

## INTRODUCTION

The Lemon Creek Correctional Center is a multi-functional institution housing males, females, misdemeanants, felons, sentenced and unsentenced prisoners. This broad scope of functions makes it imperative that the staff and prisoners work together for the good of all. The purpose of this handbook is to provide each prisoner with a basic understanding of operations and programs at the Lemon Creek Correctional Center. Study the book carefully. If you have difficulty reading, the handbook will be read and explained to you verbally. If you have further questions about issues in the book or issues not covered in the book, please ask your institutional probation officer.

You are encouraged to participate in some meaningful program while you are at the Lemon Creek Correctional Center. There are various programs available. Program staff will assist you in selecting the ones most appropriate for your needs. However, you are personally responsible for your own progress, work performance, educational development, and social growth. You will be provided the opportunity, but you must provide the initiative and effort to benefit from the opportunities.

Prisoner's have the right to refuse to participate in any counseling, rehabilitation, vocation, educational, or pre-release program, medical, psychological or psychiatric treatment (except when the prisoner's medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent), recreational or other activity, and contact with the media, visitors or legal representatives. The Department of Corrections may require a prisoner to participate in a program ordered by the sentencing court.

You are expected to obey institutional rules and regulations. You will benefit from following the rules. As you demonstrate that you are responsible you gain privileges, from housing and work assignments, Phase program upgrade, to custody reduction. Failure to comply with the rules and regulations may result in disciplinary action, reduction in Phase status and/or an increase in custody.

All authority pertaining to L.C.C.C. operational issues is delegated from the Superintendent.

Thank you for your cooperation.

## **GENERAL RIGHTS, PRIVILEGES, AND RESPONSIBILITIES**

The rights and privileges of all prisoners shall be as follows:

- 1.) You may expect that you will be treated respectfully, impartially, and fairly by all personnel.
- 2.) You shall be informed of the rules, procedures, and schedules concerning the operation of the institution. A listing of prohibited conduct is included in this book.
- 3.) You have the right to freedom of religious affiliation, and voluntary religious worship.
- 4.) You will be provided health care which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation, a regular exercise period, toilet articles, and medical treatment.
- 5.) You may reasonably correspond and visit with family members, friends, and other persons according to the rules and schedules of the facility where there is no threat to security, order, or correctional programming.
- 6.) You may have access to the courts by correspondence for any matters.
- 7.) You may utilize reading material for educational purposes and for your own enjoyment.
- 8.) You have the right to participate or not participate in counseling, education, vocational training, employment, and other programs as far as resources are available and in keeping with your interests, needs, custody status, and the needs of the institution.
- 9.) You may not be excluded from any program or activity because of a disability. If you believe you have been discriminated against, you may contact the ADA (Americans with Disabilities Act) Coordinator in the Standards office.
- 10.) You have all rights provided for by the Alaska Statutes and Alaska Administrative Code. Since these laws and regulations are subject to change, copies of the most current status of these rules are maintained in the law library. If you need assistance in this area, contact the law librarian or your institutional probation officer.

The responsibilities of all prisoners shall be as follows:

- 1.) You have the responsibility to treat others, including staff members, respectfully, impartially, and fairly.
- 2.) You have the responsibility to know and abide by the rules, procedures, and schedules concerning the operation of the institution.

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- 3.) You have the responsibility to recognize, respect, and not interfere with the rights of others.
- 4.) It is your responsibility to not waste food, maintain proper hygiene, and maintain neat and clean living quarters, and to seek medical care, as you may need it.
- 5.) It is your responsibility to conduct yourself properly during visits, to not accept or pass contraband, and to not violate the law or visiting regulations.
- 6.) You have the responsibility to honestly and fairly present to the court your petitions, questions, and problems.
- 7.) You are responsible for your living area, including your bunk, locker, and area surrounding your bunk.

**PROHIBITED CONDUCT**

While at Lemon Creek Correctional Center you will be held responsible for your individual actions. The Alaska Administrative Code defines prohibited conduct. Staff is required to report infractions of the Administrative Code and the Assistant Superintendent will determine if the report will be forwarded to the Disciplinary Hearing Officer for action. The Hearing Officer will determine guilt or innocence and impose a penalty for the infraction. Information on appealing the decision will be provided to you at the hearing. For more information, check the prisoner law library.

Major infractions include the following:

- (b)(1) Homicide
- (b)(2) Assaulting a staff member or a visitor
- (b)(3) Escape or evasion from custody
- (b)(4) Setting a fire
- (b)(5) Rioting
- (b)(6) Assaulting another prisoner under circumstances that create a substantial risk of serious physical injury
- (b)(7) Threatening or intimidating a witness in an official proceeding
- (b)(8) Possessing, using, or introducing weapons or escape implements
- (b)(9) Stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$1,000 or more
- (b)(10) Committing a Class A or unclassified felony offense

The penalties for a major infraction may include up to 90-days suspension of participation in activities, confinement in punitive segregation up to 60-days, restitution, and forfeiture of up to 365 days of statutory good time.

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High-moderate infractions include the following:

- (c)(1) Fighting (e.g., mutual combat)
- (c)(2) Extortion, blackmail, or protection, such as demanding or receiving of favors or anything of value in return for protection against bodily harm property loss, or under threat of informing
- (c)(3) Engaging in sexual acts with others or making sexual proposals or threats
- (c)(4) Wearing a disguise or mask
- (c)(5) Stealing, destroying, altering or damaging government property, or the property of another, which results in damages or \$100 - \$999.99;
- (c)(6) Tampering with or blocking a locking or security device.
- (c)(7) Possessing, using, or introducing any contraband, except that described in section (b)(8) above, that directly threatens the security of the facility, including but not limited to excess money, tobacco, camera, sound or video recorders;
- (c)(8) Intentionally misusing prescribed medication, e.g., hoarding medication or taking another person's medication
- (c)(9) Adulterating of food or drink
- (c)(10) Participating in an organized work stoppage
- (c)(11) Possessing staff clothing or unauthorized civilian clothing
- (c)(12) Counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or possessing or using such a document in a way that threatens the security of the facility
- (c)(13) Giving or offering a bribe to an official or staff member;
- (c)(14) Threatening another person with immediate bodily harm
- (c)(15) Engaging in a group or individual demonstration or activity that involves the throwing of objects, loud yelling, loud verbal confrontation, or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility
- (c)(16) Refusal to provide a substance abuse specimen when requested by a staff member
- (c)(17) Spitting, or throwing bodily fluids or fecal matter on or at a staff member
- (c)(18) Intentionally providing a false statement before a classification or disciplinary committee/hearing officer, or to an investigator in a grievance, classification, or disciplinary matter;
- (c)(19) Refusing to obey a direct order of a staff member
- (c)(20) Misuse of the telephone, including but not limited to, making intimidating, obscene, harassing or threatening phone calls; making three way or call forwarding calls;
- (c)(21) Encouraging others to engage in a food strike
- (c)(22) Refusing or failing to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel
- (c)(23) Intentionally interfering with a prisoner count
- (c)(24) Committing a class C or B felony offense

The penalties for a high-moderate infraction may include up to 60-days suspension of participation in activities, confinement in punitive segregation up to 40-days, restitution, and forfeiture of up to 180 days of statutory good time.

