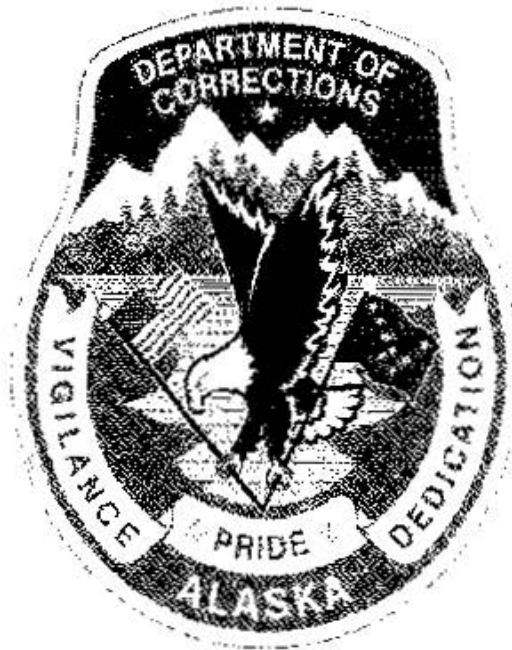


Spring Creek Correctional Center General Population Prisoner Handbook October 2013



This handbook will be reviewed and updated biannually. Recommendation for changes to this handbook should be addressed in writing to the Lieutenant of Administration.

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L. Dean Marshall Date
Superintendent
Spring Creek Correctional Center

Bryan Brandenburg 10/05/13
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Director of Institutions
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INTRODUCTION

This handbook is a reference guide to general information and a standard for acceptable behavior at Spring Creek Correctional Center (SCCC). All prisoners are expected to read and adhere to the regulations, institutional rules, procedures, and schedules detailed in this handbook as well as any posted facility rules. It is the prisoner's responsibility to be aware of Alaska DOC and SCCC rules that are not stated in this handbook.

When rules are changed notice will be given of the change(s), and the most current rule will become effective, regardless of what information is in this handbook. Prisoners will be notified of these changes by Memorandum form which will be posted on the housing unit's bulletin boards and the legal law libraries.

Nothing in this handbook will be construed to prevent this facility from responding accordingly to those occasional instances where substantial threats to the security of individuals or this facility exist.

ADMISSION AND ORIENTATION

Alaska Department of Corrections Mission and Vision Statements

The Alaska Department of Corrections provides secure confinement, reformatory programs, and a process of supervised community reintegration to enhance the safety of our communities.

We are trained professionals committed to a safe, open and respectful organization. We are 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.

Institution

Spring Creek Correctional Center (SCCC) is designated as a Level III, Maximum Security Institution. The institution has a capacity of over 500 male inmates and employs more than 200 staff. While much of Spring Creek's inmate population serve long term sentences, the institution also houses prisoners serving sentences from three to ten years. Rehabilitative programs include ABE/GED, parenting, cognitive skills, anger management, substance abuse, and prerelease programs. Spring Creek is also the AK Department of Corrections' largest provider of mental health services.

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In compliance with Alaska Statutes AS 18.35.300 and AS 18.35.330 this facility is designated as a tobacco free institution this will include the use of all types of tobacco including chewing tobacco.

Spring Creek Correctional Center is divided into four major areas; three housing units and the Administration Program Services (APS) Building. House One is the orientation module, and segregation modules. House Two has the Programs Modules. House Three has General Population Prisoners and Segregation Units.

The APS building contains the Barber Shop, Chapel, Education Department, Facility Maintenance Shop, Job Services, Gym/Recreation areas, Prisoner Hobby Craft Shop, Library, Law Library, Main Kitchen, Main Laundry, Medical Department, Property Department, Visiting Room, SCCC Co-op store and the Institution's Administrative Offices.

Admission

All prisoners upon admission at Spring Creek Correctional Center will have their files reviewed for housing placement, be strip searched, medically evaluated (if you have a chronic or serious illness, such as a heart condition or epilepsy, etcetera, tell the nurse immediately), complete a urine analysis test, and be photographed.

Prisoners designated to live in General Population will be issued a SCCC General Population Prisoner Handbook for which they will sign for using the Prisoner Handbook Receipt. Prisoners designated for Segregation will be issued and sign for a SCCC Segregated Prisoner Handbook when they arrive at their assigned cell. All property that is worn or carried into the facility will be seized upon entry. A Prisoner Release of Liability form (811.05E) will be completed and forwarded to the Property Officer, prior to disbursement of property to the prisoner. Prisoners will be issued a prisoner identification card, state clothing, bedding, and if necessary a sack lunch.

