

Wyoming Department Of Corrections



INMATE HANDBOOK

Mission Statement:

The Wyoming Department of Corrections contributes to public safety, by exercising reasonable, safe, secure and humane management, while actively providing offenders opportunities to become law-abiding citizens.

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INTRODUCTION

(See WDOC Policy & Procedure #1.002, *Mission, Vision and Core Values*).

WDOC Core Values

We the management and staff of the Wyoming Department of Corrections express the following Core Values which are built around our commitment to public safety and offender rehabilitation, and will guide our performance in carrying out our mission and pursuing our vision as a benchmark correctional system.

We recognize the importance of our staff as being the Department of Corrections' major strength and resource in achieving our objectives, and that human relationships which are principled, ethical and reasonable are the cornerstone of our commitment to our mission.

We recognize that the offender has the potential to live as a law-abiding citizen, and we encourage them to assume responsibility for their actions.

We are committed to developing partnerships throughout our communities, to include victims, relevant groups, the public, and private agencies. We recognize the importance of the community's, the victim's and the offender's role in a successful criminal justice system. These partnerships are essential to the achievement of our mission.

We commit to managing the Wyoming Department of Corrections with openness, honesty, and integrity. We are accountable to the Mission Statement, the Director of Corrections, the Governor and elected State Officials, and the public.

WDOC Philosophy

We commit to managing the Wyoming Department of Corrections with openness, honesty and integrity. We are accountable to the Mission Statement, the Director of Corrections, the Governor and elected State Officials, the public, and to each other. In accomplishing the mission of the WDOC and pursuing its vision, the management and staff of WDOC will:

- Pro-actively manage its offender population to ensure the safety and security of the public, offenders and staff;
- Maintain safe, secure, clean, civil, and productive correctional facilities in compliance with established standards and security and safety requirements;
- Provide evidence-informed risk-appropriate services and programs to address offender assessed needs;
- Facilitate the successful reintegration of inmates into society using best-practice approaches;
- Provide pro-active success-oriented services to offenders being supervised in the community to improve social accountability and success; and,
- Seek opportunities for expanding the involvement of community, victims, and others in improving transparency and the effectiveness of correctional services.

WDOC Vision Statement

The Wyoming Department of Corrections will provide a seamless correctional system aimed at improving community safety through **employee training, recognition and retention**, evidence-based crime prevention, risk/need assessment, and recidivism reduction strategies. We focus on:

- Workforce excellence;
- Role modeling and reinforcing pro-social behavior;
- Redirecting behavior that is not pro-social in nature;
- Collaborative intervention to at-risk populations;

- Thorough and on-going individual risk/needs assessments;
- Risk appropriate housing and community supervision/mentoring;
- Individualized quality services to victims, offenders and inmates; and,
- Successful collaborative re-integration back into society.

The Staff of this Department assist offenders to realize their potential by employing the three (3) R's:

Role Model
Reinforce
Re-Direct

Inmate Handbook

Throughout this handbook you will find information, rules and guidelines which will be useful during the time you are incarcerated. It is your responsibility to read this handbook carefully because the information will help you understand what will be expected of you. The rules and information presented in this handbook are written to provide an orderly and safe place for you during your incarceration. Be aware that the information contained within this handbook is subject to change. You will be notified of any changes by way of Policy & Procedure updates, or by authorized written notices.

You may find that some of your questions are not answered in this handbook. Many of your questions will be answered by written directives, which will be posted in living areas, or by your case manager, or other prison officials. Schedules are not printed in this handbook because schedules may change according to the demands of the operations of the institution. Schedules will be written and posted in your living area for your information. If you do have any questions not answered by written directives or this rulebook, discuss your questions with your case manager or other available institutional officials.

Nondiscrimination towards Inmates

(See WDOC Policy & Procedure #3.403, *Inmate Rights*).

WDOC policies, procedures, and practices shall be enacted in a fair and equitable manner that ensures no form of unlawful discrimination takes place against inmates in correctional facilities. All programs, services, and institutional privileges shall be offered on a nondiscriminatory basis.

No inmates under the jurisdiction of the WDOC will be subject to discrimination based on race, religion, national origin, gender, disability or political beliefs in making administrative decisions and in providing access to programs.

Access to Policies

Throughout this manual, you will note summarized WDOC Policies. Specific policies may be made available to inmates in the facility law library or in some cases they will be available on inmate computers located in housing units or libraries.

ADMISSION INFORMATION

Initial Search

Upon arrival at the institution, an intake officer will be assigned to conduct a thorough strip search of your person.

Inventory of Personal Property

Your personal property will be inventoried at the time you enter the institution. You are not allowed to retain any personal property while in the Assessment and Reception Unit. If approved, property will be returned to you upon your reassignment from the unit. Any personal property items not allowed will be stored for up to 120 days. You will have to notify property room staff and decide whether the property is to be donated, destroyed, or mailed out at your expense.

Admission Haircut

- A. If you opt to not receive an intake haircut, and your hairstyle is in violation of WDOC Policy & Procedure #4.201, *Inmate Grooming, Hygiene and Sanitation*, your presence in general population or intake housing shall be deemed as a threat to security and good order of the facility, or the safety of any person, and you will be placed in an appropriate segregation status pending review and hearing.
- B. Hairstyles that are religiously indicated by the mandatory tenets of the inmate's professed religion, as verified by an approved religious representative of that faith and/or as outlined in WDOC's *Handbook of Religious Beliefs*, will be authorized as long as the hair is capable of being searched and does not present a health or safety hazard, or violate safety and security of the institution.

Identification

- A. As part of the admission process, you will be fingerprinted and photographed soon after your arrival.
- B. In accordance with WDOC Policy and Procedure #4.301, *DNA Sampling*, it is the policy of the Wyoming Department of Corrections to require collection of DNA samples from convicted felons and transfer those DNA samples to the Wyoming Division of Criminal Investigation.
- C. Refusal to provide the required DNA sample by any inmate is considered a violation of the Code of Inmate Discipline as an MJ 25: Violation of Laws.

Orientation

While in the Intake Unit, you will receive an orientation regarding information about the Wyoming Department of

Corrections, the Intake process, programs available, and your sentence structure. You will also be expected to complete all areas of programming and informational classes that are on the Intake Orientation sign Off Sheet. You are paid a bonus for completing all areas on this sign off sheet, but it is your responsibility to turn this sheet in to your case worker prior to leaving the Intake unit.

Physical Examination

Soon after your arrival at the institution, you will receive a physical examination, which will be conducted by the institutional physician and the institution's medical staff.

The institutional medical staff will provide you with necessary medical services throughout your incarceration.

Identification Card

While in the Intake Unit, you will be photographed for a personal identification card. This identification card will be used for such activities as canteen purchases, 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 (cell or room).

Interview

Before you have your initial classification completed, your assigned case manager will ask you to participate in an interview, which will help both you and the case manager understand your current situation. Your case manager will be interested in obtaining as much information about you as possible. This information will be used to help the classification process, and to arrange a constructive program for you throughout your incarceration. This information will also be of value to other committees, such as the parole board, when they meet to decide issues concerning your case.

Testing and Needs Assessment

While in the Intake Unit, you will be assessed. These assessments will focus on a variety of areas, which may include intelligence, substance abuse assessment, and educational level. Through information gathered, and the interview process, a general assessment of your needs will be determined. It will be your responsibility to use this period in your life to identify and meet those needs. The primary resource will be through education-based groups.

ADMINISTRATION AND MANAGEMENT

Temporary Restriction Order (TRO)

(See WDOC Policy and Procedure #3.305, *Temporary Restriction Order*).

It is the policy of the WDOC to respond to all occurrences that threaten the management, control, or safety of the correctional facility, staff, inmate population or the public at large. The response may involve restricting an inmate's access to property or privileges normally associated with his/her assigned classification level. Temporary restrictions may be used as necessary to protect the inmate from other inmates and to investigate for protective custody status. An inmate shall be placed on TRO status anytime staff is advised of or become aware of a potential threat of harm from another inmate(s) or for any other reason deemed consistent with correctional facility safety, security, or good order. Such restriction(s) may require separating an inmate from his/her housing population, restricting an inmate's movement or other restriction related to the perceived need including but not limited to property or privileges. The type of restriction imposed is meant to temporarily control and manage the situation giving rise to the restriction. The restriction shall not be used as a punitive measure.

Protective Custody

(See WDOC Policy & Procedure #3.304, *Protective Custody*).

The purpose of protective custody is to protect the safety of inmates who have been identified and verified as being at risk of physical harm from inmate(s) in general population by isolating them from general population, while limiting such placements to only that period necessary to protect them from harm. An inmate shall be placed in temporary protective custody using the temporary restriction order process. Such status shall be immediately initiated any time an inmate advises staff he/she is in fear of harm from another inmate(s) or staff otherwise become aware other inmates may harm that inmate.

An Inmate may be housed in temporary protective custody housing or protective custody housing that does not provide all property allowances and other privileges associated with general population housing. Any restrictions of an inmates' property or privileges shall be administratively reviewed by the Shift Commander and/or Review Committee.

Administrative Segregation

(See WDOC Policy and Procedure #3.302, *Administrative Segregation*).

It is the policy of the WDOC to administratively segregate inmates whose notoriety, actions, affiliations or threats may jeopardize the safety, security, and orderly operation of the facility, staff, visitors or other inmates, and/or those inmates that require separation related to health care needs, when those needs cannot be met in other designated general population or infirmary housing. Use of administrative segregation is a preventative and management assignment process and is to be distinguished from punitive and disciplinary segregation.

Security Threat Groups (STGs)

The WDOC has a zero tolerance policy for inmates who engage in disruptive behavior. This department tracks, monitors, and handles security threat groups aggressively in order to ensure the safety of staff and inmates. Inmates who engage in STG behavior may be placed in Administrative Segregation. Protection from harm is a fundamental right; therefore, organized disruptive activity is strictly prohibited

Sentence Information Document

The Sentence Information Document is completed when an inmate enters the Wyoming Department of Corrections intake facility. The following addresses paragraphs A through F of the form and what each date actually refers to (for specifics as to calculation of the date please refer to the Sentence Information Document explanation). These descriptions only apply to inmates sentenced after June 1, 2000:

- A. Earliest Projected Parole Eligibility Date - This date would be the earliest possible parole date the inmate could become eligible for if an inmate had absolutely no disciplinary actions. This date is only a projected date for planning purposes.
- B. Initial Parole Board Appearance - This is the date the inmate will be scheduled to see the Parole Board for the first time.
- C. Full Minimum Sentence Expiration Date - This is the date that an inmate is eligible to be released on parole without any good time (upon approval of the parole board). This date may adjust dependent on Good Time awards. (See *Good Time Allowance* section).
- D. Earliest Projected Maximum Discharge Date - This is the date an inmate will discharge his/her sentence if he/she elects not to parole and if no good time credits are removed. (Flat time is the removal of all earned good

time and all future good time earning ability.)

