

**Wyoming Department
of Corrections**

**WYOMING WOMEN'S CENTER
INMATE HANDBOOK**

**Wyoming Department of Corrections
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.

Effective: September 2012

THE DIRECTOR'S VISION

To be the Benchmark Correctional Agency in the United States

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 that focus on:

- Work force 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
- Pick appropriate housing and community supervision/mentoring
- Individualized quality services to victims, offenders and inmates, and
- Successful collaborative re-integration back into society.

Adult Community Corrections (ACC)

Locations: Gillette, Cheyenne, and Casper

An inmate may be eligible for community corrections if she meets all of the following statutory and Wyoming Department of Corrections (WDOC) criteria. Any recommendations and ultimate decisions regarding the acceptance and transfer of an inmate to community corrections is totally discretionary on the part of the WDOC, the community corrections boards and community corrections facilities.

1. The inmate is not convicted of first-degree murder.
2. The inmate is not serving a life sentence.
3. The inmate is not sentenced to death.
4. The inmate has no criminal proceedings pending which would affect her status as an inmate, i.e., detainers and parole from other states.
5. The inmate is within twenty-four (24) months of her most recent adjusted minimum sentence.
6. The inmate poses a low risk of escape or violence. An inmate must be escape-free during the past three (3) calendar years before applying to a community corrections facility. The three (3) year time period starts from the date the offender was convicted of an escape or the date the inmate was found guilty of a major disciplinary violation for escape (MJ12) if the offender was not charged criminally. Please be aware that you are not parole eligible by state statute, on any sentence during which you escape. In order to be eligible under this criterion you must be within twenty-four (24) months of discharge or be serving a new sentence, this includes inmates, probationers and parolees who escape or walk away from community corrections facilities. This time requirement does not apply to probationers and parolees who absconded from supervision who did not escape or walk away from a correctional facility.
7. The correctional needs of the inmate will be better served by the transfer.
8. The inmate's application has been accepted by the local community corrections board.

Intensive Supervision Program

The intensive Supervision Program (ISP) promotes public safety through increased accountability that can include electronic monitoring, increased drug/alcohol testing and unannounced home or work contacts. This program is designed for offenders who present increased risk and/or needs. Offender accountability is enhanced through community service, restitution payments, curfews, and mandatory employment.

Opportunity for offender long-term behavioral change is provided through increased case management, research based programming such as cognitive behavioral intervention, mental health and substance abuse treatment, life skills development and educational/vocational training.

Who Qualifies?

1. Wyoming adult inmates who qualify for a sentence modification by the sentencing judge.
2. Inmates eligible for parole and recommended for ISP by the Board of Parole.

Commissary Services
Custody Assessment

Page 19
Page 19-20

INMATE GROOMING, HYGIENE & SANITATION

Personal Hygiene
Clothing
Sanitation of Living Areas

Page 21-22
Page 22
Page 22

MEDICAL & MENTAL HEALTH SERVICES

Inmate Orientation to Medical Services
Access to Medical and Mental Health Care
DNA Sampling

Page 22
Page 22-24
Page 24

TRANSITION SERVICES

Parole Board
Adult Community Corrections (ACC)
Intensive Supervision Program (ISP)

Page 24-25
Page 26
Page 26-27

SAFETY & EMERGENCY PROCEDURES

Page 27

Medical need(s) will be met quickly and without difficulty if the above guidelines are followed. Inmates are expected to be fully dressed. Your cooperation is appreciated.

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. 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*.

TRANSITION SERVICES

The goal of transition services is to increase public safety by reducing recidivism. By assessing the individual's risk to the community and providing services based on identified needs, those with the highest risk will receive the highest level of services such as enhanced case management and the targeting of programs that will promote effective reintegration of the individual back in to the community upon release from the institution. Transition programming involves a comprehensive case management approach and is intended to assist offenders in acquiring the life skills needed to succeed in the community and become law-abiding citizens. Case management and development of a case plan begins in the institution. The case plan will follow the inmate into the community. The following programs may be utilized to assist inmates in the transition process.

Wyoming Parole Board

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 and operates under the authority of the Wyoming legislature as enumerated in Wyoming Statutes. The Board will hold regularly scheduled hearings at the various Wyoming state institutions in which inmates are housed and will perform the following functions:

1. Review applications for parole.
2. Grant, deny, rescind or revoke paroles,
3. Recommend commutations of sentence,
4. Revoke good time,
5. Restore good time,
6. Restore voting rights,
7. Consider and/or take action on any other matters brought before the Board.

Procedures:

1. The Board may request a number of different kinds of investigative reports. These may include the Pre-sentence Investigation, institutional summaries, psychological and/or psychiatric information.
2. The Board will request input from certified victims.

STANDARDS OF DECENCY-DEFINITIONS

ZERO Tolerance to Violence of Any Type

This cultural standard of decency outlines exactly as it states, zero tolerance to violence of any type, i.e. emotional, physical, or sexual. Emotional violence is verbal abuse, which includes yelling, name-calling, put downs, sarcastic jokes or comments about an individual's race, sex, age, religion, crime, physical appearance, or mental capability.

Physical violence is unwelcome physical contact. Violations of this standard of decency will result in disciplinary actions, and/or civil or criminal charges depending on the nature and severity of the offense.

Adherence to Prison Policy, Procedures, Rules and Regulations

This standard of decency ensures the orderly and safe operation of the facility as a whole. Additionally, inmates can learn the self-discipline and personal responsibility necessary for good citizenship.

Respect of Authority

Respect of staff authority not only includes courtesy in communication but includes addressing problems with staff identified in the chain of command or by role definition, that are designated to assist with a specific problem. This saves time for all in obtaining correct information and obtaining resolution of issues. Also of critical importance is following staff instructions. This includes daily compliance, but is critical during emergencies.

Respect of Self

This cultural standard is necessary to foster healthy self-esteem. An individual who has self-respect sets appropriate boundaries by saying NO when necessary. Self-respect requires assertive communication, setting of realistic goals and refraining from gossip. Self-respect may also be demonstrated by good work ethic; taking pride in personal appearance, taking care of physical, emotional, mental and spiritual health and taking full responsibility for personal actions.