Orientation

Upon transfer into Spring Creek Correctional Center or upon release from segregation all prisoners required to attend the first available Orientation Briefing. Orientation briefings are normally held twice a month in one of the APS classrooms. The briefings are conducted by the Probation staff and Programming staff. The Orientation Briefing is beneficial in understanding the rules and programs available while at Spring Creek Correctional Center. Some of the subjects covered during the orientation are available programming, rules of the institution, prerelease planning, and the Prisoner Rape Elimination Act (PREA)(see section PREA) Your orientation briefing would be a good time to ask any questions you have about the facility. This Handbook will provide answer to most of your questions if you take the time to read it.

Identification Card

Prisoner identification cards are the property of this facility. Prisoners must have their prisoner identification card on their person whenever they are out of their housing unit. A facility staff may require a prisoner to present their card at any time. A prisoner who loses or destroys his prisoner identification card is required to pay a \$5.00 replacement fee. Prisoners need their prisoner identification card to get medications, commissary items, and SCCC co-op store items. A prisoner identification card is also required to enter the Kitchen, Maintenance, Laundry, and Hobby Craft, Law Library, and Visiting areas.

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If a prisoner drastically changes his appearance, e.g., changing hair length or color, shaving, or growing a beard or mustache, the individual will be re-photographed for purposes of identification.

Grievance Boxes

There are blue metal Grievance boxes located in the sally-port of each housing unit and the APS Gym. Any form that must be date stamped, such as grievances, classification appeals, disciplinary appeals, or grievance appeals, will be placed into these boxes. These boxes are checked everyday and all forms are stamped with the date the forms were picked up. Because these boxes are checked everyday, weekends and state holidays count as well for prisoner grievances and all appeals.

Individual Determination Restrictions (IDR)

A prisoner who has been determined to be an escape, smuggling or security risk can have their participation in specific rights, privileges, or opportunities revoked. This action is called an Individualized Determination Restriction or IDR. For a prisoner to have Individual Determination Restriction(s) (IDRs) placed on them the Assistant Superintendent shall make written findings of fact showing that the prisoner is an escape, smuggling, or security risk and, therefore, not entitled to the activity restricted. This is done with an Individual Determination Restriction form (SCCC 804.01C). This form will specify each restriction and the basis for it. A prisoner will receive a copy of the form as soon as practical.

The Superintendent or designee shall review) every thirty (30) days. When a prisoner has and Individual Determination Restriction lifted (IDR) removed he will be notified in writing on an Individual Determination Restriction Removal form (SCCC 804.01D).

As these Individual Determination Restrictions (IDRs) are an administrative action to maintain facility security they are not connected to any Disciplinary Board findings. If a prisoner feels that the Individual Determination Restrictions (IDR) is not justifiable he can request to have it lifted by the Assistant Superintendent. If the Assistant Superintendent denies the request it can be appealed through the grievance process by following procedures set out in Policy and Procedure 808.03 Prisoner Grievances.

Indigent Prisoner

An indigent prisoner has less than \$20.00 presently available in his account and has had no more than \$50.00 in his account during the preceding thirty (30) days. A prisoner with more than \$50.00 in his account during the preceding thirty (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 judgment(s) or deductions made for educational materials or courses, counseling, or health care.

DISCIPLINARY PROCEDURES

Classifying Rule Infractions:

The Department classifies rule infractions as major, high-moderate, low-moderate, or minor infractions (22 AAC 05.400(a)).

The Department considers a prisoner to have committed the infraction if the prisoner plans or attempts to commit, or aides and encourages another prisoner to plan or attempt to commit an infraction listed below (22 AAC 05.400(f)).

Prohibited Conduct for Prisoner (22 AAC 05.400)

B – Major Rule Infractions, 22 AAC 05.400(b):

1. homicide;
2. assault upon a staff member or visitor;
3. escape or evasion from custody;
4. setting a fire;
5. rioting;
6. assault by a prisoner upon another prisoner under circumstances that create a substantial risk of serious physical injury;
7. threatening or intimidating a witness in an official proceeding;
8. possession, use, or introduction of weapons or escape implements;
9. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$1,000.00 or more; and,
10. commission of a class A or unclassified felony offense.

