

Anchorage Correctional Complex Prisoner Handbook



Prisoner Handbook

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Approved by _____
Director of Institutions
Department of Corrections

Superintendent
Anchorage Correctional Complex

Anchorage Correctional Complex



The mission of Anchorage Correctional Complex, a Level III facility within the Department of Corrections, is to enhance the safety of our communities. We provide secure confinement, reformative programs, and a process of supervised community reintegration.

ACC protects the public by housing minimum, medium, close, and maximum custody male felons and misdemeanants in pre-trial, unsentenced and sentenced status in a secure setting with supervision consistent with their custody and security level.

ACC employees are trained professionals committed to a safe, open and respectful organization. ACC is dedicated to public safety and will always respect the rights and dignity of victims of crime. Offenders in our charge will be treated in a safe and humane manner, and will be expected to enhance their ability to reform every day.

ACC ensures a secure, safe, sanitary, and healthy environment by supervising inmates and adhering to the Department of Corrections policies and procedures.

ACC serves as the intake facility for the Anchorage Bowl area.

Direct supervision

Direct supervision is a prisoner management system that promotes a safe and secure environment for both prisoners and staff. Prisoners will be treated with respect and allowed to participate in a more open environment in the housing unit. Recreation, education programming and visiting will be accessible daily. In return for the privileges, prisoners will be expected to conduct themselves in a mature and polite manner learning and following the rules are essential to a productive environment. Failure to follow the rules results in immediate consequences that could result in a classification or disciplinary action.

Classification Procedures

Request for Interview "Cop outs", in regards to classification issues, are to be addressed to the Probation Officers.

Commissary

1. Each prisoner who has sufficient funds in his account, may submit a Commissary Order form by 10:00 PM Thursday. Commissary items will be delivered to the prisoner the following Thursday night. Commissary Order Forms are available on the modules Thursday evening.
2. Write the quantity of each item that you want in the appropriate place. If you do not place your OB# on your commissary form your order will be canceled. Print clearly or your order may be canceled. Do not record price totals and do not total the entire sheet. If you do, the sheet will not be accepted. When the order is delivered, it is the prisoner's responsibility to determine the accuracy of the order. You are to check the bag in front of the dispensing officer. Any discrepancies are to be noted at that time; then you are to sign the sheet. If you sign the sheet without checking the bag, then you are accepting the bag in "blind faith." Once the sheet is signed, the transaction is complete and no complaints will be accepted.
3. You must have enough money in your account to cover the expenditure at the time the order is placed and on the date of delivery. If you have insufficient funds, your order will be cancelled. Arrange to have money delivered or mailed in early in the week to prevent this.
4. Indigent prisoners may order five (5) envelopes per week for mail, blank paper, toothpaste, toothbrush, comb and pencils upon request. Soap is provided by the module officer. Inmates need to use a short commissary form and submit it by Monday for delivery by Tuesday. Delivery is once a week on Tuesdays.

Communications

Request for Interview (cop-out)

Follow the chain of command. If you do not receive an answer, or what you believe to be a sufficient answer to your inquiry from a staff member, you may contact, in writing, that staff member's immediate supervisor. Subsequent or follow-up communications, with supervisory staff, should fully detail what steps you have taken to have your question addressed.

Telephones

Prisoners housed in general population will generally have telephones available after daily inspection in the morning and other open housing times. The use of three way phone calls is strictly prohibited.

Mail

In addition to mail described in P&P 810.03, the following specific items have been designated contraband.

- Mail with decorative stickers on/or in the envelope.
- Older style Polaroid pictures with a chemical pouch.

- Powder or liquids.
- Postage stamps pre-affixed on an envelope or loose.
- Envelopes and packages larger than 8 1/2" x 11".

The following items will not be accepted

- Any item designated as contraband.
- Any item available through the Commissary.
- Any item that does not have prior approval from the Property Officer except magazines and/or soft back books.
- Personal checks.

Note: The entire contents of packages and letters containing any item(s) which can be obtained from the commissary or is considered to be contraband will be returned to the sender.

Incoming mail to prisoners should be addressed as follows:

Prisoner's name, (including middle initial)
Anchorage Correctional Complex
1400 East 4th Avenue
Anchorage, AK 99501

All outgoing mail from prisoners must include the return address as follows, or it will not be mailed out of the facility.