Appropriate Language

Courteous communication is necessary to ensure an orderly, respectful, and peaceful environment. Yelling or screaming is not acceptable. Inmates will refrain from using nicknames and slang and when addressing staff will utilize the staff member's title or Ms., Mr., Mrs. together with the staff member's last name.

Work Ethic

An effective work ethic includes these attitudes and behaviors:

1. Be on time for work assignments.
2. Be dressed appropriately for assigned work. This includes not only appropriate clothing but also personal hygiene and an overall neat appearance.
3. Be open-minded and willing to learn assigned tasks.
4. Put forth your best effort to work hard.
5. Be courteous to co-workers and supervisors.
6. Listen actively to instructions and directions given by staff.
7. Ask appropriate questions when necessary to understand how to carry out tasks safely and effectively.
8. Do not misuse property or equipment in assigned work area.
9. Do not take items or equipment from or for use in the work area unless approved in

requirements, including soap, shampoo, toothbrush, tooth powder or toothpaste, and deodorant will be issued to each inmate by the State. Inmates shall be appropriately dressed as required by institutional guidelines when moving to or from the shower. Towels and shower caps will be worn only in the shower area or assigned cell/bunk area.

Clothing

Laundry machines will be available for general population inmates. As with personal hygiene, clothing hygiene should be kept at a high standard. Inmates in locked units will be subject to separate procedures. All clothing is to be clean, well mended, correctly sized and worn neatly.

Laundry

It is mandatory that all soiled laundry be turned in to be washed on laundry days. If State issue items are destroyed or altered in any way, the inmate will be required to pay for replacements as issued. The inmate may also face disciplinary charges for destruction of state property. Inmates should report any discrepancies to the unit property room or other designated office promptly. Un-tagged and/or un-numbered items will be returned to the unit property room. Inmate cooperation will help insure that all laundry is accurately returned to the correct inmates after it has been laundered.

Sanitation Practices and Care of Living Areas - Cell and Area Sanitation:

Each inmate is responsible for cleanliness of her living area, cell and cell fixtures. Each inmate is responsible for the cleanliness of any common area that she uses. Inmates who leave litter or debris in any area of the institution will be required to clean it up. Any condition conducive to harboring or breeding insects, rodents, or other vermin will be referred immediately to the safety manager or designee for immediate corrective action.

Your property must fit within the approved storage containers and may be stored in both the approved containers or in cupboards and drawers within the cell. Institutional guidelines may require additional cell and area sanitation guidelines. Each inmate shall be responsible for ensuring her cell is clean and in good repair and free of contraband, when she first moves into the cell and prior to moving out. Inmates may be charged for unreported damage to the cell, cell windows, cell bars, cell walls and/or any cell fixtures.

MEDICAL AND MENTAL HEALTH SERVICES

Inmate Orientation to Medical Services

The healthcare team's mission is to provide quality, medically appropriate health care to all inmates. In order for us to provide these services, we would like you to understand how the department operates and to follow these guidelines.

Intake

Upon arrival at WWC, you will receive a medical assessment by a nurse. You will be asked to give an accurate medical history and other pertinent information. You may be scheduled for lab work, a dental exam, a mental health assessment and a test for tuberculosis and HIV.

6. Types of custody or security levels;
7. Treatment programs, educational classes, and work assignments;
8. How the grievance procedure works;
9. The mail, visiting and telephone systems;
10. How to obtain legal assistance;
11. The things you will be allowed to have in your possession;
12. Names of employees, and the positions they hold;
13. What to do in emergency situations such as a tornado or fire;
14. How to protect yourself and what to do if someone violates your personal boundaries.
15. Expected behavior by you while in the institution; and
16. Notifying your family and friends of your admission to the Women's Center and how you may communicate with them.

You are encouraged to ask questions of staff during the orientation process.

Physical Examination:

Soon after your arrival at the institution, you will receive a physical examination. The institution's physician and/or medical staff will provide you with all needed medical services during your incarceration.

Identification Card:

While in the R & A Unit, inmates will be issued a photo 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 your person at all times if you are outside of your assigned cell. While you are working or attending programming or education, your ID card will be given to the staff supervisor of the activity or work function. The initial identification card will be issued free of charge. If you lose the identification card, or destroy it, you will be charged \$5 for a replacement card.

Interview:

Before you have your initial classification hearing, the R&A Caseworker will ask you to participate in an interview, which will help both you and the Caseworker understand your current situation. Your Caseworker will be interested in obtaining as much information as possible about you. This information will be used as part of the classification process and will assist you and the casework staff in developing a constructive Case Plan for the duration of your incarceration.

Testing and Needs Assessment:

During your reception and assessment period, you will receive a variety of assessments and educational tests. Do the best you can do on these instruments because the results are utilized to determine which programs would be of benefit to you. Remember, you cannot retake the tests and/or assessments and failure to take them may result in a rule violation which could affect your custody level.

Your case plan and progress will be reviewed with you on the same schedule as your classification, which is based on your sentence structure. Remember, your progress in recommended programs may allow you to move to a lower custody level, which in turn allows for greater privileges and may increase your chance for parole or ACC placement when you are eligible.

past/present serious crimes, may have a recent or serious disciplinary record or be in the reception process.

Close Restricted: 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 be escape risks.

ACC (Adult Community Centers) are 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 must be minimum or medium custody level prior to transfer to a community center.

Housing and inmate custody levels are considered to be separate issues. No inmate is entitled to specific security housing because of an equivalent classification custody score. Prior to the completion of the intake process of an inmate, the intake caseworker will, along with the inmate, complete the classification instrument and the needs assessment instrument.

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.

Reclassification 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.

Reassessment is determined according to:

- 1. Time to Release (current minimum date plus consecutive minimum sentence)**
Minimum Custody Reassess at six months and annually thereafter.
Minimum Restricted-Maximum Custody and Time to Serve:
Zero to 4.99 years Every six months
Five or more years Reassess at six months and then annually
- 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. The 48 hour notice is not required for these reviews.
- 3. Upon receipt of new information -** Reassess within 48 hours of receiving information that potentially affects the inmate's custody level (e.g., disciplinary action, conviction on a new charge, detainer, sentence reduction, etc.).

community program (or go to another state which his/her sentence otherwise would not allow. Complete inmate good time policy information is available on the computers in the general population day rooms and in the Inmate Rule Book located in the East Wing housing unit.