C – High-Moderate Rule Infractions, 22 AAC 05.400 (c)

1. fighting (i.e., mutual combat) with a person;
2. extortion, blackmail, or protection, such as the demanding or receiving of favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing;
3. engaging in sexual acts with others, or making sexual proposals or threats;
4. wearing a disguise or mask;
5. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$100 or more, but less than \$1,000;
6. tampering with or blocking a locking or security device;
7. possession, use, or introduction of contraband, except that described in (b) 8 of this section, which directly threatens the security of the facility, such as excess money or unauthorized drugs;
8. intentional misuse of prescribed medication, such as hoarding medication or taking another person's medication;
9. adulteration of food or drink;
10. participation in an organized work stoppage;
11. possession of staff clothing or unauthorized civilian clothing;
12. counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official

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- paper, or the possession or use of such a document, which presents a threat to the security of the facility;
13. giving or offering an official or staff member a bribe;
 14. threats to another of immediate bodily harm;
 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 contact that disrupts or interferes with the orderly administration of the facility;
 16. refusing to provide a urine specimen when requested by a staff member;
 17. spitting, or throwing urine or fecal matter, on or at a staff member;
 18. intentionally providing a false statement
 - (A) before a classification or disciplinary committee or a hearing officer in a disciplinary matter; or
 - (B) to an investigator in a grievance, classification, or disciplinary matter;
 19. refusing to obey a direct order of a staff member;
 20. misuse of the telephone, such as making intimidating, obscene, harassing or threatening phone calls;
 21. encouraging others to engage in a food strike;
 22. refusal or failure to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel;
 23. intentionally interfering with a prisoner count; and
 24. commission of a class C or B felony offense.

D – Low-Moderate Infractions, 22 AAC 05.400(d):

1. indecent exposure;
2. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$50 or more, but less than \$100;
3. unauthorized use of the mail or telephone;
4. lying or providing a false statement to a staff member under circumstances other than those described in section C (18) of this section;
5. giving or loaning property or anything of value for profit or favors if it threatens the security or orderly administration of the facility;
6. threats to another of future bodily harm;
7. possession of anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
8. malingering or feigning an illness, injury, or suicide attempt;
9. missing a prisoner count, unexcused absence or tardiness from work or an assignment, failing to perform work as instructed by a staff member, or refusing to perform a work assignment for alleged medical reasons without being excused by medical staff;
10. failure to abide by posted sanitation rules or failing to keep one's person and quarters in accordance with posted rules;
11. being in an unauthorized area;
12. using equipment or machinery contrary to instructions or posted safety standards, or use of equipment or machinery which is not specifically authorized;

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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. tattooing or self-mutilation, other than attempts at suicide;
15. unauthorized communication or contact with the public or visitors;
16. giving to or exchanging anything of value with or accepting anything of value from any other person without the prior approval of the Superintendent, if it threatens the security or orderly administration of the facility;
17. threatening damage to or theft of another's personal property;
18. kicking, shouting, or banging, or engaging in any other persistent nuisance noise or activity;
19. willful failure or refusal to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent; and,
20. commission of a misdemeanor offense.

E – Minor Infractions, 22 AAC 05.400(e):

1. gambling or possession of unauthorized gambling paraphernalia;
2. possessing of unauthorized prisoner clothing;
3. failure to follow posted safety rules, except as described in (d) (12) of this section;
4. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of less than \$50; and
5. failure to follow a written rule of the facility, of which the prisoner has been provided notice and which has been approved by the regional director.

Disciplinary Hearings

General Population prisoner's disciplinary hearings will be held in the Disciplinary Sergeant's Office in House 2 or where designated. Any prisoner who has been scheduled for a disciplinary hearing will be notified of the date in writing. Prisoners will not be called over if they don't show up at the scheduled time for their hearing. The disciplinary hearing will proceed without them and a "not guilty" plea will be entered into the record on their behalf.

Prisoners should consult Policy and Procedure 809.04 Disciplinary Committee Hearing Officer and Basic Operation if he has any questions about phases of a disciplinary hearing.

Penalties for Infractions

When a prisoner is found guilty of a disciplinary infraction only a disciplinary committee/hearing officer may impose sanctions. The committee/hearing officer will impose at least one, and may impose all of the following penalties on a prisoner found violating any of the rules in sections (b), (c), (d) or (e) above. If the prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing officer will impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties.