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Low-moderate infractions include the following:

- (d)(1) Indecent exposure
- (d)(2) Stealing, destroying, altering, or damaging government property, or another's property resulting in damages from \$50 to \$99.99.
- (d)(3) Unauthorized use of mail or telephone
- (d)(4) Lying or providing a false statement to a staff member under circumstances other than those described in (c)(18) above;
- (d)(5) Giving or loaning property or anything of value for profit or favors if it threatens the security or order of the facility
- (d)(6) Threatening another person with future bodily harm
- (d)(7) Possessing anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels
- (d)(8) Malingering or feigning an illness, injury, or suicide attempt
- (d)(9) Missing a prisoner count, unexcused absence or tardiness from work or an assignment, failing to perform work/program as instructed by a staff member, or refusing to perform a work/program assignment for alleged medical reasons without being excused by medical staff;
- (d)(10) Failing to abide by posted sanitation rules or failing to comply with the posted rules for personal grooming and cleaning quarters;
- (d)(11) Being in an unauthorized area
- (d)(12) Using equipment or machinery without specific authorization or contrary to instructions or posted safety standards
- (d)(13) Using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with security or orderly administration of the facility
- (d)(14) Tattooing or self-mutilation, other than suicide attempts;
- (d)(15) Unauthorized communication or contact with members of the public who are visitors;
- (d)(16) Giving, exchanging or accepting anything of value from any person without the Superintendent's prior approval if it threatens the security or order of the facility;
- (d)(17) Threatening damage to or theft of another's personal property
- (d)(18) Kicking, shouting, banging, or engaging in any other persistent nuisance noise or activity
- (d)(19) Willfully failing or refusing to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent;
- (d)(20) Committing a misdemeanor offense

The penalties for a low-moderate infraction may include up to 40-days suspension of participation in activities, confinement in punitive segregation up to 20-days, restitution, and forfeiture of up to 90 days of statutory good time.

Minor infractions include the following:

- (e)(1) Gambling, or possessing unauthorized gambling paraphernalia
- (e)(2) Possessing unauthorized prisoner clothing
- (e)(3) Failure to follow posted safety rules, except as described in (d)(10) above;
- (e)(4) Stealing, destroying, altering, or damaging government property, or the property of another, resulting in damages of less than \$50;

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- (e)(5) Failing to follow a facility's written rule after the Superintendent approved the rule and the prisoner was provided notice of it.

The penalties for a minor infraction may include up to 20-days suspension of participation in activities, and restitution.

Planning or attempting to commit, or aiding or encouraging a prisoner to plan or attempt to commit an infraction is considered the same as the infraction itself.

**ASSAULTS ON AND/OR INTIMIDATION OF STAFF**

The use of force or threats directed to or at a correctional worker or the worker's family for any reason is a serious violation of state law and of the institution's rules. All violations shall be disciplined by the facility and may be forwarded as a criminal complaint to the proper authorities.

**CONTRABAND**

Possession of contraband is a violation of both the institution rules and the State Criminal Code. Possession of contraband within a correctional facility may result in criminal prosecution and/or your immediate removal from certain activities.

**POSSESSION OF CONTRABAND WITHIN AN INSTITUTION IS A FELONY**

Contraband is defined as anything not authorized for receipt, retention, or issue through regular institutional channels.

A. Contraband:

- 1.) Weapons, including firearms, explosives, knives, hacksaw blades, tear gas, dangerous chemical agents or any tool or other object which may be used as a weapon or from which a weapon may be fashioned or used in a manner other than for the specifically approved use within the facility.
- 2.) Alcohol, including wine, distilled spirits, home brew, and any other type of alcoholic substance except where specifically approved for institutional purposes, or where contained in medications which have been prescribed by proper authority and where controlled and administered by proper authority.
- 3.) Any narcotic, drug, drug paraphernalia, medication or controlled substance, in any form or within the urine or blood of a prisoner, except medication which has been prescribed and used in accordance with instructions prescribed by proper authority.
- 4.) Any items which are transmitted to the institution in a manner intended to frustrate or evade detection, or lack prior authorization.

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- 5.) Items in prisoner's possession which:
  - a. Are not issued to the prisoner by the facility;
  - b. Are in excess of the quantity allowed for retention or issue;
  - c. Have not been authorized for retention in the facility.
- 6.) Any other article which directly threatens the security of the institution or which the Superintendent has designated as contraband.

**HOUSING ASSIGNMENTS**

Once you are assigned housing within the institution, you may not enter any other living unit unless directed to do so by staff. Entering housing other than your own is considered "being in an unauthorized area."

**ADMINISTRATIVE SEGREGATION**

Prisoners that pose a serious threat to life, property, self, staff, or other inmates or to the security or orderly operation of the institution may be placed in Administrative Segregation. See Dept.Policy *804.01 Administrative Segregation* for specific procedures.

Prisoners that can demonstrate a valid security-related or medical reason for segregation may request in writing, via cop-out, to be placed in administrative segregation.

**HYGIENE AND SANITATION**

Housing:

Rooms and dormitories must be cleaned AT ALL TIMES, and are subject to inspection at any time. The following guidelines must be adhered to:

- 1.) Beds must be neatly made.
- 2.) Floors must be free from dirt, lint, and debris.
- 3.) No clothing shall be on the floor. All property and clothing must be put away in the locker. A towel may hang from the hook. A property box may be kept neatly under the bunk. A pair of shoes may be placed neatly next to your property box. All other items left out will be seized.
- 4.) Floors must be mopped daily.
- 5.) General room/area must be visible from the doorway or vicinity. There may be no hidden spaces.
- 6.) Trash must be properly disposed of daily.
- 7.) Tents cannot be constructed around bunks at any time.
- 8.) Nothing shall be hanging from walls, fixtures, etc., except the designated picture area in the mods.
- 9.) Obscene material, including nude poster displays is prohibited.

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- 10.) Daily inspections of the dorms will be conducted by the Shift Supervisor at any time. Telephones and television will not be turned on until the dorm has passed inspection and may be turned off upon failure of inspection.
- 11.) Prisoners housed in Mods (dorms A, B, C, and D) may not block the cell windows with any object or paint.
- 12.) An inspection by the Superintendent or his designee will be conducted weekly. All of the above rules are expected to have been completed prior to the inspection.

Rooms/area shall be periodically inspected for Standards. Infractions may result in disciplinary action.

Personal Hygiene:

- 1.) Razors are kept at the post nearest your living unit. You may check them out between the hours of 0600 to 1100 hours, seven (7) day-a-week. All Razors must be returned by 1100 hours. Razors are for use only in your living unit. Razors may be checked out one at a time. If you require more than one razor, you must turn in the used one and sign out a new one.
- 2.) All prisoners housed in the MAX unit may check out and use a razor only in the dayroom during their shower time. The razor must be turned in to the officer before leaving the dayroom.

**GENERAL PERSONAL APPEARANCE**

You are expected to maintain your issued clothing in good repair. Clothing with holes or excessive wear or missing buttons shall be turned in to the basement laundry with a cop-out requesting replacement. Shoes shall be worn in the manner for which they are designed, i.e., laced up if they are to be laced.

**HANGING PICTURES - CELL AND/OR BUNK**

The only authorized areas for hanging/displaying your personal photos and pictures are:

- MODS:           1) The wall at the foot or head of your bunk  
                      2) Inside your locker

- DORMS:        1) Inside your locker

Pictures or Art depicting either gender in a sexually suggestive manner or not completely clothed will be seized as contraband and dealt with as such.

**FIRE DRILLS**

Institutional staff will conduct fire drills periodically. When a fire drill is announced, obey the directions of the correctional staff, and evacuate using the posted route.



## COUNTS

Formal counts are taken daily. During a count, all prisoner movement shall cease, and remain frozen until the count has been cleared. All prisoners are responsible for insuring that they are in their respective areas, (living or work area), unless instructed otherwise by a staff member.

Informal counts are taken while prisoners are working, engaged in daily living activities or recreational activities. These counts are taken at irregular times.

During a count no prisoner shall distract the officers taking count, or interfere with the count process in any way. This may include placing blankets or towels around bunks in such a manner that block the view of the counting officer or blocking aisles. Violation of these rules shall result in disciplinary action.