- E. Full Maximum Sentence Discharge Date - This is the date an inmate will be discharged if all good time awards are removed.
- F. Projected Parole Discharge Date - This is an inmate's parole discharge date. This date may change in the event of revocation.
- G. Earliest Projected Parole Discharge Date - This is an inmate's parole discharge date with all potential parole good time.

Good Time Allowance

(See WDOC Policy & Procedure #1.500, *Inmate Good Time*).

For inmates sentenced after July 1, 2010 to present, the following definitions shall apply:

- A. "Good time allowance" is a reduction of the minimum and maximum sentences of an inmate in the amount of fifteen (15) days per month for each month served on a sentence as the result of the inmate's proper and helpful attitude, conduct and behavior in the institution and/or as a result of his or her adherence to the rules of the institution.
- B. "Special good time allowance" is an award given to the inmate toward the minimum sentence only. If an inmate has demonstrated a proper and helpful attitude, exemplary conduct and behavior, the Parole Board may award up to one month of special good time off the minimum sentence for every year in length of the minimum sentence up to a maximum of one year, in addition to the monthly good time allowances.
- C. In addition, the Parole Board may award up to one year of special good time regardless of the minimum sentence only for the purpose of granting him/her parole

to an adult community corrections program, the Intensive Supervision Program, a Court supervised Treatment Program, or other established community treatment program; or to another state when the inmate would not otherwise have sufficient time left on the maximum sentence by the time of parole eligibility for such a program.

- D. Good time is awarded at the discretion of the Warden and is not a right of inmates.
- E. An inmate is not eligible for Good Time in accordance with the following:

From July 1, 2010 to April 1, 2012:

General Disciplinary – loss of award for 3 months from date of the finding of guilt.

Major disciplinary – loss of award for 6 months from date of the finding of guilt.

Major Predatory disciplinary – loss of award for 2 years from the date of the finding of guilt.

From April 1, 2012 to present:

Major disciplinary – loss of award for 3 months from date of the finding of guilt.

Major Predatory disciplinary – loss of award for 1 year from the date of the finding of guilt.

Sentence Modification

Inmates sentenced in the State of Wyoming courts are eligible to apply for sentence modification consideration within one year after the date of sentencing, or one year after entry of order by the Wyoming State Court upholding the judgment and sentence. A request to the court for a sentence modification

must be filed within one year after the date of your sentencing. Legal forms may be available from the institution law library.

Additional advice or assistance may be available by writing to:

Public Defender
Ellery Building, 2nd Floor
1712 Carey Avenue
Cheyenne, Wyoming 82002

Defender Aid
Wyoming Legal Services
University Station
P. O. Box 3035
Laramie, Wyoming 82071

Sex Offender Registration

The Department of Corrections is required to notify specified sex offenders of their obligation to register with the county sheriff pursuant to W.S. 7-19-301 through 7-19-306.

Staff Sexual Misconduct Against Offenders

(See WDOC Policy & Procedure 3.402, *Protection From Sexual Misconduct Against Offenders*).

It is the policy of WDOC that all staff are trained to know the consequences regarding sexual misconduct against offenders. It is the policy of WDOC to prohibit acts of sexual misconduct against offenders, to train staff in the prohibitions against such misconduct, to fully investigate and discipline persons who violate this policy and to implement corrective actions as indicated by investigations of cases of sexual misconduct. WDOC prohibits retaliation against offenders who make good faith and legitimate reports of sexual misconduct complaints. However, offenders who make false reports of sexual misconduct will be subject to non-retaliatory disciplinary or legal actions.

Inmates should be continually aware that both male and female

security and support staff are on duty at all times. As such, it is important to maintain appropriate conduct and dress code standards in all areas of the facility.

Prison Rape Elimination Act

The Prison Rape Elimination Act of 2003 (PREA) 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

Anonymous Reporting Hotline

A toll free confidential voice messaging system is available to report on inmates and staff as either a victim or as a witness. You may report allegations of inappropriate sexual misconduct, assaults, sexual assaults, sexual harassment, or other incidents of violence or criminal activity.

The number to call from inside WDOC facilities is 1-307-REPORT1 (1-307-737-6781). When prompted, enter your inmate pin number, dial 0 to make a collect call and enter the hotline number. Listen to the recorded message, follow the instructions and leave a voice message. You will not be charged for this call.

Family members or others outside WDOC facilities may call 1-877-9-NOHARM (1-877-966-4276).

Inappropriate use of this hotline could result in disciplinary and/or criminal action.

Additional advocacy services for victims of sexual assault are available at the Wyoming Coalition against Domestic Violence and Sexual Assault (1-800-990-3877).

Inmate's Right to Reasonable Protection from Violence

The Eight Amendment to the United States Constitution provides the basis for prisoners' rights. Inmates have a reasonable expectation to safety from assault and sexual violence from other prisoners. If you feel in danger from assault you are encouraged to notify staff immediately.

Any act of violence by any inmate against another inmate which is observed by staff or reported to staff shall be reviewed, investigated and handled in accordance with WDOC Policy & Procedure. Acts of violence will result in appropriate discipline of inmates.

In accordance with WDOC Policy & Procedure #3.305, *Temporary Restriction Order*, it is the policy of WDOC to respond to all occurrences which might threaten the management, control, or safety of the correctional facility, staff, inmate population or the public at large. The response may involve restricting an inmate's access to property or privileges normally associated with his/her assigned classification level. Temporary restrictions may be used as necessary to protect the inmate from other inmates and to investigate for protective custody status or other housing adjustments.

An inmate shall be placed on Temporary Restriction Order (TRO) status anytime staff is advised of or becomes aware of a potential threat of harm from another inmate(s) or any other reason deemed consistent with correctional facility safety, security, or good order. Such restriction(s) may require separating an inmate from his/her housing population, restricting an inmate's movement or other restriction related to the perceived need, including limiting property and privileges. The restriction(s) shall not be used as punitive measures.

In accordance with WDOC Policy & Procedure #3.304, *Protective Custody*, it is the policy of WDOC to protect the safety of inmates who have been identified and verified as being at risk of physical harm from inmate(s) in general population by isolating them from general population, while limiting such placements to only that period necessary to protect the inmate.

In addition to reporting directly to facility staff any perceived, suspected, or directly stated potential for violence, an inmate can also access and report safety concerns through a confidential, toll-free phone number, with the information posted throughout the facilities.

Disbursement of Inmate/Offender Earnings for Victim Compensation, Restitution, and Child Support

(See WDOC Policy & Procedure #1.103, *Disbursement of Inmate Earnings*).

It is the policy of the WDOC to take all steps necessary for enforcement of court orders which require inmates to pay fines, victim restitution or compensation, victim surcharge and/or child/spousal support as dictated by W.S. 7-16-205.

INSTITUTIONAL OPERATIONS

Code of Inmate Discipline and Disciplinary Procedures

(See WDOC Policy & Procedures #3.101, *Code of Inmate Discipline* and #3.102, *Inmate Disciplinary Procedures*).

It is the policy of the WDOC that inmates be held accountable for their conduct, which includes 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 WDOC that inmate discipline will be applied in an impartial and consistent manner. When practical, punishment shall fit or relate to the offense. Processing of discipline shall be timely and in accordance with time limits established. **Corporal punishment is prohibited.**

Institutional Rules for Inmate Behavior

Institutional rules and expectations of inmate behavior for WDOC Facilities will be posted at each facility and provided to each inmate during orientation. These rules may be in addition to the Inmate Code of Discipline.

These rules encompass respect and courtesy for your fellow inmates, as well as for the staff. Following them will help make your stay as positive and productive as possible. Violation of any of these rules will subject you to disciplinary action under the *WDOC Code of Inmate Discipline*.

Count Processes

At each WDOC facility, inmate counts are conducted in order to ensure accurate accountability of inmates. Counts are conducted at specific times of the day or night when all inmates are counted simultaneously. In the event that you are informed that an unscheduled (emergency) count is taking place, inmates are expected to return to their cells; be in the standing upright position with your Inmate Photo ID Card available. Physically challenged inmates, who are unable to stand, will be in an upright position, within the cell and their I.D. Card available.

During the hours of darkness or when there is limited lighting, flashlights may be utilized to verify an inmate's physical presence. During daylight hours, when there may be limited lighting in cells, inmates may be required to have their cell lights on. During counts, staff must verify an inmate presence by seeing a live, breathing inmate.

In addition to counts, staff shall conduct walk throughs of the housing areas frequently, for the purpose of verification of

inmates' wellbeing and prevention of inappropriate behavior.

Grievance Procedure

(See WDOC Policy & Procedure #3.100, *Inmate Communication and Grievance Procedure*).

The WDOC inmate grievance procedure provides each inmate who is incarcerated in a WDOC penal institution with the opportunity for review and resolution of problems, grievances, and complaints that relate to their imprisonment.

The procedure consists of three levels: Informal, Formal, and Appeal. Each grievant is required to attempt to resolve a grievance at the lowest level possible before advancing to the next level. Formal grievances should be made using WDOC Form #321, and grievance appeals should be made using WDOC Form #322.

This procedure is intended to resolve valid and justified grievances without involvement of the courts. It also provides the court with a written record of the grievance and administrative action taken if the matter should reach the courts. Accordingly, the courts may require evidence that administrative remedies have been exhausted prior to proceeding in an action brought under 42 USC 1983.

The availability of this procedure does not prohibit inmates from writing to DOC officials, the Governor, the Attorney General, or any other official. However, letters to state officials regarding grievable issues may be responded to with instructions to utilize the grievance procedure if the inmate has not done so beforehand.

Property

(See WDOC Policy & Procedure #3.006, *Property Control*, for approved allowances).

It is the policy of the WDOC to provide a process that establishes the consistent management of offender property in all Wyoming facilities/institutions, and to assist in providing a

safe and healthy environment for staff/employees and offenders. If State issue items are destroyed or altered by you in any way, you will be required to pay for any replacements that you were issued.

OFFENDER PROGRAMS

Case Management Planning

(See WDOC Policy & Procedure #4.102, *Case Management*).

The Wyoming Department of Corrections is committed to the important role it plays in 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 risk management case plan is developed in conjunction with inmates and offenders when indicated by the risk/needs assessment and other case factors.

The case planning process is intended to be a collaborative process 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 accomplished.

The Wyoming Department of Corrections system emphasizes programming in the areas of Cognitive Skills, Substance Abuse, Work, Education, Sex Offender Treatment, and Parenting. 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.

Education/Programs

(See WDOC Policy & Procedure #5.100, *Academic and Vocational Technical Programs*).

The following offender programs may be offered including but not limited to: Adult Basic Education; GED; English as a Second Language; Key Train; Career Readiness Certificate; College Studies; Computer applications certificate; Special Education; Pre-Release (Employability Skills & Life Skills); NCCER's Core Curriculum; NCCER Cabinetry/Carpentry; Computer Aided Drafting, Woodshop; Welding

Reentry Services

The **philosophy** for reentry services at the Wyoming Department of Corrections is to empower the inmate to plan and prepare for his/her successful release back into the community. Below are a few of the reentry services offered at all institutions. Inquire with your Caseworker for more detailed information.

