

Wyoming Medium Correctional Institution

Inmate Rule Book

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WDOC POLICY

Specific policies shall be made available to inmates through the facilities Law Library or the Inmate Policy Manual in each Unit. Please refer to the specific policies for questions not addressed in this handbook.

INMATE COMMUNICATION REQUEST

Most questions can be answered by staff in the Unit living area. If you have a question for a specific staff member or personnel assigned outside the unit, you are encouraged to send an Inmate Request Form to that person. Make sure that your name, inmate number and Unit/cell assignment are noted on the form. In order to ensure timely responses, inmates are encouraged to write legibly and make the written request as detailed as possible. Remember, a detailed and specific request will be more easily and accurately answered by staff.

PRISON RAPE ELIMINATION ACT (PREA)

The Prison Rape Elimination Act of 2003 was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. It is the policy of the WDOC to fully comply

with the provisions of the PREA and aggressively combat sexual assault in prison.

The Prison Rape Elimination Act of 2003 establishes the following mechanisms to combat sexual assault in prison:

Investigation and Reporting:

- Requires the Bureau of Justice Statistics to conduct annual surveys and research on the prevalence and effects of prison rape in local, state and federal prisons;
- Creates the Review Panel on Prison Rape in the Department of Justice, which will hold annual public hearings concerning the operation of the prisons with the highest and lowest rates of prison rape;
- Requires the Attorney General to submit a report of these findings to Congress and the Department of Health and Human Services; and
- Establishes a National Commission to study prison rape, report its findings to Congress and develop national standards for preventing prison rape for review by the Attorney General.

Prevention and Prosecution:

- Creates a national clearing house on prison rape within the national Institute of Corrections. This clearinghouse will provide information and assistance to authorities responsible for preventing, investigating and punishing prison rape; and
- Requires the National Institute of Corrections to provide training and education programs for federal, state and local prison authorities.

Anonymous Reporting Line: A toll free confidential phone number is provided for reporting of allegations of inmate sexual assault, or other incidents of violence. (877)-966-4276 or (307)-737-6781

For complete rules please refer to WDOC Policy #3.402, *Protection from Sexual Misconduct Against Offenders*

CODE OF INMATE DISCIPLINE

It is the policy of the WDOC that inmates be held accountable for their conduct, including violation(s) of specified rules of prohibited inmate conduct in accordance with the procedures set forth in this policy and procedure and in a manner that satisfies the laws of the state, applicable rules and regulations of other interested agencies and constitutional requirements.

It is also the policy of the Department of Corrections that inmate discipline will be applied in an impartial and consistent manner. All sanctions shall fit or relate to the violation. Processing of disciplinary proceedings shall be timely and in accordance with the time limits established. **Corporal punishment is prohibited.**

For complete rules please refer to WDOC Policy #3.101, *Code of Inmate Discipline*

DRESS CODE AND IDENTIFICATION CARD

Inmates are required to be fully dressed at all times when they are out of their cell. Inmates shall wear shirts, pants, underwear, socks, and shoes. **Inmates are not allowed to be shirtless outside of their cell.**

Inmates will wear their issued shirts and pants whenever they leave their housing unit. Inmates may wear shorts or sweatpants and a t-shirt to gym.

Each inmate will be issued a personal identification card. This identification card will be issued for such activities as canteen purchase, state issue, package issue and medication distribution. You are expected

to have your ID card on person at all times whenever you are outside of your assigned living quarters.

For complete rules please refer to WDOC Policy #4.201. *Inmate Grooming, Hygiene and Sanitation*

LEGAL MATERIALS

All Legal requests must be made through the Law Library. When completing your request (Inmate Request Form), be as specific as possible to ensure you are receiving the correct materials. When you have finished using the materials, they should be returned to the Law Library via institutional mail.

Personal legal materials will be allowed in accordance with established policy regarding inmate property. In accordance with the property matrix all legal inmate property must fit in assigned grey property boxes and must be within the allotted space (2 cubic feet).

For complete rules please refer to WDOC Policy #3.401 Inmate Access to Courts and #3.006, Property Control.

LAUNDRY

Upon initial issue inmates will receive a fish bag containing 2 sheets, 1 pillow case, 3 towels and 3

wash cloths. You will also receive 3 uniform pants, 3 uniform tops, 5 t-shirts, 5 pairs of socks, and 5 boxers, all tagged with your name and number.

