

Wyoming State Penitentiary Inmate Rule Book

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WDOC POLICY

Specific policies shall be made available to inmates through the facility's Law Library, or the Inmate Policy Manual found on the inmate computers in each Unit. Please refer to the particular policies for questions not addressed in this handbook. It is the practice of WDOC to allow inmate access to Policy and Procedures that affect inmate rights and responsibilities. WDOC usually does not release Policy and Procedure meant to direct staff response. WDOC restricts inmate access to Policy and Procedure that regard the security and good order of the institution.

INMATE COMMUNICATION REQUEST

Most questions can be answered by staff in the Housing Unit Living area. If you have a question for a particular staff member, or personnel assigned outside the unit, you are encouraged to send a WSP Form #619, *Inmate Request* to that person. Please ensure that your name, inmate number, appointed housing unit and 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 United States correctional agencies. It is the policy of the WDOC to comply fully with the provisions of Prison Rape Elimination Act 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:

- This 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.

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- Requires the Attorney General to submit a report of these findings to Congress and the Department of Health and Human Services
- 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:

- This creates a national clearing house on prison rape within the National Institute of Corrections. This clearing house will provide information and assistance to authorities responsible for preventing, investigating and punishing prison rape;
- 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 telephone number is provided for the reporting of allegations of inmate sexual assault, or other incidents of violence.

- (877)-966-4276 or (307) 737-6781

For complete guidelines , please refer to WDOC Policy and Procedure #3.402, *Protection from Sexual Misconduct Against Offenders*; and WSP Operational Procedure #3.400, *Protection from Sexual Misconduct Against Offenders (PREA)*.

CODE OF INMATE DISCIPLINE

It is the policy of the Wyoming Department of Corrections 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 WDOC Policy and Procedure #3.101, *Code of Inmate Discipline*, 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 Wyoming Department of Corrections that inmate discipline will be applied in an impartial and consistent manner. All sanctions shall fit or be related to the violation. Processing of disciplinary proceedings shall be timely and in accordance with the time limits established. Corporal punishment is prohibited.

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For complete guidelines, please refer to WDOC Policy and Procedure #3.101, *Code of Inmate Discipline*; and WSP Operational Procedure #3.102, *Disciplinary Procedure*.

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 state issued uniform, underwear, socks, and shoes. **Inmates are not allowed to be shirtless outside of their cell.**

Inmates are allowed to wear t-shirts in pods.

Inmates will wear their issued uniform whenever they leave their housing unit. **Inmate issued uniform pants are to be worn at the waist; inmate uniform shirts will be tucked inside of the uniform pants.** Inmates may wear shorts, or sweatpants underneath their state issued uniforms to the gymnasium.

Each inmate will be issued, a personal identification card. This identification card **must be used** for such activities as a canteen purchase, state issue, indigent issue, and package issue and medication distribution. You are required to have your ID card on your person at all times whenever you are outside of your assigned cell.

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

LEGAL MATERIALS

All legal requests must be made through the Law Library. When submitting your request, WDOC Form #326, *Request for Law Library Material* must be filled out. When filling out WDOC Form #326, *Request for Law Library Material*, be as specific as possible to ensure you are receiving the right materials. When you have finished using the materials, they should be returned to the Law Library. The Law Librarian visits each pod at least twice per week to pick up materials and make deliveries. If these materials are not returned within a reasonable amount of time, you may be charged for the copies.

Personal legal materials will be provided in accordance with established policy regarding inmate property. In accordance with the property matrix, all legal inmate property must fit in the assigned grey property boxes and must be within the allotted space (1 cubic feet).

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For complete guidelines, please refer to WDOC Policies and Procedures #3.401, *Inmate Access to Courts*, #3.006, *Property Control*; and WSP Operational Procedure #3.006, *Property Control*.

LAUNDRY SERVICE

Upon initial issue inmates will receive an initial necessities bag containing:
One (1) yellow laundry bag (labeled as property)

Two (2) sheets,
One (1) pillow;
One (1) pillow case;
One (1) towel;
One (1) wash cloth
One (1) inmate uniform shirt;
One (1) inmate uniform pants.

All items listed in this category will come to you labeled PROPERTY. These items are intended as temporary only.