Sentence Reduction/Sentence Modification

Inmates sentenced in the State of Wyoming courts are eligible to apply for a sentence reduction 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 reduction must be filed within one year after the date of your sentencing. Legal forms may be available from the institution law library. You do not have to pay for these forms or these services. It is illegal and a disciplinary violation to pay another inmate for legal advice or to receive money, goods or favors for providing legal advice. A personal letter to your judge is another method to start the process of advice regarding the request for a sentence reduction.

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 upon their release. Policies relating to the registration requirements are available to inmates.

Prison Rape Elimination Act (PREA)

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. 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. A toll free confidential number (1-307-737-6781) is provided for the reporting of allegations of sexual misconduct against offenders.

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 dress code standards and conduct in all areas of the facility.

Anonymous Reporting Line: The toll free confidential phone number is provided for reporting allegations of inmate sexual assault, or other incidents of violence. The following message will be prompted:

Inmate Work Assignments and Incentive Pay

Each classification level may differ in the amount and types of jobs available. Some commonly available jobs are janitorial, kitchen, beauty shop, maintenance, aquaculture, laundry/supply, industry and painting. Inmates will utilize an application process or be assigned based on institutional need for job placement. Policies relating to inmate work and pay are available in each housing unit.

INSTITUTIONAL SERVICES

Inmate Funds

1. Each inmate shall have a personal WWC account set up upon arrival.
2. Each inmate shall receive a money ledger book in which to keep track of all monies received and spent. It is the inmate's responsibility to assure that she has a true and accurate balance at all times.
3. If approved funds are received through the mail, mail-processing staff will credit the funds to the inmate's account and the receipt will be provided in the mail the same day. Only money orders or Cashier's Checks from approved sources will be accepted. Personal checks, cash, or other forms of remittance will be returned to the sender at the inmate's expense.

Savings Accounts

Savings accounts and certificates of deposit are available through the Business Office. The Wyoming State Statute, 7-16-205, requires mandatory savings to be the first deduction from an inmate's incentive paycheck after any applicable taxes. Ten percent (10%) will be applied to mandatory savings for all inmates unless serving life without parole or on death row. Once this account reaches \$1,000, inmates will no longer be required to deduct 10% from their wages. Please refer to policies related to inmate savings accounts for further information.

Debits

Inmates may pay for purchases, place money in savings or send money out by providing a properly completed Financial Transaction Form. Please refer to policies relating to inmate funds for further information.

Discharge

If an inmate does not have personal transportation at the time of their release, they will be eligible to receive a bus ticket to their home of record or other appropriate location in the 48 contiguous states. The inmate will also be provided a small amount of cash to defray the cost of meals while traveling to the designated destination if they do not have their own funds available for this. If an inmate does not have personal clothing, they may be provided with adequate clothing in order to be properly dressed for the season. All monies available on the inmate's account will be provided in the form of a check upon release as specified in policy. An inmate's final pay will be posted to the inmate's account and a check will be mailed to the forwarding address provided on the first business day after departure, if possible, unless other arrangements have been made.

3. Cell doors will remain closed at all times, except when an inmate is entering or exiting their own cell. Inmates are responsible for closing their cell doors.
4. Loitering in front of cell doors is prohibited.
5. Inmates in general population will be issued mail box keys. Inmates may not store anything in their mailbox. The mailbox is for incoming mail only. Inmates may not give any other inmate the key to their mailbox.
6. Inmates are prohibited from hollering, screaming, yelling, kicking cell doors, or any other disruptive behavior.
7. Inmates may not use hand gestures to communicate with other inmates outside their housing assignment.
8. Inmates living in Halls 4, 5, 6, and 7 may not go to any hall other than where their assigned cell is located. Inmates living in any of the pods may not go to any halls or pods other than where their assigned cell is located.
9. Inmates are not allowed to go to any area of the institution unless they are approved and authorized to do so. As such, inmates are not allowed to go to Education, Library, Medical, Supply Department, Dining Room or Culinary area, Beauty Shop, Arts & Crafts, visiting, etc. unless authorized to go, escorted by staff, or called there by Control. Any inmate found in an unauthorized area will face disciplinary action.
10. All tobacco products found in the WDOC institutions and contract facilities will be considered contraband and no tobacco use will be allowed in or on WDOC institutions, grounds, contract facilities, offices or office property.
11. Inmates may not, at any time, place items in or near locking devices, or tamper with locking devices in any way. Cell intercom systems are to be used to appropriately communicate with staff.
12. Only one inmate is allowed at a time in any laundry room, bathroom or shower on Halls 4, 5, 6, & 7 and Pod 10. No more than 2 inmates are allowed in the laundry areas in Pods 8 & 9. Inmates shall only use the hygiene and laundry areas of their assigned tier.
13. Inmates shall demonstrate behavior, which is controlled, respectful, polite and considerate to all persons including staff, visitors and other inmates.
14. Inmates shall not throw things between tiers in multi-level pods.
15. WWC maintains a "zero tolerance" for violence of any kind, including but not limited to: physical, sexual, verbal, emotional, spiritual or mental. It is the policy of the WDOC that all staff and offenders are educated regarding the rights of offenders to be free from sexual misconduct whether perpetrated by staff or other offenders. It is the policy of WDOC to prohibit acts of sexual misconduct against offenders, to train staff and offenders in the prohibitions against such acts, to fully investigate and discipline persons who violate this policy and to implement corrective actions as indicated by investigation of cases of sexual misconduct, including referral for criminal prosecution. WDOC prohibits retaliation against offenders who make good faith and legitimate reports of sexual misconduct incidents. However, offenders who intentionally make false reports of sexual misconduct will be subject to non-retaliatory disciplinary or legal actions.
16. Inmates may not display sexual behavior of any kind, including but not limited to the following:
 - Touching another inmate
 - Playing with or handling another inmate's hair except in the beauty shop
 - Sitting on the floor in front of another and resting head on another inmate
 - Sitting on another inmate's bed
 - Kissing, hand holding, caressing
 - Telling inappropriate sexual stories or jokes / talking about inappropriate sexual subjects

Outdoor Recreation Rules & Regulations

It is the Recreation Area's mission to provide quality recreational opportunities for Wyoming Women's Center inmates to be able to better themselves by participating in physical fitness or leisure activities. General population inmates will follow posted scheduled times for outdoor recreation. If you have questions about recreation programming, you may contact the Recreation Specialist.

