3246	\$0.72	5
Twizzlers 5 oz	4117	\$1.14	4	Chocolate Iced Honey Bun 4.75oz	3273	\$0.81	5
Peppermint Lifesavers	4131	\$0.95	10	Strawberry Donut 2pk 4 oz	3290	\$0.69	5
Chick O Stick .77 oz	4019	\$0.18	10	Chocolate Iced Donut 8.9 oz	3228	\$0.74	5
<b>Chips, Pretzels, Popcorn, Nuts &amp; Dip</b>				<b>Personal Items &amp; Writing Supplies</b>			
Microwave Extra Butter Popcorn 3.5 oz	8201	\$0.54	4	Stamped Envelope Large	1001	\$0.54	20
Microwave Butter Light Popcorn 3.5 oz	8156	\$0.54	4	Individual Stamp	1049	\$0.45	20
Microwave Natural Popcorn 3.5 oz	8200	\$0.54	4	Birthday Cards	1103	\$0.39	5
Hot Hot BBQ Chips 1.5 oz	8125	\$0.45	4	Juvenile Birthday Cards	1101	\$0.39	5
Whole Shobang Chips 1.5oz	8079	\$0.45	4	Thank You Cards	1120	\$0.39	5
Sour Cream & Onion Chips 1.5oz	8126	\$0.45	4	Seasonal Cards (Holidays Only)	1121	\$0.39	5
CA Scorchin' Habanero Tortilla Chips 10oz	3154	\$2.53	1	Friendship Cards - Get Well, Sympathy and Anniversary	1110	\$0.39	5
Nacho Cheese Tortilla Chips 10 oz	8150	\$2.06	1	I Love You Greeting Card	1108	\$0.39	5
Cactus Anitas Cheese Curds 10 oz	8892	\$2.08	1	Thinking of You Greeting Card	964	\$0.39	5
Cactus Anitas Cheese Crunch 11 oz	8117	\$2.06	1	Miss You Greeting Card	1107	\$0.39	5
Chips, Whole Shobang 6 oz	8080	\$1.44	1	Photo Album 3 X 11	1125	\$0.94	1
Bag Popcorn, White Cheddar 6 oz	8083	\$1.17	2	#2 Pencil	1077	\$0.49	5
Chips, Regular Potato Chips 6 oz	8160	\$1.44	1	Colored Pencils 7" 12/box	1081	\$2.85	1
Pop'n Rinds 2 oz	8127	\$0.89	4	Notebook Wireless 80 Sheets	1046	\$1.74	2
Hot, Hot, Hot BBQ Chips 6 oz	8098	\$1.44	1	5 x 8 Writing Pad White	1055	\$0.61	2
Sour Cream & Onion Chips 6 oz	8143	\$1.44	1	9 X 10 Writing Pad White	1060	\$0.43	2
Cactus Anitas BBQ Corn Chips 12 oz	8166	\$2.08	1	Manila Envelope No Clasp Envelope 9 1/2 X 12 1/2	1015	\$0.14	6
Purty Mix 11 oz	8349	\$2.23	1	#10 White Envelope	1010	\$0.09	50
Andy Capp's Hot Fries 1 oz	8114	\$0.32	4	#6 3/4 Envelope	1011	\$0.03	50
Caramel Corn 3.53 oz	8134	\$0.78	2	Blc Black Pen	1091	\$0.17	5
Doritos Nacho Flavor 2oz	8154	\$0.78	4	Blc Blue Pen	1092	\$0.17	5
Cheetos 2oz	8187	\$0.61	4	Small Address Book	1056	\$0.82	1
Cashews 2.5 oz	8205	\$1.31	4	Crawford 1.6qt. Bowl	1401	\$5.13	1
Peanuts 1.75 oz	8606	\$0.54	4	Insulated Clear Coffee Mug w/td 22oz	4234	\$1.92	1
Hot Peanuts 1.75 oz	8607	\$0.54	4	Spook	1423	\$0.33	1
Honey Roasted Peanuts 2.5 oz	8216	\$0.72	4	Aviator Poker Cards	1300	\$1.86	1
Sunflower Kernels 3.25 oz	8214	\$0.88	4	Aviator Phoclia Cards	1905	\$1.80	2
Health Mix 3.25 oz	8213	\$1.25	4	<b>Milk &amp; Ice Cream - Pints</b>			