Reentry Efforts. All inmates are entitled to some level of reentry services and efforts. Inquire with your caseworker about your individual needs and learn more about the WDOC reentry efforts. Furthermore, inmates are encouraged to discuss with their Caseworker their transition plan. In addition, each institution has a Reentry Caseworker who is specially trained on reentry efforts and services and accessible to inmates if needed.

Enhanced Case Management Services. Inmates are assessed as low, medium, and high risk and receive enhanced services based on a set of qualifications (see Caseworker for qualifications). If an inmate is assessed as medium risk, he/she may receive additional transition planning services by the institutional Reentry Caseworker. If an inmate is assessed a high risk, he/she may receive additional transition planning services by the Field Services Reentry Coordinator. The Field Services Reentry Coordinator is specially training in community

reentry services. Inmates are not required to accept additional support for their release through Enhanced Case Management Services. For more information, please ask your caseworker.

Identification and Vital Records. Inmates will have the opportunity to obtain their birth certificate, social security card, and state ID or driver's license (can include CDL). Caseworkers are required to inquire with the inmate at their eligibility date to apply for these documents. If an inmate does not have these documents at the institution, and chooses not to apply for these documents, the inmate can sign a refusal form (WDOC Form #409). Inmates should inquire with their Caseworker about budgeting, funding options, *etc.* for these documents.

Reentry Resource Center. Each institution has a Reentry Resource Center (RRC) located in the library or designated area. Inmates are encouraged to visit the RRC to access and research information for his/her release.

Community Reentry Checklist. Inmates are required to complete their Community Reentry Checklist (CRC). This document is vital to parole hearings, pre-investigation for release, transfer to the Adult Community Correction Centers, *etc.* This document provides an opportunity for transition planning. Inmates should inquire with their Caseworker about the expectations and responsibilities of the CRC.

Religious Activities

(See WDOC Policy & Procedure #5.600, *Inmate Religious Activities*).

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:

- A. Offer inmates incarcerated in WDOC correctional facilities the opportunity to practice the religion of their choice;
- B. 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.

- C. 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;
- D. 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.

Recreation

(See WDOC Policy & Procedure #5.300, *Inmate Recreation and Activities*).

The objective of the Recreation Department is to provide opportunities for inmates to explore, develop, and participate in healthy leisure time pursuits. WDOC provides quality fitness and leisure activities. In doing so, the Recreation Department hopes to achieve a general state of well-being among the inmate population.

The Recreation Department offers a variety of activities that includes: team and individual sports, both competitive and recreational, physical fitness, table and board games, hobby craft and leisure activities. Some of the programs are incentive based with recreational incentives being given to the top finishers. Each month there is at least one tournament or contest such as basketball, volleyball, handball, ping pong, strength, and art and poetry that offer inmates the chance to compete against inmates with recreational incentives used as awards. During major holidays, the Recreation Department offers several different activities aimed at keeping inmates busy

during these crucial times.

The Recreation Department is also responsible for supplying living units with miscellaneous recreational equipment such as board games, cards, puzzles, etc.

Visiting

(See WDOC Policy and Procedure #5.400, *Inmate Visiting*).

Application Process:

WDOC inmates shall not be permitted on-site visits unless said visits are approved and monitored in compliance with policy.

Each inmate is responsible for initiating the visitation process. The inmate shall obtain and mail the Visitor Application (WDOC Form #531), institution's visiting rules (WDOC Form #534), and (if applicable) a letter of custodial consent (WDOC Form #532) to those individuals outside the WDOC that he/she is requesting as visitors.

The applicant that is seeking visitation is responsible for the accurate and proper completion of the Visitor Application. The applicant is responsible for returning of the document **to the institution they are applying to visit**. If additional information is requested from the applicant, the form will be sent back to the applicant. Visiting applications will not be considered as having been received unless they are complete.

Each visiting application will be thoroughly examined and an NCIC criminal background history will be completed on the applicant. Visitors are only allowed to visit one inmate in the WDOC system unless given specific approval by the Warden. This information will follow the inmate should he/she be transferred within the WDOC correctional facilities, and the visiting approval may be continued at the new correctional facility unless it is deemed, for any reason, to be inconsistent with the security, safety and order of that correctional facility as determined by that facility Warden or designee.

See posted visiting schedule at the specific institution.

Inmate Mail

(See WDOC Policy & Procedure #5.401, *Inmate Mail*).

It shall be the policy of the WDOC to implement methods whereby inmate mail (both incoming and outgoing) are processed without unnecessary delay, loss, or damage. Further, the correctional facility mail service shall provide consistent documentation of mail processing.

Mail may be censored, which means the removal of any part of incoming or outgoing mail based on legitimate correctional facility interests or order and security.

Inmates will address outgoing mail using their inmate name and institutional number. The name of the facility shall appear in the return address location.

Criteria for Rejecting Mail. The criteria for rejecting mail are as follows:

- A. If it contains threats, plans, or evidence of criminal activity, including but not limited to escape, violence, contraband, blackmail, extortion, etc.; or if it incites, advocates, aids or abets such criminal activity.
- B. Mail may be rejected if it is contrary to specific instructions of a court order.
- C. Mail may be rejected if it contains and/or is in furtherance of attempts to send contraband, within, into, or out of any correctional facility, including but not limited to nudity or sexually explicit material.
- D. If it contains plans for activities in violation of the *Code of Inmate Discipline* or otherwise violates the *Code of Inmate Discipline*.

- E. If it is in code or the contents are not otherwise easily understood.
- F. If it solicits gifts, food, or money from individuals or organizations other than the inmate's immediate family may be rejected.
- G. If it contains gang-related material, gang signs, security threat group paraphernalia, or information concerning security threat group related activities.
- H. If it contains material that could create tension within the correctional facility because it advocates separation of or violence between, or is derogatory towards, any group or individual within the correctional facility, or contains inflammatory information or other information which, if communicated, would create a clear and present danger of violence and physical harm to a human being.
- I. If it contains cash; other forms of remittance from individuals who are not immediate family members of the addressee or individuals who are not on the inmate's personal visiting list; or remittance from relatives or visitors of other inmates in the custody of the WDOC
- J. If it contains material not intended for the addressee; but rather material intended for other parties.
- K. If it contains plans for activities in violation of WDOC Policy and Procedure #5.401, *Inmate Mail*, or otherwise violates the Policy.
- L. If it contains glue; glitter; powder; stickers; wax; stamps; excessive perfume, aftershave or cologne; lipstick or lip gloss; possible bodily fluids; crayon; and/or any other foreign substance attached to or absorbed into the envelope or contents, which cannot be easily or safely inspected or removed, including artwork other than that designed by and printed by the

manufacturer onto the stationery or envelope or handmade drawings included as an authorized enclosure.

Inmate Phones

(See WDOC Policy & Procedure #5.402, *Inmate Telephone Access*).

- A. The inmate must fill out WDOC Form #507, *Inmate Calling List Request Form* and send it to the Telephone System Operator. The Telephone System Operator will send the phone numbers that have been approved and the randomly assigned PIN number back to the inmate. Changes, corrections, and other phone problems can be addressed to the Telephone System Operator using WDOC Form #508, *Inmate Telephone Service Request Form*. Disciplinary action may be taken against any inmate who knowingly provides false information on these forms.
- B. The inmate will only be allowed to make phone calls to persons on his/her electronic phone list except for phone calls requested by courts or exceptions as granted by the Warden.
- C. Phone calls are limited electronically to authorized minutes on inmate phones.
- D. Unless otherwise authorized inmate telephone calls will be collect except calls requested by courts.
- E. If an inmate wants to make a call at a time other than the scheduled times, he/she must submit an interview request to his/her caseworker.
- F. Phone calls to attorneys will not be monitored. The inmate must have their lawyer send a letter verifying that they will accept collect calls from the inmate.

- G. Inmates who are on parole are not allowed on inmate phone lists unless authorized by the Warden or designee.
- H. The inmate should advise his/her family and friends that the institution will not take messages or distribute information regarding his/her status at the present time.
- I. Inmates will be restricted from calling victims, unless express permission is granted from the Warden.
- J. The phone system may be monitored at any time.
- K. Phone calls may be terminated or phone privileges may be suspended if the nature of the phone calls or the conduct of the inmate is:
 - Threatening or planning illegal action;
 - Planning activities which violate facility rules, endangers security or endangers the safety of another human being; or
 - Disrupting the operation of the facility.
- L. Phone calls may be terminated as a result of disciplinary action.
- M. Phone calls will be terminated during emergencies at the direction of the Warden.
- N. Phone calls may be suspended by order of the Warden or designee, in cases where there is pending investigation involving phone usage.
- O. If an emergency such as a family illness, death or impending disaster arises, the family may contact the institution (typically the chaplain) and provide details regarding the emergency. The inmate will be informed of the nature of the emergency, the phone number and

the calling party. The inmate may call that person if he is on the electronic phone list.

- P. If the court or attorney requests a privileged phone call, the designated staff will schedule and place the telephone call, and verify the identity of the person called.

LIBRARY & LEGAL MATERIALS

(See WDOC Policy & Procedure #3.401, *Inmate Access to Courts*).

Within the inherent limitations of resources and the need for facility security, safety, health and order, it is the policy of the WDOC to satisfy its legal obligation to provide inmates meaningful access to the courts by affording inmates reasonable access to law library or legal services for the preparation and filing of their own legal documents with the court and parole board authorities.

Inmates are not authorized to provide legal services for other inmates in exchange for any form of compensation or trade, except as otherwise authorized by this policy.

Inmates may be afforded access to law library services through the Department's intra-facility and inter-facility correspondence/loan system, which requires that the inmate provide a specific written request for materials to the library coordinator, who will then respond to the request and deliver the available items back to the requesting inmate.

INSTITUTIONAL SERVICES

Classification

(See WDOC Policy & Procedure #4.101, *Inmate Classification*).

Initial Custody Assessment

Purpose: The Initial Classification Instrument establishes an

inmate's classification rating for the first six months of his/her incarceration by the WDOC. This custody rating is based upon the classification specialist's assessment of eight items that are scored on a numerical scale. These items have been found to be associated with future institutional conduct and, thus, help to identify the type and level of risk likely to be presented by the inmate. The custody rating recommendation derived from these items is used, in combination with the inmate's needs assessment, to make decisions relating to the inmate's housing assignment, program needs, and supervision requirements. The custody rating recommendation may be altered upon consideration of aggravating or mitigating factors that warrant special attention or intervention by staff.

Completion Policy: The Initial Custody Instrument is to be completed for each inmate within 30 days of the inmate's arrival to the WDOC Intake Unit. The needs assessment and initial classification forms **MUST** be completed before an inmate is moved from the system's Intake housing area.