Laundry will be processed twice a week per unit. Please refer to the posted laundry schedule in the Unit for specific days. Linen exchange will be conducted once a week and the inmates will exchange all linen. You will need to exchange a sheet for a sheet; a pillowcase for a pillowcase, etc. Blankets will be exchanged every other month during the even numbered months, unless otherwise posted by the laundry department.

If you are found to be in possession of more than the allowable limit of laundry items, you will be subject to charges under the inmate code of discipline.

MEDICAL

All medical requests need to be communicated on a HSR (Health Services Request) form and placed in HSR box on the Unit.

If for any reason you require a bottom bunk due to a medical condition, please notify the Medical Department immediately so they can evaluate and

determine if you qualify for bottom bunk status. You will need to keep a copy of your approved bottom bunk qualifications to maintain your status. If you do not have any such condition or medical does not provide a written order for a bottom bunk status, then you can/or will be moved to a top bunk as the needs arise. If you are experiencing a medical emergency notify staff as soon as possible by intercom or direct communication.

BARBER SHOP

Inmates wishing to receive a hair cut will need to sign up in the Housing Unit. You will be required to check out with the Unit Officer and must have your ID and a pass with you. Inmates will check in with staff in the Recreation office before entering the barbershop. After your appointment, you will proceed back to Recreation where you will be pat searched and to obtain your ID. Inmates will proceed directly back to their housing unit after this process.

No hair cuts will be allowed in the general population housing units. Accommodations will be made to provide haircuts to inmates in special housing units dependent up on the individual unit's needs and limitations.

Haircuts and styles which draw undue attention to an individual inmate or group will not be tolerated including designs, hairstyles that have been demonstrated to be an indicator of membership in any security threat group. Inmate barbers may not cut hair any closer to the head than the length created by use of a 00 clipper blade. Shaving of heads is not authorized. Eyebrows will not be removed or their appearance altered in a manner that draws undue attention to an individual.

For complete rules please refer to WDOC Policy #4.201, *Inmate Grooming, Hygiene & Sanitation.*

SEARCHES

Search of inmates, their cells, living units, work areas, other places they inhabit or frequent, and their property will be conducted regularly on an unannounced and unscheduled basis. Inmate's consent for search is not required. The inmate's presence is not required for a cell search. The inmate's presence will not generally be authorized during cell and area searches in order to maintain the integrity of the search process.

You are expected to follow the directions of the staff conducting the search.

Cell inspections will be conducted on a daily basis. Staff will be noting overall condition of the cell, presence of combustible items, presence of contraband, etc. Inmates are not allowed to cover light fixtures, windows or vents. It is each inmates responsibility to correct any problems noted. Continual non-compliance with cell standards may result in disciplinary action. Inmates with repeated warnings for cells (clutter, items on walls, beds unmade, and vents blocked) will be subject to disciplinary action. **Lights are not to be covered at any time.** Each cell may maintain no more than two rolls of toilet paper.

When staff requests you to move and/or adjust an item it is your responsibility to do so immediately. If you are not available staff may correct the items by moving and/or removing the items in question.

Flammables and combustibles (paperwork, pictures, books, toilet paper, towels, etc.) cannot be on or around the metal TV stand. Please store clothes, books, and paperwork in the provided large totes. Property boxes are to be stored underneath the bottom bunk

only.

Trash cans do not have sufficient surface to support electronic equipment so they are not acceptable for use as a TV stand. Electronic devices may be "stacked" as long as the items are stable.

Contraband is any item which an inmate is prohibited by statute, rule or order from obtaining or possessing and is not authorized by WDOC regulations, or is in excess of maximum quantity permitted, is no longer authorized, poses a threat to security and good order, is altered, put to an unauthorized use, is taken into an unauthorized area, or is evidence of a crime or other violation. Contraband discovered on your person or in your cell may be grounds for disciplinary action. Remember, you are responsible for any items located in your cell.

Inmates will be randomly pat searched. Pat searches may take place more than one time a day and may take place in any area of the facility.

COPIES AND NOTARY SERVICES

Copies must be requested on a *Photocopy Request Form*, Form #327, addressed to Education. Copies will be completed at the Education Staffs availability

and discretion.