Chex Mix 8.75 oz	8219	\$2.74	1	Vanilla	2801	\$1.07	3
Student Mix 3.75 oz	8208	\$1.08	4	Chocolate	2800	\$1.07	3
Tropical Blend 4 oz	8217	\$1.16	4	Flavor of the Month	2803	\$1.07	3
Ranch Com Nuts 1.4 oz	8234	\$0.84	4	Ice Cream Sandwich	2804	\$0.75	3
<b>Soda/Drink Mixes/Cones/Soda</b>				<b>Nutty Bar</b>			
Mountain Dew 20oz	2397	\$1.07	14	Yegun 8 oz	2810	\$0.69	3
Pepsi 20 oz	2396	\$1.07	14	Whole Milk Pint - BOTTLE	2254	\$1.12	6
Diet Pepsi 20 oz	2399	\$1.07	14	Milk 2% Pint - BOTTLE	2811	\$1.12	6
Sierra Mist 20 oz	2488	\$1.07	14	<b>Frozen Foods/Concessions/Meats</b>			
Diet Sierra Mist 20 oz	2489	\$1.07	14	1/4 Cheeseburger with Bun	2606	\$1.41	8
Root Beer 20 oz	2480	\$1.07	14	Frozen Pizza (Pepparoni) 5.46oz	2628	\$2.81	2
Ginger Ale 20 oz	2482	\$1.07	14	Frozen Vegetables 16 oz (Mixed)	2810	\$2.14	1
Orange Soda 20 oz	2469	\$1.07	14	Bltologna 12 oz	2811	\$2.14	3
Cool Off Tea w/Lemon Drink w/Nutra Sweet Single Serve	2105	\$0.22	14	Hot Dogs Regular 8 pk	2812	\$1.47	3
Cool Off Fruit Punch Drink w/Nutra Sweet Single Serve	2110	\$0.22	14	Pepparoni Rolls 4oz	6774	\$2.13	8
Cool Off Black Cherry Drink w/Nutra Sweet Single Serve	2115	\$0.22	14	Beef & Bean Burrito 10oz	6775	\$2.18	8
Cool Off Lemonade Drink w/Nutra Sweet Single Serve	2120	\$0.22	14	<b>Flour</b>			
Single Serve Columbian Coffee	2000	\$0.25	14	White Bread Loaf	2807	\$2.12	2
Keele Freeze Dried Columbian Blend Coffee 3oz	2283	\$3.11	2	Wheat Bread Loaf	2808	\$2.65	2
Maxwell House 6 oz Jar	4267	\$5.74	2	Hot Dog Buns 8 pk	2812	\$2.23	2
Keele Freeze Dried Altura Blend Coffee 3oz	2282	\$2.99	2	Sugar Twin 2.10oz box	2079	\$2.84	1
Folgers 8 oz Jar Coffee Decaffeinated	2102	\$5.56	2				
Maxwell House Instant 4 oz	2017	\$5.99	2				
Keele Instant 4 oz	2010	\$2.17	2				
Single Serve Tea Bags 10 pk	2026	\$0.75	2				
Tea Bags 48 count box	2028	\$2.27	1				
Bigslow Green Tea 20 count	2094	\$3.38	1				
Cappuccino 8 oz	2041	\$1.75	2				
Clear Resealable Hot Cocoa 10 oz	2071	\$1.78	2				
Single Serve Hot Cocoa	2070	\$0.22	10				
Gatorade Fruit Punch 1qt.	2043	\$0.81	14				
Gatorade Lemon Lime 1 qt.	2340	\$0.81	14				

COMMISSARY ORDER FORM  
TAX INCLUDED

PRUNTYTOWN CORRECTIONAL CENTER

REVISED 5/17/13

Item Description	Code	Price	Unit	Item Description	Code	Price	Unit
Pouch-Chunk Light Tuna 4.23 oz	6926	\$1.69	6	ION 3 AAA Battery Each	1298	\$0.25	8
Pouch- Mackerel Fillets 3.53 oz	6178	\$1.28	8	ION 3 AA Battery Each	1219	\$0.25	8
Pouch- Fish Steaks In Louisiana Hot Sauce 3.53 oz	6721	\$0.93	8	Hygiene Wipes	0002	\$0.75	2
Pouch - Fish Steaks In Mustard Sauce 3.53 oz	6189	\$1.00	6	Balsam Conditioner 4 oz	0002	\$0.75	2