Beauty Shop

The Beauty Shop is available for inmates who live on West Wing housing for cuts/shampoo and conditioning by inmates working in the Beauty shop as part of the incentive pay program. Dyes are available through a local cosmetologist with a minimum charge of \$25. Inmates living in the East Wing will have limited access to the beauty shop in order to obtain hair cuts.

Visiting

The WDOC encourages inmates to maintain a connection with friends and family. To assist with this process you will be provided with directions for getting family and friends approved for visiting. Inmates will not be permitted on-site visits unless the visits are approved and monitored in compliance with the visiting policy and procedure.

Each inmate is responsible for initiating the visitation process. The inmate shall obtain and mail the Visitor Application, institutional visiting rules and Visiting Supplement to those individuals outside the WDOC that 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 the document to the institution. If additional information is requested from the applicant, the form will be sent back to the applicant. Incomplete visiting applications will not be considered for approval.

Each visiting application will be thoroughly examined and a 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. You may obtain forms from your Caseworker. More information on the visiting policy is available to inmates in the housing units.

Inmate Mail

It is the policy of the WDOC to implement methods whereby inmate mail (both incoming and outgoing) is 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.

It is possible to have inmate-to-inmate correspondence. Approval maybe requested using the inmate-to-inmate correspondence application process which may be obtained from your caseworker.

Inmates will place return addresses on all outgoing mail as follows:

Jane Doe #1234
Wyoming Women's Center
P. O. Box 300
Lusk, WY 82225

Inmate discipline will be applied in an impartial and consistent manner. When practical, punishment shall fit or relate to the offense. Processing of disciplinary charges shall be timely and in accordance with time limits established by policy.

1. All disciplinary sanctions will be served consecutively effective July 1, 2010
2. Three (3) Minor disciplinary convictions within a six (6) month period may result in a General disciplinary.
3. Three (3) General disciplinary convictions within a six (6) month period may result in a Major disciplinary.
4. Major disciplinary convictions result in withholding of good time allowance for a three (3) month period resulting in 45 days of good time lost.
5. A Major Predatory disciplinary conviction results in the withhold good time allowance for a twelve (12) month period resulting in 180 days of good time lost. A copy of the disciplinary handbook is provided to each new inmate during intake orientation.

Count Process

Inmate counts are conducted in order to ensure accurate accountability of inmates. Counts are conducted at specific times of the day or night and all inmates are counted simultaneously. During routine count times, inmates are expected to return to their cell upon the announcement of count if instructed to do so. In the event that you are informed that an unscheduled (emergency) count is taking place, you are expected to return to your cell and be in the standing upright position with your inmate photo identification card available. Physically challenged inmates, who are unable to stand, will be in an upright position, within the cell and have their identification card available.

During the hours of darkness or when there may be 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.

In addition to counts, staff will conduct a walk through of the housing areas on a frequent basis for the purpose of verification of inmate's well being and prevention of inappropriate behavior.

Department of Corrections Grievance Procedure

The Department of Corrections has established an inmate grievance procedure to provide a uniform set of guidelines and procedures to direct proper and effective communication between Wyoming Department of Corrections staff and inmates. The procedure is intended to establish an administrative process to resolve valid and justified inmate grievances without involvement of the courts. It also provides the courts with a written record of the grievance and administrative action taken, if the matter should reach the courts. Accordingly, this policy establishes the available administrative remedies that the courts may require to have been exhausted prior to proceeding in an action brought under 42 USC ' 1983. Complete inmate grievance policy information is available to inmate in the housing units. You are encouraged to attempt to resolve all potential grievance issues by discussing your concerns with staff.

Property

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. Complete inmate property policy information is available to inmates in the housing units.

Administrative Segregation

It is the policy of the WDOC to administratively segregate inmates whose notoriety, actions, affiliations or threats may jeopardize the safety, security, or orderly operation of the facility or, if, the inmates present risks to staff, visitors or other inmates. Inmates may also be administratively segregated if they have health care needs that cannot be met in general population housing. Use of administrative segregation is a preventative and management assignment and is not intended to be punitive in nature. Complete administrative segregation policy information is available to all inmates in the housing units.

Temporary Restriction Order (TRO)

It is the policy of the WDOC to respond to all occurrences that might threaten the management, control, or safety of the correctional facility, staff, inmates or the public at large. The response may involve restricting an inmate's access to privileges normally associated with their assigned classification level. Such restriction(s) may require separating an inmate from their housing population or otherwise restricting an inmate's movement. Complete TRO policy information is available to inmates in the housing units.

Protective Custody

It is the policy of the WDOC to provide appropriate segregated housing for inmates, identified as needing protection from other inmates. This policy does not, and is not, intended to create any constitutionally protected liberty interests for inmates. Complete protective custody policy information is available to all inmates in the housing units.

OFFENDER PROGRAMS

Case Management Planning

It is the policy of the WDOC to require that case plans be developed to address the issues identified by the risk/needs assessments conducted during the first few weeks of an offender's incarceration. The case planning process is intended to be a collaborative process in which the assigned caseworker and the inmate cooperatively develop a written document that identifies the inmate's most important goals and describes measurable, time sensitive, steps toward their achievement. Upon determination of the inmate's case plan, the individual inmate's progress will be recorded 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 other programs as needed. Programs offered may change at any time, and not all programs may be available at all times. Inmates are encouraged to communicate with their assigned caseworker regarding assignment to the most individually appropriate programs.