During initial Orientation to WSP your WDOC number and clothing sizes will be submitted to the Laundry Trainer, who will distribute your state issued items after your placement in the proper housing unit. The following items will be distributed:

Two (2) laundry bags
Three (3) blankets;
Four (4) sheets;
Two (2) pillow cases;
Three (3) towels;
Two (2) wash clothes;
Five (5) uniform shirts;
Five (5) uniform pants

All items listed in this category will come to you clearly labeled with your name and number. Upon receiving your WSP necessities, all items which have been issued to you labeled as property, must be returned to the laundry immediately.

Laundry will be processed twice per week, per unit. Please refer to the posted laundry schedule in your assigned unit for specific days. In restricted housing units, linen exchange will be conducted once per week. You will need to exchange a sheet for sheet, a pillowcase for a pillowcase etc.

Blankets will be exchanged whenever WSP Form #396, *WSP Clothing and Textile Request* is submitted (attention laundry) requesting blanket(s) trade.

If you are found to be in possession of more than the allowable limit of laundry items, you will be subject to disciplinary charges as outlined in the *WDOC Code of Inmate Discipline*.

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MEDICAL

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

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

BARBERSHOP

Inmates wishing to obtain a haircut will need to sign up in their assigned housing unit. You will be required to check out with the pod officer who will direct you to the area where the barber has set up for haircuts. Accommodations will be made to give haircuts to inmates in restricted housing units dependent on the individual unit's needs and limitations.

Haircuts and styles which draw undue attention to the individual inmate or group will not be tolerated including designs, or 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 by the inmate barbers is not authorized. Eyebrows will not be removed or their appearance altered in a manner that draws undue attention to an individual.

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

SEARCHES

Search of inmates, their cells, living units, work areas, and other places they inhabit or frequent, and their property will be conducted regularly on an unannounced and unscheduled basis. Inmate's consent for a search is not needed. The inmate's presence is not required for cell searches. 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 required to follow the directions of the staff conducting the search.

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CELL INSPECTIONS

Cell inspections will be conducted on a daily basis. Staff will be observing overall condition of the cell, presence of combustible items, presence of contraband, maintenance concerns, etc. Inmates are **not** allowed to:

- Cover light fixtures;
- Cover vents;
- Cover windows;
- Cover windows which face into the pod (windows cannot be covered even for toiletry privacy);
- To tape anything to the walls, inside of doors, under the top bunk, on the ceiling, light fixtures or to top of the gray property tote lid (family photos, magazine cut outs, etc.);
- To hang anything from the sprinkler heads or alter the sprinkler heads in any manner;
- Use gray storage totes for any kind of storage other than the tote's intended use;
- Have gray storage totes anywhere in the cell but under the bunk unless the inmate is currently using the tote to access items located in the tote;
- Use the gray storage totes as any kind of spiritual altar;
- Stack electronic items;
- Plug a power strip into another power strip ("piggy backed");
- Use laundry string or shoe laces to wrap around the pass port so that pass ports can be shut or opened by the inmate;
- Use blankets as a "tent" to block out light for daytime sleeping or privacy;
- Place issued blankets on the floor for use as a rug;
- To set flammables and or combustibles (paperwork, pictures, books, toilet paper, towels, etc.) on or around the metal TV shelf if there is any electronic device also on the metal TV Shelf;
- Keep fruit and condiments in their cells. All fruit and condiments must be consumed or thrown away. If officers find these items in your cell, they will be confiscated.

Clothing, books, and paperwork are to be stored in the provided large gray property totes. Storage of items should either be located in the provided gray storage tote or placed in such a way as to ensure walking space is not encumbered.

During a cell inspection, your storage tote will be opened and inspected.

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Inmates are expected to maintain cells free from clutter, neat and clean. Beds are to be made as soon the inmate is out of the bed. It is each inmate's responsibility to correct any problems noted in the cell inspection. Continual non-compliance with cell standards may result in disciplinary action. Inmates with repeated warnings for cells (clutter, items on walls, bed unmade, and vents blocked) will be subject to disciplinary action. Each cell may maintain no more than two rolls of toilet paper per inmate, for a total of four rolls per cell with double occupancy.

When staff request you to move or adjust an item it is your responsibility to do so quickly. If you are not available for adjusting the item, staff may correct the items by moving or removing the items in question.

The following photos are examples of expectations for cell cleanliness:

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Single cell sanitation and orderly maintenance



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Double cell sanitation and orderly maintenance



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Proper hygiene storage



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Double cell sanitation and orderly maintenance



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Proper hygiene storage



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CONTRABAND

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 the maximum quantity permitted; is no longer authorized; poses a threat to security and good order; is altered without authorization; put to unauthorized use, or 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 (1) time a day and may take place in any area of the facility.