All requests for Legal copies must be requested on a Request for *Legal Assistance Form*, Form #332, addressed to Education.

Notary services are available through the Unit Assistant or the Education Department upon submitting an Inmate Request Form. You must have your state ID card on you to receive notary work.

LIBRARY

Inmates may check out regular library books from the library. As with all state property, inmates may be charged for any lost or damaged library materials.

Questions or requests for library material should be directed on an Inmate Request Form to the Education Department.

For complete rules please refer to WDOC Policy #5.500, *Library Services*.

MAIL

The address to Wyoming Medium Correctional Institution is:

WMCI
7076 Road 55F
Torrington, WY 82240

All mail should be addressed with the complete address and the inmate's name and number. Mail that is not addressed properly will be returned to the inmate or sender.

Mail will be picked up and delivered daily, Monday through Friday, except legal holidays. Inmates should place all out going mail in the mail box at the end of A Corridor or in designated receptacles within the special units. Inmate request forms should be placed in the communications box. Mail may be censored, which means the removal of any part of incoming or outgoing mail will be based on legitimate correctional facility interests for order and security. STG related material will not be allowed to be sent and may result in a conduct violation to the inmate that sent it.

For complete rules please refer to WDOC Policy #5.401, *Inmate Mail*.

INMATE FUNDS

Inmates may receive funds from verified immediate family members and individuals on their approved visitation list or phone list. Funds must be sent as a completed cashiers check or money order. The cashiers check or money order must have your inmate name and number on it as well as the senders name and address.

For complete rules please refer to WDOC Policy #5.401, *Inmate Mail*.

INMATE ACCOUNTING

Pay periods will begin on the 1st day of each month and end on the last day of each month. Payday will be on the 9th of the month. If the 9th falls on a weekend or holiday, payday will be on the proceeding business day. Statements will be generated after payroll is posted. You will receive a receipt for your payroll deposit showing the disbursement of earnings. **It is the inmate's responsibility to keep account statements and receipts for their records.**

If the inmate is transferred from another WDOC institution, the funds are automatically transferred and available to the inmate. If the inmate is owed pay from another WDOC institution, the pay will be

posted on the 9th of the month. Phone time is to be purchased on commissary forms. The business office is only able to research phone time balances and connection charges.

All State Check Requests must be completely filled out and accompanied by an order form (if applicable), self-addressed stamped envelope, and completed *Package Authorization*, Form # 522 (if applicable). All forms must be attached together and deposited into the communication box in the unit so that the Unit Manager and Property can approve.

Receipts will be issued for every transaction: deposits, postage, photocopies, check requests, check fees. If the inmate has questions about their account, the inmate should complete a detailed request form. The business office will research and respond.

INDIGENT APPLICATIONS

An inmate may apply for indigent status, using WDOC Form #526, *Indigent Inmate Application and Verification*, in any calendar month in which his/her individual account balance available for discretionary spending never exceeded \$24.99, including money from

institutional pay and/or any other internal or external source.

For complete rules please refer to WDOC Policy #5.401 Inmate Mail.

TELEPHONES

Inmates will be issued a PIN number and phone time may be purchased through commissary. Inmates will be allowed to have 15 active phone numbers on their approved phone list. Attorneys listed on the inmate's phone request form will not be counted against the maximum number of fifteen telephone numbers on the inmate's approved calling list. Inmates may use the phones in their unit during day room time. All phone calls are subject for review from staff at any time.

For complete rules please refer to WDOC Policy #5.402, *Inmate Telephone Access.*

RECREATION

Inmates will be allowed recreation time. You are only allowed in the gym during your unit's scheduled time. You must wear a shirt and closed toe shoes while in the gym.

Inmates will be allowed to bring CD players or radios into the gym as long as headphones are being used. If you have a KOP inhaler for asthma, please bring it with you to the gym in case it is needed. **No other personal property may be brought to the gym. Commissary items may not be brought to the gym or hobby shop.**

The gym is a non-contact area. It is understood that in the course of some games, such as basketball, minimal incidental contact may occur. Except in this instance, there should be no physical contact in the gym.

RELIGIOUS ACTIVITIES

There is a variety of religious services offered at WMCI. The schedule is posted in each Unit. All service times are subject to change or cancellation. Inmates wishing to participate in a service need to send an *Inmate Communication Form* to the Chaplain.