Substance Abuse Programming

The Substance abuse Intensive Outpatient Program (IOP) is a treatment program provided for inmates of the Wyoming Women's Center. The IOP provides an opportunity for behavioral change for those inmates whose lives and criminal activity are characterized by substance abuse. The IOP is offered within the correctional setting to provide participants with the opportunity to choose rehabilitation and in turn decrease the risk of returning to the institution. Participants are assisted with evaluating their lifestyles by a team of concerned professionals who work together in confronting and solving problems.

The Intensive Treatment Unit (ITU) is an in-patient program housed within the facility. This program utilizes a therapeutic community model to address substance abuse and cognitive skills. The program is specified for inmates who meet the criteria determined by Wyoming Department of Corrections (WDOC), which indicates the need for intensive, residential treatment. The ITU provides inmates the opportunity for substance abuse recovery and the tools to decrease addictive and criminal behaviors and thinking that may enhance their quality of life upon release and decrease the risk of returning to the use of drugs, alcohol and/or criminal behaviors.

Both OP and ITU programs are operated by an outside vendor who contracts with WDOC. The counselors of the IOP and ITU work in cooperation with the WDOC staff, mental health and medical care providers within the correctional institution. Treatment and correctional staff work as a team to ensure safety and security as well as to encourage participants to meet their program goals.

Cognitive Skills Program

The core program for addressing cognitive skills is *Thinking for a Change*. There are 22 lessons in this program.

Self Help Groups

These groups may include Alcoholics Anonymous, Narcotics Anonymous, Debtor's Anonymous, Emotions Anonymous and Al-Anon. Dates and times will be posted for available groups.

Education

The following offender programs may be offered through the education department: Adult Basic Education; adult secondary education (GED); English as a second language; special education; pre-release classes (Employability Skills & Life Skills); computer classes, NCCER's core curriculum; and college classes for credit.

Recreation Area

The overall objective of the recreation area is to be a part of the programming of the Wyoming Women's Center by providing quality fitness and leisure activities. In doing so, the Recreation Area hopes to achieve a general state of well being among the inmate population.

The Recreation Area offers a variety of activities including: team and individual sports, both competitive and recreational, physical fitness, table and board games, hobby craft and leisure activities. The Recreation Area is also responsible for supplying living units with miscellaneous recreational equipment such as board games, cards, puzzles, etc.

17. Cell inspections will occur on a regular basis. Inmates are expected to maintain their cells in an orderly and clean manner at all times. An inmate is responsible for all items found in their cell. Joint occupancy denotes that both individuals are responsible for contents in the cell. During cell inspections, staff will inspect the following:
 - Sanitary violations
 - Damage to the cell (floor, walls, door, sink, etc.)
 - Windows, lights and vents are not allowed to be covered.
 - Any item in the cell that hinders institutional operations
 - Fire hazards (cardboard boxes, excessive paper etc.)
 - No items may be attached to cell walls in any manner except for those items that allowed to be taped to the wall in the designated spaces provided.
 - Bunks will be made when not occupied
18. Inmates are required to be in full uniform (state shirt, pants, footwear) whenever leaving their housing area (except when attending gym). Pants will be worn securely around the waist (no sagging and no rolled up legs).
19. Inmates will not engage in horseplay with other inmates.
20. When utilizing the institution dining room for meals the following guidelines will be adhered to:
 - a) Inmates will have 20 minutes from the time the last inmate in the housing area is served to finish their meal and return to their housing unit;
 - b) Inmates will be in full dress uniform. No sweats, shorts, shower shoes, coats or slippers are allowed in the dining room. (*Inmates in locked housing units will generally be served meals in their cells.)
21. Inmates will follow all orders given by staff and will be respectful of each other and staff at all times. Disrespect to staff in any form will not be tolerated.
22. Tattooing and body piercing is prohibited.
23. Televisions must be turned off when no one is in the day room. If the TV is left on, staff may suspend the privilege of the TV.
24. Microwaves must be cleaned after each and every use. Failure to do so may result in staff suspending the privilege.
25. Inmates must not leave their personal items unattended in the day room. Inmates must clean up any messes or projects they are working on in the day room when completed or upon any cell-in.
26. Inmates may not use any day room furniture as a footstool.
27. No blankets, towels, pillows, sheets, etc. may be taken to the day room or courtyard.
28. Policies, postings, memos, etc. will be posted in each hall living unit day room. It is the inmate's responsibility to check for such items on a daily basis. Policies and procedures will be available on the inmate computer in each general population day room. One policy book will be maintained in East Wing for Pods 1-3.
29. Evacuation maps for safety purposes are posted throughout the institution. It is the inmate's responsibility to become familiar with evacuation routes in case of emergency.

Wyoming Department of Corrections Code of Inmate Discipline

It is the policy of the WDOC that inmates be accountable for their conduct, including violation(s) of specified rules of prohibited inmate conduct in accordance with the procedures set forth in The Code of Inmate Discipline and Inmate Disciplinary Procedures.

Incoming mail needs to be addressed to inmates in the same manner as noted above. Additional information regarding the mail policy is available to inmates in the housing units.

Inmate Phones

Inmates may utilize the inmate phone system after obtaining approval to add allowable numbers to their personal call list. All calls will either be collect calls or the inmate may purchase phone minutes through the commissary process. Calls, except those to verified attorneys, are recorded and may be monitored. Inmates are limited on the length of calls and the number of allowable numbers on their phone list. Additional information on the phone policy is available to inmates in the housing units.

Furloughs

For inmates that meet the appropriate classification and requirements of the furlough policy, the facility Warden may recommend an inmate for a designated furlough. The Director or designee shall approve or deny any furlough. The Warden or the Director have the authority to cancel a furlough at any time and for any reason. Furloughs may be available for family reunification, re-entry planning or compassionate reasons as described in the WDOC *Furlough/Leave Program Policy*. Please contact your case worker for additional information.

Library and Legal Materials

Inmates in locked units and other special housing areas may be provided library services. Requests for books must comply with the property matrix for each security classification.

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. Inmates are provided reasonable access to the law library or legal services and to necessary supplies for the preparation and filing of their own legal documents with the court and parole board authorities. Requests for access should be sent to the education department.