1. Reprimand; 22 AAC 05.470 (a) (1)

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2. **Suspended Activities:** Suspension of participation in activities described in, and except as limited in section (3.) below for a period of up to 20 days for a minor infraction, up to 40 days for a low-moderate infraction, up to 60 days for a high-moderate infraction, and up to 90 days for a major infraction; 22 AAC 05.470(a) (2).
3. **Confinement:** Confinement in punitive segregation, confinement to quarters, or weekend or holiday lock-ups for up to 20 days for a low-moderate infraction, 40 days for a high-moderate infraction, 60 days for a major moderate infraction;
4. **Suspension While in Punitive Segregation:** Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation and may otherwise be suspended for the periods described above, except that participation in the activities described in sections (1)-(4) below for a prisoner who is otherwise entitled and not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity:
 1. participation in education programs or group religious services;
 2. contact visiting;
 3. secure visitation other than with immediate family members (i.e., spouse, parents, children, or siblings);
 4. telephone calls except to an attorney or the office of the ombudsman; A.S. 33.30.231(a)
 5. use of any electronic device or game unless approved for purposes of appeal;
 6. recreation, except for one hour of exercise per day;
 7. reading material, except for religious or legal matter, or approved educational materials if the prisoner is enrolled in a course;
 8. eating in a community dining area; and,
 9. use of the commissary. 22 AAC 05.470(b).
5. **Restitution:** Restitution for the amount of property damage or theft, the cost of medical care and related costs for injuries, or for costs incurred from a missed scheduled health care appointment due to a prisoner's willful failure or refusal to keep the appointment.
 1. The prisoner is entitled to some documentation or explanation regarding how the amount of restitution has been determined.
 2. The Facility may put a hold on an prisoner's work compensation payments, withdraw money from a prisoner's account, or require a prisoner to work without pay. 22 AAC 05.470(a) (4).
 3. If the prisoner owes restitution at the time of release, the Facility will deduct the remainder of the money owed from the amount due the prisoner or from the prisoner's Account. If the restitution is still not paid off, the Facility will keep the hold on the system and reinstate it if the prisoner is incarcerated again.
6. **Forfeiture of Statutory Good Time:** Forfeiture of up to 90 days statutory good time for a low-moderate infraction, up to 180 days statutory good time for a high-moderate infraction, and up to 365 days statutory good time for a major

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infraction. See Policy and Procedure 809.07, Restoration of Statutory Good Time; and 22 AAC 05.470(a) (5).

7. Forfeiture of Contraband Money: Possession of money is contraband and must be forfeited. The institution shall deposit the money into the General Fund. See A.S. 33.30.261.

Suspended Penalties

The Committee/Hearing Officer may suspend the penalties it imposes above, except for the forfeiture of contraband money, for up to one year, contingent on the prisoner complying with reasonable conditions that the Committee/Hearing Officer places on the prisoner. If the prisoner violates any of the conditions during the suspension period, the committee/hearing officer may impose the suspended penalties after a hearing. At the hearing, the disciplinary committee/hearing officer shall:

1. determine whether the prisoner violated the condition of suspension during the suspension period;
2. give the prisoner written notice of the committee/officer's findings and decision; and
3. impose any portion of the suspended penalty as deemed appropriate.

The committee/hearing officer may address new infractions at the hearing and impose the suspended penalty as part of the dispositive phase of the hearing. If the prisoner appeals the committee's/hearing officer's findings under these procedures, the institution shall stay the prisoner's penalty until the departmental appeal process is completed.

Disciplinary Appeals Process

At the conclusion of a disciplinary hearing the Disciplinary Hearing Officer will give the prisoner a Summary Finding of Disciplinary Committee/Hearing Officer form 809.04B that contains the Disciplinary Committee/Hearing Officer's findings and the imposed sanctions.

The prisoner will indicate his intention to appeal or not appeal. The prisoner will be sent Appeal of Disciplinary Action form 809.06A, which he will sign for. The prisoner has three working days from receiving the form to complete his appeal statement. All initial Appeal of Disciplinary Action forms will be reviewed by the Superintendent. The Superintendent has ten (10) working days to return an answer to the prisoner's appeal.