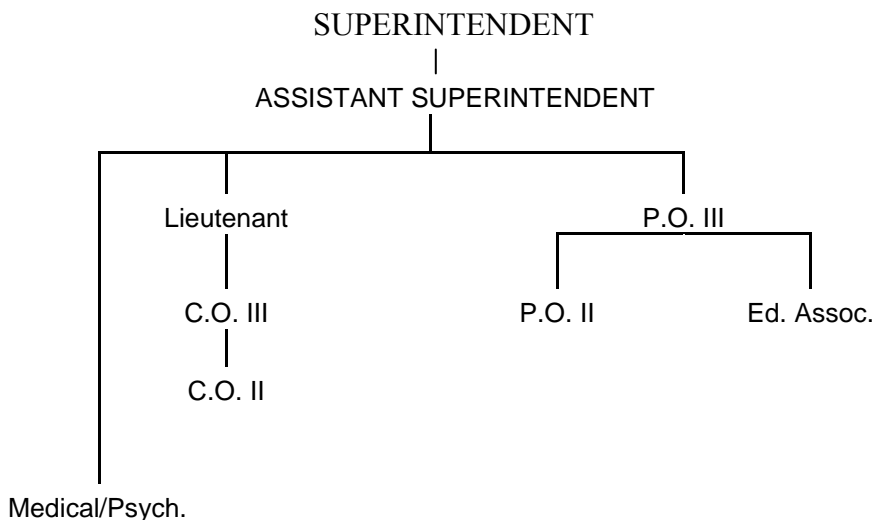
## INSTITUTIONAL LOCKDOWN

Under the authority of departmental policy, the Superintendent may, when faced with a clear and immediate threat to the security of the institution or to the safety of its employees or prisoners, temporarily confine all prisoners or a major part of the prisoner population pending completion of an investigation.

## FORMS

Forms are available to assist you with your personal issues and are distributed in the evenings from the supply cart. These forms include Request for Interview (Cop Out), Laundry, Medical, Grievance, Disbursement, and Visiting to name a few. Please ask the supply person for the form you may need. When using these forms, do not put multiple issues on a single form. Use one form per issue to address your request.

## CHAIN OF COMMAND



### **DAILY SCHEDULE**

Movement during recreation is done every half-hour for 5 minutes for female movement, 5 minutes for male movement. No movement in or out of dorms or between program is allowed during non-movement periods.

0600 Wake-up for breakfast  
0615 Med Call  
0630 Breakfast (Optional)  
0800 Programs begin  
1000 Programs end -- Return to housing areas -- Lockdown  
1100 Lunch (MANDATORY)  
1300 Programs begin  
1430 Med Call  
1500 Programs end -- Return to housing areas--Lockdown  
1600 Dinner (MANDATORY)  
1900 Programs begin for eligible inmates  
2130 Programs end -- Return to housing areas  
2135 Lockdown

### **SAMPLE HOLIDAY AND WEEKEND SCHEDULE**

0630 Snack (Optional)  
0830 Wake-up  
0835 Med Call  
0900 Breakfast (MANDATORY)  
1100 Lockdown  
1200 Outside Recreation and Activities  
1430 Med Call  
1500 Programs end - Return to housing areas - Lockdown  
1600 Dinner (Mandatory)  
1900 Programs begin for eligible inmates  
2130 Programs end – Return to housing areas  
2135 Lockdown

Breakfast on weekdays shall be at 0630 for the Mods with movement from 0630 to 0640. All other dorms will eat between 0700-0730 with movement from 0700 to 0710.

Lunch and dinner are mandatory meals for attendance during the week. Breakfast and dinner are mandatory meals during weekends and holidays. It is your responsibility to get out of bed and be appropriately dressed at these meal times.

### **OFFICERS ARE NOT RESPONSIBLE TO WAKE YOU FOR MEALS**

Officers shall open dorm doors for all meals. You then have ten (10) minutes to leave the dorm.

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At the end of ten minutes, the officer shall lock the dorm door. If the meal is mandatory, the officer shall list all prisoners who do not go to the meal. The officer will prepare a disciplinary report on any prisoner who did not go up to eat, except those prisoners with authorization to not attend, i.e., prisoners with authorized excuses.

**LAW LIBRARY**

This institution maintains a law library, which contains access to the legal materials required by the Department. You must submit a copout to the Standards Officer and demonstrate a valid reason for using the law library. Those prisoners having a legitimate reason for using the law library will not be denied access, although seating may be limited for security and safety reasons. The law library hours are:

Weekdays:

0630 - 0730	Females	Female Max Unit/Booking/Pun Seg
0730 - 0830	Males	Booking
0830 - 0930	Males	Pun Seg
0930 - 1030	Females	General Population
1030 - 1130	Females	Administrative Segregation/Booking
1300 - 1500	Males	General Population
1730 - 1900	Females	General Population
1900 - 2130	Males	General Population (Mods only)

Weekends and Holidays:

0630 - 0730	Male	Booking
0730 - 0830	Females	Female Max Unit/PunSeg
0830 - 0930	Females	Booking/Administrative Seg
0930 - 1030	Males	PunSeg
1100 - 1200	Females	General Population
1200 - 1500	Males	General Population
1730 - 1900	Females	General Population
1900 - 2130	Males	General Population (Mods only)

**LAW LIBRARY RULES:**

- 1.) Only five prisoners and the prisoner law librarian are allowed in the law library at any given time.
- 2.) All prisoners shall be pat-searched upon entering and leaving.
- 3.) Equipment that has been designated for placement in the law library shall not be removed without staff approval.

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- 4.) The Max Unit has its own law library. Max prisoners may use the library one-hour-per-day between the hours of 0800-1800. If more time is required, the prisoner may send a request to the Standards Supervisor.
- 5.) Punitive Segregation prisoners are allowed access to the law library during their recreation time.
- 6.) A prisoner law librarian is available to assist with legal research.
- 7.) Use of the typewriters in the law library is restricted to legal work only. Letters to friends, family, businesses, cop-outs, grievances, disciplinary or classification appeals, commissary requests, loan applications schoolwork, poetry, or any other use of the typewriter that is not for legal purposes is forbidden and shall result in disciplinary proceedings. If a prisoner is unsure as to whether the work is legal or not, the prisoner must contact Standards prior to going to the law library.
- 8.) Socializing in the law library will not be permitted. The law library shall be used for legal research only.

**PHOTOCOPYING FOR PRISONERS**

Copying services are available to prisoners at L.C.C.C. There are two types of copies: (1) legal copies and, (2) personal copies.

"Legal Copies" are those copies of documents needed to file pleadings with the courts or to communicate with attorneys. Prisoners need to bring the items to be copied to the Standards Office and fill out a commissary slip and a legal copy request form. If the documents to be copied are contained within the prisoner's case file, the prisoner needs to submit a cop-out with a commissary slip and a legal copy request form to their probation officer. Prisoners will be charged a fee of \$.15/per page/side for legal copies. Legal copies will be made for indigent prisoners, however, a hold for the fee of \$.15/perpage/side will be placed on their financial account and deducted at such time as they are able to pay.

"Personal copies" are those copies of any other type of documents other than legal copies. Prisoners need to bring the items to be copied to the Standards Office and fill out a commissary slip and a personal copy request form. Prisoners will be charged a fee of \$.15/per page/side for personal copies. Personal copies will not be made for indigent prisoners unless given specific permission by the Superintendent.

**RECREATION PROGRAMS**

Recreation equipment and activities are available to all prisoners. Some activities are more limited than others, depending on individual status. Specific recreation opportunities can be discussed with your institutional probation officer or the recreation officer.

A gymnasium is available for general population prisoners and prisoners in segregation as per

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the schedule below. The gym has basketball courts, a handball court and a large-muscle exercise station.

Weather permitting, all prisoners are offered a minimum of seven hours of outdoor recreation per week. The time and place is dependent on the housing assignment. There must be a minimum of five prisoners interested in participating in outside recreation in the large yard.

A sweat lodge is located in one of the small yards and is operated as part of the facility cultural program in conjunction with the prisoner Multi Culture Club. It is available to general population prisoners on the weekends and alternates each week between misdemeanor and felons. Prisoners interested in participating should contact a member of the Multi Culture Club for more information.