COPIES AND NOTARY SERVICES

Legal photocopy work must be requested on a WDOC Form #327, Photocopy Request Form and addressed to the Law Library. Copies will be completed as soon as feasible following the guidelines listed in WDOC Policy and Procedure #3.401, *Inmate Access to Courts* pertaining to photocopies. Legal photocopies will be charged to the inmate's account at the established current rate per printed side.

Non-legal copies may be requested using WSP Form #619, *Inmate Request*, addressed to the Housing Unit Administrative Assistant. Non-legal photocopies will be charged to the inmate's account at the established current rate per printed side.

Notary services are available through the Housing Unit Administrative Assistant or the Education Department upon submitting a WSP Form #619, *Inmate Request*. You must present your inmate identification card in order for the notary to complete the notary services.

LIBRARY

Inmates may obtain regular library books from the library book carts located in each housing unit pod. Inmates in segregated units may request, library books from the library inventory. These are delivered and picked up on a regular basis. As with all state property, inmates may be charged for any lost or damaged library materials.

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Questions or requests for library material should be directed on a WSP Form #619, *Inmate Request* to the Education Department.

For complete guidelines, please refer to WDOC Policy and Procedure #5.500, *Library Services*.

MAIL

The mailing address for the Wyoming State Penitentiary is:

Wyoming State Penitentiary
P.O. Box 400
2900 S. Higley Blvd.
Rawlins, WY. 82301

All mail should be addressed with the full 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, with the exception of legal holidays. Inmates, should place all outgoing mail in the assigned mail drop located in each housing unit pod. Inmate request forms should be placed in the communications box. Mail may be censored, which means the removal of any part of the 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 who sent it.

For complete rules, please refer to WDOC Policy and Procedure #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 cashier's check or money order. The cashier's check or money order must have your inmate name and number on it as well as the sender's name and address.

For complete guidelines, please refer to WDOC Policy and Procedure #5.401, *Inmate Mail*.

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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 following month. If the 9th falls on a weekend or holiday, payday will be on the next 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 maintain 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 WDOC Form #522, *Package Authorization and Receipt Form*. All forms must be attached together and deposited into the communication box located within each housing unit pod so that the Unit Manager may provide initial approval.

Receipts will be issued for every transaction such as deposits; postage; photocopies; check requests; and check fees. If the inmate has questions about their account, the inmate should complete a detailed WSP Form #619, *Inmate Request* and submit it to the Wyoming State Penitentiary Business Office. The business office personnel will research and respond.

INDIGENT APPLICATIONS

An inmate may apply for indigent status, utilizing WDOC Form #526, *Indigent Inmate Application and Verification*, following any calendar month in which his individual available account balance for discretionary spending never exceeds \$24.99, including funds from institutional pay or other internal or external source.

For complete guidelines, please refer to WDOC Policy and Procedure #5.401, *Inmate Mail*; and WSP Operational Procedure #3.405, *Indigent Inmate Procedure*.

TELEPHONES

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

For complete guidelines, please refer to WDOC Policy and Procedure #5.402, *Inmate Telephone Access*.

RECREATION

Inmates will be provided recreation time. You are only allowed in the gym during your unit's scheduled time. You may remove your uniform shirt once you have entered the gym or outdoor recreation yard. You must wear closed toe shoes while in the gym or outdoor recreation yard. Only gym shoes will be allowed inside the gym area; no work boots are allowed on the gym floor.

Inmates are not allowed to bring CD players or radios into the gym. MP3 players may be taken to the gym to download music from the KIOSK; you will be allowed to listen to music from your MP3 player as long as headphones are being utilized.

If you have a keep on person (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. Inmates with medical conditions requiring anything other than an inhaler should have a Doctor's permission slip to be participating in strenuous recreation activities.

Commissary items may **not** be brought to the gym or hobby shop.

MP3 players and personal cups will not be allowed on the outdoor recreation area. Styrofoam cups will be provided for inmates on the outdoor recreation area.

The gym and outdoor recreation yard are considered to be no-contact areas. Inappropriate, aggressive or unwarranted touching of any inmate by another inmate will not be tolerated and may be subject to disciplinary charges.