Prisoner's name, (as booked). OB #
Anchorage Correctional Complex
1400 East 4th Avenue
Anchorage, AK 99501

Dental

1. The Dental Department is here to treat the *emergent* dental needs of the prisoners assigned to the complex. Due to the added responsibility for other facilities, Dental personnel are not always available.
2. The Dental Department hours are flexible, but generally operate from 7:00 am to 3:00 pm Monday, Tuesday, Wednesday and Friday. Scheduling will be done by the dental department.
3. The Dental Department works on a cop-out (Medical Request) system. It is important to fill out the request form properly. Be sure that your name and OB # is on the form along with a clear description of the dental problem you are experiencing. If you have a dental emergency, contact the nurse on medication rounds who will get in touch with the Dental Department. They will see you as soon as they can.
4. They do not do Cosmetic Dentistry.
5. They do not do crowns, bridges, braces or elective treatment.
6. An oral hygiene program is available for those who need it. Dental cleaning is done approximately once a year from a prisoner's remand date.

Educational and Counseling Services

A variety of programs and activities are available to prisoners in the facility. Sometimes these programs are scheduled at the same time; therefore, an individual may have to choose which

program to attend. Although these programs are open to all, they will be filled on a first come first served basis.

Education:

- Adult Basic Education
- Assessment Testing
- Computer Skills
- Correspondence courses (depending on the prisoner's ability to pay for his own tuition).
- General Educational Development (GED).
- Life Skills.
- Refresher courses: reading, etc.
- English as a second language (ESL)

General:

- Law Library
- Recreation
- Anger Management

Religious Programs:

- Baptist Service
- Bible Study
- Catholic Mass
- Chaplain's Counseling (all denominations)
- Evangelical Service
- Protestant Service
- Spiritual Counseling (by cop-out)

Note: Due to limited seating and security concerns, the number of people attending church services may be limited.

Alcoholics Anonymous / Narcotics Anonymous

The following clarifications and comments are provided regarding the AA and NA meetings held at this facility on Mondays, Tuesdays and Wednesday in the West building and Wednesday and Thursday in the East building

- The meetings are open to everyone on a first come sign-up basis, as space is limited.
- No one has priority to attend. The meetings are not mandatory for anyone.
- Roll call may not be taken but cards may be signed.
- The current group leaders want self-motivated group members wanting to improve their lives and work the Program, not those who are trying to satisfy program or court requirements. They have had enough experience to distinguish the difference. Inasmuch as they are volunteers, we feel their requests should be honored.

Note: Absent an order from a sentencing court, a prisoner has the right to refuse to participate in any counseling, rehabilitation, vocational, educational, medical, psychological or psychiatric program, except when the prisoner's medical or mental condition dictates intervention.

**Schedule Note:* For exact time and listing of programs, refer to the Anchorage Correctional Complex Program Schedules posted in each module. Talk to your Module Officer for instructions on how to attend a specific program.

Facility Policy and Procedures

Facility Standard Operating Procedures (except Security) are available in the Law Library.

Grievances

The prisoner obtains a Grievance form by requesting it from the Module Officer. A box to deposit the completed Grievance is available in each module.

Note: Prisoners must attempt to resolve their grievance informally through discussion and negotiation (with affected staff) prior to utilizing the formal grievance procedure.

Haircuts

Modules will be offered the opportunity for haircuts on a rotating basis.

Individualized Determinations

A number of provisions in this handbook discuss right or privileges that are to be given to certain classes of inmates unless there is an “individualized determination” that such an inmate is an escape, smuggling or security risk. “Individualized determination” means the superintendent or designee must define, in writing, specific facts which justify the determination that a particular inmate is such a risk and therefore may not participate in a specific activity or privilege/right. Notice of this determination will be provided to the inmate as soon as possible before or upon, denial of the right or opportunity. An inmate may challenge such a determination by filling a grievance or appeal, whichever is applicable.

“Individualized determinations” are reviewed by the Superintendent or designee.

Inmate Funds

1. A prisoner with money in the prisoner fund account may send any amount of that money to family members except that money retained in accordance with procedures established by the commissioner for the payment of cost of care, dependent support, disciplinary sanction, or court-ordered fine, restitution, or judgment. The commissioner has established procedures that will facilitate payment by prisoners for these purposes. A prisoner may not otherwise send money, nor directly receive money from a person, without the consent of the superintendent.
2. Notwithstanding (1) of this section, the money of a prisoner charged with committing a disciplinary infraction or crime involving damage to property or injury to a person may be frozen, pending resolution of the matter, to the extent necessary to ensure that money for restitution will be available.
3. The following procedures apply for requesting institution checks:
Fill out a Commissary Request form with the following information:
 - Name
 - OBSCIS number
 - Module letter (upper right corner)
 - Name of company/organization or person check is to be issued to.
 - Mailing address where check is to be mailed.
 - What the check is for (e.g., gift, bill, etc.).
 - Your signature in signature block.
 - Module Officer's witness signature.
 - Each Commissary Request must be accompanied by an addressed, stamped envelope.
 - Institution check requests will be processed weekly.