Pouch- Sardines In Oil 3.53 oz	6179	\$1.00	6	VO5 Extra Body Shampoo 15 oz	0010	\$1.40	1
Pouch- Brushy Creek Chicken 4.5 oz	6195	\$2.61	6	VO5 Extra Body Conditioner 15 oz	0011	\$1.40	1
Pouch - Child no Beans 11.25 oz	6172	\$1.79	5	Elementz Dandruff Shampoo w/Almond & Shea Butter 15oz	C962	\$3.79	1
Pouch - Hot Chili with Beans 11.25 oz	6174	\$1.67	5	Elementz Sni Shampoo 15oz	0361	\$2.84	1
Pouch- Jerk Pork 6oz	6140	\$3.29	6	Suave Daily Clarifying Shampoo 15oz	0015	\$1.75	1
Pouch- Lasagna with Beef 11.25 oz	6198	\$1.67	6	Suave Refreshing Waterfall Mist Conditioner 15oz	0016	\$1.75	1
Pouch- Beef In BBQ Sauce 11.25 oz	6193	\$2.69	6	Suave Juicy Green Apple Shampoo 15oz	4299	\$1.75	1
Pouch- Sloppy Joe Sauce w/ Beef 11.25 oz	6194	\$2.07	6	Dandruff Shampoo 4 oz	0020	\$0.84	2
Pouch - BC Pulled Chicken In Buffalo Wing Sauce 6oz	6147	\$3.28	6	Softee Moistura Seal Sni Conditioning Shampoo	C183	\$5.18	1
Ryan's Ranch bacon strips - .78oz	4901	\$2.07	8	Sulfur 8 shampoo	0030	\$4.67	1
Sliced Pepparoni 3.5 oz	3558	\$2.92	2	Sulfur 8 conditioner	0031	\$4.37	1
Sliced Salami 3.5 oz	3558	\$2.92	2	Magnificent Hair Food 4 oz	0040	\$2.78	1
Jack Link's Original Summer Sausage 5oz	3585	\$2.27	3	Blue Magic Blue Conditioner & Hairdress 4 oz	0050	\$2.29	1
Hormel Spam - Single Chesse Pouch	8757	\$1.59	6	Blue Magic Green Bergamont Conditioner 4 oz	0051	\$2.23	1
O'Brien's Twin Beef Slink 1.125oz	8900	\$0.78	3	Hair Spray Alcohol Free 8 oz	0094	\$2.56	1
Jack Link's LJ Chub 1.625oz	9581	\$0.92	3	Elementz Styling Gel w/Aloe Vera 15oz	0383	\$3.15	1
Pouch - Chicken Vienna Sausage 4.8 oz	8647	\$1.75	6	Next 1 Cocoa Butter Soap 5 oz	0397	\$0.96	2
Ramen Chicken	6046	\$0.41	12	Next 1 Spon Deodorant Soap 5 oz	0428	\$0.96	2
Ramen Beef	6048	\$0.41	12	Next 1 Moisturizing bar Soap 5 oz	0424	\$0.96	2
Ramen Chili	6026	\$0.41	12	Clear Hypoallergenic Bar Soap 3 oz	0439	\$0.75	2
Ramen Shrimp	6059	\$0.41	12	Oral Antibacterial Bar Soap Clear 4 oz	0338	\$1.10	2
Ramen Texas Beef	6018	\$0.41	12	Irish Spring 3.2 oz Soap	0400	\$0.71	2
Ramen Cajun Chicken	6013	\$0.41	12	Dove Bar Soap 3.15 oz	0440	\$1.03	2
Ramen Hot N Spicy Vegetable	6052	\$0.41	12	Medicated Skin Cream (like Noxzema)	0240	\$1.92	1
Thai Palace Rice Noodle 3.7 oz	6673	\$0.54	6	2 Piece Soap Dian	0491	\$0.57	1
Flour Tortillas 6 pk	6500	\$1.15	2	Non Alcohol Mint Mouthwash 8 oz	0500	\$1.54	1
Sharp Cheese Squeezer Snack 2 oz	6428	\$0.82	4	Close Up Toothpaste Gel 4 oz	4199	\$1.94	1
Velveeta Sharp Cheese Spread 8 oz	6442	\$2.13	1	Colgate Clear Toothpaste 4.2 oz	0507	\$2.66	1