A prisoner convicted of a Major infraction can appeal the Superintendent's decision to the Director of Institutions. Once the DOC appeal process has been exhausted a prisoner has thirty (30) days to submit an appeal to the Alaska Superior Court. For more details, review Policy and Procedure 809.06 Disciplinary Appeals.

Restoration of Forfeited Good Time

Up to 100 percent of forfeited good time may be restored, at the discretion of the Department, upon determination that a prisoner has met a minimum period of clear conduct since the most recent disciplinary infraction, and other factors specified in

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Policy 809.07 Restoration of Forfeited Good Time. Clear conduct is defined as a period of time without a violation of a disciplinary rule, excluding minor infractions (E level infractions) for which guilt was established through the disciplinary process.

An prisoner is presumed to be eligible for restoration of forfeited good time under the schedule set forth below, unless the Superintendent or Chief Classification Officer (in cases involving prisoners incarcerated outside Alaska) determines that restoration would be inappropriate.

If the most recent infraction is a low-moderate (D level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 90-day period of clear conduct, and 100 percent of the previously forfeited good time after 180-days of clear conduct.

If the most recent infraction is a high-moderate (C level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 180-day period of clear conduct, and 100 percent of the previously forfeited good time after a 360-day period of clear conduct.

If the most recent infraction is a major (B level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a one-year period of clear conduct, and 100 percent of the previously forfeited good time after a two-year period of clear conduct.

A prisoner may get an Application for Restoration of Forfeited Statutory Goodtime form 809.07A from their Probation Officer. Once completed the application must be placed into one of the blue metal Grievance boxes in the Housing Units or APS Gym. The Superintendent will review the application and the prisoner's file and indicate the decision concerning the restoration, amount, and timing of any restoration on the application form, setting forth the specific reasons supporting the decision.

Any decision to deny immediate restoration of the entire amount of good time will be forwarded to the Director of Institutions for review. The Director's decision is final and cannot be appealed. Upon final decision the prisoner will receive a copy of the form.

INSTITUTIONAL LIVING

Prisoner's Responsibilities

SCCC prisoners have the responsibility to

- be familiar with and abide by the Department of Corrections and SCCC rules and procedures. Any need for clarification should be directed to their module officers;
- address all staff and volunteers in a respectable manner, i.e., Mr. /Ms. or Officer (Last Name) or by his/her title. The calling of a staff or volunteer member by their first name or nickname is not permitted;

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- comply with “orders” and “directions of staff. It is not necessary for staff to say, “This is a direct order” for orders and directions of staff to be considered a direct order;
- maintain their person, living and work areas in a clean, healthful and safe condition;
- instruct individuals and organizations that regularly visit, telephone or correspond with the prisoner to the rules of the institution;
- and request assistance from the institutional authorities if they are being personally or physically abused by either prisoner s or staff;

Prisoner’s Conduct

Prisoners housed at Spring Creek Correctional Center are entitled to be treated respectfully, impartially, and fairly by all personnel and volunteers. The prisoners have the responsibility to recognize and respect the rights of others by maintaining a civil and respectful attitude toward other prisoners, staff, volunteers and visitors.

Prisoners are not allowed to engage in scuffling, horseplay, or similar activities. Disciplinary action and/or being placed in segregation can result.

Prisoners may be given a three (3) hour lock-down by security staff as a cooling off period for inappropriate behavior. This three (3) hour period must be reviewed and approved by a House Sergeant or Shift Supervisor in the House Sergeant’s absence. This cooling off period is not a disciplinary action.

All prisoners are responsible for ensuring that they are in authorized areas. Prisoners are not permitted access to unassigned areas, to include other modules or stepping across the red lines outlined on the floor, except when prior authorization by a staff member has been granted. Violation of this rule can result in disciplinary action and/or being placed in segregation.

Disruptive Prisoner Groups

A validation process will be initiated if any prisoner is identified as an associate or member of a security threat group or gang. Once validated, a prisoner’s activities will be closely monitored. Should his actions be perceived as posing an immediate and substantial threat to the security of the institution, he will be administratively segregated and it will be recommended the prisoner’s matrix score be reviewed for consideration of a custody increase.

Personal Hygiene/Appearance

A prisoner must maintain appropriate personal cleanliness and grooming consistent with SCCC 806.02 Prisoner Hygiene, Grooming and Sanitation. Prisoners are given the opportunity to groom and dress as they wish as long as their appearance does not conflict with the institution’s requirements for safety, security, identification, and hygiene.