Staff escorts segregation prisoners to the gym and outside recreation yards. Punitive Segregation prisoners are escorted by staff to the gym, but are not allowed outside recreation.

General population felon prisoners (large yard) meet at the recreation sallyport door near the entrance to the mods.

General population misdemeanor males, general population females, (small yards "A," and "B"), shall meet at the inside recreation sallyport door adjacent to "J" dorm.

**WEEKDAYS GYM SCHEDULE:**

0630 - 0730	Females	Punitive Segregation/Female Max Unit
0730 - 0830	Males	Booking
0830 - 0930	Males	PunSeg
0930 - 1030	Females	General Population
1030 - 1130	Females	Administrative Segregation/Booking
1300 - 1400	Males	E,F Dorms
1400 - 1500	Males	G,H,I Dorms
1730 - 1930	Females	General Population
1930 - 2130	Males	General Population (Mods only A,B,C,D)

**WEEKENDS AND HOLIDAYS GYM SCHEDULE:**

0630 – 0730	Male	Booking
0730 - 0830	Females	Punitive Segregation/Female Max Unit
0830 - 0930	Females	Administrative Segregation
0930 - 1030	Males	PunSeg
1100 - 1200	Females	General Population
1200 - 1330	Males	E, F dorms
1330 - 1500	Males	G,H,I dorms
1730 - 1930	Females	General Population
1930 - 2130	Males	General Population (Mods only A,B,C,D)

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Appropriate dress is required during recreation periods. Food or drink items and hard-soled shoes are not allowed in the gym. Sweat clothes shall be worn in the gym or the living units only.

WEEKDAYS YARD SCHEDULE:

1030 - 1130	Yard A	Booking	Male	Felons
	Yard B	Booking	Male	Misdemeanants
1130 - 1230	Yard A	Booking/FMU	Female	Felons
	Yard B	Booking/FMU	Female	Misdemeanants
1300 - 1440	Large Yard	Mods (A,B,C,D)	Male*	Felons
1230 - 1330	Yard A	Dorms E,F	Male	Felon
	Yard B	Gen Pop	Male	Misdemeanants
1330 - 1430	Yard A/B	Dorms G,H,I	Male	Felon
1430 - 1600	Yard A	General Population	Female	Felons
	Yard B	General Population	Female	Misdemeanants

\*Large yard 1300-1440 is Female Felon only on Mondays

WEEKENDS/HOLIDAYS YARD SCHEDULE:

1000 - 1100	Yard A	Booking/Ad Seg	Female	Felons
	Yard B	Booking/Ad Seg	Female	Misdemeanants
1100 - 1200	Yard A	Booking/Ad Seg	Male	Felons
	Yard B	Booking/Ad Seg	Male	Misdemeanants
1200 - 1440	Large Yard	Gen. Pop (A,B,C,D)	Male	Felons
	Yard C	Sweat Lodge	Alternates:	Male/Female & Felon/Misd.
1200 - 1300	Yard A	Dorms E,F	Male	Felons
	Yard B	Gen Pop	Male	Misdemeanants
1300 - 1400	Yard A	Dorms G,H,I	Male	Felons
1430 - 1600	Yard A	General Population	Female	Felons
	Yard B	General Population	Female	Misdemeanants

Any misuse of recreational equipment or areas and/or failure to follow posted rules or verbal orders of recreation supervisors shall result in disciplinary action and subsequent restriction of recreation privileges.

**COMMISSARY**

Approved items are available for purchase on commissary (see approved list posted in housing units.) Special commissary may be purchased with prior approval of the Assistant Superintendent. All commissary requests must have the individual prisoner's Offender number and housing unit listed.

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- 1.) Commissary requests must be received in the Booking Office no later than 2130 hours on Saturday. Do not fill in prices, funds available or totals. Commissary will be issued Thursday.
- 2.) Mailing out packages/property: A commissary request and a property disbursement form must be turned into the Property Officer with the item to be mailed out Monday through Friday during normal business hours. Holidays are excluded. To disburse hobby shop items, you must contact the Recreation Officer. The officer shall inspect the items in the hobby shop and handle the disbursement of the item after the proper paperwork is completed.

If your work assignment precludes you from the scheduled hours, or if you are housed in segregation, submit a cop-out to the Property Officer so arrangements can be made.

- 3.) Commissary items must be taken directly from the point of distribution to your living area.
- 4.) Once you have signed for your items and left the point of distribution you have then acknowledged receipt of all commissary.
- 5.) If you have insufficient funds at the time of distribution, ALL items ordered shall be returned.
- 6.) Commissary requests for purchases of inmate store items must be turned in the night before the sale.

**PRISONER ACCOUNTS**

Prisoners wishing to disburse funds must submit a commissary check request form by midnight, Thursday. You must attach a stamped, self-addressed envelope to the request. Include the bill and/or the reason you are disbursing funds. All requests are subject to approval by the Assistant Superintendent. Checks will be processed on Friday.

The ordering of any purchases requires the prior approval by the Property Officer and the Assistant Superintendent. You must submit a commissary check request form by midnight, Thursday. You must attach a stamped, self-addressed envelope to the request and include the bill or order form. Checks will be processed on Friday.

Monies may be placed on your account from an outside source. The only way to receive money is through the mail. See rules under "Mail" in this book. There is a ten (10) day waiting period for the monies to clear the bank.

Discrepancies on your monthly account statement must be brought to the attention of the Job Services Officer within fifteen calendar days after receipt of your statement. Account balances can be obtained by submitting a cop-out to the Job Services Officer. The prisoner accounting system is a statewide function. Therefore, you can continue to receive statements if you are

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transferred to another institution within the state.

**INDIGENT PRISONER**

The prisoner accounting system calculates automatically whether a prisoner is considered indigent. A prisoner who has less than \$20.00 presently available in his or her account and who has had no more than \$50.00 in his/her account during the preceding 30-days will be considered indigent. A prisoner with more than \$50.00 in his/her account during the preceding 30-days will still be considered indigent if no more than \$50.00 remained after mandatory deductions (restitution, fines, child support enforcement orders, violent crime compensation payments, or civil judgements) or deductions made for educational materials or courses, counseling, or health care.

**LOANS OF FUNDS**

No prisoner shall be extended a loan from the prisoner account fund. Borrowing or lending money between prisoners is in violation of policy and may be cause for disciplinary action. You shall not borrow from, loan, nor give any item, including money, to any staff member.

All outside banking transactions require the prior written approval of the Superintendent or designee.

**PROPERTY**

The Property Officer shall control all property.

**PRISONER INCENTIVE PROGRAM (PHASE I, II, III)**

The Prisoner Incentive Program has been in effect at LCCC since 3/1/13. Prisoners are allowed to possess property dependent on their phase status. Phase status is determined by custody, status, sentence, housing, behavior, employment and compliance with recommended programming.

Phase I – Newly remanded prisoners, pre-trial detainees and those serving less than 1 year.

No personal clothing

Commissary limit \$25 per week

Property limited to *Jail and Pretrial Authorized Property List (811.05c)*

Upgrade to Phase II only after:

\*Sentenced to 366 days or more

\*No guilty findings on B or C infractions in the previous 90 days

\*Pre-trial requires specific permission from Superintendent to move to Phase II.

Phase II – Sentenced Prisoners with 366 days or more to serve and have had no guilty findings on B or C infractions in the previous 90 days.



**Prisoner Handbook**

Personal clothing as indicated in Department Policy 811.05D  
Commissary/Club sales limit \$50 per week  
Special Commissary Purchases up to \$250, 2 times per year.  
Property limited to that on *Prison Authorized Property List (811.05D)*  
One box of personal and one box of legal permitted in living area  
Upgrade to Phase III only after:  
\*Phase II for 6 months  
\*No guilty B or C preceding 90 days.