Jalapeno Cheese Squeezer 2 oz	6429	\$0.82	4	Cool Wave Fluoride Toothpaste 4 oz	0530	\$1.20	1
Velveeta Nacho Cheese Dip with Jalapenos 4 oz	6445	\$0.88	2	Colgate Sensitive Toothpaste 6 oz	0536	\$4.09	1
Velveeta Jalapeno Cheese Spread 8 oz	6444	\$2.13	1	Toothbrush Holder 2 Piece	0580	\$0.45	1
Provolaone Cheese Bar 4 oz	6543	\$1.68	2	TEK Soft Toothbrush	0550	\$0.57	1
Cheddar Cheese Bar 4 oz	6422	\$1.68	2	TEK Medium Toothbrush	0551	\$0.57	1
Mozzarella Cheese Bar 4 oz	6459	\$1.68	2	TEK Hard Toothbrush	0552	\$0.57	1
Vanilla Pudding 4pk	3289	\$1.97	1	Efferlig Denture Adhesive 2.5 oz	0595	\$5.45	1
Rice Clear Resealable 7 oz	6050	\$1.45	2	Good Sense Denture Tabs- 40 Tabs	0590	\$3.26	1
KF Brown Rice 6.5oz	6051	\$1.45	2	Denture Bath	0596	\$2.13	1
Sevilla Chili Flavored Beans & Rice 4.4 oz	6711	\$1.01	2	Denture Brush	0397	\$1.42	1
Spicy Velveeta Cheese Refried Beans & Rice - 4oz	2870	\$1.77	2	Dental Floss/Gum Stimulator - 30pk.	0542	\$1.60	1
Spicy Velveeta Miscaroni 3oz	2655	\$1.34	6				
Velveeta Mac / Cheese 8oz	2864	\$1.34	6				
Peanut Butter Creamy 18oz	6436	\$1.52	1	Power Up Deodorant Drive 2.5 oz (gel)	0107	\$2.68	2
Peanut Butter Crunchy 18oz	6418	\$1.52	1	Power Up A/P Deodorant Drive 2.5 oz	0147	\$2.80	2
Grape Jelly 20.5oz	6410	\$3.81	1	Mennen Rog Speed Stick Deodorant 2 oz	0198	\$1.86	2
Strawberry Jelly 20.5oz	6411	\$4.66	1	Infused Advantage Therapy Lotion w/Shea 15oz	0397	\$2.39	1
Souzezum Mayo 12 CT	6282	\$0.92	1	Crawford Cocoa Butter Lotion 12 oz	0211	\$0.61	2
Souzezum Ketchup 12 CT	6284	\$0.97	1	Infused Daily Body Lotion Coconut Lime & Aloe 15oz	0212	\$2.35	2
Souzezum Mustard 12 CT	6263	\$0.97	1	Infused Deep Conditioning Lotion Cocoa & Shea 15oz	0214	\$2.35	2
C.A. Refried Beans Box	6700	\$2.90	1	HTG Lubricating Skin Care Lotion (Like Lubriderm) 8oz	0235	\$2.30	2
Hunts BBQ Sauce 21.6 oz	6249	\$1.87	1	Hydrocortisone Cream 1 oz	0250	\$1.78	1
Scy Sauce 8 oz	6509	\$1.17	3	Anti-fungal cream .5oz	0251	\$1.92	1
Pizza Sauce 15.5 oz	6306	\$1.87	3	Antibiotic Ointment 1 oz	0252	\$3.54	1
Spaghetti Sauce 15.5 oz	6082	\$1.87	3	Hemorrhoidal Ointment	0261	\$3.86	1
Sautezo Salsa 15.5 oz	6426	\$2.13	3	Blistex	0271	\$1.56	1
Salt Packets Individual	6518	\$0.03	12	Ultra Sunblock SPF 30 4 oz	0280	\$4.29	1
Pepper Packets Individual	6518	\$0.03	12	Sheffield Bushiness Shaving Cream	0338	\$1.50	1
2pk. Pizza Kits 7' crust	2780	\$3.85	1	Meigle Shave Razorless Cream Shave 8oz	0380	\$2.57	1
Spaghetti - 1lb bag	6041	\$0.99	1	Pro-Taction Non- Alcohol Shave Cream 7 oz	0391	\$2.18	1
8 ct. Sazon Goya	6663	\$1.37	1	Twin Blade Disposable Razors - 5pk.	4198	\$0.48	1