Prisoners must have clean and properly groomed hair. There is a barbershop available for use in the APS gym. Times of operation are posted on the door.

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Laundry rooms are located in all modules. Prisoners will use personal laundry soap unless they meet the indigent criteria listed on page 23. State laundry soap will be provided when prisoner orders indigent supplies. Prisoners will not use other types of soap in the washing machines. This causes damage to the washing machines.

All clothing will be clean, appropriately fitting, and in good repair. Clothing will be worn in the manner for which they are designed. Prisoners will not wear clothing in anyway that would be a threat to the security of the institution, to include signaling Security Threat Group activity (flagging). Pants will not be worn below the waist level. Shoes will be worn in the manner for which they are designed, i.e. laced up if they are to be laced, etc. State issued clothing with holes or excessive wear or missing buttons will be turned in for a one for one replacement during property line.

When prisoners are out of their cells, pants or shorts (not underwear or a towel) and shirts will be worn. When prisoners are out of the modules they will wear at least one piece of state yellow clothing, either a yellow state top or pants. Prisoners are allowed to wear sweatpants, shorts or sweatshirts underneath their yellow state tops and pants. Prisoners working in the kitchen will wear white smocks and state yellow pants. Prisoners working in maintenance will be issued state blue jeans, but are required to wear yellow state tops. Special work clothing issued to prisoners because of their job will be worn at that duty assignment only i.e. kitchen workers may not engage in recreation in work whites. Prisoners will return all state issued work clothing when not employed at that job.

Prisoners participating in the sweat lodge may wear shorts and no shirt while participating, but as soon as the activity is completed prisoners will wear appropriate clothing.

Prisoners whose grooming and personal hygiene endangers their health or the health of others will be referred to medical and can be placed on Individual Determination Restriction (IDR). See Individual Determination Restriction for more details.

For further information consult Standard Operating Procedures 806.02 Prisoner Hygiene and Sanitation.

Staphylococcus (Staph)

Staphylococcus, often referred to as "staph", is a common type of bacteria that is found on the skin and nose of healthy persons. Most Staph infections are skin infections that may appear as pustules or boils which often are red, swollen, painful, or have pus or other drainage. They often first look like spider bites or bumps that are red, swollen, and painful. These skin infections commonly occur at sites of visible skin trauma, such as cuts and abrasions, and areas of the body covered by hair (e.g., back of neck, groin, buttock, armpit, beard area of men).

Staph is usually spread through physical contact with an infected person, but may also be transmitted through contact with contaminated objects. Staph is not spread by air unless the infected person has pneumonia.

Methicillin Resistant Staphylococcus Aureus (MRSA)

MRSA is not a "super bug." It is simply a strain of Staphylococcus which is resistant to the usual antibiotics. However, there are other antibiotics which are effective. MRSA is not the "flesh-eating" bacteria.

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Prevention of Staph Infections

The key to preventing Staph infections is for everyone to practice good hygiene. This can be accomplished by following these steps:

- ✓ Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens. Shower immediately after participating in close-contact recreational activities when feasible.
- ✓ Wash your hands thoroughly with soap and water a clean towel or paper towel that can be thrown away throughout the day, particularly every time you use the toilet and before every meal.
- ✓ Keep any cuts and scrapes clean and covered with a bandage until healed. Avoid touching another person's wounds, skin infections, or bandages contaminated from wounds.
- ✓ Wash towels, linens and clothes often.
- ✓ Don't share personal hygiene items with others including toiletries and towels.
- ✓ Clean off recreational equipment, such as weight benches before direct contact with your body or use a clean barrier such as a towel or shirt. When using disinfect spray on weight equipment the surface of the object must be wet for at least ten minutes to be effective.
- ✓ Hang wet towels and wash cloths out to dry each time they are used.
- ✓ Don't get a tattoo, use injection drugs, or have sexual contact with others.
- ✓ Request medical attention when you have any unusual sores that develop and do not heal. This is especially important if the sores have the appearance of an insect or spider bite, or a boil or pimple. Per Policy and Procedure 807.07 Prisoner Responsibility for Health Care when symptoms exist the testing and treatment of staph infections will be exempt from co-payment.