Note: If to a person, other than immediate family member (spouse, father, mother, sister, brother, daughter, son, or step relationship) may or may not be approved, if making such a request include the reason.

Laundry and Linen Schedule

The laundry and linen schedule is posted in each module.

Digital Law Library

The Law Library is open Monday through Friday. You may attend one session only. See your Module Officer.

Meal schedule

Monday through Friday
Weekends and Holidays

breakfast - 6:30, lunch - 11:00, dinner - 4:00
breakfast - 6:30, snack - 11:00, dinner - 4:00

Medical

1. Sick call is held Monday through Friday at ACC West and daily in the East. If you wish to be seen at sick call or by the Dental Department, fill out a Medical Request form. Include a complete description of your medical problem. The Medical Request form is available from the Module Officer. There is a \$4.00 charge for State prisoners, Indigent inmates will be billed.
2. Medications are dispensed in the morning, afternoon and evening. It will be announced when the nurse arrives at your module to dispense medications.
Special issued items, from the Medical Department, require a blue card for possession. Some over the counter medications are available through commissary.

Mental Health

You may use the Medical Request form or "cop-out" to speak with Mental Health staff. Address these requests to the Institutional Clinician.

Organizational Chart

Governor State of Alaska (<i>Sarah Palin</i>)
Commissioner of Corrections (<i>Joe Schmidt</i>)
Deputy Commissioner of Corrections (<i>Sam Edwards</i>)
Deputy Commissioner Of Corrections (<i>Dwayne Peeples</i>)
Director of Institutions (<i>Garland Armstrong</i>)
Deputy Director of Institutions (<i>Brian Brandenburg</i>)
Superintendent of Anchorage Correctional Complex (<i>Debbie Miller</i>)
Assistant Superintendents (<i>Robert Maccagno & Jesse Self</i>)
Lieutenants (Robert Knotts) &
Shift Supervisor and Module Supervisor
Standards / Grievances (Sgt Cowart)
Records / Time Accounting (Sgt Sharkey)
Disciplinary / Commissary (Sgt Wells)
Security Sergeants (Sgt Bolgiano & Sgt Booher)
Module Officer

Pre-Release Planning

Within 30 days of release, a Probation Officer will review such issues as transportation request, sex offender registration, housing, health care, financial aid and probation/parole requirements with the prisoner.

Prisoner Rights, Privileges and Activities:

1. A prisoner has the right to seven (7) hours of recreation exercise per week. Providing exigent circumstances.
2. A prisoner has the right to secure visits subject to the limitations noted in this Handbook.
3. A prisoner has the right to communicate by way of telephone and mail, subject to limitations listed in Departmental Policies and Procedures, Standard Operating Procedures and this Handbook.
4. Prisoners have the right to access the courts, legal services, Digital Law Library and their legal materials.
5. Every prisoner has the right to exercise religious beliefs and practices of his choice when they do not compromise institutional security.
6. Prisoners may operate a business if approved by the Commissioner of Corrections.
7. A prisoner, unless otherwise restricted, may have access to commissary where he may purchase approved items.
8. The exercise of these rights, privileges and activities may be restricted by an individualized determination based on documented prisoner misbehavior.

DAILY INSPECTIONS

A. East building:

Televisions and phones will be turned on at approximately 0700, after the module officer completes his daily inspection and is satisfied with the condition of the module day area and cells in accordance with institution inspection guidelines.

West Building:

The Televisions and phones will be turned on at 0800 following the same institution inspection guidelines.

B. You are expected to maintain a clean and orderly cell. To include:

1. Bed made, prisoner may be on the bed, under one blanket neatly folded.
2. Beds will be kept made all day.
3. Desk clear, except (3) family/friends photos and one (1) cup, per occupant.
4. Toilet/sink clean and free of clutter. No shelving of toilet paper or other items.
5. Ceiling and light fixture clean.
6. All personal property must be neatly stowed in gray container (1 box per policy) beneath bunk.
7. Windows clean and ledges clear.
8. Walls and lights are not to be altered in any way. Tenting with sheets or blankets is prohibited.
9. No clothing, linen, pictures or any other items are to be hung on a bunk, wall, window, or stair rail.
10. Cells are to be free of graffiti. Nothing is to be attached to any surface.
11. No pictures, drawings, etc. depicting nudity or sexual acts are to be displayed in any manner.
12. Floors are to be swept and mopped daily.
13. Do not hoard clothing, bedding or linen.
14. Prisoners are to have their rooms in order by inspection time each day, and maintained in order throughout the day.