Custody Levels:

- | | |
|--------------------------------|---|
| Minimum | The least restrictive and the usual custody of inmates housed at the Wyoming Honor Farm and Wyoming Honor Conservation Camp. You may be housed within a specific area at this or another facility pending transfer. |
| Minimum/
Restricted | For inmates that present a risk for assignment in a minimum security facility and are overridden to minimum restricted housing. |
| Medium | For inmates of moderate risk who can work and program well with staff and other inmates in a free-flow facility. |
| Close/GP | For inmates of high risk. This inmate may be an escape risk, may have demonstrated himself as a threat to staff or other inmates or have past/present serious crimes, may have a recent |

or serious disciplinary record or be in the reception process.

Close/ Restricted The highest general population status. The inmate's programming, work and activities are closely monitored.

Maximum For inmates who need constant supervision and are confined to a secure living area. These inmates may be disruptive or they may be escape risks.

ACC (Adult Community Centers)

Assignment to an ACC not defined by the classification system. "Community" is a status, not a classification level. Inmates who qualify by statute as nearing release are eligible and may be in any custody level prior to transfer to a community center.

Custody Reassessment (Reclassification)

The reclassification instrument is used to update and review an inmate's previous custody assessment. A reassessment does not necessarily change the custody level or housing assignment. It primarily functions to monitor the inmate's adjustment and to bring attention to problems that may have arisen.

Custody reassessment is similar to the initial custody assessment but places greater emphasis on institutional conduct to reflect the inmate's actual behavior while confined. It is important that inmates with long sentences have the opportunity to progress to a less restrictive custody level based on compliance with institution requirements

Completion Policy (The timing of the reassessment is determined according to):

1. Custody Level and amount of time the inmate has to

serve:

Minimum Custody: Reassess at six months and annually thereafter.

Minimum-Restricted to Maximum Custody and Time to Serve:

Zero to 4.99 years Reassess every six months
Five or more years Reassess at six months and annually thereafter.

2. Post Disciplinary Review: If the inmate is found guilty of a disciplinary infraction, review the most recent custody assessment instrument to determine if the inmate's custody level will change; if so, complete the appropriate classification instrument.
3. Disciplinary Infraction within 6 months of admission to WDOC: If the inmate is found guilty of a disciplinary infraction within the first six months of incarceration, complete a second initial classification instrument and set the date for the next custody assessment six months from the date of original initial classification decision.
4. Upon receipt of new information: Reassess within 48 hours of receiving information that potentially affects the inmate's custody level (e.g., conviction of a new charge, detainer, sentence reduction, etc.).
5. When a reduction in custody level occurs as a result of disciplinary infractions dropping from section one (1) institutional violence and/or section five (5) number of disciplinary reports an interim reassessment should be completed allowing those points to drop and giving the inmate the ability to progress through the corrections system.

Prison Health Services

Access to Health Care

(See WDOC Policy & Procedure #4.307, *Inmate Access to Health Care*).

You must submit a Health Services Request (HSR) form in order to access medical care. These forms are located in the housing units and should be placed in the box marked "**MEDICAL**" in your housing unit.

You must follow the instructions on the HSR. You may ask more than one question/request on the HSR. We will cover as many concerns as we can during scheduled visits to increase available time slots for other patients. If needed, a follow up appointment will be scheduled to address multiple questions/concerns.

Medications

Pill Call is held as posted in each housing unit. Depending on your medication, you may be given a 30-day supply of medication each month. It is your responsibility to show up at Pill Call to receive your blister pack if issued, or to receive your medication dose by dose. Pill Call is for passing pills and addressing medication concerns. Please do not ask the nurse about other health care issues at this time.

Injuries and Emergencies

If you are injured at any time, tell an employee at the time of your injury and they will report this information to the Medical staff. If you are having an emergency, such as chest pain or shortness of breath, notify an employee immediately. Medical staff will respond with medical equipment and provide emergency care. Only true emergencies will be treated as such.

Mental Health Services

Psychiatric nurse, social worker, psychologist and psychiatrist are available on staff. If you are currently on psychotropic medications, you will be referred to the appropriate mental health provider for evaluation and continued treatment if necessary. You may also request to be seen by Mental Health staff by submitting an HSR if you believe you are experiencing mental health problems that may require treatment.

Dental Services

Dental Services are available as posted. You will receive an initial evaluation to determine your dental needs within 7 days of your arrival. You will be seen during Nurse Sick Call for dental emergencies if the dentist is unavailable. The dental unit will see emergencies as necessary. Dental emergencies include severe toothaches and mouth swelling.

Eye Care

You may request an eye evaluation by submitting an HSR. If you meet the criteria, you will be referred to the optometrist. Any special requests concerning glasses must be paid in full before the glasses are ordered. The Medical Department does not provide contacts and cleaning supplies, however, the Department of Corrections allows contacts.

Refusal Of Scheduled Appointment

Inmate patients who have been scheduled for an appointment and refuse to be seen will sign a refusal form, which will then be placed in the medical record. Refused appointments will not be rescheduled unless requested through a Health Services Request form or by determination of a provider.

Inmates are to be dressed, with a full State-issued uniform on. No caps or sunglasses are to be worn during an examination.

Business Office

Inmate Funds

Personal money will be kept by the Business Office in much the same manner as a bank in that you will have a personal account in which all of your money will be credited and debited as your financial transactions occur. A monthly statement that shows all transactions, such as deposits and withdrawals, will be given to you at the beginning of each month. You will be able to spend money up to the approved limit, as posted, commensurate with funds available in the inmates account. Questions concerning your account may be directed to the Business Office. Personal checking accounts are prohibited.

Social Security

Social Security does not administer any programs that pay benefits solely because an individual is in or is being released from a correctional institution.

Even though an individual may meet all the eligibility criteria, Social Security benefits generally are not payable for any month in which the person considered is under a sentence of confinement due to conviction of a felony. However, benefits will be paid to other family members entitled on the record.

They also administer the SSI program that provides benefits to people who are age 65 or older, blind, or disabled, and have limited income and resources. However, people confined in prison or other correctional facilities are not eligible for SSI payments for any months in which they are in prison for the entire month. However, those eligible for SSI payments (upon release) are encouraged to sign up for benefits one month prior to release.

Canteen

Canteen procedures will be posted per each institution.

Inmate Grooming, Hygiene and Sanitation

(See WDOC Policy & Procedure #4.201, *Inmate Grooming, Hygiene and Sanitation*).

Each inmate may maintain their appearance within the guidelines established. It is also the policy of the WDOC that safety and security considerations be given priority over individual choices.

Tobacco Prohibition

(See WDOC Policy & Procedure #1.016, *Tobacco-Free WDOC*).

All tobacco products found in WDOC institutions, state vehicles, and contract facilities are considered contraband. No tobacco use will be allowed in or on WDOC institutions, grounds, contract facilities, offices or office property.

Laundry

Each institution has laundry facilities available for use as posted. Misuse of laundry facilities could result in disciplinary charges for destruction of state property.

SAFETY AND EMERGENCY PROCEDURES

Evacuation plans are posted throughout each WDOC facility that include primary and secondary evacuation routes. Inmates should familiarize themselves with these posted plans. Fire drills will occur periodically to ensure that staff and inmates are prepared in the event of an emergency. Inmates are expected to follow the direction of institutional staff. Total inmate compliance is expected during emergencies and drills. Failure to comply may result in disciplinary action. Tampering with fire alarms may result in disciplinary action.

WYOMING PAROLE BOARD

Mission Statement

The mission of the Board is to conduct prompt, fair, impartial hearings on the matters brought to its attention and take appropriate action. Consideration will be given to public safety, victims and the treatment and control of the offender.

The Wyoming Board of Parole is a separate operating agency as enumerated in Wyoming Statutes. The Board is comprised of seven board members, serving 6-year terms, appointed by the Governor with consent of the Senate.

The Board will hold regularly scheduled hearings at the various Wyoming state institutions in which inmates are housed and will perform the following functions:

- A. Review applications for parole;
- B. Grant, deny, rescind or revoke paroles;
- C. Recommend commutations of sentence;
- D. Revoke good time;
- E. Restore good time;
- F. Restore voting rights;
- G. Consider and/or take action on any others matters brought before the Board.

Procedures

(See WDOC Policy & Procedure #4.100, *Pre-Parole Preparation*).

- A. The Board may request a number of different kinds of investigative reports. These may include the

Pre-sentence Investigation, institutional summaries, and psychological and/or psychiatric information.

- B. The Board will request victim input.
- C. The Board may request additional information such as prosecutor's comments, judicial comments, and any other information that may be of assistance in rendering its decisions.
- D. The Board will evaluate the inmate's progress toward rehabilitation while incarcerated.

Parole may be granted at the sole discretion of the Board when in the opinion of the Board there is a reasonable probability that an inmate of a correctional facility can be released without a detriment to the community or himself/herself. Parole shall be ordered only with the best interests of society being considered and not as an award of clemency; nor shall it be considered as a reduction in sentence or a pardon.

Parole Eligibility

The inmate must have served his/her minimum term, less any good time earned.

The inmate must not be serving a life sentence.

The inmate will not be eligible for parole on the sentence from which he/she made an assault with a deadly weapon upon an officer, employee or inmate of any institution.

An inmate, who has escaped, attempted to escape or assisted others to escape from an institution while on inmate status, on probation, on parole, or on pre-release status, will not be eligible for parole on the sentence from which he/she escaped, attempted to escape or assisted others to escape. When an inmate is unavailable for his/her annual review hearing due to escape status, the inmate automatically waives his/her right to a board appearance for that year.

An inmate will not be granted parole to the street if he/she has had a major predatory disciplinary infraction within the year preceding the hearing, unless, on a case-by-case basis:

- The inmate is paroled to his/her detainer;
- The Board determines that extenuating or extraordinary circumstances exist regarding the major disciplinary.
- For lesser disciplinary violations the Board will use its discretion in reaching its decision on the appropriate impact of the behavior.
- The Board will consider whether there is a reasonable probability that the inmate is able and willing to fulfill obligations as a law-abiding citizen.
- The inmate must submit a written parole plan prior to the hearing in the form of a Community Reentry Checklist (CRC). The CRC shall include living arrangements, employment opportunities, programming/treatment and medical considerations, if applicable.
- During the preparation for a parole hearing, inmates will be expected to assist in the process. The assigned caseworker will prepare a parole summary along with the parole decision guideline tool. The Community Reentry Checklist (CRC) is the responsibility of the inmate to complete with assistance from his/her caseworker. Inmates who wish to receive favorable consideration at their parole hearing should actively participate in the process by fully completing their CRC.

Inmate Interview

The inmate shall be interviewed in person, by telephone or video conference, unless he/she refuses to be interviewed, or has submitted a written waiver. Based on the recommendation

of the staff at the Wyoming State Hospital, the hearing panel will determine whether to interview an inmate housed at that facility.