Phase III – Sentenced Prisoners with 366 days or more to serve, 6 months as Phase II, and have had no guilty findings on B or C infractions

Personal clothing as indicated in *Prison Authorized Property List (811.05d)*  
Commissary/Club sales limit \$75 per week  
Special Commissary Purchases up to \$250, 3 times per year.  
Property limited to that on *Prison Authorized Property List (811.05d)*  
One box of personal and one box of legal permitted in living area  
\*\*A television (up to 13”, Clear, with no built-in VCR/DVD) and remote.

\*\*TV’s authorized only for those inmates who satisfy requirements of AS33.30.015d

Not classified Administrative Segregation maximum  
High School Diploma or equivalent  
Actively engaged in Educ/Voc training or employment program.  
Satisfied or current on restitution or court ordered treatment  
Pays for the expense of providing the television (utility, cable, shipment)

Prisoners found guilty of B level infractions will be reduced to Phase I limits and loss of electronics for 90 days.

Prisoners found guilty of C infractions will be reduced to Phase I limits and loss of electronics for 60 days.

**PROPERTY STORAGE**

The institution's property storage area shall store ONLY those items not allowed in the institution, i.e., one complete set of clothing and normal pocket contents such as wallet, keys, etc. All other items must be sent out.

All items must fit into one cardboard box measuring 12"x10"x15".

You may have one box of personal property in your living area, and one box of legal property. In addition, you may store the equivalent of one box of personal property and one box of legal property in the basement long term storage. Excess property will be disbursed in accordance with property policy. Excess legal property must be approved specifically by the Superintendent

**Prisoner Handbook**

and only if a current, active case justifies the request.

**EXCESS PROPERTY**

Limiting property to established amounts is the responsibility of the prisoner. Failure to do so shall result in confiscation of excess property. ANY property confiscated shall not be returned.

All excess property shall be disbursed out at the expense of the prisoner. No property transactions shall be processed after issuance of an excess property notice (this includes commissary orders and packages received via the mail) until the excess has been disposed of.

Property that remains in the facility 30 calendar days after being declared excess, or 90 calendar days after a prisoner's release or transfer is considered abandoned and shall be disposed of in accordance with AS 44.70.101.

**CLOTHING AND PERSONAL PROPERTY**

Authorized personal laundry in possession of a prisoner must be stamped with the prisoner's last name and first initial. This shall be coordinated through the Property Officer. Any personal laundry found in the possession of the prisoner not properly stamped, shall be confiscated as contraband and shall not be returned.

To have personal clothing laundered, complete a personal clothing waiver of liability form. The completed form and the clothing to be laundered will be picked up from your living unit. Once the personal clothing has been laundered, it shall be delivered to you in your living unit the next laundry delivery day.

All items special ordered must be ordered by the inmate only. No outside party may order items for any inmate. Any item sent in by an outside party will be returned to that party at the inmate's expense. The only exception is during the holiday season with specific dates. (See Holiday Memo put out each year with rules and deadlines.)

**TAGGING AND MARKING OF PERSONAL ITEMS**

The following items **MUST** be sent to the Property Officer for tagging and marking on computer entry:

- 1.) All clothing items.
- 2.) All electric/electronic items, i.e., clocks/watches, radios, beard trimmers, razors. , Etc.  
(Note: Many electronics must have clear cases. See Property/Rec. Officer for list.)

**Property Authorized In AdSeg Maximum Control Unit:**

Items held by the Max Officer and issued as needed:

- 1 Shampoo
- 1 Soap

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**Prisoner Handbook**

- 1 Deodorant Stick
- 1 Comb
- 1 Ea. Fingernail/Toenail Clipper

Items that may be retained by the prisoner in their living unit and limited to the amount that will fit in: one box for personal property and one box for legal property

- 1 Set Dentures
- 1 Pr. Shower Shoes
- 1 Pr. Gym Shoes without Shoelaces
- 1 Writing Tablet
- 10 Envelopes
- 1 Eraser
- 1 Ink Pen (Must be clear barrel)
- 1 Address Book (Must not contain any metal)
  - Assorted Personal Correspondence and/or Pictures
  - Legal Papers
- 2 Books (including magazines, religious, educational)
- 1 Week's worth of commissary
- 1 Wedding Band (Plain)
- 1 Small Religious Necklace
- 1 Plastic Coffee Mug
- 1 Battery-operated AM/FM digital or analog radio (if approved)
- 2 Sets rechargeable "AA" batteries
- 1 Pr. Prescription glasses

The prisoner may retain no other items without prior written authorization from the Assistant Superintendent or higher authority.

**INSTITUTIONAL PROPERTY AUTHORIZED FOR RETENTION IN LIVING UNITS.**

**All living areas:**

- 1 Mattress
- 1 Pillow
- 2 Blankets
- 2 Sheets
- 1 Pillow Case
- 1 Towel
- 1 Pr. Shorts
- 1 Pr. Socks
- 1 Pr. Deck Shoes
- 1 Comb
- 1 Toothbrush
- 1 Bar Soap

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Dormitories and Mods:

3 Additional (for a total of 4-each) of:

Shirts

Pants

Socks

Shorts

**PERSONAL PROPERTY AUTHORIZED FOR RETENTION IN LIVING UNITS  
(May be further limited by your Phase Status)**

**Note: All personal and legal property is limited to that which can fit in one (1) box for personal property and one (1) box for legal property.**

**Administrative Segregation:**

All items authorized in AdSeg MAX, plus:

4 Newspapers

2 One-quart Rubbermaid-type containers (must have prisoner's name on them)

2 Additional books (including magazines, religious, educational)

Specific art supplies or hobby crafts that are approved IN WRITING by the Assistant Superintendent and purchased through commissary procedures.

**Dormitories:**

All items authorized for Ad Seg MAX and ADMINISTRATIVE SEGREGATION, plus:

1 Personal knit cap - to be worn outside only and may not be white or red.

1 Sweatsuit (shorts/shirt/pants) plain, no pocket; authorized color is gray and may be worn in living units, the gymnasium and recreation yards only.

1 Personal Towels (tagged)

1 Personal Washcloths (tagged)

1 Bandannas (no red or blue)

1 Pre approved music player

1 Additional pair prescription glasses

1 Wind-up, plug in, or battery powered digital clock (clock/radio combinations not authorized)

1 Battery-powered lamp of small size

5 personal undershirts

5 personal undershorts

5 pr socks

Prisoners in the Dormitories are authorized to possess a total of 10 Compact discs (Non-Parental Advisory Only.)

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All property must be stored in your locker. Only your shoes are allowed under your bunk.

**Note:** All personal items will be cleared at the discretion of the Property/Rec.Officer.

**Mods:**

All items authorized in all other areas, plus:

1 Personal television, clear only, not to exceed 13" (Must be Phase III).

1 Three-outlet electric adaptor

1 Clock -- must be small in size (legal size piece of paper)

1 Small Plastic Fan

Prisoners in the Mods are authorized to possess a total of 10 media disks. (Non-Parental Advisory Only and all materials must be rated.)

Each inmate is allowed 1 property box for personal property and 1 property box for legal property, to be stored under the bottom bunk only (not in the locker or used as a table).

**Women's Dorm:**

All items authorized in all other dormitories, plus:

1 Hair dryer

1 curling iron 3/4"

2 Personal bras

5 Pair personal panties in place of facility issue

Female hygiene items

1 Nightgown

A bra must be worn at all times when out of the dorm.

Prisoners in the Mods are authorized to possess a total of 10 Media discs (Non-Parental Advisory Only and all materials must be rated.)

Each inmate is allowed 1 property box for personal property and 1 property box for legal property.