Day Room Area and Shower:

1. Shower clean, free of soap scum and hair.
2. Stairs, treads and railings clean and free of dust.
3. Floor swept and mopped to include edges.
4. Windows, ledges and doors clean.
5. Tables clean and free of clutter
6. Day room sink cleaned
7. Closet clean and orderly with chemicals accounted for.
8. Walls are to be wiped clean.
9. Telephones disinfected.
101. Hot water dispenser cleaned.

Cells that do not pass daily inspection: (open population modules)

1. 0800: your cell will be secured until after the 1000 count.
2. 1000: your cell will be secured until 1245.
3. 1245: An IR will be written and you will be secured from 1800 until 2200.

Weekly Inspection East Building 0900 Friday –West Building 1300 Friday

1. All conditions of daily inspection must be met.
2. All inmates are to be out of bed and standing outside your room by your door without cups, radios, headphones, books or head gear except approved religious items, for weekly inspection.
3. Rooms that do not pass will be secured from 1800 to 2200.

Day Room Rules:

1. Do not touch items on or in the officer's desk.
2. No loitering on the stairs, on the top tier or around the officer's desk.
3. Do not sit on tables, or put feet on the furniture. Chairs are to remain connected and are not to be removed from the TV area.
4. You must be dressed in pants, shirt and shoes when in the day room. Headgear, with the exception of religious is not allowed outside the module. Bedding is not to be used as clothing.
5. When playing Dominoes or card games do not smack the table.
6. No screaming, yelling or loud talking that disturbs others.
7. The day room sink is not to be used for maintaining personal hygiene.
8. Air vents will not be used to dry any item.
9. Stay away from all perimeter doors.

Outside the Module

1. You must wear institutional clothing when outside the module.
2. When going to and from programs do not open doors (i.e.) visiting room, classroom or library doors, bang on windows, shout to visitors, other prisoners or staff. Violation of this will result in your being returned to your module and may result in a disciplinary write up.
3. No food, drinks, newspapers, magazines, books, paper, writing materials, or radios are allowed in the recreation yard. No personal clothing is allowed in the yard.
4. Always comply with staff instructions. It is your responsibility to familiarize yourself with the departmental rules listed in as "Prohibited Conduct" as defined in 22AAC.05.400 and Dept. Policy 809.03.

Prohibited Conduct

A complete list of infractions and disciplinary procedures are located in P&P 809.03. The rules Prohibited Conduct, below are not all-inclusive. The information is meant to clarify certain rules and consequences of violating them.

1. Striking a staff member or visitor will result in a major disciplinary charge, 22 AAC 05.400(b)(2), "Assault upon a staff member or visitor", as well as criminal charges.
2. A prisoner's failure to promptly follow a staff member's instruction, will result in a high-moderate disciplinary report, 22 AAC 05.400(c)(19); "Refusing to obey a direct order of a staff member".
3. Rough housing, horse play or one prisoner throwing punches, under circumstances not likely to cause serious injury, will result in a high-moderate disciplinary report. 22 AAC 05.400(c)(15) "Engaging in a group or individual demonstration or activity that involves throwing of objects, loud yelling, loud verbal confrontation or pushing, shoving or other physical contacts that disrupts or interferes with the orderly administration of the facility."
4. Two prisoners throwing punches will result in a high moderate disciplinary report 22 AAC 05.400(C)(1) Fighting (e.g. mutual combat)
5. A prisoner who assaults another prisoner under circumstances likely to cause serious physical injury will be charged with a major infraction 22 AAC 05.400(B)(6).