Hot Picante Sauce 10oz	6510	\$2.15	1	Schick Slim Twin Blade Disposable Razor	0322	\$0.77	5
Mild Picante	6501	\$0.71	2	Pro-Taction Triple Blade Razor	0369	\$5.75	1
Black Beans 10oz	2630	\$1.40	6	Pro-Taction Replacement Cartridges 4 CT	0369	\$4.04	1
Velveeta Cheesy Rice 2oz	2667	\$0.84	6	Bump Fighter Razor	0379	\$1.43	5
Onion Dip	6250	\$1.08	2	Acetaminophen 24 CT	0288	\$1.93	1 box
				Ibuprofen 24 CT	0289	\$2.11	1 box
				Tums Peppermint 3 Roll Warp	0240	\$2.48	1
				Tums Individual Roll	0242	\$0.83	3
				Halls Cough Drops Regular Flavor	0275	\$0.60	1
				Sugar Free Cough Drops 25 CT	3679	\$1.09	1
				Daily Multiple Vitamins (like 1-Day) without iron	0280	\$2.90	1
				Daily Multiple Vitamins (like 1-Day) with iron	0281	\$2.89	1
				Nail Clipper no File	0750	\$0.20	1
				Toe Nail Clipper No File	0751	\$0.70	1
				Medicated Anti-Fungal Powder 3 oz	0720	\$2.89	1
				Halfbrush no handle	0315	\$3.99	1
				Pantene Pro - V Shampoo 12.6oz	0018	\$7.99	2
				Pantene Pro - V Conditioner 12.6oz	0019	\$7.99	2
				5 inch Comb	0800	\$0.10	1
				Afro Comb 8 1/4	0830	\$0.81	1
				Mens Club Brush	0810	\$1.64	1
				No Rub Multi Purpose Saline Solution	3892	\$5.57	1
				Cotton Swabs - 100ct	0780	\$1.18	1
				5" comb	0800	\$0.10	1
				Jergens Original Scent Lotion 10oz.	0097	\$5.51	2
				Ambl Soap	4201	\$2.12	2
				Neutrogena Soap 3.5oz	0444	\$4.90	2



KCN #	DESCRIPTION	Invoice Price net Tax	Invoice Price w/ Tax	KCN #	DESCRIPTION	Invoice Price net Tax	Invoice Price w/ Tax
1555	THERMAL SHIRT 3XL	\$8.96	\$9.50	8050	REEBOK HI TOP SZ 8.5	\$65.32	\$69.24
1556	THERMAL SHIRT 4XL	\$13.38	\$13.77	8051	REEBOK HI TOP SZ 9	\$65.32	\$69.24
1495	THERMAL SHIRT 5XL	\$17.79	\$18.86	8052	REEBOK HI TOP SZ 9.5	\$65.32	\$69.24
1557	THERMAL SHIRT 6XL	\$17.79	\$18.86	8053	REEBOK HI TOP SZ 10	\$65.32	\$69.24
1560	THERMAL DRAWERS SM	\$6.60	\$7.00	8054	REEBOK HI TOP SZ 10.5	\$65.32	\$69.24
1561	THERMAL DRAWERS MED	\$6.60	\$7.00	8055	REEBOK HI TOP SZ 11	\$65.32	\$69.24
1562	THERMAL DRAWERS LG	\$6.60	\$7.00	8056	REEBOK HI TOP SZ 11.5	\$65.32	\$69.24
1563	THERMAL DRAWERS XL	\$6.60	\$7.00	8057	REEBOK HI TOP SZ 12	\$65.32	\$69.24
1564	THERMAL DRAWERS 2XL	\$8.96	\$9.50				
1565	THERMAL DRAWERS 3XL	\$8.96	\$9.50	8058	REEBOK HI TOP SZ 13	\$65.32	\$69.24
1567	THERMAL DRAWERS 4XL	\$13.38	\$14.18	8059	REEBOK HI TOP SZ 14	\$65.32	\$69.24
1494	THERMAL DRAWERS 5XL	\$17.29	\$18.33	8060	REEBOK HI TOP SZ 15	\$65.32	\$69.24
1558	THERMAL DRAWERS 6XL	\$17.29	\$18.33	7400	NIKE DART SZ 7	\$62.08	\$65.80
1581	SWEATSHIRT SM	\$11.46	\$12.15	7401	NIKE DART SZ 7.5	\$62.08	\$65.80