Removal and Withholding of Good Time Allowances

When an inmate has been found to exhibit behavior or to have an attitude which is not good, proper, and/or helpful, including failure to participate in available programs which have been recommended by the Board, the Court or WDOC, Probation and Parole agents or community providers, and/or has not adhered to the rules of the institution, and after an appropriate hearing, has been found in violation, the Board may remove previously earned good time and may withhold the future earning of good time from that inmate. It is the policy of the WDOC that previously awarded good time may be withheld by the Warden or Director, if the inmate has not had an attitude, conduct or behavior that has been good, proper, or helpful, and/or has not adhered to the rules of the facility.

WDOC FACILITIES

Wyoming State Penitentiary

P.O. Box 400, Rawlins, WY 82301-0400
2900 South Higley Blvd., Rawlins, WY 82301

The Wyoming State Penitentiary consists of a high security/special needs male facility (referred to as the South Facility); the administration and warehouse/maintenance building; the central production facility (kitchen/laundry); and the industry building (print/wood/garment shops). Currently, the facility houses medium, close, and maximum custody inmates for the Wyoming Department of Corrections. Adult male offenders are offered a variety of classroom and video educational and vocational programs as well as correctional industries program. The facility has a current capacity of 820 beds.

Wyoming Medium Correctional Institution

7076 Rd 55F
Torrington, WY 82240

The Wyoming Medium Correctional Institution (WMCI) is a medium security, men's facility. It serves as the primary intake and assessment center for male inmates not sentenced to death. In addition to housing general population inmates, WMCI has specialized units for inpatient substance abuse, sex offender treatment, chronic mental health, and geriatric/infirmity inmates. The facility opened in January 2010 with a capacity of 720 beds.

Wyoming Honor Farm

40 Honor Farm Road
Riverton, WY 82501

The Wyoming Honor Farm (WHF) is classified as a minimum custody facility and is capable of housing 280 adult male offenders. WHF partners with Central Wyoming College (CWC) to bring college level classes to the facility.

All inmates incarcerated at the Wyoming Honor Farm are required to work at some level. Current job opportunities exist in these areas: Forestry, Wild Horse Program, Beef Program, Crops Program, Construction, Barber Shop, Laundry, Warehouse, Janitorial, Canteen, Grounds Crew, Machine Shop, Welding Shop, Bicycle Repair Shop, and Culinary Arts.

Wyoming Honor Conservation/Boot Camp

40 Pippin Road
P.O. Box 160
Newcastle, WY 82701

The Wyoming Honor Conservation and Boot Camp (WHCC) is a minimum security prison and a youthful boot camp program, which are both under the authority of one Warden and are housed at the same facility.

WHCC is a male minimum security prison capable of housing 243 adult male offenders. The facility is a working camp. Residents are required to have a facility job and to budget their income. Vocational skills and education are provided, which instill work ethics and productive daily habits.

Forestry:

WHCC is commonly referred to as the "Forestry Camp" because of its association with the Wyoming State Forestry Division. A mutual agreement between the State Forestry Division and the Department of Corrections has been in place since the early 1960's. This program's work projects are under the supervision and control of State Forestry personnel. The inmates trained and utilized for fire suppression and prevention are called the Smokebusters.

Boot Camp:

The Wyoming Boot Camp (WBC) has the capacity to house 64 male youthful offenders. The facility was opened in February 1990. To be eligible for the program, the individual must have been adjudicated as an adult, not have attained the age of 25 at the time of sentencing, and the sentencing judge must have recommended placement. The goal of WBC is to divert selected youthful offenders from institutional settings earlier than would have otherwise been possible, thus reducing the total term of incarceration.



WHF ORIENTATION CHECKLIST

NAME _____ **NUMBER** _____ **INTAKE DATE** _____

MANDATORY	INITIAL
Orientation Expectations	_____
Orientation Education	_____
Mail Regulations #520	_____
WHF Unit Rules	_____
Inmate Behavior #13.2006	_____
Dress Code #004.2006	_____
Inmate Job Incentive Form	_____
Job Liability Form	_____
WDOC Grooming Policy	_____
Escape Statutes	_____
Visitation	_____
Inmate Signature _____	_____
Staff Signature _____	_____

MANDATORY	INITIAL
Prison Rape Elimination Act (Video)	_____
Sexual Misconduct #3.402	_____
Inmate Code of Discipline	_____
Inmate Emergency Procedures	_____
Grievance Training	_____
ACC Qualifications	_____
Parole Good Time	_____
Dorm Operations	_____
Tobacco-Free WDOC	_____
Blood Borne Pathogens	_____
Workmans Comp & OSHA	_____
Inmate Signature _____	_____
Staff Signature _____	_____

ADMINISTRATION:

Orientation inmates must have a face-to-face meeting with the Administration staff listed below. Failure to obtain a signature from the listed staff may result in the extension of Orientation.

- Warden (Mr. Pacheco) _____
- Associate Warden (Mr. Thornton) _____
- Captain (Mr. Remacle) _____
- Program Manager (Mr. Thompson) _____
- Medical (Corizon) _____
- Property (Ofc. D. Post) _____
- Caseworker (Ms. Duncan) _____
- Visitation (Ofc. H. Post) _____

(Continued on Back)

Orientation Inmates shall be responsible to obtain the signatures listed below during the WHF Facility Tour on the day in which it is scheduled. If unable to obtain required signature,

Orientation Inmates shall meet with the Orientation Caseworker to coordinate and schedule a new date/ time. Failure to obtain signatures from the listed staff may result in the extension of Orientation.

DAILY OPERATIONS:

Mail Procedures (Ms. Lee) _____
Chaplain (Mr. Dechert) _____
Treatment (Ms. Trusty) _____
Records (Ms. Lewis) _____
Business Office (Ms. Hall) _____
Security Lt. _____
Recreation (Ms. Stewart) _____
Warehouse (Ms. Lange) _____
Education (Mr. Urbaneck) _____
Mental Health (Sue Johnson) _____
Dorm Security (Sgt. Holcomb) _____
Re-Entry (Ms. Fowler) _____
Laundry/Canteen (Mr. Bietel) _____

WORK SUPERVISORS:

Forestry (Mr. Swanson) _____
AG (Mr. Crofts) _____
Kitchen (Ms. Tatro) _____
Trades (Mr. Spearman) _____

I, the undersign, verify that I have had opportunity to have all my questions answered and am aware of the programming, work, and conduct expectations for the Wyoming Honor Farm. Completion of Orientation is documented by a statement signed and dated by the inmate.

Inmate Signature: _____

Date: _____

Appropriate Behavior by Visitors is required

Visitors shall not engage in a disturbance, as defined in this rule, or otherwise violate the visiting rules. Any visitor who exhibits indication of the use of alcohol, narcotics, or other intoxicants shall have the matter referred to local law enforcement and shall not be permitted to visit.

Items Purchased from Facility Vending Machines

All items purchased from the vending machines must be consumed or disposed of in the visiting facility. Inmates shall be prohibited from handling money and/or tokens, and from approaching, or operating the vending machines.

No cash or negotiable instruments other than up to \$10 in change shall be allowed in the visiting room/area.

Loitering on facility grounds Prohibited

After the visiting period, all visitors shall sign out and leave the visiting area promptly and shall not loiter on WDOC grounds. Attempts to communicate verbally or non-verbally with inmates from the grounds before or after the visiting session may cause review of the visitor's visiting status.

Parking Guideline

Visitors shall park and lock/secure their automobiles in the north half of the parking lot (in front of visitation). Parking for visitors with disabilities will be available in front of the Administration Building.

Restrooms

Restrooms are available for visitor use. Female sanitary items may be provided upon request or through a vending machine.

Inmates may not accompany any visitor, including minor children, to the restroom

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General Visiting Rules

- Inmates are limited to a maximum of 4 adult visitors and unlimited number of approved minors
- Before each visitor's initial visit, the correctional facility warden or designee shall ensure that a visitor's consent form is reviewed with and signed by the visitor. These consent forms outline the visitor's agreement to comply with the visiting rules and his/her consent to the required search of person and property prior to visitation.
- Any visitor found in possession of contraband (i.e., drugs, weapons, tobacco products, cell phones, or any unauthorized item) may have his/her visiting privileges suspended, restricted or revoked and may be referred for criminal prosecution.
- Visitors shall not be permitted to bring cameras, audio/video recording equipment, cell phones, or any other electronic devices into the correctional facility.
- Visitors shall not be permitted to bring pets or other animals onto correctional facility property, except in the case of a trained assistance dog, such as a seeing-eye dog, with an appropriate service harness.
- Food items from outside the penitentiary are not allowed.
- All visits shall be conducted in a quiet, orderly and dignified manner. A visit may be terminated for foul and/or abusive language/conduct or refusal to comply with WDOC rules, policies, or procedures.

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Posting Money to an Inmate's Account

Money orders or cashier's checks will be accepted from visitors during visitation for later posting to inmate's accounts – NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

Visitors in Violation of Visiting Rules

Visitors found in violation of one or more of these rules are subject to sanctions as directed by the facility warden or designee. Violation of visiting room protocol by a visitor, or violation of rules of prohibited conduct by an inmate shall result, at a minimum, in disallowance or termination of the visit.

Visiting Hours

Friday

5:30 PM to 8:30 PM (check-in time is 5:15 PM)

Saturday & Sunday

11:00 AM – 3:00 PM (check-in 10:45 AM) and
5:30 PM to 8:30 PM (check-in 5:15 PM)

Visitors not arriving at the facility during scheduled time frames will not be permitted entrance, unless approved by the Shift Commander or above.

Online Access to Policy and Forms

<http://doc.state.wy.us/policies/index.html>

Public Transportation Information

Dale's Gator Creek Taxi 307-851-6118
Orlando's Ride Taxi Co 307-851-7169

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WHF

Wyoming Honor Farm

40 Honor Farm Rd,
Riverton, WY 82501
(307)856-9578
Fax: 856-2505



Visiting Rules

Last Updated 8/2/2013
Policy 5.400

Positive Identification Required

- Only approved visitors list will be entitled to visit.
- One of the following current photo ID's will be required as identification for visitors age 16 and over to enter a Department of Corrections facility:
 - ✓ Driver's license; Passport; State identification card (state employee or Department of Transportation); Military or other federal identification; Student identification card; Tribal identification card; or Other official governmental identification.
- Children under 16 years of age may also use the following appropriate ID:
 - ✓ Birth certificate or registration; Social security card; Insurance card; Tribal identification card; Student body card or school identification card; or State identification card.

Appropriate Clothing/Dress Required

- Visitors are not allowed to wear blue denim, or other clothing that is similar to inmate attire. This restriction is necessary to ensure the safety of all individuals if an emergency arises. Children fewer than three feet tall will be permitted to wear blue denim.
- Clothing that is unduly suggestive, form fitting, exposes an undue amount of flesh (e.g. Exposing chest, back, thighs, or midsection is prohibited. Dresses, skirts, jumpers, culottes, and shorts shall not be worn more than two inches above the middle of the kneecap.
- Visitors are required to wear undergarments.