6. Prisoners found to be possessing or trying to introduce tobacco, will be charged with 22 AAC 05.400(c)(7); Possession, use, or introduction of contraband, which directly threatens the security of the facility, such as excess money or unauthorized drugs.
7. Any prisoner found in possession of food and/or liquids that have been altered in any way will be charged with a high-moderate infraction, 22 AAC 05.400(c)(9), "Adulteration of food or drink".
8. If a prisoner behaves in such a manner that he has to be locked down in the module or removed from the module, he will be charged with a high-moderate infraction, 22 AAC 05.400(c)(15). Engaging in a group or individual demonstration or activity that involves throwing of objects, loud yelling, loud verbal confrontation or pushing, shoving or other physical contacts that disrupts or interferes with the orderly administration of the facility. Prisoner misbehavior, when being moved within the facility, such as yelling, pounding on windows, opening doors without staff okay, will result in a similar write-up.
9. If a prisoner is instructed to provide a urine sample and, for any reason fails to do so, he will be charged with a high-moderate infraction, 22 AAC 05.400(c)(16), "Refusal to provide a urine specimen when requested by a staff member".
10. Prisoners are expected to wear clothing in such a manner that their private parts and/or under-shorts are not exposed. When prisoners expose themselves they will be charged with infraction 22 AAC 05.400(d)(1), "Indecent Exposure". * *Note*- Prisoners are expected to wear clothing of the same color (gold or blue) dependent of prisoners charges. Prisoners are not to have their pant legs rolled up or tucked into their socks. Prisoners are to wear clothing properly and right side out.
11. If a prisoner is in possession of an object he is not specifically authorized to have, he will be charged with 22 AAC 05.400(d)(7), Possession of anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels; This includes anything given, for any reason, to a prisoner by another prisoner.
12. Housekeeping rules are posted in each module and listed in this Handbook. Failure to follow these rules will result in being charged with an infraction 22 AAC 05.400(d)(10), failure to abide by posted sanitation rules or failure to keep one's person and quarters in accordance with posted rules.
13. The use of abusive or obscene language or gestures is not acceptable conduct. Prisoners who indulge in such behavior will be charged with infraction 22 AAC 05.400(d)(13), using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with the security or orderly administration of the facility.
14. Passing or possessing notes or other unauthorized communication to or from a visitor or other member of the public, will cause a prisoner to be charged with violation 22 AAC 05.400(d)(15), unauthorized communication or contact the public or visitors.
15. Additionally, it should be noted that the account of any prisoner suspected of causing physical injury to any person or damaging or stealing state or another person's property, will be frozen pending the outcome of disciplinary action.

Property

All Prisoners

1. ***Prisoner property*** valued at more than \$100, (including jewelry, ***clothing, shoes, etc.***) will not be authorized for storage or retention by a prisoner.
2. ***Radios may not include tape players and must be of the "Walkman" type.***
3. ***Personal clothing***
 - ***may not be the color red, blue, or gold.***
 - ***may not have a logo of any type***
 - ***may not be the type or color of staff uniform.***
 - Undershirts must be plain white.
 - Underwear may not include boxer style shorts.

- With written approval, personal clothing may be exchanged on a one-for-one basis every six- (6) months.
 - If a prisoner is going to be seen by a jury, his attorney may drop off 1 set of court clothes for storage at the facility. No belts or suspenders will be accepted.
 - One Prayer Cap is allowed.
 - Conditioner caps may be worn in the modules.
 - Doo rags may only be obtained through commissary and may only be worn in the modules. ***Red or Blue rags are not allowed.***
 - .
 - Pretrial detainees, except those in punitive segregation, administrative segregation or classified Maximum as a threat to the security of the facility, may be permitted to wear their personal clothing in the modules.
4. ***Kitchen workers and laundry workers may have 2 pair of gym type shoes; all other prisoners are limited to one pair.***
 5. ***Prisoners may not have property items mailed in for storage.***

Personal Property for State and Municipal Prisoners

1. Anchorage Correctional Complex has limited space for personal property. Consequently, there are rules limiting the type and amount of property.
2. All property requires prior approval from the Property Officer before it is brought into the facility. The prisoner must submit a "cop-out" to the Property Officer describing the item to be sent or brought in and the relationship of the prisoner to the sender. Tennis shoes must be approved by property and ordered from commissary.
3. The amount of personal property is limited to what can be placed in a single 12" x 15" x 11" banker's box.
4. Failure to disburse unauthorized property will result in it being disposed of by the facility in accordance with regulations.
5. Batteries are only authorized if the prisoner has been allowed an electronic device that requires them.
6. Prisoner Property Disbursements, form # 20-811.06, shall be forwarded to the Property Officer. The disbursement will include a description of the item to be disbursed, the name of the person the item is to be disbursed to, as well as that persons relationship to the prisoner. Once the disbursement is approved, the item may be mailed from the facility or disbursed from the receptionist's desk. Disbursements for property to be picked up at the receptionist's desk must have the recipient's phone number included. All property disbursements must be witnessed and initialed by an officer.
Note: Books, magazines and paperwork must be mailed out at the prisoner's expense.
7. Fruit from that day's meal and/or two (2) cereals (boxes).
8. One-week worth of Commissary as listed on the prisoner's Commissary Request form from the previous week.

Personal Property for Federal Prisoners

Federal prisoners will not be allowed to transfer with any property other than that which is listed below. Property accumulated by a Federal prisoner, in excess of this list, must be disbursed prior to transferring out of the facility.