1582	SWEATSHIRT MED	\$11.46	\$12.15	7402	NIKE DART SZ 8	\$62.08	\$65.80
1583	SWEATSHIRT LG	\$11.46	\$12.15	7403	NIKE DART SZ 8.5	\$62.08	\$65.80
1584	SWEATSHIRT XL	\$11.46	\$12.15	7404	NIKE DART SZ 9	\$62.08	\$65.80
1585	SWEATSHIRT 2XL	\$19.26	\$20.42	7405	NIKE DART SZ 9.5	\$62.08	\$65.80
1586	SWEATSHIRT 3XL	\$19.26	\$20.42	7406	NIKE DART SZ 10	\$62.08	\$65.80
1589	SWEATSHIRT 4XL	\$19.26	\$20.42	7407	NIKE DART SZ 10.5	\$62.08	\$65.80
7969	SWEATSHIRT 5XL	\$22.05	\$23.37	7408	NIKE DART SZ 11	\$62.08	\$65.80
7948	SWEATSHIRT 6XL	\$22.05	\$23.37	7409	NIKE DART SZ 11.5	\$62.08	\$65.80
1587	SWEATPANTS - NO POCKETS SM	\$11.46	\$12.15	7410	NIKE DART SZ 12	\$62.08	\$65.80
1588	SWEATPANTS - NO POCKETS MED	\$11.46	\$12.15	7411	NIKE DART SZ 13	\$62.08	\$65.80
1589	SWEATPANTS - NO POCKETS LG	\$11.46	\$12.15	7412	NIKE DART SZ 14	\$62.08	\$65.80
1590	SWEATPANTS - NO POCKETS XL	\$11.46	\$12.15	7413	NIKE DART SZ 15	\$62.08	\$65.80
1591	SWEATPANTS - NO POCKETS 2XL	\$22.05	\$23.37	8479	NIKE OVERPLAY SZ 7	\$81.79	\$86.70
1592	SWEATPANTS - NO POCKETS 3XL	\$22.05	\$23.37	8480	NIKE OVERPLAY SZ 7.5	\$81.79	\$86.70
1675	SWEATPANTS - NO POCKETS 4XL	\$23.55	\$24.96	8481	NIKE OVERPLAY SZ 8	\$81.79	\$86.70
7947	SWEATPANTS - NO POCKETS 5XL	\$23.55	\$24.96	8482	NIKE OVERPLAY SZ 8.5	\$81.79	\$86.70
7946	SWEATPANTS - NO POCKETS 6XL	\$23.55	\$24.96	8483	NIKE OVERPLAY SZ 9	\$81.79	\$86.70
8327	V4ORCE PLAYMAKER BASKETBALL SZ 7	\$44.57	\$47.24	8484	NIKE OVERPLAY SZ 9.5	\$81.79	\$86.70
8358	V4ORCE PLAYMAKER BASKETBALL SZ 7.5	\$44.57	\$47.24	8485	NIKE OVERPLAY SZ 10	\$81.79	\$86.70
8359	V4ORCE PLAYMAKER BASKETBALL SZ 8	\$44.57	\$47.24	8486	NIKE OVERPLAY SZ 10.5	\$81.79	\$86.70
8360	V4ORCE PLAYMAKER BASKETBALL SZ 8.5	\$44.57	\$47.24	8487	NIKE OVERPLAY SZ 11	\$81.79	\$86.70
8361	V4ORCE PLAYMAKER BASKETBALL SZ 9	\$44.57	\$47.24	8488	NIKE OVERPLAY SZ 11.5	\$81.79	\$86.70
8362	V4ORCE PLAYMAKER BASKETBALL SZ 9.5	\$44.57	\$47.24	8489	NIKE OVERPLAY SZ 12	\$81.79	\$86.70
8363	V4ORCE PLAYMAKER BASKETBALL SZ 10	\$44.57	\$47.24	8490	NIKE OVERPLAY SZ 13	\$81.79	\$86.70
8364	V4ORCE PLAYMAKER BASKETBALL SZ 10.5	\$44.57	\$47.24	8491	NIKE OVERPLAY SZ 14	\$81.79	\$86.70
8365	V4ORCE PLAYMAKER BASKETBALL SZ 11	\$44.57	\$47.24	8492	NIKE OVERPLAY SZ 15	\$81.79	\$86.70
8366	V4ORCE PLAYMAKER BASKETBALL SZ 11.5	\$44.57	\$47.24	4840	DEARFOAMS SLIPPERS SZ 8	\$16.32	\$17.30
8367	V4ORCE PLAYMAKER BASKETBALL SZ 12	\$44.57	\$47.24	4841	DEARFOAMS SLIPPERS SZ 9	\$16.32	\$17.30
7428	V4ORCE PLAYMAKER BASKETBALL SZ 13	\$44.57	\$47.24	4842	DEARFOAMS SLIPPERS SZ 10	\$16.32	\$17.30