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RELIGIOUS ACTIVITIES

There is a variety of religious services offered at the Wyoming State Penitentiary. The schedule of religious services is posted in each unit. All services times are subject to change or cancellation. Inmates wishing to participate in religious services need to send a WSP Form #619, *Inmate Request*, addressed to the Chaplain requesting to be added to the call out list for participation in the religious service of their choice.

Within the inherent limitations of resources and the need for facility security, safety, health and good order it is the policy of the Wyoming Department of Corrections 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 a 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.

If an inmate misses two (2) consecutive weeks of religious services which they have been approved for they may be removed from the call out list and will be expected to reapply for placement back on the call out list for their approved religious services.

For complete guidelines, please refer to WDOC Policy and Procedure #5.600, *Inmate Religious Activities*.

VISITATION

Inmates will be required to initiate the visitation process. Inmates may NOT have more than ten (10) approved visitors on file at WSP. Visitor application

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forms must be received for each and every individual the inmate is requesting as a visitor, including minor children.

The applicant for visiting privileges is responsible for filling out the visitor request form completely and accurately and returning it to the Wyoming State Penitentiary

Visitors are responsible for notifying the Wyoming State Penitentiary in writing of a change of address, or a name change. If it is a name change, the visitor must provide verification of the name change; e.g., marriage certificate.

On a quarterly basis (every 3 months) the visiting, personnel will give all inmates housed at WSP the opportunity to update or change their approved visitor list. Requested changes can be completed by exchanging visitors on file and approved or by having new applications sent to WSP.

An adult is defined as anyone eighteen (18) years of age or older. Visiting times and schedule will be posted in each unit.

The number of visitors will be limited by the visiting room capacity. If the number of visitors plus inmates plus staff reaches visiting room capacity, the visitation officer will inform the visitors that the visiting room capacity has been reached. First priority will be given to out of town visitors and people who visit infrequently.

Inmates with conflicts at WSP may be required to have non-contact 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 contact their assigned case manager who will complete and submit WDOC Form #509, *Special Visit Request*, for approval.**

For complete guidelines, please refer to WDOC Policy and Procedure #5.400, *Inmate Visiting*; and WSP Operational Procedure #5.400, *Inmate Visiting Procedure*.

GRIEVANCES

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

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Inmates may send a WDOC Form #320, *Inmate Communication Form* to the staff member if the topic has not been resolved verbally. Inmates may complete a WDOC Form #321, *Inmate Grievance Form*, and a WDOC Form #322, *Inmate Grievance Appeal Form*, if necessary.

Inmates should refer to WDOC, Policy and Procedure #3.100, *Inmate Communication and Grievance Procedure*, and WSP Operational Procedure #3.501, *Inmate Grievance Procedure*, for the entire policy and procedure and operational procedure.

SECURITY

- Inmates will follow the verbal 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 the 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 their cell.
- 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.

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- Inmates will NOT sit on stairways and are NOT permitted to loiter around stairways. Inmates are NOT allowed to use the stairways to run up and down as a form of exercise.
- Inmates are NOT allowed to slide down the stairway rails.
- Inmates are NOT allowed to sit on dayroom tables;
- Inmates will NOT block doorways, to either the main entry door to the pod or the outside exit door;
- Inmates assigned to bottom tier cells are NOT allowed on the top tier;
- Inmates are NOT allowed to be in unassigned work locations or sites;
- Inmates are NOT allowed to be in the corridors except on work details or during scheduled movement times. All inmates will be escorted during all movement.

WATCH TOURS

Cell doors will stay closed and locked at all times. When an inmate leaves his cell, he must fully close and secure the door. A "Watch Tour" will be announced over the intercom system in the Unit, or verbally by the assigned pod officer, at which time the Unit pod officer may keep an inmate's cell door open (as long as the Unit pod officer is standing at the door) if the inmate wishes to enter or exit. Failure to close and lock the cell door may result in disciplinary action. Inmates requesting to return to their cells to use the restroom or for any reason will be required to close their door and remain in the cell until the next "Watch Tour" session. Opening the door will be at the discretion of the Unit pod officer.

Inmates may only go to and from cells at watch tour time.

COUNTS

Inmates are required to show their ID 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 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 Watch Commander. Inmates that refuse to participate in a count or to follow the

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direction of a staff member will be issued a conduct violation in accordance with WDOC *Code of Inmate Discipline*.