1. Legal paper or materials. These materials must be relevant to the current court proceedings.
2. One religious medallion may be retained if its size and weight do not pose a threat as a potential weapon or an escape devise.
3. Eyeglasses or contact lenses with case.
4. Prescribed medicine and health items.
5. A check will be issued for all monies on prisoners account.
6. Wedding band - rings with stones are not authorized. No other rings besides a plain wedding band are permitted.

Program Schedules

Each module has a program schedule posted in it.

Visiting

Definitions:

Attorney Visit

A visit between the prisoner and an attorney or attorney's approved representative (i.e., law clerk, paralegal or investigator).

Business Hours

Monday through Friday 8:00 a.m. - 4:30 p.m.

Contact Visit

A visit that occurs in the designated area without barriers between the prisoner and the visitor(s), with limited physical contact allowed.

Contraband

- Weapons including firearms, explosives, knives, hacksaw blades, tear gas, dangerous chemical agents, or any tool or other object that may be used as a weapon, from which a weapon may be made, or that is intended to be perceived as a weapon;
- Controlled substances, the possession of which is punishable by either criminal or civil penalties, and any other type of medication;
- Alcohol, including wine, distilled spirits, home brew and any other type of alcoholic substances;
- Cameras, sound or video recorders, or any electronic or mechanical receiving or transmitting equipment;
- Any article, including keys, tools, electronic or mechanical devise, and identification information, intended to be used as a means of facilitating an escape;
- Any other article, including money, toiletries, books, food, mail and pictures, that is introduced, taken, or conveyed into a facility, or made, obtained, or possessed in a facility in a manner intended to frustrate or evade detection;
- Items in a prisoners possession that were not issued to the prisoner by the institution, which are in excess of the quantity allowed for retention, or issues or are not authorized for retention in the institution; and
- Any article that threatens the security of the institution or that the superintendent has designated as contraband. Note: Tobacco products have been designated as contraband.

Disruptive Behavior

Act(s) or noises(s) that interfere with the orderly conduct of visits or that jeopardize the safety and security of the institution.

Immediate Family Member

A spouse, child, parent, sibling, or step-relationships of the aforementioned relative.

Individual Determination

Requires a superintendent to articulate in writing specific facts applicable to a prisoner justifying the determination that the prisoner is an escape smuggling, or security risk and, therefore, not entitled to a certain right or opportunity. Notice of this determination will be provided to the prisoner when practical before or upon denial of the right or opportunity.

Intra-Institutional Visit

A visit between immediate family members, when both prisoners are in custody at this facility.

Regular Visit

Secure visiting between a prisoner and family/friends.

Religious Visit

A visit between a prisoner and a religious volunteer in possession of a departmentally issued ID card.

Secure Visit

A visit that occurs in a designated institutional area, with a physical barrier between the visitor and the prisoner which prohibits physical contact.

Special Visit

An unscheduled prisoner visit granted to a person not previously approved for visits; extra visits granted an approved visitor beyond established limits; or, a visit granted at an hour or place when or where visits are not normally permitted.

Video Visits

East Building

Visitation for prisoners in administrative and max segregation is restricted to video visitation. Inmates that are in booking are restricted to video visitation.

Prisoner eligibility

The facility will provide each eligible prisoner an opportunity for secure visitation one hour per day. Prisoners will be considered eligible unless restricted for one of the following reasons:

1. Based on an individual determination by the superintendent, a prisoner may be denied visitation or have some restrictions placed on a visitation;
2. Visitation for prisoners in punitive segregation is restricted to secure visiting with immediate family members;
3. A sanction imposed by a disciplinary committee for all visits except secure visits with immediate family members; or
4. An order of the court precluding visitation during probation, applies during incarceration;
Note: A prisoner may grieve the denial or restriction of a visitor directly to the Director of Institutions by going through the facility grievance coordinator.

Visitor eligibility

Visitors will be considered eligible unless restricted for one of the following reasons:

1. Refusal to submit to an authorized search;
2. Violations of the Dress Code;
3. Being under the influence of alcohol or drugs;
4. A parent or legal guardian only, may accompany family minor visitors. A parent or legal guardian must accompany non-family minor visitors. Proof of legal guardianship must be presented;

5. A non-family visitor who has been released from a correctional facility within the preceding 60 days will not be allowed visitation without the approval of the superintendent. This does not apply to a person who has been released by virtue of charge dismissal or a finding of not-guilty;
6. Persons under probation, parole, or other community corrections supervision must obtain the permission of both their supervising officer and the superintendent prior to a visit;
7. If reasonable grounds exist to believe that a visitor is in possession of contraband, the visit will be canceled;
8. Previous violations of visiting rules; or
9. Disruptive behavior;

Dress Code for Adult and Teenage Visitors

Visitors must be appropriately dressed when entering the institution for a visit. Visits may be denied if dress is deemed inappropriate by staff, or dress is contrary to the following criteria:

1. A shirt and trousers for men and a blouse, skirt, slacks, jeans or a dress for women;
2. Tank tops, *sleeveless clothing*, midriff tops, cut-offs, shorts, and beach-type clothing are not acceptable;
3. Footwear must be worn at all times; and
4. Hats, other than religiously significant headgear, may not be worn in the visiting area unless deemed appropriate by the Shift Sergeant or higher authority.