Within the inherent limitations of resources and the need for facility security, safety, health and good order, it is the policy of the WDOC to:

- Offer inmates the opportunity to practice the religion of their choice;
- Provide for the orderly management of inmate religious activities through supervision by facility chaplains and other Department of Corrections employees, and with the assistance of approved religious volunteers;
- Seek methods to encourage and foster understanding and appropriate due respect for the diversity of all religious beliefs, objects and practices by WDOC inmates, volunteers and staff;
- Ensure that inmates have the opportunity to participate in practices of their religion of choice that are deemed essential by the governing body of that religion, limited only by documentation showing threat to the safety of staff, inmates or other persons involved in such activity, or that the activity itself disrupts the security or good order of the facility.

For complete rules please refer to WDOC Policy #5.600, *Inmate Religious Activities*.

VISITATION

Inmates will be required to initiate the visitation process. Inmates may not have more than 10 approved visitors on file at WMCI.

On a semi - annual basis the Visiting Officer will give all inmates housed at WMCI the opportunity to update/change their approved visitor list. These changes can be done by exchanging visitors that are on file and approved or by having new applications sent to WMCI.

Inmates will only be allowed 4 approved visitors to visit during one session. An adult is defined as any one 18 years of age or older. Visiting times and schedule will be posted in each unit. Special holiday schedules will be submitted by visiting staff a month in advance to each unit.

Inmates with conflicts at WMCI may be required to have noncontact visits if both parties have a visit at the same time. This will be determined by first and last to arrive in the visiting center.

Special visitation privileges may be extended to those inmates whose family lives a great distance away. Inmates will need to complete and submit a Special Visit Form to request a special visit.

For complete rules please refer to WDOC Policy #5.400 and WMCI OP 5.400, *Inmate Visiting*.

GRIEVANCES

Inmates should seek to resolve issues/disputes with staff, beginning with verbal communication. Inmates shall communicate with staff in a civil and respectful tone and manner.

Inmates may send an Inmate Communication to the staff member if the issue was not resolved verbally. Inmates may complete an *Inmate Grievance*, Form #321, and an *Inmate Grievance Appeal*, Form #322, if necessary.

Inmates should refer to WDOC Policy #3.100, *Inmate Communication and Grievance Procedure*, for the complete policy and procedure.

SECURITY

Inmates shall follow the directives of all staff members.

Inmates will be respectful to staff and other inmates.

Inmates will walk in an orderly manner in the hallways.

Inmates will not knock or pound on doors and windows to gain attention of others.

Inmates will not use hand signs in an attempt to communicate with others.

Inmates will not attempt to talk to another inmate through the doors.

Inmates will not loiter in the hallways.

Inmates will not stop to visit with other inmates when passing through the hallways.

Inmate ID cards are to be kept on their person anytime they leave the unit.

Inmates will not be in unauthorized areas at any time.

OFF-LIMIT AREAS

Inmates are **not** allowed to enter the taped area outlined around the Officer's station or unit door.

Inmates **may not** utilize the janitor closet or showers for washing personal clothes.

Inmates **will not** sit on stairways and **are not** permitted to loiter around stairways. Inmates **are not** allowed to run up stairways or slide down the stairway rails.

Inmates **may not** sit on dayroom tables. Inmates **will not** block doorways to either the hallway or outside exit.

Inmates assigned to bottom tier cells are not allowed on the top tier.

Inmates are not allowed to be in unassigned job locations/sites, and are not allowed to be in the corridors except on work details or during scheduled movement times.

Cell doors will remain closed and locked at all times. When an inmate leaves his cell, **he must** fully close and secure the door. A “**Watch Tour**” can be announced over the intercom system in the Unit, at which time the Unit Officer may keep an inmate’s cell door open if the inmate wishes to enter/exit. Failure to close and lock a cell door may result in disciplinary action. Inmates requesting return to their cells to use the restroom or for any reason will be expected to

close their door and remain in the cell until the next “**Watch Tour**” period. Opening the door will be at the discretion of the Unit Officer.

Inmates may only go to and from Cells at watch tour times.

COUNTS

Inmates are required to show their I.D. during standing counts. Inmates are required to stand during Standing ID counts. Inmates may sit on their bunk during counts other than Standing ID counts.