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- Light-weight sweaters, jackets, sweatshirts without hoods, lined jackets/coats, and/or sport/suit coats are permitted to be worn as outer garments.
- Umbrellas, hats, rain coats, ski jackets and other garments that protect against rain and other inclement weather are normally prohibited
- Sweatshirts with hoods are not permitted inside the visiting area at any time.
- Clothing, hairstyles, insignias or other paraphernalia associated with security threat groups (gangs) or that create undue attention or conflict are prohibited;
- Footwear must be worn.

Restriction on Items You May Bring to Visitation and Exchange of Objects/ Articles with Inmates

- Property, including mail and photographs, shall not be brought in to the inmate through the visiting process.
- Visitors shall secure their personal property such as purses, keys, wallets, money, coats, hats, blankets, etc. in a visitor locker or leave these items locked within their secured vehicle in the parking lot. The WDOC shall not be responsible for the loss of such items brought onto WDOC grounds.
- Baby-care items shall be permitted as follows per child: up to six diapers, one clear bottle (plastic), one single layer blanket, one pacifier, two teething toys, one sealed powdered milk container or sealed individual powder or liquid formula packs, and diaper wipes (in clear plastic bag or in unopened sealed package). All items shall be subject to

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search. NO baby seats or carriers will be permitted.

- Paper items produced by children during the visiting session with materials provided may be taken out by the child or displayed in the visiting room.
- Other than items from the vending machine no object or article shall be exchanged with an inmate.

Visiting Security Screening Required

- All individuals entering upon Wyoming Department of Corrections (WDOC) property are subject to random searches of their person, property and vehicles, to include search by a WDOC canine team. By entering upon the property, you grant consent to be searched.
- Explosive devices, firearms, ammunition, alcoholic beverages, narcotics, dangerous drugs, or objects or material of any kind which might be used to compromise the safety and security of the facility are not permitted on facility grounds.
- Tobacco products and cell phones are not permitted in the visiting area or on facility grounds outside of the visitor's vehicle.
- All documents/items permitted to be brought to the visiting room shall be searched prior to entering or leaving the visiting room/area and/or must be stored in designated lockers.
- For security purposes, initial screening of visitors will be done by metal detector. At institutions or facilities without a functioning walk-through metal detector, a hand-wand type of metal detector may be used.

- Additional screening will occur when an individual sets off the alarm of the metal detector or an individual has provided documentation to substantiate a condition that precludes successful screening by metal detector.
- Staff will need to resolve all alarms associated with metal implants. Most alarms will be able to be resolved during a frisk search and should not typically require the lifting and/or removal of clothing.
- Visitors who are confined to wheelchairs will be required to present a medical card or documentation to support their need to be in the wheelchair.
- If a visitor chooses not to submit to a frisk search, the visit will not occur.

Physical Contact during Visits

Visitors who are approved for privileged visiting may briefly embrace and kiss the inmate at the beginning and end of the visits. Hand-holding and holding of small children under seven years of age by the inmate is permitted during the visit as long as the conduct is appropriate in nature.

Supervision and Control of Children

Visitors and inmates shall appropriately supervise children at all times while in the visitation/play area. Visitors must ensure that children do not become disruptive to the point that they interfere with other visits, or jeopardize the security of the visiting environment. If this occurs, a visit may be ended prematurely to remove the child.



Wyoming Honor Farm

WORK CLASSIFICATION & RESTRICTIONS FORM

Class 1: _____ Able to undertake any work assignment without restrictions.

Class 2: _____ Able to undertake any work assignment with the following restrictions; list any food, animal, or environmental allergies:

Class 3: A. Due to illness, mental status or handicap, has limited work capacity but may work as marked below:

- _____ Janitorial Work
- _____ Clerical Work
- _____ Kitchen Work (rolling silverware, janitorial)
- _____ Light Yard Work
- _____ Fold Clothing in Laundry
- _____ May Lift _____ pounds
- _____ May participate in Vocational Education Training
- _____ Other: _____

B. Due to illness or handicap, has special housing requirements:

- _____ Bottom Bunk
- _____ No Climbing Stairs/Ladders
- _____ Bed Wedge
- _____ Handicap accessible room
- _____ Oxygen Concentrator machine
- _____ CPAP machine
- _____ Other: _____

Inmate Signature

Date

Healthcare Staff Signature

Date

INMATE NAME	DOC #	Date of Birth

EXPECTATIONS

1. Follow instructions from all staff and communicate in a respectful manner, free of profanity.
2. When an inmate leaves their housing unit they must be dressed in their state-issued red or orange top; state-issued pants, socks, underwear, and shoes/boots. The outer most garments shall always be state-issued red tops (except as outlined in sections c, d.) or brown work coat (during work activities).
 - a. Inmates may not go shirtless at any time, except in your assigned room.
 - b. Shirts will be tucked in at all times, except in your assigned room.
 - c. Inmates going to the gym may wear sweatpants, sweatshirts, shorts, t-shirts or state-issued clothing, on their way to/from and at the gym. However, inmates must wear their red or orange shirt as the outermost garment to and from any recreation area.
 - d. While actively engaged in an outdoor recreational activity (i.e. volleyball, horse shoes) INSIDE the compound perimeter fence, inmates may remove the red or orange top down to a white T-shirt.
 - e. State-issued uniform clothing will not be damaged or modified in any way by the recipient inmate.
 - f. State-issued red hoodies shall be worn over a state-issued red top. It may not be worn as the only upper garment.
 - g. After the work day inmates may wear personal sweats/shorts and a T-shirt in the dorm, but not outside of the dorm area (with the exception of recreation areas outlined above in sections c, d).
 - h. 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.
 - i. Hats will not be worn indoors by inmates, unless required as part of the work uniform.
 - j. State-issued clothing items specific for your work assignment (i.e. black under armor, bib overalls, chaps, etc.) may only be worn from 0630 to 1700 Monday through Friday, unless specifically assigned to a work activity outside of those designated times.
3. Inmates are required to have their identification cards (ID) on their persons at all times except while inside their assigned housing unit. Inmates shall always have their state-issued yellow ID card outside of the housing unit and must produce the ID upon request.
4. Inmates will be assigned a specific bed assignment (i.e. top or bottom bunk) and may not move without prior approval.
5. Inmates are not allowed to enter another inmate's room at any time.
6. Inmates will sign out of the housing unit on the inmate movement log on their door every time they leave the unit and sign back in when returning to the unit.
7. Rooms are to be kept clean at all times and bunks will be made when not in use.
8. No items are to be attached to the walls, windows, doors or fixtures. Any items displayed in this manner will be confiscated and considered contraband.
9. Items from the food trays are not allowed to be kept in your rooms after your meal.
10. Items received in a sack meal shall be disposed of by the end of the day the meal was issued.
11. All canteen purchased food must be stored to prevent pest/vermin problems.
12. Any action or behavior that disrupts or distracts staff is prohibited.
13. Any hand signing is prohibited.
14. Communicating with inmates who are on in-room UCR/TRO status is strictly prohibited.
15. Loitering in front of staff or inmate doors is not allowed. During count and lockdown inmates must remain in their rooms with the door closed until count is announced clear.
16. When inmates exit their room, they must shut the door behind them. Doors will remain unlocked when the inmate is present in the room, except when showering. Doors will be locked when the inmate is not physically present in the room.
17. Fighting, roughhousing or arguing between inmates will not be tolerated and will result in disciplinary action.
18. Inmates may bring personal items out of their rooms to the day room (cups, games, books, snacks, personal music players.) Inmates may not leave their personal items in the dayroom. Any personal item left in the day room will be considered abandoned and may be confiscated.
19. TV receivers will never be unplugged or adjusted without the direct approval of the Program Manager or Captain.
20. Do not sit or stand on the tables in the day room area; furniture may not be used as a foot rest.
21. Chairs will not be moved from the dayrooms or the telephone area.
22. Inmates will not cover their windows and lights or place items at the bottom of their doors at any time. No tenting will be allowed.
23. No clothes lines will be allowed.
24. Blankets, pillows, sheets, chairs and mattresses are to remain in the inmate's room and are not allowed in the day room.
25. Showers are not used for cleaning dishes, washing clothing or as a floor drain for mop buckets or containers.
26. Personal game consoles will not be allowed outside of the inmate's room.
27. Quiet time in the dorms is from 2130 to 0600 hours.
28. Computer use is limited to one hour if another inmate wants to use the computer. Computer usage is allowed between 0600 to 2130 hours a day.
29. Excessive noise will not be tolerated, i.e., music or televisions being played in the room shall not be heard in the hallways.
30. No hanging of towels, sheets, blankets etc. on the beds. It obstructs the view of staff when conducting count or rounds.
31. Inmates who are not out-counted shall be on their bunks or visible in their rooms, NOT in the bathroom, from the time count is announced to the time count is cleared.
32. Inmates may not wear headphones or ear plugs while walking in areas that are frequently traveled by vehicles.

Approved: 11/22/2011
Updated: 1/1/2014

Approved By: Warden Michael Pacheco



WAREHOUSE

STATE ISSUE:

- Briefs, white T-shirts, socks may be issued when arriving at WHF. Additional undergarments must be purchased and are available through Canteen.
- Colored items must be in a non-usable condition to be exchanged.
- Colored items must be returned to the warehouse to be exchanged.
- Warehouse is required to issue used items first.
- Do not alter or destroy state property (remove sleeves from T-shirts, tear jeans to go over boots, remove cover from pillow or mattress, etc.)
- Work issue items must be returned to Warehouse after job change.
- If state issue is lost or stolen, Staff must check your room and notify Warehouse before item(s) will be replaced.

REPAIRS AND EXCHANGES:

- Fill out a Warehouse Request Form with Name, DOC#, quantity and description of the reason for exchange.
- Place the request along with the item(s) requiring attention in your laundry bag.
 - COATS, BOOTS: Turn in request form and laundry bag only. Exchange will be done at pick up.
 - JEANS, SHIRTS: Do not turn in all jeans or shirts. Keep one to wear, exchange at pick up.
 - WORK ISSUE ITEMS: only issued with a signed request from your work supervisor. (work coat, bibs, mouse boots, winter gloves, hoodie, straw hat).
- Turn in Laundry bag and request at the Business Office Garage
 - ❖ Monday or Wednesday 8:30 – 10:30 am.
- Staff will evaluate your request and document action.
- Pick-up Laundry bag and items at the Garage
 - ❖ Tuesday or Thursday from 8:30 – 10:30.

TRANSFER, RELEASE OR DISCHARGE:

- Last Business day before departing WHF, place any State Issue you *will not need* before leaving into laundry bag and take to Business Office Garage.
- After items have been checked in, a release / discharge bag will be prepared for your departure which may include: jeans, shirts, coat, footwear. (Transfers will not receive a bag.) This bag will be available to you when you leave.
- The day of departure, place remaining state issue in laundry bag and drop off at Laundry.