7429	V4ORCE PLAYMAKER BASKETBALL SZ 14	\$44.57	\$47.24	4843	DEARFOAMS SLIPPERS SZ 11	\$16.32	\$17.30
7430	V4ORCE PLAYMAKER BASKETBALL SZ 15	\$44.57	\$47.24	4844	DEARFOAMS SLIPPERS SZ 12	\$16.32	\$17.30
8709	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 7 W	\$44.57	\$47.24	4845	DEARFOAMS SLIPPERS SZ 13	\$16.32	\$17.30
8710	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 7.5 W	\$44.57	\$47.24	1879	VELCRO SNEAKERS MENS SZ 7	\$19.56	\$20.73
8711	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 8 W	\$44.57	\$47.24	1880	VELCRO SNEAKERS MENS SZ 8	\$19.56	\$20.73
8712	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 8.5 W	\$44.57	\$47.24	4993	VELCRO SNEAKERS MENS SZ 9	\$19.56	\$20.73
8713	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 9 W	\$44.57	\$47.24	4994	VELCRO SNEAKERS MENS SZ 10	\$19.56	\$20.73
7886	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 9.5 W	\$44.57	\$47.24	4995	VELCRO SNEAKERS MENS SZ 11	\$19.56	\$20.73
7827	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 10 W	\$44.57	\$47.24	9596	V4ORCE PLAYMAKER BASKETBALL SZ 7 (4E)	\$34.12	\$36.17
8714	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 10.5 W	\$44.57	\$47.24	9597	V4ORCE PLAYMAKER BASKETBALL SZ 7.5 (4E)	\$34.12	\$36.17
7828	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 11 W	\$44.57	\$47.24	9598	V4ORCE PLAYMAKER BASKETBALL SZ 8 (4E)	\$34.12	\$36.17
7829	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 11.5 W	\$44.57	\$47.24	9599	V4ORCE PLAYMAKER BASKETBALL SZ 8.5 (4E)	\$34.12	\$36.17
8715	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 12 W	\$44.57	\$47.24	9610	V4ORCE PLAYMAKER BASKETBALL SZ 9 (4E)	\$34.12	\$36.17
8716	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 13 W	\$44.57	\$47.24	9611	V4ORCE PLAYMAKER BASKETBALL SZ 9.5 (4E)	\$34.12	\$36.17
8717	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 14 W	\$44.57	\$47.24	9612	V4ORCE PLAYMAKER BASKETBALL SZ 10 (4E)	\$34.12	\$36.17
8718	V4ORCE PLAYMAKER BASKETBALL SHOE SZ 15 W	\$44.57	\$47.24	9613	V4ORCE PLAYMAKER BASKETBALL SZ 10.5 (4E)	\$34.12	\$36.17
9606	V4ORCE PLAYMAKER BASKETBALL SZ 7 (4E)	\$44.57	\$47.24	9614	V4ORCE PLAYMAKER BASKETBALL SZ 11 (4E)	\$34.12	\$36.17
9607	V4ORCE PLAYMAKER BASKETBALL SZ 7.5 (4E)	\$44.57	\$47.24	9615	V4ORCE PLAYMAKER BASKETBALL SZ 11.5 (4E)	\$34.12	\$36.17
9608	V4ORCE PLAYMAKER BASKETBALL SZ 8 (4E)	\$44.57	\$47.24	9616	V4ORCE PLAYMAKER BASKETBALL SZ 12 (4E)	\$34.12	\$36.17
9609	V4ORCE PLAYMAKER BASKETBALL SZ 8.5 (4E)	\$44.57	\$47.24	9617	V4ORCE PLAYMAKER BASKETBALL SZ 13 (4E)	\$34.12	\$36.17