**Punitive Segregation:**

The ONLY authorized items are:

1 Mattress

1 Pillow

2 Blankets

2 Sheets

1 Pillow case

1 Towel

1 Orange jumpsuit

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1 Pair shorts

1 Pair socks

1 T-shirt

1 Pair deck shoes or gym shoes without laces

10 Envelopes,

20 stamps

2 Pencils or clear-barrel pens

1 Tablet

1 pair shower sandals

Personal hygiene items, excluding finger/toe nail clippers

Letters received while in punitive segregation

Religious and legal reading material (not to exceed a total of 4 books or magazines of this subject matter)

Educational materials (only if enrolled in classes prior to being placed into punitive segregation)

### **Personal Property Items That Are Not Authorized:**

Any type of external recording device

Video Cassette Recorders or players

VCR tapes

Glass or ceramic items of any type, i.e., cups, glasses, etc.

Pornographic material

Tattoo machines

Tattoo paraphernalia

Drug paraphernalia

Any flammable liquid or spray

Glue of any type

Personal clothing of any kind that is not authorized for retention in the living units

Any item that has been **altered** from its original manufactured condition

Tinted glasses, i.e., sunglasses (unless approved by medical)

Mechanical pencils

Lighters

Flashlights

Hard sole shoes

Tobacco of any kind

Any other item that has not been specifically authorized for retention in writing by the Superintendent, Assistant Superintendent, Lieutenant, AND/OR the Property Officer.

## **ORIENTATION**

A taped orientation is offered each week in the Lemon Creek Correctional Center. Please see weekly program schedule for exact times.

## **TREATMENT PROGRAMS**

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All prisoners are encouraged to participate in rehabilitation programs available at Lemon Creek Correctional Center. These programs will provide an opportunity for exploration, growth, and preparation for release, in addition to meeting court-ordered obligations if required. For specific needs or information regarding these programs or others, contact your institutional probation officer.

Alternatives to Domestic Violence

Re-entry program

Mental Health Counseling

Alcoholics Anonymous

Narcotics Anonymous

## **EDUCATIONAL SERVICES**

Lemon Creek Correctional Center is committed to providing opportunities for educational advancement. Educational programs are available for individual study or classroom format. You are welcome to discuss any education needs with the Education Coordinators. The Learning Center, Computer Lab, library and education offices are located on the second floor.

Programs provided are:

Adult Basic Education

General Education Development

Life Skills

Prisoner Library

College Correspondence

Prisoner Volunteer Tutor Programs

Corrections Learning Network courses

Vocational Programs

There are also special interest classes offered throughout the year which may be signed up for in the learning center. So keep an eye on the institutional bulletin boards for more information.

## **RELIGIOUS SERVICES**

The Probation Officer III is the religious coordinator for the institution. The P.O. III works with the Institutional Chaplain to provide religious services to the prisoner population. You can check the schedule on the Chapel for service times. If you have religious needs, contact the Chaplain, or your probation officer.

The religious program includes:

Bible Study

Individual Counseling

### **PRISONER MARRIAGES**

If you wish to marry during your incarceration, you must make all arrangements through your probation officer. Your probation officer will explain the departmental requirements in order to obtain approval.

### **HOBBY CRAFT SHOP**

A prisoner hobby craft shop is accessible to general population prisoners on a space available basis during recreation periods. The hobby shop is designed as a leisure type activity to build small hobby craft items. It is not intended to be a major construction area. All prisoners who purchase materials for use in this area are responsible for the materials, and the institution shall not be responsible for lost or destroyed property. All materials purchased and all craft projects must be approved in advance by the Recreation Officer. A schedule for open hours is posted in the area of the hobby shop. All tools or supplies owned by a prisoner shall be inventoried.

All prisoners who are interested in the hobby shop need to contact the Recreation Officer to be placed on the approved access list.

No jewelry items, other than wristwatches and wedding bands and religious items shall be worn into or out of the hobby shop. Any such items coming out of the hobby shop are considered contraband and shall be seized. The hobby shop is a privilege. You may be removed for any violation or administrative request.

Hobby shop items may only be disbursed to the prisoner's family members.

### **WORK ASSIGNMENTS**

All initial work assignments are made in conjunction with the prisoner's needs, institutional needs, and the security requirement applicable to each assignment category.

Prisoners shall be employed in individual work programs based on the prisoner's custody status, motivation, behavior, and ability. It must be realized that employment of the prisoner is but one phase of a rehabilitation program.

Prisoners wanting to work must contact the Job Services Officer and fill out an application. Information concerning work assignments can be obtained by contacting the Job Services Officer.

Anyone assigned to work in Food Services must receive a clearance from the medical department before beginning work.



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Prisoners are reminded that they need to follow the orders of ALL staff, not just their job supervisor. If there are any differences in these orders, do as INSTRUCTED and report the difference to your job supervisor.

**PRISONER PHONE CALLS**

All prisoner phone calls, except those to your attorney, may be monitored and/or recorded.

Telephones are available in the general population Mod housing units (A, B, C, and D) from the hours of 0600 to 2400, seven days per week. Telephones are available in the general population dorms (E, G, H, I, and J) once the dorm passes a morning inspection by the Shift Supervisor and remain on to 2400, seven days per week. The inspections are at 0730, 1030, and 1200. If the dorm doesn't pass the inspection by 1200 hours, the phones are off for the day.

A private contractor, Securus, Inc, operates the prisoner phone system. Both local and long distance calls are available through this system. Local calls are free, and LONG DISTANCE CALLS ARE COLLECT ONLY. Prisoners placing long distance calls are allowed 1 call to a long distance number. Securus then places a block on the number that was called and the owner of the phone is sent a bill. Once the owner of the bill pays the initial bill and opens an account with Securus, the block is lifted and you can call the number as often you as like.

Failure of the owner of a phone to pay their long distance bill will result in the number being blocked by Securus and the bill being turned over to a collection agent. At this time there is no provision for calling card use on the Securus system. No third party, call forwarding, or credit card calls are authorized. Third party calls, call forwarding, or any other attempt to defraud Securus will result in the number called being permanently blocked.

Prisoners in general population who have questions regarding billing or blocks placed on numbers may have an outside number call Securus at 1-800-844-6591.

Prisoners housed in Segregation must **submit a written request** (cop-out) to use the telephone through the officer on post. There is a limit of three long distance calls daily. However, this does not apply to calls to your attorney.

The Superintendent may limit a prisoner's access to a telephone, except for attorney calls, if reasonable grounds exist to believe that the prisoner's use of the telephone threatens the security of the facility or the protection of the public. A prisoner who is placed in punitive segregation, or an administrative segregation prisoner who has had an individual determination made requiring phone restriction, may not have access to the telephone except:

- 1.) To communicate with an attorney;
- 2.) At time of booking, to call an attorney, a relative or a friend;
- 3.) In an emergency as determined appropriate by the Superintendent.

**VISITING**

**Prisoner Handbook**

At this facility, three types of visiting are available: (1) Contact Visiting, (2) Secure Visiting, and (3) Special Visits.

Contact visits are best described as you and your visitor being allowed to visit in the same room. You may lightly embrace upon the meeting and departure of your visitor. You may hold hands with your visitor during your visit. No other form of physical contact is allowed. These visits shall be supervised by a correctional officer and shall be limited to space available in the contact visiting room. You shall be required to submit to a strip search upon the completion of your contact visit.

Secure visits are conducted in cubicles where you and your visitor are separated by a glass partition. There are four secure visiting cubicles available.

Special visits are those visits for out of town visitors or for other special circumstances. Special visits are approved by the Shift Supervisor or higher authority on a case-by-case basis and provide visitors and prisoners with unlimited **secure** visiting. Apart from authorized inmate events, such as potlatches, there are no special contact visiting provisions.

Contact visiting is available only to general population. The following prisoners are restricted to secure visiting only:

- 1.) Pre-trial detainees who have not been screened for general population
- 2.) Any prisoner who has been individually identified as an escape, smuggling, or security risk
- 3.) Any prisoner whose contact visiting privileges have been taken away through disciplinary sanctions or an individual determination.
- 4.) Violation of the three (3) strikes rule.