ALL QUESTIONS MUST BE DIRECTED TO Ms LANGE.

WYOMING HONOR FARM MASTER SCHEDULE

0550: LOCKDOWN LIFTED
 0610: ITU Opening Meeting (Monday thru Friday)
 [REDACTED] (ITU inmates will be counted in Dining Hall Monday thru Friday)
 0700: Continental Breakfast (On Saturday, Sunday, & Holidays)
 0700: GP BREAKFAST (Monday thru Sunday)
 0730: PILL CALL Escorted Movement- (Weekend work crews leave the compound)
 0730: GP BREAKFAST OVER (ITU Breakfast Over on Saturday, Sunday, & Holidays)
 0750: South Gate Opens (GP inmates go to work)
 0910: ITU Opening Meeting (Saturday & Sunday & Holidays)
 0930: ITU Brunch (Saturday, Sunday, & Holidays)
 1000: Weekend work crews return to compound
 1000: GP BRUNCH- (Saturday, Sunday, & Holidays)
 1030: KOP Pass
 1115: ALL WORK CREWS RELEASED- (Monday through Friday)
 [REDACTED] (ITU inmates will be counted in Dining Hall Monday thru Friday)
 1130: ITU LUNCH-(ITU inmates will be counted in Dining Hall) (Monday thru Friday)
 1200: GP LUNCH - (Monday thru Friday)
 1230: PILL CALL
 1245: GP LUNCH OVER
 1600: ALL WORK CREWS RELEASED- (Monday thru Friday)
 1610: ITU Closing Meeting (Monday thru Sunday)
 [REDACTED] (ITU inmates will be counted in Dining Hall Monday thru Sunday)
 1630: ITU Dinner & GP EARLY Chow
 1700: GP DINNER
 1715: PILL Pass ITU & GP (Monday thru Friday)
 1745: GP DINNER OVER
 [REDACTED] (All inmates will return to assigned room)
 [REDACTED] (All inmates in their rooms)

Warehouse Drop-Off: 0830-1030: (Monday & Wednesday)
 Warehouse Pick-up: 0830-1030: (Tuesday & Thursday)
 Canteen: 1200-1300 & 1730 to 1845: (Sunday thru Thursday)
 Library: 0800-1115, 1300-1600, 1745-1930: (Monday thru Sunday)
 Gym, Rec. Room: 0800-1115 & 1300-1945: (Monday thru Sunday)
 Track: 0800-1115, 1200 – Sundown
 Barber: 0800-1100, 1300 to 1600: (Monday thru Sunday)
 Business Office: 1230-1330: (Monday, Wednesday, & Friday)
 0900-1000: (Tuesday & Thursday)
 Mail: 0900-1100, 1400-1530 and by appt. /Call out (Monday thru Friday)
 Records Office: 1400-1600: (Monday thru Friday)
 Hobby: 1200-1900 (Friday thru Tuesday)
 Inmate Visitation: 1730-2030 (Friday Only) (Check-in 1715 to 1745)
 1100-1500 (Check-in 1045 - 1115) (Weekends, Holidays)
 1730-2030 (Check-in 1715 to 1745) (Weekends, Holidays)

SUNDOWN – SOUTH GATE SECURED – ESCORTED MOVEMENT ON THE HOUR EVERY HOUR

NEW!

Canteen Hours:

Sunday through Thursday
12:30pm (1230) to 1:30pm (1330)
&
6:00pm (1800) to 7:15pm (1915)
Effective March 10th 2014

Warehouse Hours:

Monday / Wednesday = Drop off
Tuesday / Thursday = Pick up
8:30am (0830) to 10:30am (1030)
Effective March 10th 2014

Laundry Hours:

Sunday through Thursday
Drop Off – (Mop Heads, etc.)
12:30pm (1230) to 1:30pm (1330)

Whites will be washed Mondays &
Wednesdays
Colors will be washed Sundays,
Tuesdays & Thursdays

Effective March 10th 2014

Business Service Hours:

Monday / Wednesday / Friday
12:30pm (1230) to 1:30pm (1330)
Tuesday / Thursday
9:00am (0900) to 10:00am (1000)

WHF Library Usage Agreement:

The person who checks out the Item is 100% responsible for that item returning, undamaged and on time, to the library.

Check out lengths & Limits:

- Books:** 5 books for 30 days
Movies: 2 movies for 7 days
Games: 2 games for 30 days
Music: 2 music CDs for 7 days
ILL items: As posted on the Item (these due dates have priority over all others)

Fines:

There will be no fines for late items however if the Item is damaged beyond repair you will be charged for the replacement cost.

Overdue Items:

- 1st LATE RETURN:** **WARNING** Letter delivered to you is your warning.
2nd LATE RETURN: **2 WEEKS SUSPENDED ON ALL CHECKOUTS.**
3rd LATE RETURN: **4 WEEKS SUSPENDED ON ALL CHECKOUTS.**
4th LATE RETURN: **3 MONTHS SUSPENDED ON ALL CHECKOUTS; POSSIBLE WRITE-UP.**

This form MUST be filled out properly before individuals can check out items in the library.

I _____ # _____ have read and understand the rules regarding Items in the library.
Print Full Name and WDOC #

Furthermore, I agree that if I damage any of the listed items then I will be charged for the replacement cost.

Signature

Date

Inmate Computer Rules & User Agreement

1. Inmate computers are defined as any computer and related hardware and software that may be used by an inmate while at the Wyoming Honor Farm (WHF). It may be a stand alone workstation or connected to the inmate server. It also includes file servers, printers, hubs, wiring, software and any other computer related equipment or programs that may be used by inmates. Use of Inmate Computers is authorized for job duties, educational purposes, and personal correspondence.
2. The Inmate Computer Lab is open when an Inmate Librarian is in the library. If you have any questions or need any help please talk to the Inmate IT helper or an Inmate Librarian.
3. The set up and operation of all inmate computer equipment is directed by the Education Manager. Inmate IT Helper and Inmate Librarians are supervised and follow the direction of the Education Manager.
4. The Inmate IT Helper and any Education Staff Member are the only personnel authorized to use software designated for the setup and maintenance of the inmate computers. The IT Helper and Education Staff are the only ones that are allowed to access the local drive (C:\). Any usage of this software, attempts to bypass computer security or attempts to access the local hard drive by unauthorized personnel is prohibited and will result in a conduct violation.
5. Use of the computer is prohibited until you have attained your password. This is your password and is not to be shared with any other inmate. If you are caught on another inmate's account you and that inmate could face disciplinary action for unauthorized use of equipment.
6. Personal files can not be shared with other inmates. Any file that needs to be shared for group or work purposes needs to be approved by your work supervisor or group facilitator whom will send a request to the Education Department Staff.
7. Only drinks with lids or soda cans are allowed in the computer lab. You are responsible for cleaning up after yourself.
8. Use of Inmate Computers is a privilege and can be revoked at any time and could result in disciplinary action.
9. Printing is available to inmates at a cost of \$0.05 per page side printed regardless of the amount of printing on the page. Additional rules are posted in the Inmate Computer Lab.
10. Inmates may take their personal files home with them when they leave WHF. These files must fit on one CD (750 Megabits). If your files can not fit on that CD, you will have to decide what files you want to keep.

By signing this you acknowledge and accept the rules of the inmate computers.


Sign _____ WDOC# _____ Print Last Name _____

1  **WELCOME**

to the
Wyoming Honor Farm


2  **EDUCATION DEPT. STAFF**

Mr. Urbanek
WHF Education Manager
Mr. Coleman
Certified Teacher
Mr. Roseno
Information Technology Support Specialist
Ms. Caines
Administrative Assistant

3  **Education Opportunities
At WHF**

4  **Mandatory Classes For Everyone**

- ▶ GED
 - (if you do not already have a GED or High School Diploma)
- ▶ National Center for Construction Education and Research (NCCER)
- ▶ Career Readiness Certificate (CRC)

5  **Educational Programs:**


- ▶ General Education Development (GED)
- ▶ Select College Credit Courses
 - Microsoft Office Suite 2007 Classes
 - Pending: Possible future CWC Voc. Classes (Ag. Range M., Fac. Maintenance, etc.)
- ▶ Correspondence Courses from Select Colleges
 - (See Education Manager for More Information)
- ▶ Career Readiness Certificate (CRC)
- ▶ TurboCAD
- ▶ National Center for Construction Education and Research (NCCER)

6  **Requirements for College Classes**

▶ You must have scored Level 5 or above on the Key Train Tests in order to attend any college credit courses offered at WHF...

▶ And, you must have a High School Diploma or GED.

▶ VRI Career Scope Assessment

7  **Library Orientation**

8  **Library Hours**

- Weekdays:
 - 08:00 to 11:15
 - 13:00 to 16:00 (14:00 to 16:00 on Fridays)
 - 17:45 to 19:30
- Weekends and Holidays:
 - 08:00 to 10:00
 - 12:00 to 16:00
 - 17:45 to 19:30

9  **Dress Code**

State Issued Red Shirt and Blue Jeans Only!

NO SWEATPANTS
NO SHORTS
NO HATS

NO SUNGLASSES

10  **The Library is...**


- A Quiet Zone!
- No Games
- Not a breakroom
- Read or visit quietly, don't lean in chairs!

11  **Services Available**


- 1 • Reading Books
- Education Books
- Movies
- Playstation Games
- Music CDs
- Inter Library Loan Program*
- Greeting Cards
- Computer Lab
- 2 • Local and National Newspapers
- Select Magazines
- Re-entry References
- ACC Information
- Continuing Education Resources
- WDOC Policies and Procedures Book
- Law Library and Clerk

12  **Inter Library Loan (ILL) Program***


- Ask the inmate worker for an ILL form.
- Please fill in the full title and author of the book.
- Please note that only paperback books will be allowed into WHF.
- Check out time for these books is 30 Days.
- There may be a small mailing fee for this service.
- This program is only for book requests. Other material like CDs or DVDs are not offered.

13  **Law Library Information**

- Most Computers in the computer lab have access to LexisNexis.
-
- WHF Cabinet drive on the Inmate server contains templates, addresses, and other useful information.
-
- Law Library Clerk
 - Available during daytime library hours.

14  **Veterans Information**

- There is a Veteran's representative in the library who can answer questions concerning Veteran status while incarcerated.
-

15  **Checkout Time Limits**


- Books (Limit 5):
30 Days
- Movies (Limit 2):
7 Days
- Games (Limit 2):
30 Days
- Music (Limit 2):

7 Days
Calculators, Draft Equipment (Limit 1 each)
365 Days
Lens Cleaner (Only 1 for 1 day checkout)


You may renew items before their due date only.
Holds/Reserved items must be picked up within 4 days or they will be forwarded to the next person on the waiting list.