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:

1. Offer incarcerated inmates the opportunity to practice the religion of their choice;
2. Provide for the orderly management of inmate religious activities through supervision by the facility chaplain, other Department of Corrections employees, and with the assistance of approved religious volunteers.
3. 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;
4. 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. Limitation shall only be by documentation showing a threat to the safety of staff, inmates or other persons involved in such activity, or that the activity itself disrupts the security or good order of the facility.

"You have reached the Report1 mailbox for the Wyoming Department of Corrections. This is a voice mail box that is checked daily for reports of criminal activity, assaults and sexual assaults. You will not be charged for this call. The mailbox size is limited, however, so you are asked to be as brief as possible.

If you are in immediate danger of being harmed or you have just been assaulted, contact your housing unit officer or other staff member at your location right away and they will take the appropriate actions. If you have been sexually assaulted do not shower and do not throw away any evidence.

If you have other information on criminal activity, past or ongoing, including an assault or sexual assault, leave your name, location and a brief explanation. When possible, someone will come and speak with you. This could take a few days, so be patient.

Your reporting of criminal activity on this line does not guarantee any leniency or reduction of charges and the filing of a false report could result in disciplinary and/or criminal action.

This line is not for regular or emergency requests or grievances. Contact your housing unit officer for those forms. Remember this line is intended to be used for the reporting of criminal activity, assaults or sexual assaults. Misuse of this reporting system for other purposes may be considered a disciplinary violation.

Please leave your report, along with your name and location, at the beep and we will follow-up as quickly as possible."

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

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. These funds will be automatically withdrawn from the inmate's account at a specified time each month.

INSTITUTIONAL OPERATIONS

General Rules for Inmate Behavior

The following are the institutional rules and expectations of inmate behavior at the Wyoming Women's Center. Violation of any of these rules may subject you to disciplinary action.

1. Identification cards will be issued to all inmates and the inmate must be in possession of their ID at all times when not in their cells. Inmates are required to present their ID when receiving canteen or medications, during standing ID or emergency counts when receiving meals in the dining room and upon staff request. If an ID card is mutilated, lost, altered or destroyed, the inmate will be charged for a replacement. If the inmate significantly changes their appearance, they will also be charged for a replacement ID. The current charge for a replacement ID card is \$5.00.
2. General population inmates will be issued room keys. Inmates are not allowed to enter another inmate's cell at anytime and may not give another inmate the keys to their cell.

Social Security

Social Security is not able to 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 an individual is under a sentence of confinement due to conviction of a felony. However, benefits will be paid to other entitled family members of 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 an institution or other correctional institutions are not eligible for SSI payments for any months in which they are a resident for the entire month. Those eligible for SSI payments, based on policy, will have to complete the application process after they are released.

Commissary Services

Commissary is provided on a weekly basis. A special commissary ordering process is also available. Review the facility operational procedure on commissary to obtain current information on the process.

Initial Custody Assessment

The Initial Classification Instrument establishes an inmate's classification rating for the first six months of her incarceration by the Wyoming Department of Corrections (WDOC). This custody rating is based upon the classification specialist's assessment of eight criteria that are scored on a numerical scale. These criteria 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 criteria is used 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.

The Initial Custody Instrument is to be completed for each inmate within 30 days of the inmate's commitment to the custody of the WDOC. The needs assessment and initial classification forms MUST be completed before an inmate is moved from the system's admission and orientation housing area.

Custody Levels:

Minimum: The least restrictive and the usual custody of inmates housed at the Wyoming Women's Center. You may be housed within a specific area at this or another institution pending transfer.

Minimum Restricted: For inmates that present a risk for assignment in a minimum-security institution and are therefore restricted 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 institution.

Close/GP: For inmates of high risk. This inmate may be an escape risk, may have demonstrated herself as a threat to staff or other inmates or have

ADMINISTRATION AND MANAGEMENT

Sentence Information Document (SIDS)

The Sentence Information Document (SIDS) is prepared when an inmate arrives at WWC. The information it contains is obtained from the Judgment and Sentence that was issued by the Court. The following, paragraphs A through G below explain the various information contained in the SIDS document.

- A. Earliest Projected Parole Eligibility Date - This is the earliest possible date the inmate is eligible for Parole by earning all possible Good Time available (15 days for each month served). This is a projected date and subject to change if Good Time is not awarded.
- B. Initial Parole Board Appearance - This is the date the inmate is scheduled to see the Parole Board for the first time.
- C. Full Minimum Sentence Expiration Date - (Sentence date plus Minimum Term of Sentence, Minus Court Awarded Credit). This is the date that an inmate is eligible to be released on parole (upon approval of the parole board) if no Good Time has been awarded.
- D. Earliest Projected Maximum Discharge Date - This is the date an inmate will discharge her sentence if she elects not to parole by earning all possible Good Time available (15 days for each month served). This is a projected date and subject to change if Good Time is not awarded.
- E. Full Maximum Sentence Discharge Date (Sentence Date plus Maximum Term of Sentence, Minus Court Awarded Credit). This is the date an inmate is discharged if all good time awards are removed by Parole Board.
- F. Projected Parole Discharge Date - This is an inmate's parole discharge date if no Parole good time is awarded. This date may change in the event of a parole revocation.
- G. Earliest Projected Parole Discharge Date-This is an inmate's parole discharge date if they earn all the Parole good time possible while on parole. Parolee may or may not be awarded up to 20 days per month off the F-date for each month spent on parole. This date is only a projection for planning purposes and does not constitute an award.

Good Time Allowance

- A. "Good time" is the term applied to the reduction of both the minimum and maximum sentence at a rate of fifteen (15) days for every month served. Good time will be given for "proper and helpful attitude, conduct and behavior". It is awarded at the discretion of the Warden to inmates with no disciplinary violations and is a privilege, not a right.
- B. "Special Good Time" is awarded by the Parole Board reducing the minimum sentence by up to one year. The parole board could award one month for each year of the minimum sentence (up to one year). Additionally the Parole Board may award up to one year of Special Good Time (regardless of minimum sentence length) if by doing so, it would allow the inmate to participate in a

INMATE GROOMING, HYGIENE AND SANITATION

Personal Hygiene

It is the policy of the WDOC that each inmate be allowed to maintain her appearance within the guidelines established by this Policy and Procedure. It is also the policy of the WDOC that safety and security considerations be given priority over individual choices.