ELECTRONICS

In segregated units, the power to cell lights and outlets will be turned off at 2300 (11:00 PM) hours nightly and 0100 (1:00) AM on Friday and Saturday nights. Each cell is equipped with cable television outlets 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 WDOC Form #340, *Conduct Violation Report (CVR)*. The following sanctions may be incurred:

First Offense:	Verbal or Written warning;
Second Offense	Loss of item for thirty (30) day period;
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 Communication box by 0700 on their assigned housing unit's scheduled order day. Canteen orders turned in early will not be held for the appropriate order day. Inmates must write legibly on the 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 conduct an 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 carry the canteen items immediately 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 the appropriate disposal.

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HYGIENE

In consideration of other inmates and staff, all inmates are expected to shower and brush their 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 issued 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 or jewelry. Inmates will not be allowed to use items to keep piercings open.

INMATE JOB ASSIGNMENTS

Inmates may request jobs for outside work crews through the Inmate Job Committee. Inmates must put their request on a WSP Form #619, *Inmate Request*. Inmates may not refuse a work assignment. Inmates may not leave any job unless authorized by the Inmate Job Committee. Inmate workers who refuse to work will be subject to disciplinary action. Inmate workers may be required to attend training for their particular work assignment. Inmates incurring disciplinary action may be subject to loss of employment, and pay, as well as work restriction. An inmate who fails to do his work properly may be fired by his work supervisor upon approval of the Deputy Warden. No inmate or group of inmates if given control or authority over other inmates. Inmates must have either attained a High School Diploma or GED or be actively enrolled in GED classes for consideration for employment outside the pod or above entry level wages.

PROGRAMMING

The Wyoming Department of Corrections and the Wyoming State Penitentiary are committed to promoting public safety and support 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 or needs indicated by the COMPAS assessment and case factors.

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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 quantifiable, 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 without difficulty 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 guidelines, please refer to WDOC Policy and Procedure #5.003, *Institutional Inmate Work and Programming*; and WSP Operational Procedure #5.003, *Inmate Work and Programming*.

EDUCATION

The following inmate programs are offered at the Wyoming State Penitentiary including but not limited to:

Adult Basic Education/GED, this is mandatory for those inmates without a High School Diploma or GED;

English as a Second Language;

College Programming (computer technology, welding, and construction technology), these classes are available for inmates within eighteen (18) months to two (2) years of release;

Special Education;

Pre-Release, this program is mandatory for inmates within eighteen (18) months of release;

NCCER Core Curriculum.

Once enrolled in any Non-Mandatory Education program, failure to attend and participate may lead to disciplinary action. Once enrolled in a Mandatory or CASE PLAN DIRECTED Education program, failure to attend and participate will lead to disciplinary action.

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

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UNIT RULES

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

- 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;
- Inmates must be fully clothed when they come out of their cell (uniform pants, uniform shirts, socks and footwear), including when they are going to or coming from the shower. Inmates may wear a bathrobe to and from the shower. **Inmates may wear a t-shirt and uniform pants while inside their assigned housing pod;**
- Inmates leaving their housing unit, except when going to the gym, must be dressed their complete state issued uniform top and pants, socks, underwear, and shoes. Jackets may be required for winter months. Shirts may be removed once inside of the gym and on the outside recreation yard;
- Inmates going to the gym may wear sweatpants, shorts, t-shirts, underneath your state issued uniform shirts and pants;
- Shower shoes may be worn with socks while in the day room. Outside of the dayroom closed toe shoes and socks must be worn;
- State issued uniform pants are not allowed to sag at the waist or have the pant legs rolled up. There will be not displaying of "colors" in any form;
- White t-shirts need to be tucked in;
- Ball caps may not be worn in the unit or while being escorted from your unit to work, education or gym;
- Du Rags can only be worn in the cell, not in the housing unit or outside the unit. No Exceptions;
- Inmates are required to have their identification card in their uniform pocket at all times and must produce the identification card upon the request of any staff member;