9610	V4ORCE PLAYMAKER BASKETBALL SZ 9 (4E)	\$44.57	\$47.24	9618	V4ORCE PLAYMAKER BASKETBALL SZ 14 (4E)	\$34.12	\$36.17
9611	V4ORCE PLAYMAKER BASKETBALL SZ 9.5 (4E)	\$44.57	\$47.24	9619	V4ORCE PLAYMAKER BASKETBALL SZ 15 (4E)	\$34.12	\$36.17
9612	V4ORCE PLAYMAKER BASKETBALL SZ 10 (4E)	\$44.57	\$47.24	9620	V4ORCE PLAYMAKER BASKETBALL SZ 16 (4E)	\$34.12	\$36.17
9613	V4ORCE PLAYMAKER BASKETBALL SZ 10.5 (4E)	\$44.57	\$47.24	9621	V4ORCE PLAYMAKER BASKETBALL SZ 17 (4E)	\$34.12	\$36.17
9614	V4ORCE PLAYMAKER BASKETBALL SZ 11 (4E)	\$44.57	\$47.24	7414	V4ORCE NITRUS RUNNING SHOE SZ 7	\$34.12	\$36.17
9615	V4ORCE PLAYMAKER BASKETBALL SZ 11.5 (4E)	\$44.57	\$47.24	7415	V4ORCE NITRUS RUNNING SHOE SZ 7.5	\$34.12	\$36.17
9616	V4ORCE PLAYMAKER BASKETBALL SZ 12 (4E)	\$44.57	\$47.24	7416	V4ORCE NITRUS RUNNING SHOE SZ 8	\$34.12	\$36.17
9617	V4ORCE PLAYMAKER BASKETBALL SZ 13 (4E)	\$44.57	\$47.24	7417	V4ORCE NITRUS RUNNING SHOE SZ 8.5	\$34.12	\$36.17
9618	V4ORCE PLAYMAKER BASKETBALL SZ 14 (4E)	\$44.57	\$47.24	7418	V4ORCE NITRUS RUNNING SHOE SZ 9	\$34.12	\$36.17
9619	V4ORCE PLAYMAKER BASKETBALL SZ 15 (4E)	\$44.57	\$47.24	7419	V4ORCE NITRUS RUNNING SHOE SZ 9.5	\$34.12	\$36.17
9620	V4ORCE PLAYMAKER BASKETBALL SZ 16 (4E)	\$44.57	\$47.24	7420	V4ORCE NITRUS RUNNING SHOE SZ 10	\$34.12	\$36.17
9621	V4ORCE PLAYMAKER BASKETBALL SZ 17 (4E)	\$44.57	\$47.24	7421	V4ORCE NITRUS RUNNING SHOE SZ 10.5	\$34.12	\$36.17
9622	V4ORCE PLAYMAKER BASKETBALL SZ 18 (4E)	\$44.57	\$47.24	7422	V4ORCE NITRUS RUNNING SHOE SZ 11	\$34.12	\$36.17
9623	V4ORCE PLAYMAKER BASKETBALL SZ 19 (4E)	\$44.57	\$47.24	7423	V4ORCE NITRUS RUNNING SHOE SZ 11.5	\$34.12	\$36.17
9624	V4ORCE PLAYMAKER BASKETBALL SZ 20 (4E)	\$44.57	\$47.24	7424	V4ORCE NITRUS RUNNING SHOE SZ 12	\$34.12	\$36.17
1751	V4ORCE SWAGGER VELCRO SHOE SZ 7	\$32.65	\$34.61				
1752	V4ORCE SWAGGER VELCRO SHOE SZ 7.5	\$32.65	\$34.61				
1753	V4ORCE SWAGGER VELCRO SHOE SZ 8	\$32.65	\$34.61				
1754	V4ORCE SWAGGER VELCRO SHOE SZ 8.5	\$32.65	\$34.61				
1853	V4ORCE SWAGGER VELCRO SHOE SZ 9	\$32.65	\$34.61				
1757	V4ORCE SWAGGER VELCRO SHOE SZ 9.5	\$32.65	\$34.61				
1854	V4ORCE SWAGGER VELCRO SHOE SZ 10	\$32.65	\$34.61				
1758	V4ORCE SWAGGER VELCRO SHOE SZ 10.5	\$32.65	\$34.61				
1759	V4ORCE SWAGGER VELCRO SHOE SZ 11	\$32.65	\$34.61				
1855	V4ORCE SWAGGER VELCRO SHOE SZ 11.5	\$32.65	\$34.61				
1856	V4ORCE SWAGGER VELCRO SHOE SZ 12	\$32.65	\$34.61				
1761	V4ORCE SWAGGER VELCRO SHOE SZ 12	\$32.65	\$34.61				
1857	V4ORCE SWAGGER VELCRO SHOE SZ 14	\$32.65	\$34.61				