Fingernails and Toenails:

Fingernails and toenails will be neatly trimmed and clean and will not be of a length that presents a hazard to safety and security. Nail clippers will be made available for use by inmates who do not have access to personal nail clippers.

Tattoos and Body Piercing:

Inmates will not tattoo themselves or others. Inmates who have tattoos on their person that were not noted during initial intake into WDOC shall be charged with a disciplinary violation at the time that the tattoo(s) is discovered by staff.

Inmates shall not be permitted to pierce theirs or others' ears, noses, or other body parts, wear any unauthorized ear, nose or other body jewelry, or use any unauthorized item or material to maintain an opening created by piercing.

Hair and Facial Care:

Hair may be kept at any length provided that it is kept clean and neat in appearance at all times and is able to be searched. Staff may require inmates to unbraided, loosen or cut the hair in order to complete a hair search. Inmates assigned to jobs in areas of medical, food preparation and distribution, or any other job where the Staff Supervisor requires restrictions to hair length for hygienic reasons, must comply or face job loss. Haircuts and styles, which draw undue attention to an individual or group, will not be allowed. Eyebrows will not be removed or their appearance altered in a manner that draws undue attention to an individual. Inmates will not be permitted to cut designs, patterns, letters or numbers into their hair or wear hairstyles that have been demonstrated to be an indicator of membership in any security threat group, when the inmate has been suspected of being a member, affiliate or associate of that security threat group.

Hair that is religiously indicated by the mandatory tenets of the inmate's professed religion, as verified by an approved religious representative of that faith, will be authorized as long as the hair is capable of being searched and does not present a health or safety hazard.

The only hair styling items permitted shall be those purchased through the commissary or issued by the supervisor of the Beauty Shop. Hair styling items will only be used in the inmate's assigned cell or the Beauty Shop.

Showers, Bathing and Personal Hygiene:

Inmates will be encouraged to shower and brush their teeth or dentures, at a minimum once a day. Institution standards may require more frequent showering for inmates on specific program or work assignments. There may be situations where medical conditions of inmates may require more or less bathing than the rest of the inmate population. Soap and shampoo will be available through canteen purchases. For those inmates who do not have the privilege to use the canteen or who have been determined to be indigent, basic toiletry items for bathing and other personal hygiene

- writing by the supervisor.
10. Request additional work tasks from assigned supervisor if prior assigned tasks are completed before work hours expire.
 11. Take breaks only at designated break times.
 12. Report any observed misconduct to appropriate supervisory staff.

Personal Hygiene and Cleanliness

It is of particular importance in a prison community to maintain adequate personal hygiene as people live and recreate in close proximity during activities, meals, work, and as roommates. Personal hygiene in this standard not only includes keeping the body clean, but also includes laundering of clothes, and keeping your living area, to include day rooms, classrooms and work areas clean.

Staff/ Inmate Relations

Staff are agents of the State. They are hired, trained, and vested with the authority to keep, govern, and sustain the inmate population. The staff of the Wyoming Women's Center is dedicated to the mission of the Department, which is to provide for protection of society as a whole, while providing a safe, secure, and humane environment for staff and inmates. Inmates are encouraged, and assisted, to become law-abiding citizens in a respectful, principle-centered, and dignified manner.

ADMISSION INFORMATION

Inventory of Personal Property:

All of your personal property will be inventoried at the time you enter the institution. You will be required to read the completed inventory and to sign it when it is correct. The property officer will explain about the inventory of allowable property items and the ways that inmates may dispose of non-allowable property.

Admission Shower:

In some cases, involving disease and body vermin, it may be necessary to use medicated soaps, shampoos, and medically approved insecticides by you prior to being housed with the facility population. Following the shower, you will be dressed in institutional clothing.

Fingerprinting and Photographs:

As part of the admission process, you will be fingerprinted and photographed soon after your arrival.

Orientation:

While you are in the Reception and Assessment Unit (R&A) you will have the opportunity to meet with the R&A Caseworker. This Caseworker will begin the orientation process with you. The orientation program will provide you with information about the institution and will provide answers to many of the questions you may have.

Some of the things that will be discussed with you will include:

1. Rules and regulations;
2. Penalties for violating rules and disciplinary procedures;
3. How to obtain medical/mental health/dental/optometric services;
4. Your sentence, release dates, and parole board appearance;
5. How the classification process works;

Shortly after this assessment, you will be scheduled for a physical examination with the provider.

Access to Health Care

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

Please do not place the HSR in the mail, as it will cause a long delay in the time it takes to reach Medical. This will cause a delay in your appointment.

Medications

Medication pass will be held as posted (morning and afternoon) for 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 medication pass to receive your blister pack if issued, or to receive your medication dose by dose. Medication pass is for passing pills and addressing medication concerns. Please do not ask the nurse about other health care issues during this time.

If three consecutive doses of your medication are missed due to an inmate not attending medication pass, the medication may be discontinued. The inmate will then be required to attend sick call or provider clinic for follow-up.

Over-the-counter medications (OTC's) are available for purchase from commissary.

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.

Mental Health Services

A psychiatric nurse, social worker, psychologist, and psychiatrist may be available. If you are currently on psychotropic medications, you will be referred to the approved mental health provider for an evaluation.

Dental Services

Dental Services are available as posted. Inmates will receive an initial evaluation to determine dental needs within seven (7) days of arrival. Inmates 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 toothache and mouth swelling.

Eye Care

Inmates may request an eye evaluation by submitting an HSR. If an inmate meets the criteria, they will be referred to the optometrist. The Medical Department does not provide contacts and cleaning supplies.

Refusal of Scheduled Appointments

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.

INTRODUCTION
INMATE INFORMATION AND RULES 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 the 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. If you have any questions not answered by written directives or this rulebook, discuss your questions with your Caseworker or other available institutional staff members.