Staff may request that an inmate make themselves more visible during counts. Staff will compare names, numbers, and photos during counts.

Inmates will remain locked in their cells until count is cleared by the Shift Commander. Inmates that refuse to participate in count or to follow the direction of a staff member will be issued a conduct violation.

ELECTRONICS

Cell lights/power to cells is normally turned off at 2300 hours nightly and 0100 on Friday and Saturday nights. Each cell is equipped with a cable

television outlet to provide cable services. The use of headphones for electronic equipment such as televisions and stereos is mandatory. Those inmates that are found to be playing electronic equipment in a loud and disruptive manner will be subject to Notice of Charges and the following:

1. First Offense: Verbal and/or written warning.
2. Second Offense: Loss of item for 30 day period.
3. Third Offense: Item may be shipped out at the Inmate's expense.

CANTEEN

Inmates may order canteen items. All canteen orders must be placed in the Unit Communications box by 0700 on their assigned housing units scheduled order day. Canteen orders turned in early will not be held for the appropriate order day. Inmates must write legibly on canteen request forms which must include the inmate's name, number, unit and cell assignment. Failure to write legibly or include the above information will result in loss of canteen privileges for the week. **Canteen orders that are submitted late will not be filled.**

Canteen will be delivered weekly. Inmates must present their inmate ID at which time staff will present the inmate with his order. The inmate will immediately inventory his order to ensure the order was accurately filled, then sign, acknowledging he has received his order in full. Once an inmate has verified and received his canteen order, he is to immediately take the canteen items to his cell. **Inmates are not allowed to give other inmates canteen items at any time.**

Property will be in compliance with the property matrix and individual items will not be in excess. Property items that are broken or worn out will not be thrown away, but will be given to unit staff for proper documentation in property files and appropriate disposal.

HYGIENE

In consideration of other inmates and staff, all inmates in general population status are expected to shower and brush teeth daily.

Hygiene items may be ordered from the canteen; however, inmates will have the opportunity to receive state issued items if they are indigent. These items

may include soap, toothpaste, toothbrush, toilet paper, and denture cleaner (upon medical approval) and state issued razors. **Used state issue razors must be presented in order for an inmate to receive a replacement.**

Fingernails and toenails will be neatly trimmed and clean. Inmates will not tattoo or pierce themselves or others. Inmates are not permitted to wear earrings or other body piercing/jewelry.

INMATE JOB ASSIGNMENTS

Inmates may request jobs through the Inmate Job Coordinator. Inmates must put their request on an Inmate Request Form. Inmates may not refuse a job assignment. Inmates may not leave any job unless authorized by the Inmate Job Coordinator. Inmate workers may be required to attend training for their particular job assignment. Inmates incurring disciplinary action may be subject to loss of employment, pay, and work restriction. An inmate who fails to do his job properly may be fired by any staff member. Inmates must have either attained a GED or be actively enrolled in GED classes for consideration of employment.

**For complete rules please refer to WDOC Policy #5.003,
*Institutional Inmate Work and Programming.***

PROGRAMMING

The Wyoming Department of Corrections is committed to promoting public safety and supports risk management practices that focus on correctional interventions that control and reduce an inmate's opportunity and tendency to commit further crime. It is the policy of the WDOC to require that a case plan be developed which addresses the risk/needs indicated by the COMPAS assessment and other case factors.

The case planning process is intended to be collaborative processes in which the assigned case manager and the inmate cooperatively develop a written document that identifies the inmate's most important goals and describes measurable, time sensitive steps towards their achievement. Upon determination of the inmate's case plan the individual inmate's progress will be recorded so as to easily identify what areas still need to be addressed.

Programs offered may change at any time, and not all programs may be available at all times. You are

encouraged to communicate with your assigned case manager regarding assignment to programs. **Failure to participate in programming may lead to disciplinary action.**

For complete rules please refer to WDOC Policy #5.003 Institutional Inmate Work and Programming

EDUCATION

The following offender programs may be offered including but not limited to: Adult Basic Education; GED; English as a Second Language; College Programming (computer classes and college studies); Special Education; Pre-Release (Employability Skills & Life Skills); NCCER Core Curriculum; and Welding.

For complete rules, please refer to WDOC Policy #5.003, *Institutional Inmate Work and Programming*, #5.001, *Correctional Industries Inmate Work and Compensation* and #5.000, *Prison Industries Enhancement Certification Program*.