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- 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's disapproval of another inmate's offense. Inmates are not allowed to enter another inmate's cell at any time;
- Inmates are not allowed on the second tier if they do not live on that tier;
- 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. **Each cell is assigned a garbage can. Please notify your Unit Manager if your cell does not currently have a garbage can, the Unit Manager will order a garbage can for your cell;**
- Doors are NOT allowed to be propped open during cell cleaning;
- Property boxes (gray totes) will be stored under the bunks at all times. They will not be used for other purposes;
- Blankets, sheets, towels, and wash cloths will not be used as rugs or table clothes. Blankets and sheets are to remain on the bed;
- No items are to be attached to the cell walls, windows, doors or fixtures. Any items displayed in this manner will be confiscated;
- 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;
- Cell doors are not to be propped open at any time;
- Electronic devices must be sitting flat on the provided shelf in the cell;
- 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;
- Power strips must lay flat on the base on the shelf or floor. Power strips must not be hanging or lying on its side;

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- Inmates must turn off electronics (TV, radio, PlayStation, *etc.*) when they are not in their cells;
- Headphones must be used at all times;
- 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;
- All fruits and condiments must be consumed or thrown away. If these items are not disposed of immediately, they will be confiscated.
- Religious food trays must be consumed prior to the next meal time or according to the requirements of your religious holy day;
- Inmates may use state issued cups or canteen purchased mugs during mealtimes;
- No food items will be taken from the dining hall. No packaged condiment items are allowed outside of the dining hall;
- All canteen purchases must be immediately taken to your cell;
- All canteen purchased food must be stored in property boxes (gray tote) to help prevent pest or vermin problems;
- Inmates will not share food items or participate in “spreads”;
- All cell doors are controlled by the pod officer. The pod officer has the discretion to allow inmates in or out of their cells at any time or only during watch tours;
- 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, as a result of this behavior, disciplinary action may be taken;
- The pod officer may choose to utilize thirty (30) minute watch tours if inmates are abusing the doors by entering and exiting their cells continuously. The pod officer will make the announcement “Doors are being abused and if this continues the thirty (30) minute watch tour will be implemented”;

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- The cell intercom should only be used in emergency situations or to respond to staff. Inmates are prohibited from kicking cell doors, hollering, screaming, yelling, or any other disruptive behavior;
- Passing anything from cell to cell under doors is not allowed. Items will be confiscated and considered contraband. Loitering in front of cell doors, the recreation yard windows and door is not allowed;
- Fighting or arguing between inmates will not be allowed and will result in disciplinary action;
- Communicating with inmates who are on TRO status is strictly prohibited;
- Inmates may bring personal items (cups, games, books, snacks, person music players) out of their cells to the day room. Inmates may not leave their personal items in the dayroom. Any personal items left in the day room will be considered contraband and may be confiscated;
- Personal TVs, PlayStations, etc. may be allowed in the dayrooms, only after gaining prior consent from the assigned Unit Manager;
- Inmates will not sit or stand on the tables in the day room or in their cells;
- Inmates **will not** dictate where another inmate may sit;
- Chairs will not be moved from the multi-purpose rooms to the dayroom;
- Telephone usage is only allowed during open day room times;
- Showers are not to be used for cleaning dishes, washing clothing or as a floor drain for mop buckets or containers;
- Showers **will not** be used as a urinal;
- Computer rooms will be used for computer use only;
- Inmates are not allowed to be at the officer station within the yellow taped line, unless directed to do so by the pod officer;
- Inmates will not attempt to open or remove items from the mail, communication, commissary or HSR boxes;

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- Inmates may take a cup to work with them. The cup must be empty while moving to or 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;
- Inmates are **not** to take audio devices or other personal items with them to work;
- Inmates are not allowed to take any canteen items to the recreation area (including the hobby shop).
- Inmates will walk in a single file line on the right hand side of the hallway when moving throughout the facility;
- Inmates will not stop in front of windows in an effort to communicate with other inmates. Any communication or hand signing between two units or areas is prohibited.

CHEMICAL USAGE

Inmates may request to use janitorial cleaning supplies to clean their cells.

The pod officer assigned to your area will:

Sign out the chemical on the chemical control log;

Fill in your name;

Fill in your inmate number;

Fill in the cell or work area where the chemical will be used;

Fill in the amount which is being distributed in each bottle (*i.e.*, full, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$);

All chemicals **must be returned** prior to shift change at which time the assigned officer will:

Record the amount returned in each chemical bottle (*i.e.*, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$, *etc.*)

The assigned pod officer will determine by the amount of chemical used, if an excessive amount of chemicals were used in accordance with the size of the area you have cleaned (*i.e.*, you check out a full bottle and return a half empty bottle)

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The assigned pod officer may counsel you on the proper amounts to be used according to the size of the area cleaned. If it is determined that you are continually using more chemicals than what is called for disciplinary action may follow for the inappropriate use of supplies.