Contact visits shall be granted only to persons who appear on the prisoner's approved contact visiting list. Prior to clearance, visitors who would otherwise be allowed into the facility may visit in a secure visiting cubicle. Requests for contact visit approval forms are available in Booking and on the supply cart.

**WHO MAY VISIT**

- 1.) Adults, 18 years of age or older.
- 2.) Prisoner's children under the age of 18 if accompanied by an adult. The accompanying adult must present a birth certificate (original or certified copy) which identifies the prisoner as the child's parent.
- 3.) Minors under the age of 18 if accompanied by an adult parent or legal guardian. The accompanying adult parent must present a birth certificate (original or certified copy) which confirms that they are the parent of the child. A legal guardian must present a court document awarding them guardianship of the child. A notarized document from a

**Prisoner Handbook**

- parent does not make a person a legal guardian.
- 4.) A minor who is married to the prisoner he/she is visiting.
  - 5.) Minors emancipated to adult status.
  - 6.) Probationer with written permission from the supervising probation officer and the Superintendent.
  - 7.) Prisoners may have a maximum of ten approved visitors (not to include minor children), on their visitation list.

**WHO MAY NOT VISIT**

- 1.) Any visitor who does not follow visiting rules, or has been found in violation of posted guidelines.
- 2.) Individuals (except an immediate family member) who have been released from any correctional center or jail with the past 60-days.
- 3.) Parolees.
- 4.) Persons on felony probation without the permission of both the Superintendent and their probation officers.

The Superintendent shall have final authority in determining who may not visit.

**VISITORS MAY BE DENIED ADMITTANCE FOR ANY OF THE FOLLOWING REASONS**

- 1.) Security requirements
- 2.) Disruptive conduct
- 3.) Being under the influence of alcohol or drugs
- 4.) Dress code violations
- 5.) Health problems
- 6.) Refusal to search of their belongings and/or themselves
- 7.) Failure to produce picture identification
- 8.) Violating, or previous violations of visiting rules
- 9.) Misrepresentation of identity or purpose of visit.

**VISITING HOURS**

**Note: All weekday visiting is dependent on security staff levels.**

**All visiting is by appointment only. Visitors must schedule with the Criminal Justice Technician at least one day in advance and only one visit at a time.**

**CONTACT (General Population)**

Weekends 1830 hours to 2130 hours

**SECURED (General Population and Segregation)**

Weekdays 0800 hours to 2130\*

\*Except meal periods 1100-1230 and 1600-1730

Saturday and Sunday

1100 hours to 2130 hours

\*Except meal periods 1600-1730

### **VISITING RULES**

- 1.) Visitors shall leave purses and outer garments, i.e., coats, parkas, etc., in their vehicles or in the lockers provided in the front lobby.
- 2.) Weapons of any sort are not permitted to enter the facility.
- 3.) All visitors shall present accurate picture identification.
- 4.) All married or emancipated minors must furnish appropriate documentation (marriage license, court order, etc.)
- 5.) Visitors must be dressed appropriately.
- 6.) Visitors shall be responsible for the conduct of their children.
- 7.) Provocative body contact is not permitted.
- 8.) Visitors who leave the institution during visiting hours shall be viewed as terminating their visits and shall not be allowed to return.
- 9.) You and your visitors will not be allowed to take any items into the visiting rooms, and you and your visitors are not allowed to exchange anything in the visiting room.
- 10.) Court clothing may be exchanged on an item-for-item basis. You must get prior approval from the Property Officer by sending a written request (cop-out) stating which specific items are going to be exchanged.
- 11.) Any special visits must be arranged through the Superintendent or designee.

### **MAIL**

- 1.) Only money orders, certified checks, and cashier's checks will be accepted. When the funds are deposited into the prisoner's account, a 10-day hold is placed on the prisoner's account to insure that the item clears the banks. Personal checks and cash shall not be accepted and will be returned to sender. Any stamps received in the mail will also be returned to sender.
- 3.) Outgoing mail must be dropped in the mailboxes located outside of the Mods, "H," "J," and "E" dorms. This mail shall be picked up daily, Monday - Friday, by the mail officer who will process the mail and forward it to the U.S. Postal Service for delivery.

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- 4.) ALL mail must be unsealed, stamped, and show the correct return address. The following is an example:

John Doe  
Lemon Creek Correctional Center  
2000 Lemon Creek Road  
Juneau, Alaska 99801

If you fail to place the complete return address on your mail, it will be returned to you, undelivered.

- 5.) Indigent prisoners are allowed to send out 5 letters per week, legal or otherwise, at state expense. Indigent prisoner must write "Ind" in the area where you would normally put a stamp. The prisoner's account will be checked prior to mailing the letter out. If it is found that the prisoner is not indigent, the letter will be returned to the prisoner.
- 6.) Prisoners who are not indigent must purchase stamps. If prisoners don't have stamps they must wait and purchase stamps through commissary before mailing any letters. Prisoners must put stamps on all letters prior to placing the letters in the hallway mailboxes for mailing. Only in cases where the item to be mailed is oversized, or where there are additional postage purchases, such as insurance, certified, etc., can prisoners attach a signed commissary slip to the item. Postage will be computed and deducted from the prisoners' account.
- 7.) Prisoners that want to send out "legal mail," i.e., mail to a court, attorney, or any of the other parties identified as approved recipients of privileged mail in DOC P & P 810.03, Prisoner Mail/Publications/Packages, must bring the item to be mailed unsealed to the Standards Office or to the Shift Supervisor. Standards or the SS will make a cursory check of the item to ensure that the intended recipient is, in fact, the privileged addressee. The item will then be sealed in the prisoner's presence and stamped to indicate that the item is privileged.
- 8.) All incoming mail must have a full return address.
- 9.) Any money orders, certified checks, cashiers checks or payroll checks must be signed and contain a return address that matches the name and address on the envelope.

### **UNACCEPTABLE MAIL**

The following list may not be all inclusive and may change without notice. Any mail on this list will be deemed unacceptable and will be returned to sender or destroyed at the mail officers discretion.

- ❑ Any mail that depicts or describes any information about weapons, ammo, bombs, incendiary devices or the use there of.
- ❑ Any mail that contains plans, blueprints, maps or operational details of the

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- institution that may be used in an escape attempt
- ❑ Any mail that contains items not processed or ordered through the normal facility channels.
  - ❑ Any mail that has perfume, lipstick, stickers or laminated materials in or on the outside of the envelope, or contains stamps or stationary items.
  - ❑ Any mail that contains cash or personal checks.
  - ❑ Any mail that contains or solicits gifts, money, credit or contractual purchases without the written approval of the Superintendent.

**MEDICAL, DENTAL, OR PSYCHOLOGICAL SERVICES**

You can expect an initial medical screening within 24 hours of arriving at the facility. You will receive an initial medical exam within two weeks.

Most over the counter remedies can be purchased through commissary. These medical purchases do not count against you with respect to the Phase Program. See Medical for a list of items you may purchase.

A regular sick call has been established for prisoners housed in general population and in segregation. All prisoners requiring medical treatment shall submit a request form (cop-out) to the medical department for any routine, non-emergency medical care. For emergency care, contact any staff member.

All prisoners will be assessed a \$5.00 co-payment fee for medical services for:

- 1.) Each visit initiated by the prisoner to a nurse, physician's assistant, nurse practitioner, dentist, dental assistant, dental hygienist, optometrist, mental health clinician, physician or psychologist.
- 2.) Each visit for a sports-related injury that results from participation in a sports activity in violation of a medical recommendation.
- 3.) Initial prescriptions, changes, or renewals of prescriptions. The number of prescriptions does not change the price.
- 4.) Use of medical equipment available in the facility, such as crutches or braces. A fee of up to \$20.00 may be assessed for the use of medical equipment not available in the facility.

Prisoners will not be assessed a co-payment fee for medical services for:

- 1.) Initial admission tests, testing for pregnancy, communicable diseases, or med line visits.
- 2.) Visits initiated by a staff member.
- 3.) Injuries due to work performed for the department or an assault by another prisoner.