UNIT RULES

It is the inmate's responsibility to know, understand, and follow these posted rules. If you have a question, ask your Unit Officer.

1. Inmates will follow directives from all staff and always communicate in a respectful manner, free of profanity. Inmates will not act or behave in a manner that disrupts or distracts staff.
2. Inmates must be fully clothed when they come out of their cell (pants, shirt, socks and footwear), including when they are going to or coming from the shower. Inmates may wear a bathrobe to and from the shower.
3. Inmates leaving their housing unit, except when going to the gym, must be dressed in their state issued uniform top and pants; socks; underwear; and shoes/crocs. Jackets may be required for winter months. Inmates may not go shirtless at any time.
4. Inmates going to the gym may wear sweatpants, shorts, t-shirts, or state issued uniforms. Inmates may not go shirtless at any time.
5. Shower shoes may be worn while in the day room; socks are required. Outside of the dayroom shoes and socks must be worn.
6. State issued uniform pants are not allowed to sag at the waist or have the pant legs rolled up. There will be no displaying of "colors" in any form.

7. White t-shirts need to be tucked in.
8. Ball caps may not be worn in the unit.
9. Du rags can only be worn in the cell, not in the housing unit or outside the unit – No Exceptions.
10. Inmates are required to have their identification cards in their uniform pocket at all times and must produce the identification card upon the request of any staff member.
11. Inmates will be assigned a specific bed assignment and may not move without prior approval. **Inmates may not refuse cell assignments.** Inmates may submit a request to the Unit Manager explaining details of the situation. Moves will not be granted based on an inmate disapproval of another inmate's offense. Inmates are not allowed to enter another inmate's cell at any time.
12. Inmates are not allowed on the second tier if they do not live on that tier.
13. Cells are to be kept clean at all times and bunks will be made when not in use. Trash bags are not allowed in the cells. Canteen bags will not be used as a trash bag.
14. Doors are NOT allowed to be propped open during cleaning.

15. Property boxes will be stored under the bunks at all times. They will not be used for other purposes.
16. Blankets, pillows, sheets and mattresses are to remain in the cell.
17. Blankets, sheets, towels, and wash clothes will not be used as rugs or table clothes. Blankets and sheets are to remain on the bed.
18. No items are to be attached to the cell walls, windows, doors or fixtures. Any items displayed in this manner will be confiscated.
19. Inmates will not cover their windows or place items at the bottom of their doors at any time. Inmates will not hang sheets or blankets inside their cells for privacy.
20. Cell doors are not to be propped open at any time.
21. Electronic devices must be sitting flat on the provided shelf in the cell.
22. No items are allowed to be kept on the electronics shelves except for electronic items. If you have no electronics, then this shelf may be used for other items.
23. Power strips must lay flat on the base on the shelf or floor. Power strips must not be hanging or lying on its side.

24. Inmates must turn off electronics (tv, radio, hot pot, playstation, etc.) when they are not in their cells.
25. Headphones must be used at all times.
26. Items from the food trays or sack meals are not allowed to be kept in your cells and will be disposed of by the end of meal time.
27. Inmates may only use state issued cups during meal times.
28. No food items will be taken from the dining halls.
29. All canteen purchases must be immediately taken to your cell.
30. All canteen purchased food must be stored in property boxes to help prevent pest/vermin problems.
31. Inmates will not share food items or participate in spreads.
32. All cell doors are controlled by the Unit Officer. The Unit Officer has the discretion to allow inmates in/out of their cells at any time or only during watch tours.
33. Inmates will stand patiently at their cell door when they want access. Yelling, shouting and other forms of calling out for a cell door are not permitted.

34. The unit officer may choose to utilize 30 minute watch tours if inmates are abusing the doors by entering and exiting their cells continuously. The unit officer will make the announcement "Doors are being abused and if this continues the 30 minute watch tour will be implemented."
35. The cell intercom should only be used in emergency situations or to respond to staff.
36. Inmates are prohibited from kicking cell doors, hollering, screaming, yelling, or any other disruptive behavior.
37. Passing anything from cell to cell or under doors is not allowed. Items will be confiscated and considered contraband.
38. Loitering in front of cell doors, the recreation yard windows and door is not allowed.
39. Fighting or arguing between inmates will not be allowed and will result in disciplinary action.
40. Communicating with inmates who are on TRO status is strictly prohibited.
41. Inmates may bring personal items (cups, games, books, snacks, personal music players) out of their cells to the day room. Inmates may not leave their personal items in the dayroom. Any personal item left in the day room will be considered contraband and may be

confiscated. No personal TV's, play station, etc. will be allowed in the dayrooms at any time for any reason.