Search

Visitors may be searched by using a metal detector or pat search before and after a visit. If a pat search is deemed necessary and performed, a staff member of the same sex will do it. Visitors unwilling to submit to a search will have their visit canceled.

General Rules

1. No prisoner may be visited against their will by any person, including attorneys or their duly authorized representatives or representatives of the news media.
2. The introduction or attempted introduction of contraband is cause to terminate a visit and may be referred for prosecution.
3. A visitor and a prisoner may not exchange any object, except with the approval of the superintendent.
4. Visitors are responsible for keeping their children under control. Unruly, uncontrolled and disruptive children may be cause to terminate a visit.
5. Visitors are required to leave all personal items, purses, coats, finger nail files, cigarettes, cell phones etc. in their vehicles or a locker located in the lobby. Exception: A mother with a baby may take (1) diaper and (1) bottle.
6. Any action that constitutes a disturbance, as determined by staff, may be cause to terminate a visit.
7. Smoking is prohibited within the facility.

Regular Visit

1. A limited number of relatives or friends may visit a prisoner at any time of day or night within 24 hours after initial admission to the facility on a new charge.
2. Four visitors may visit a prisoner at the same time, providing all visitors register together.
3. Visitors are eligible to visit once per day.
4. For those inmates housed in the West building Visitors may phone the West facility between 3:15 PM and 4:15 PM the day of the visit to schedule visiting for Monday, Tuesday, Wednesday, and Friday evenings... Those visitors should be present in the lobby no later than 30 minutes prior to the scheduled visit. For all other visiting times, (East and West buildings) visitors must be present 60 minutes prior to the visiting period in order to provide sufficient time for sign up.
5. Visitors are required to show proof of identity, i.e., driver's license, State ID, valid Military Identification or other official picture identification with photograph, physical description, date of

birth and signature. A visitor's identity may be established by staff that is acquainted with the person.

6. Each visitor is required to provide his/her name, address, and relationship to the prisoner.
7. Visiting periods will be one hour in duration.
8. **Schedule are posted in all Modules**

Special Visits:

The Shift Supervisor, on a case-by-case basis, may authorize special visits.

Attorney Visit:

1. Attorney visits may occur at any time of day or night within 24 hours after the prisoner's initial admission to the facility on a new charge.
2. After the initial 24 hour period, attorney visits may occur any time between 8 a.m. and 10 p.m. except during the noon (10:45 a.m. - 12 noon) and evening (3:45 p.m. -5:00 p.m.) counts and meal times.
3. Attorneys may exchange or review legal materials without interference by staff, except for a search for contraband.

Note: Metal binders, including ACCO type fasteners or any metal fasteners, are considered contraband.

Bail Bondsmen:

Bondsmen, who are approved by the Court, are authorized to interviewailable prisoners at any time, 24 hours per day.

Intra-Institutional Visit:

Prisoners may submit a request for intra-institutional visiting with immediate family members by completing a Request for Interview Form addressed to the Security Sergeant. These requests will only be approved if extraordinary circumstances exist. Note: Merely being confined at the same time is not sufficient reason to approve these requests.

Religious Visitors:

1. Upon showing of proper ID religious volunteers will be allowed to visit same as a professional visitor.
2. Visitors designated "Religious Volunteers" are eligible for secure visits.
3. Visitors designated "Lay Leader" are eligible for secure visits or contact visits.
4. Visitors designated "Clergy" are eligible for secure or contact visits.

Voting and Jury Duty

Prisoners who have been convicted of a felony involving moral turpitude lose the right to vote and to serve on a jury until their unconditional discharge.