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4.) Prescriptions for psychotropic drugs.

Prisoners will not be denied health care services due to the prisoner's inability to pay. Prisoners may challenge a charge for health care services by submitting an appeal.

Be advised that you shall be subject to disciplinary action for abusing medical services by malingering or feigning an illness. A prisoner found guilty of a disciplinary charge may be charged the full cost of health care services resulting from self-inflicted injury, or an assault upon another prisoner. Anyone assigned to work in Food Services must receive a clearance from the medical department before beginning work.

**CLOTHING, BEDDING, AND LAUNDRY**

The institution shall provide all necessary clothing during your incarceration at Lemon Creek. You shall be issued one complete set of bedding upon admission. Clothing issued upon admission shall depend on your housing assignment and shall follow the schedule below:

HOUSING ASSIGNMENT	LAUNDRY EXCHANGE		TYPE	POSSESSION LIMIT
Segregation	Sunday	Rec Period	Clothing	1 set
	Wednesday	Rec Period	Clothing	
	Friday	Rec Period	Clothing	
	Friday	2200	Linen	
Max Unit	Request In The Dayroom		Cloth/Linen	1 set
General Population	Every-night	2200-2300	Cloth/Linen	3 sets tagged

General population pants and shirts shall be labeled with your tag. Failure to have the tag shall be cause for confiscation and possible disciplinary action. You are accountable for all clothing and linen issued to you and you are financially responsible for damage beyond normal wear.

**PRISONER OPERATED BUSINESSES**

Prisoners who operated a business or business service prior to incarceration may request permission to conduct their business while incarcerated, provided the business or business service does not present a foreseeable risk of harm to the public nor interfere with the security and orderly administration of this facility.

Prisoners who did not operate a business prior to incarceration, must seek permission from the Deputy Commissioner.

See Department of Corrections Policy 815.05 or your Institutional Probation Officer for more detailed procedures.

## **PRISONER GRIEVANCES**

You may file a grievance about any matter except for issues regarding your classification and issues involving a disciplinary infraction. You may use this process without fear of reprisal, however, if you intentionally provide a false statement regarding the grievance you may be subject to the disciplinary process.

The following are the four steps of a grievance:

**Step One.** You must first try to resolve the grievance informally by filling out a Request for Interview, form 808.11. Go to step two if you are not satisfied with the results.

**Step Two.** Fill out form 808.03C and give it to the Grievance Coordinator if you want to file a formal grievance. You must file this form within 30 days from the date that the grieved action occurred or you have knowledge of the action. The Grievance Coordinator may decide to screen your grievance, ask your permission to try to resolve the grievance if it seems easy to resolve, or assign an investigator. Go to step three if the officer assigns an investigator. Otherwise, see below:

Screened: You will receive form 808.03A (Grievance Screening Form) from the Grievance Coordinator if your grievance is screened. You may appeal the screening decision by stating in writing why the decision was wrong. Form 808.11 (Request for Interview) will be used for this purpose. Attach form 808.11 to the grievance and screening form. Give them to the Grievance Coordinator. If you lose the appeal of the screening, there is no further step. If you win the appeal, go to step three.

Easily Resolved: You and the Grievance Coordinator must fill out form 808.03B if the grievance is resolved. Go to step three if the grievance is not resolved.

**Step Three.** You will receive a written decision from the Department concerning your grievance. You may appeal this decision by filling out form 808.03D and the "Prisoner Response" section on page 2 of form 808.03C. You must give this appeal to the Grievance Coordinator within 2 days. Go to step four.

**Step Four.** You will receive another written decision from the Department. Follow the steps below if you do not agree with this decision.

Medical Grievances:

There is no further step within the Department of Corrections for medical grievances.

All other Grievances:

You must appeal the Department's decision to the Grievance and Compliance Administrator by sending a letter to the Administrator. The Administrator will give you a written decision within 30 days of receipt of your appeal. This is your final step.



## **Searches and Shakedown**

The Department will conduct searches of prisoners, other persons and the institution to prevent the introduction, manufacture, use, or possession of contraband. Searches of any area of, or person in, an institution may be conducted without notice. All searches must be related to maintaining the security of the institution and the safety of prisoners and staff. Searches will be conducted in a professional manner, not for the purpose of harassment, and will avoid the unnecessary use of force.

## **Classification**

The Department will classify and assign each prisoner to the appropriate security level, facility, and custody status guided by the principles of placement in the least restrictive setting consistent with maintaining the security and order of the institution, the special needs of the prisoner, and resources available to the Department. 22AAC 05.200. For more information on your classification, please contact your Institutional Probation Officer.

## **Drug Screening**

The use by prisoners of unlawful or unauthorized drugs, including alcohol, presents a serious threat to the safety, security and orderly administration of an institution. The goal of the department is “zero tolerance” for usage, possession, and selling. Lemon Creek Correctional Center uses a random method for urinalysis drug testing. Other types of urinalysis testing are spot and routine. Breathalyzer testing is also utilized when necessary.

## **Sentence Credits**

Every effort is made to accurately account for all time served on all cases. If you have questions regarding your time accounting, please send a cop – out to the Time Accounting Sergeant.

## **Voting rights restoration**

A person convicted of a crime that constitutes a felony involving moral turpitude under state or federal law:

- a) may not vote in a state, federal, or municipal election from the date of the conviction through the date of the unconditional discharge of the person. Upon the unconditional discharge, the person may register under AS 15.07.
- b) is disqualified from serving as a juror until the person’s unconditional discharge.

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.

If otherwise eligible to vote, prisoners should submit a cop-out to their institutional Probation Officer to request an absentee voting packet.

### **Felony involving moral turpitude**

Includes those crimes which are immoral or wrong in and of themselves, such as, but not limited to, murder, sexual assault, robbery, kidnapping, incest, arson, burglary, theft and forgery per A.S. 15.60.010(8); any completed offense, or any felony attempt or solicitation to commit: (for a complete list of offenses see Policy and Procedure 808.08)

### **Department of Homeland Security Office of Inspector General**

Report suspected criminal violations, misconduct, wasteful activities, and allegations of civil rights or civil liberties abuse to:

Reporte la sospecha de violaciones criminales, la mala conducta, actividades despilarradas, o alegaciones del abuso de las libertades civiles o del abuso de los derechos civiles al:

DHS OIG Hotline  
245 Murray Drive, Building 410 Stop: 2600  
Washington, DC 20528  
[DHSOIGHOTLINE@DHS.GOV](mailto:DHSOIGHOTLINE@DHS.GOV)  
1-800-323-8603

### **Prison Rape Elimination Act of 2003 (PREA)**

The Department of Corrections and Lemon Creek Correctional Center have a zero-tolerance policy toward all forms of sexual abuse and sexual harassment. Prisoners have a right to be free from sexual abuse and sexual harassment. Prisoners also have a right to be free from retaliation for reporting abuse or harassment .

Contact the PREA hotline at 465-XXXX, or contact the Shift Supervisor at 465-6212 , or via Cop-Out, or in person to report incidents of sexual abuse or sexual harassment.

## **ADOPTION OF RULES AND PROCEDURES**

Whenever the Superintendent adopts, amends, or repeals a major rule affecting the status, activities, or conditions of confinement or supervision of persons in the custody of this facility, the Superintendent shall, before adoption, amendment or repeal do the following:

- 1.) Give at least 30 calendar days notice of the action to persons in custody that would likely be affected, unless an emergency exists. The notice shall be posted in locations generally used for distributing information to such persons.
- 2.) If the Superintendent finds that a serious threat to the health, safety, or welfare of any person requires action without following the above stated procedure, he/she may proceed without prior notice.
- 3.) The Superintendent shall annually review all posted rules of the institution affecting the status, activities, or conditions of confinement or supervision of prisoners and make necessary corrections.