42. Inmates will not sit or stand on the tables in the day room or in their cells.

43. Inmates may not dictate where another inmate may or may not sit.

44. Chairs will not be moved from the multipurpose rooms to the day room.

45. Telephone usage is only allowed during open day room times.

46. Telephone stools will remain at the phones.

47. Showers are not to be used for cleaning dishes, washing clothing or as a floor drain for mop buckets or containers.

48. Interview rooms will be used for business related issues only.

49. Inmates are not allowed to be on the officer station at any time. Inmates must stay behind the taped lines unless directed by a staff member to approach the officer station.

50. Inmates will not attempt to open or remove items from the mail, communication, commissary and HSR boxes.

51. Inmates may take a cup to work with them. The cup must be empty while moving to/from work, education, etc. Inmate janitors that clean the

hallways may have their cup in the sally port of their unit. Inmate janitors may not have full cups on the cleaning carts in the hallways.

52. Inmates are not to take audio devices or other personal items with them to work.

53. Inmates are not allowed to take any canteen items with them to recreation (including the hobby shop). Inmates may take a CD player and an empty cup to outside recreation.

54. Inmates will walk in a single file line on the right hand side of the hallway when moving throughout the facility.

55. Inmates will not stop in front of windows in an attempt to communicate with other inmates.

Any communication and/or hand signing between two units/areas are prohibited.

CELL MOVE REQUEST

Facility needs take priority over all convenience moves (i.e., inmates moving into general population from intake, segregation, medical or another facility). Please do not assume that open beds have not already been assigned to another inmate.

Inmates requesting a convenience move must meet the following requirements before their request will be considered.

1. You must be disciplinary free for the last 6 months.
2. You have no reports of negative behavior in the last 6 months.
3. You must be in full compliance of your case plan.
4. You have not received a convenience move in the last 6 months.
5. All inmates involved in the move request must meet the previous four requirements.

Inmates that meet all of these requirements may request a convenience move by submitting an Inmate Request Form to the Unit Manager.

Requests for swapping bunks will be denied. Do not put in a request if the bunk is occupied.

As convenience moves are a privilege there is no guarantee that your request will be granted.

UNIT TEAM REVIEWS

Inmate classifications and individual case plan reviews will be scheduled by Unit Caseworkers. Inmates will be notified no later than 48 hours prior to each Unit Team Review. Inmates are encouraged to discuss classification issues and bring forth items relevant to classification and programming.

Classification decisions are non-grievable. All inmates are expected to involve themselves in programming (education, substance abuse, or cognitive) as recommended in individual case plans. This may include substance abuse, cognitive, educational, vocational, or any other needs as identified by COMPAS or other assessments.

RECLASSIFICATION TO MINIMUM CUSTODY

If you score minimum custody, you will be placed on the list for movement to a minimum facility; however there is no guarantee of placement. The minimum facilities reserve the right to deny acceptance of any inmate to their facility and are not obligated to provide explanation for their decision.

INMATE ORIENTATION

All inmates will receive orientation in the Intake Unit upon arrival.

Case Management staff will provide a unit specific orientation within seventy-two (72) hours of arrival on a unit.

POLICY AND PROCEDURE CHANGES

All policies and procedures in this handbook are subject to change. Inmates will be notified of all policy and procedure changes.

Unit rules in this handbook are subject to change. Current rules will be posted in each housing unit.

**Wyoming Medium Correctional Institution
Acknowledgement of Receipt**

I acknowledge that I have received a copy of the Wyoming Medium Correctional Institution Inmate Orientation Handbook.

I have read and understand the contents of this handbook and will act in accord with the rules, policies and procedures as set forth by Wyoming Department of Corrections and Wyoming Medium

Correctional Institution. I understand that disciplinary action may be taken for violations of these policies and procedures.

Printed Inmate Name and Number

Signature and Date

Staff Signature and Date