Felonies Involving Moral Turpitude:

Arson in the First Degree;
Arson in the Second Degree;
Assault in the First Degree;
Assault in the Second Degree;
Assault in the Third Degree;
Bribery;
Burglary in the First Degree;
Burglary in the Second Degree;
Criminal Mischief in the First Degree;
Criminal Mischief in the Second Degree;
Criminal Possession of a Forgery Device;
Criminal Stimulation;
Criminal Use of Computer;
Criminally Negligent Homicide;
Coercion;
Commercial Bribe Receiving;
Commercial Bribery;
Concealment of Merchandise;
Criminal Possession of Explosives;
Defrauding Creditors;
Distribution of Child Pornography;
Endangering the Welfare of a Minor;
Escape in the First Degree;
Escape in the Second Degree;
Escape in the Third Degree;
Extortion;
False Accusation;
Falsifying Business Records;
Felonies Involving Imitation Controlled Substances;
Felonies Involving Interference With Voting, Elections, or Voter Misconduct.
Felonies Relating to Title, Registration, Etc. of Motor Vehicles;
Forgery in the First Degree;
Forgery in the Second Degree;
Fraudulent Use Or Obtaining a Credit Card;
Harming a Police Dog in the First Degree;
Hindering Prosecution in the First Degree;
Incest;
Interference With Official Proceedings;
Issuing a Bad Check;
Jury Tampering;
Kidnapping;
Manslaughter;
Misapplication of Property;
Misconduct By a Juror;
Misconduct Involving Controlled Substance in the First Degree;
Misconduct Involving Controlled Substance in the Second Degree;
Misconduct Involving Controlled Substance in the Third degree;
Misconduct Involving Controlled Substance in the Fourth Degree;
Murder in the First Degree;
Murder in the Second Degree;
Offering a False Instrument for recording;
Perjury;
Perjury by Consistent Statements;
Permitting an Escape;
Promoting Contraband in the First Degree;
Promoting Prostitution in the First Degree;
Promoting Prostitution in the Second degree;
Receiving a Bribe;
Receiving a Bribe by a Witness or Juror;
Riot;
Removal of Identification Marks or Unlawful Possession;
Robbery in the First Degree;
Robbery in the Second Degree;
Scheme to Defraud;
Sexual Abuse of a Minor in the First Degree;
Sexual Abuse of a Minor in the Second Degree;
Sexual Abuse of a Minor in the Third Degree;
Sexual Assault in the First Degree;
Sexual Assault in the Second Degree;
Sexual Assault in the Third Degree;
Tampering With a Witness in the First Degree.
Tampering With Physical Evidence;
Tampering With Public records in the First Degree;
Terroristic Threatening;
Theft in the First Degree;
Theft in the Second Degree;
Unlawful Exploitation of a Minor; and
Unlawful Furnishing of Explosives.

Note: An individual convicted of a felony involving moral turpitude, who is unconditionally discharged from confinement, shall receive written notification prior to release of the restoration of the right to register to vote. The Department of Corrections will likewise notify the Division of Elections.

If a prisoner qualifies to vote and wishes to exercise his right, he must contact the educational coordinator before the election so an absentee ballot may be obtained.

Work and Job Assignments

Module Workers:

Each module has prisoner worker positions to clean the common areas. All prisoners may be required to help with general module cleanup without compensation.

Module Worker Eligibility Requirements:

1. Fill out a "Job Service Request" (form ACC.812.01A), which will be forwarded to the Probation Officer for review and the Assistant Superintendent or designee for approval/disapproval. If approved by the Assistant Superintendent or designee, you will have to be cleared by Medical prior to being placed on the hire list.
2. Unsentenced prisoners may be assigned to work in any module provided they sign a waiver for placement in a sentenced module.
3. Prisoners in Punitive or Admin Segregation, or prisoners, who have been individually determined, are not eligible to work.

Institutional Worker:

In addition to work assignments in the module, prisoners may qualify for a limited number of positions outside the modules, such as food service helpers, laundry workers and maintenance workers. Gratuity (pay) is \$.50 per hour.

Institutional Worker Eligibility Requirements:

1. Fill out a "Job Service Request" (form #66.812.01A).
2. If sentenced, be sentenced to twenty (20) years or less. Exceptional cases will be reviewed on a one-on-one basis.
3. Have no pending drug sales charge(s) *or felony assault charges* such as murder, manslaughter (excluding driving related), robbery, etc. Those inmates housed on parole violation or petition to revoke, only, are eligible for institution work.
4. Have no current:
 - Felony escapes or attempt.
5. Prisoners in Punitive or Admin Segregation or prisoners, who have been individually determined, are not eligible to work.
6. Federal inmates can work as module workers only.

Termination of Job Assignment:

Misbehavior of any kind may result in a prisoner losing his job.

Prisoner Gratuities:

Payment of gratuities is monthly. If a prisoner is released, he will receive all wages due at the time of his discharge.

Hygiene:

Prisoners working any job will shower daily and maintain acceptable grooming.