Prevent the Spread of Staph Infections

When a prisoner has a diagnosis of Staph infection he can help prevent spreading of the infection to others by following these steps:

- ✓ Cover your wound. Keep wounds that are draining, or have pus, covered with clean, dry bandages until healed. Follow your healthcare provider's instructions on proper care of the wound. Pus from infected wounds can contain staph,

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including MRSA, so keeping the infection covered will help prevent the spread to others. Bandages and tape can be discarded with the regular trash.

- ✓ **Clean your hands.** You, and others in close contact should wash their hands frequently with soap and water especially after changing the bandage or touching the infected wound.
- ✓ **Do not share personal items.** Avoid sharing personal items, such as towels, washcloths, razors, clothing, or uniforms that may have had contact with the infected wound or bandage. Wash sheets, towels, and clothes that become soiled with water and laundry detergent. Use a dryer to dry clothes completely.
- ✓ **Maintain a clean environment** Establish cleaning procedures for frequently touched surfaces and surfaces that come into direct contact with your skin.

Basic Cleanliness Standards

A prisoner's cell must meet the Basic Cleanliness Standards at all times. These standards are

- The bed will be made when not being used.
- Sink and toilet cleaned
- The floor should be clean, and should be swept and mopped as needed.
- All garbage emptied.
- All personal items not in use are neatly stored in totes or on appropriate shelving.
- No clothing will be on the floor. Clothing will be hung on the wall hooks or secured in your storage boxes and footwear neatly arranged. .
- Walls, doors and windows clean of graffiti, tape, toothpaste, and pictures; nothing taped to walls.
- No state items, to include dust mops, will be used as rugs.
- Will be free from dust, lint, trash and debris.
- Views of the bunks will not be obstructed at any time.
- The door and outside windows will not be covered.
- No covering of security devices (See chapter Safety & Security rules and procedure)

Cell and Module Inspections

At all times prisoner's cells will be kept clean and neat. No matter if an inspection has been conducted prisoners are responsible to maintain rooms and all furnishings in a clean, orderly and intact manner. They are two types of Inspections Formal and Informal.

Formal Inspections

Inspections conducted by the Superintendent or Assistant Superintendent are considered a formal inspection.

Formal Inspections will be conducted at least once a week every Wednesday, but may be completed more times a week.

Formal inspections will be conducted Monday through Friday, excluding Holidays, between 0800 and 1000 hours. During formal inspections prisoners must be standing in front of their rooms, fully clothed to include properly displayed ID badge and remain quiet unless speaking with the Superintendent or unit staff.

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Informal Inspections -

Any inspection conducted by Housing Unit Officers and/or Housing Units Sergeant are considered Informal Inspections. Housing Unit Officers will conduct inspections between 0800 hours and 0900 hours Monday through Friday, excluding holidays. If a prisoner has a work assignment, his bed must be made and living area cleaned prior to reporting to his work assignment. Prisoners do not have to stand by their cells, but their bunks will be made and the prisoner will not be on the bunk while informal inspections are being conducted.

Non-Compliance with Basic Cleanliness Standards

If the cell does not pass a formal and/or informal inspection, the prisoner (s) will be ordered to clean their cell. Prisoner(s) will be restricted to their cell until it meets Basic Cleanliness Standards. Prisoner restricted to their cell will receive a bag meal for their lunch. Prisoner(s) who fail to comply will receive loss of privileges and cell restriction, until standards are achieved. Prisoner(s) who refuses to clean their cell will be considered non-complaint, and written up for disobeying a direct order (22AAC 05.400(C-19)).

General Rules for Cells-

Cell assignments are considered permanent unless changed by institutional necessity or an approved prisoner request. Prisoners will not change housing assignments without staff permission. All prisoner requests for housing changes (to include bunk, cell, module or house) require a Request for Interview form to the Housing Unit Supervisor. It is at the Housing Unit Supervisor's discretion to approve a requested housing change.

Prisoners are not allowed in other prisoners cells unless their work assignment requires it. Prisoners found in a cell that is not their assigned cell are in an unauthorized area and disciplinary action will result.

Security items, i.e. lights, smoke detector, speaker, will not be blocked in any way. Prisoners may only cell windows partial and in only in certain circumstances. Prisoner may partial block the cell door window when using the restroom for privacy. This will be with a piece of paper and no more than the lower half of the window may be blocked. At no time should the cell door window be full covered. Prisoners may not use cardboard, clothing or any other material that is not paper to block the cell windows.