EQUAL PROTECTION:

No inmate will be discriminated against, nor will any privilege be denied during her stay at the prison, on the basis of her race, color, creed, religion, or sexual orientation.

WDOC POLICIES:

Throughout this manual, you will note summarized WDOC Policies. Specific policies are available to inmates on the computer in the day room of each general population living area and in paper form for inmates housed in the East Wing. It is your responsibility to read and be familiar with all inmate policies and procedures.

WWC MISSION STATEMENT

The Wyoming Women's Center mission is to contribute to public safety by exercising reasonable, safe, secure and humane management, while actively providing female offenders the opportunity to become law-abiding citizens. We will adhere to the highest level of ethics and respect in dealing with each other, the public and the inmate population.

WYOMING WOMEN'S CENTER MANAGEMENT CONCEPT

It is a firm belief by the staff of the Women's Center that the majority of inmates want to benefit from their incarceration experience through participation in programming, education and self-examination to correct behaviors that contributed to their incarceration. With this belief and management's responsibility for sustaining a safe, secure and healthy prison environment, it is critical that the majority of inmates are empowered to actualize their desire to change. This empowerment of the majority is accomplished through clearly defined standards of decency and pro-social behaviors within the prison community.

A community culture is defined by the standards set by the majority of citizens. The presence of established expectations is a necessity in any community whether that community is a prison, a town, a school, or a family. Without an established standard, we would exist in a state of anarchy. The culture of WWC is maintained through implementation and enforcement of a positive set of standards by which all members of the community may agreeably coexist. Individuals who choose negative behaviors, which demonstrate non-compliance to institutional rules, disruption, disrespect or violence, will be held accountable by staff for inappropriate behaviors.

3. 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.
4. The Board will evaluate the inmate's progress toward rehabilitation while incarcerated.
5. 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 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:

1. The inmate must have served her minimum term, less any good time earned.
2. The inmate must not be serving a life sentence.
3. The inmate will not be eligible for parole on the sentence from which she made an assault with a deadly weapon upon an officer, employee or inmate of any institution.
4. 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 she escaped, attempted to escape or assisted others to escape. When an inmate is unavailable for her annual review hearing due to escape status, the inmate automatically waives her right to a board appearance for that year.
5. An inmate will not be granted parole to the street if 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 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. This plan shall include living arrangements, employment opportunities, programming/treatment and medical considerations if applicable.

The inmate shall be interviewed in person, by telephone or video conference, unless she refuses to be interviewed, or has submitted a written waiver. Based on the recommendation of the staff at the Wyoming State Hospital, if the inmate is housed there, 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 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.

TABLE OF CONTENTS

INTRODUCTION

Inmate Information and Rules Handbook	Page 4
Equal Protection	Page 4
WDOC Policies	Page 4
WWC Mission	Page 4
Management Concept	Page 4
Cultural Standards of Decency Definitions	Page 5 6

ADMISSION INFORMATION

Admission Process, Orientation and Needs Assessments	Page 6-7
--	----------

ADMINISTRATION & MANAGEMENT

Sentence Information Document (SIDS)	Page 8
Good Time Allowance	Page 8-9
Sentence Reduction/Sentence Modification	Page 9
Sex Offender Registration	Page 9
<i>Policies identified regarding this topic;</i>	
AR 1.008, <i>Sex Offender Registration</i>	
Prison Rape Elimination Act	Page 9-10
<i>Policies identified regarding this topic;</i>	
P&P 3.402 <i>Protection from Sexual Misconduct Against Offenders</i>	

INSTITUTIONAL OPERATIONS

General Rules for Inmate Behavior	Page 10-12
Code of Discipline	Page 12
<i>Policies identified regarding this topic;</i>	
P&P 3.101, <i>Code of Inmate Discipline</i>	
P&P 3.102, <i>Inmate Disciplinary Procedures</i>	
Count Processes	Page 13
Grievance Procedure	Page 13
<i>Policies identified regarding this topic;</i>	
P&P 3.100, <i>Inmate Grievance Policy</i>	
Property	Page 14
Housing Statuses	Page 14

OFFENDER PROGRAMS

Case Management Planning	Page 14
Programming	Page 14-15
Education	Page 15
Recreation	Page 16
Visiting	Page 16
Inmate Mail	Page 16-17
Inmate Phone	Page 17
Furloughs	Page 17
Library and Legal Material Access	Page 17
Religious Activities	Page 17
Work Assignments and Incentive Pay	Page 18

INSTITUTIONAL SERVICES

Financial Services	Page 18-19
--------------------	------------

- Individuals awaiting disposition in District Court and who are likely to be sent to a correctional institution. This process can be initiated by a recommendation in the pre-sentence investigation report.
- Individuals under traditional probation/parole experiencing increased difficulties and requiring enhanced supervisions.
**All inmates interested must submit an application and be accepted by ISP Agent(s).
**If accepted, the ISP Agent(s) will recommended placement under ISP to the release granting authority.

How does ISP work?

If accepted into ISP an inmate will spend approximately 12 months in the program, working through three graduated levels of supervision. Only inmates who successfully complete levels one through three will be considered for transfer to traditional supervision.

* Level I is the most restrictive of the program, under which the inmate must adhere to an individualized curfew and schedule. The inmate has limited access to the community and restricted visitation that is limited only to family.

* Level II requires a continued adherence to a curfew and schedule, but allows for greater access to the community and an increase in social and recreational activities.

* Level III allows for the transition to traditional supervision. The inmate's curfew and schedule are relaxed while the inmate works towards independence

Once in ISP

What can an inmate expect?

- * To participate in cognitive skills groups, along with individual treatment programming.
- * To submit to frequent, random urinalysis and breathalyzer testing.
- * Frequent unannounced home visits.
- * To work 40 hours per week.
- * To pay all bills and court ordered obligations.
- * To maintain a telephone.

SAFETY AND EMERGENCY PROCEDURES

Evacuation plans are posted throughout each WDOC facility that includes 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. There are also "Safe Zone" posters located in various places throughout the facility. These indicate zones that are considered safe inside the building in the event of a tornado or other "defend in place" 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.