16  **Checkout Procedure**


- Please Sign the card:
 - With your last name DOC # and date.
 - Make sure it is legible.

17  **Overdue Policy**

- Patrons with overdue items will not be allowed to checkout any other materials until all delinquent items are returned!!!


18  **Who is responsible For Items Checked Out in Your Name?**

You Are!


19  **Recycling Program**

- Please Recycle your aluminum cans.
- Money that is collected from the cans goes toward purchasing books, CDs, and DVDs.
- Please remove the tab and place it in the appropriate container.
- Green Recycle Tag - All materials are bought with these funds

20  **COMPUTER LAB ORIENTATION**

21  **Username & Passwords**


- Usernames / Passwords did not transfer with you.
- You will receive new log-in identities at WHF.

22  **How to Log-in to the Inmate Network**

- User Name: WDOC# (ie., 12345)
- Password: password
- Log on to: WHFED

23  **Key Train Log-in Information**

- Be advised that your log-in information for Key Train will be different than your log-in information for general computer access.
- When you are enrolled in Key Train a separate username and password will be issued to you by the education dept.
- This separate username and password will only work to gain access into Key Train.
- Not all of you will receive a Key Train username/password.

24  **Programs on Inmate System**

- LexisNexis
- Key Train
- Aztec Learning Systems
- Microsoft Office Suite 2007
- Typing Master
- *TurboCAD


*Select computers only

25  **Information on the Cabinet (W:\)**

- WDOC Policies and Procedures
- Some WDOC Forms
- Dining Hall Menus*
- Canteen Price List*
- Legal Templates and Information

Re-entry information


▪ *Periodically Updated

26  **Reference Computers**

Encyclopedia Britannica (Work Stations REF 11 & 12)

Encarta (Work Station REF 13)

National Geographic (Work Station REF 14)

27  **To Access *Your* Files**

Log-In to Inmate Server

Double Click on the "My Computer" Icon

Click on Drive with Your Name and WDOC# (Y:\)

28  **Saving Files To *Your* Account**

Click the Office Button on the Program you are using

Go to "Save As"

▪ Click on Save As

▪ Click on "My Computer"

▪ Click on the "Y:\" (The one with your name and WDOC#)

▪ Lastly, name the file and then click save.

29  **Printing**


Printing is \$0.05 per page.

Our printer only produces black and white standard copies.

Please make sure the money is on your inmate trust account before you print.

All printing must be counted by the librarian before you receive your copies.


Both of you must initial/sign the print log.

30  **Taking your files with you**

Prior to leaving WHF you can request a CD with all of your files from the server.

To request this please send a WDOC Form 320 to Education Staff about 2 to 3 Business days before you are leaving

▪ Subject: "Computer CD"

31  **This concludes your library & education orientation.**

Thank you for attending!



TATTOOS/MARKS/SCARS

Inmate Name: _____ DOC#: _____

Under each heading, please specify the identified scar, mark, or tattoo.

Head and Face:	
Chest and Stomach:	
Back:	
Left Upper Arm:	Right Upper Arm:
Left Lower Arm:	Right Lower Arm:
Left Hand:	Right Hand:
Left Thigh:	Right Thigh:
Left Lower Leg	Right Lower Leg
Left Foot:	Right Foot:

Inmate Signature: _____

Staff Signature: _____

Date: _____

Date: _____

WHF Orientation Questionnaire

Name: _____ DOC Number: _____

Education: High School Diploma: Y ___ N ___ Highest Grade Completed: _____

GED? Y ___ N ___

College or Vocational Training: Y ___ N ___ Courses Studied: _____

Health Problems: Y ___ N ___

Past: _____

Present: _____

Physical/Medical Restrictions: _____

Current Medications:

Name: _____ For: _____ Start Date: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Mental/Emotional/Family Problems: Y ___ N ___

Please Explain:

Were you on Probation/Parole during this sentence: Y ___ N ___?

Reason for revocation:

(CONTINUE ON BACK)

THE STATE



OF WYOMING

Department of Corrections

Matthew H. Mead
Governor

Wyoming Honor Farm
40 Honor Farm Road
Riverton, WY 82501
TELEPHONE: (307) 856-9578
FAX: (307) 856-2505

Robert O. Lampert
Director

WAIVER OF EXTRADITION

I, _____, WDOC #: _____, freely and voluntarily sign this
Waiver of Extradition.

I further understand that no person from the Wyoming Department of Corrections or any
other representative from the State of Wyoming has coerced, forced, or caused me to
sign this waiver against my will.

I have read and fully understand the conditions of the foregoing transfer agreement and
the Waiver of Extradition, and I will abide by them faithfully.

Signed Date _____

Witness Date _____

Witness Date _____

Wyoming Honor Farm
Communications Release

do / *do not* (circle one) consent to allow my photograph to be taken on still, continuous film, or video for publication or broadcast.

I hereby release the Wyoming Honor Farm, its agent and employees, from any liability for the use of my name, image, voice, statements, opinions created by or attributed to me.

I further agree not to participate in any interview with media personnel without first obtaining permission from the appropriate Wyoming Honor Farm authorities.

Inmate Signature

Date

Print Name

DOC Number

Staff Witness

Date

Copies: Facility
Inmate File
Media Representative

THE STATE



OF WYOMING

Department of Corrections
Wyoming Honor Farm
Orientation

**RISKS AND SAFETY PROCEDURES INVOLVING
BLOOD BORNE PATHOGENS**
Training Acknowledgement

Inmate Name: _____ # _____

I have received training on the risks and safety procedures involving blood-borne pathogens. By signing below, I acknowledge that I have received and understand the training material and was afforded the opportunity to have all my questions and concerns addressed.

Inmate Signature: _____

Date: _____

Witness: _____

Date: _____



Department of Corrections
Wyoming Honor Farm
Orientation

**PROTECTION FROM SEXUAL MISCONDUCT
AGAINST OFFENDERS
W.D.O.C. Policy #3.402**

Inmate Name: _____ Number: _____

I acknowledge that I have completed training on WDOC P&P 3.402; Protection From Sexual Misconduct Against Offenders and Sexual Misconduct Against Offenders by Staff. By signing below, I acknowledge that I understand the policy, i.e. how to report sexual misconduct, the penalties for false reporting, the requirement for confidentiality, and the process for investigation and reporting by WDOC in the case of a sexual misconduct report.

Inmate Signature: _____

Date: _____

Witness: _____

Date: _____



WYOMING DEPARTMENT OF CORRECTIONS	WDOC Form # 343	Page 1 of 1
	Code of Discipline/Disciplinary Procedures Acknowledgement of Receipt	Last Revised: 10/09/09

INMATE CODE OF DISCIPLINE and INMATE DISCIPLINARY PROCEDURES

Acknowledgment of Receipt

Inmate Name: _____

WDOC#: _____

I hereby acknowledge that I have received a copy of the Wyoming Department of Corrections *Inmate Code of Discipline/Inmate Disciplinary Procedures*. I further understand that I am responsible for familiarizing myself with the information contained therein.

Inmate Signature

WDOC#

Inmate refused to sign

Staff Signature

Date

Staff Name Printed



WYOMING DEPARTMENT OF CORRECTIONS	WDOC Form #119	Page 1 of 1
	Affirmation of Tobacco Policy Form	Last Revised: 07/25/06

AFFIRMATION OF TOBACCO POLICY FORM

Statement of Policy

The Wyoming Department of Corrections is committed to providing a safe and secure working and living environment, an environment that is clean and sanitary, an environment that promotes good health, and an environment in which resources are efficiently utilized. As a means of achieving such an environment, any WDOC work location for WDOC staff or inmates, or housing location of inmates or offenders in the care of the WDOC shall be tobacco-free effective July 1, 2006

The use or possession of tobacco, tobacco related products, smokeless tobacco, or tobacco substitutes is prohibited at all WDOC facilities (except as provided through contracts with out-of-state facilities), in all WDOC vehicles and on all WDOC property, leased or owned, to include parking lots, associated property and perimeter roads. Staff may secure tobacco, tobacco related products, smokeless tobacco, or tobacco substitutes in their personal motor vehicles in the parking lot of a WDOC facility or office. Any person who is found in violation of the WDOC Tobacco Free Policy on or after July 1, 2006, shall be subject to discipline or being barred from the WDOC property/office.

Affirmation of Policy

As an individual affected by this policy, I affirm that I have read and understand the meaning of the above statement of policy regarding the Department of Corrections' tobacco-free environment. I am aware of my obligations to adhere to this policy.

Signature of Individual

Date

Printed Name

Signature of Witness

Date

Appendix B
**WHF INMATE CODE OF DISCIPLINE AND DISCIPLINARY PROCEDURES
POLICY #3.101 ACKNOWLEDGEMENT OF TRAINING FORM**

I do hereby acknowledge that my signature below indicates that I have been briefed on, received training on, and been given the opportunity to ask questions regarding the Wyoming Department of Corrections Policy #3.101- Inmate Code of Discipline and Inmate Disciplinary Procedures. I understand that both a hard copy and electronic copy are available in the library, located in the Administration Building.

Printed Name: _____

Inmate Number: _____

Signed: _____

Date: _____

Witness: _____

Date: _____

Appendix C
WHF NOTIFICATION OF AN INMATE'S RIGHT TO GRIEVE
Wyoming Honor Farm Orientation

Name: _____ Number: _____

In order to comply with the Wyoming Department of Corrections Administrative Regulation 3.400, Inmate Grievance Procedure, the Honor Farm has developed Operational Memorandum 3.400. This memorandum is intended to instruct you on your right to grieve and inform you of the procedure of how to do so. The policy is also available to you in the library for consultation. I sign that I acknowledge that I am aware of the right to grieve, now the procedure in which to do so, and the timelines associated with each step in the grievance process.

Signed: _____

Date: _____

Witness: _____

Date: _____

Appendix D
WYOMING STATE HONOR FARM JOB LIABILITY FORM

I, _____, being an inmate of the Wyoming Honor Farm and participant in one or more of the Honor Farm's work program, certify by my signature below that I am aware of the following:

*Some jobs are dangerous and each job will be discussed as to the dangers involved. All safety measures will be taught and enforced.

*Being a rational person, I may from time to time feel intuitively that I am endangered by certain risks inherent in a task that I am asked to perform. I may also be limited physically or mentally from performing specific tasks.

*In the event, I as an inmate of the Honor Farm, feel endangered by a work assignment, either through personal limitations or through peril inherent in work assignment, I have the right and duty to decline to participate and may ask for another task to be substituted.

*If I am in fear of personal harm and decline to perform an assigned task because of my own limitations or the hazardous nature of the task, I shall suffer no repercussions because of this refusal to undertake work originally assigned. I am not disobeying a direct order when legitimate fear of a work assignment is involved. When concerned, I am to come to the office of the Associate Warden to state my concern of a work assignment.

Inmate _____ Number _____ Date _____

Witness _____ Date _____