COMPUTER ROOM

The use of the inmate computer(s) is authorized for legal work, inmate job related purposes, personal correspondence, and leisure enjoyment.

Use of a computer on the Inmate Computer Network is prohibited until you receive a password and a user account. An inmate that has a user account on the file server will also have a user folder on the file server, commonly known as F:\drive, that is specific and secure to that inmate only. Customization of user folders is prohibited. All user accounts will require a password. Passwords will consist of at least five (5) alphanumeric characters and will not be pornographic, indecent, obscene, offensive or otherwise inappropriate in nature. Passwords are primarily for logging onto the Inmate Computer Lab but may also be used on standalone workstations at the discretion of the IT department. They are supplied to you only, and sharing of passwords with other inmates is prohibited. A user may change their password by requesting a password change through the IT department.

All inmates will sign in and sign out at each workstation they are using that is connected to the Inmate Computer Network. A form will be provided on each workstation where this is required. Do not leave the computer while logged on. Always log off when you leave for any reason. Each inmate has the responsibility to keep his user name and password confidential.

All personal files are to be located in your file server folder. Any computer file located in your file server folder will be considered yours and will be your responsibility. Staff requiring a copy of one of your files will request such through the IT department. Any computer file that resides on a State of Wyoming computer is the property of the State of Wyoming. Pass wording personal files is prohibited. One and only one (1) disk (CD) will be allowed for personal files when an inmate leaves WDOC. If there are more files than will fit on one disk, the inmate will need to decide which files he will save.

Inmate drives cannot contain compressed (zipped) folders or files, encrypted folders or files, executable files (files which install or run a

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program), music is not authorized to be downloaded, or saved into any WSP Inmate Computer Systems.

No folders or files may have a password assigned to it by any inmate user. Password protection by the inmate of computer discs or other electronic storage devices (*i.e.*, Q: drive), is NOT authorized. Password protection will result in confiscation of the item as contraband, regardless of content. Inmates will receive notification of confiscation as explained within WDOC Policy and Procedure #3.013, *Searches*; and WSP Operational Procedure #3.013, *Searches and Contraband Control*.

Any file, the creation of a file or the name of the file which is considered to pornographic, indecent, obscene, offensive, threatening, or otherwise inappropriate in nature is prohibited. Violation of this rule will result in confiscation of the items as contraband. Inmates will receive notification of confiscation as is outlined within WDOC Policy and Procedure #3.013, *Searches*; and WSP Operational Procedure #3.013, *Searches and Contraband Control*.

Suggestions, questions or other computer related comments, may be submitted to the WSP IT Manager via WSP Form #619, *Inmate Request form*.

The rules apply to all WSP inmate computers and inmates. Any violation of these Inmate Computer Rules, WDOC Policy and Procedure and WSP Operational Procedure may result in the loss of the use of Inmate Computers, and such other sanctions as authorized by the Code of Inmate Discipline, and Inmate Disciplinary Procedures.

Playing of computer games will be limited to two (2) hours, with a one (1) hour break in between use to others a chance to the use the computers.

No more than three (3) inmates will be allowed in the computer room at a time. This will allow for two (2) inmates using the computer and one (1) inmate assisting one or both of the inmates.

The use of Inmate Computers is a PRIVILEGE that may be revoked at any time. A violation of Inmate Computer Rules may result in the loss of Inmate Computer use, and such violation may also result in disciplinary action.

CELL MOVE REQUEST

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Facility needs take priority over all convenience moves (*i.e.*, inmates moving into the general population from 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 submit WSP Form #619, *Inmate Request* to the Unit Manager for consideration of your request.

Do not put in a request if the bunk you are requesting is currently occupied.

As convenience moves are a privilege, there is not a guarantee that your request will be granted.

INMATE ORIENTATION

All inmates will receive facility orientation upon arrival at the Wyoming State Penitentiary.

Case management staff will meet within seventy-two (72) hours or three (3) business days of arrival on the unit to review case plans and programming options.

POLICY AND PROCEDURE CHANGES

All policies, and operational procedures mentioned in this handbook are subject to changes.

Unit rules mentioned in this handbook are subject to change. Current or updated rules will be posted in each housing unit. However, many times, thirty (30) day notices for changes to policy, procedure or rules may not be accommodated.