Prisoners will not alter, disfigure, damage or destroy any state property in their housing area, to include the bunk, ceiling, walls, fixtures or other similar items. Disciplinary and/or legal actions may be brought against a prisoner for damages to his room, furniture, or equipment in the module or facility.

Homemade shelves, desks, or tables are prohibited in cells.

Prisoners may not display any inappropriate, gang related, or sexually offensive materials in any manner. Any magazine, written or pictorial materials will be maintained in the original manner in which the publisher intended the materials sold. Items removed from magazines, or books and posted in cells will be considered contraband and will be confiscated by staff.

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Prisoners will play their television/MP3 players/radios in a low volume or with the use of headphones/earphones. The officer on duty will determine when an electronic item is not being played at an appropriate volume.

Prisoners will report problems with cell toilets, sinks, electrical plugs, lights, or other similar items to their Module Officer so a work order can be submitted.

Day Room Areas

The multi-purpose room in the modules is called a dayroom. Loud talking, arguing, horseplay, slamming dominoes, and other types of disturbances will not be allowed and could result in disciplinary action.

Cards, dominos, and board games may be played in the dayroom of the modules. There will be at least one blanket or sheet covering the table being played on.

There is a Module Television available in all the modules. Prisoners will wear headphones when watching the dayroom television. Prisoners will choose television programs by majority vote of the prisoners watching the television.

The only personal electronic devices allowed in the dayroom are MP3 players and hand held radios with headphones. Electronic device audio levels will be maintained at a reasonable level as determined by the module officer. Headphones will be worn when in use, not laid down on chairs or tables.

Prisoners will not leave personal and state issued items unattended in the dayroom, except for perishable food stored in the module refrigerator.

While general cleanup will be conducted by prisoner custodians, dayroom cleanliness is the responsibility of all prisoners assigned to the unit. Prisoners will not litter. Prisoners will not leave garbage, food trays, and etcetera for the custodians to pick up. Garbage goes in garbage cans and food trays will be stacked on the coffee counter when finished.

Food Storage and Meal Service

SCCC serves three nutritionally balanced meals daily, excluding weekends and holidays. During weekend and holidays there are two nutritionally balanced meals and a snack served before lockdown. (see attachment B) Pork and pork byproducts are not used in state meals at SCCC.

All state meals will be eaten in the prisoner's respective module area, except as otherwise authorized by staff.

Prisoner meal line will be orderly. Prisoners will not talk loudly, push or cut in front of other prisoners in line. Prisoners may only make one initial trip through the serving line to receive their meal. When available a module may be offered a second helping (Seconds), prisoners must line up as before and bring their tray.

Prisoners must wear appropriate clothing during meal service. Shoes are mandatory (toes cannot be exposed) when going through the meal service line. Robes, sleeveless shirts, pajamas, or other clothing deemed inappropriate by staff will require the

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prisoner to change into acceptable clothing before proceeding through the meal service line. Prisoners will not wear head covering (baseball cap, dew rag, kufi cap, bandana etc.) or sunglasses while going through the meal service line. Prisoners will not carry MP3 players or other electronics devices when going through the meals service line.

Prisoners requesting to be placed on a special diet will submit a Request for Special Diet form to the appropriate person (Chaplain, Medical, and/or Food Service Manager) for approval.

Prisoners who have been granted special diets will not receive a standard meal tray. If a prisoner wishes to change back to a standard meal tray he must submit a new Request for Interview form to the appropriate person. A prisoner with a special diet who is found receiving a standard diet tray will be removed from their special diet.

A prisoner who is mandated a medical diet tray cannot receive a standard meal tray. If the prisoner wishes to receive a standard meal tray instead he must request Medical to make the change with the kitchen. Prisoners who don't follow medical's mandates may receive disciplinary action.

General Population prisoners are allowed to store consumable items, purchased from SCCC Store, in their cell and module refrigerator. These consumable items must be within the limits set down in Property Limits. Perishable items must be stored in the refrigerator in a paper bag with the prisoner's last and first name on it. Prisoners may not hoard any institutional food items. Any institutional or personal perishable food item(s) found in unmarked bags or excess of allowable limits in cells or module refrigerators are subject to be disposed of. Prisoners will receive a Property Seizure for Report/Receipt form for disposed of perishable food items.

Prisoners may purchase two (2) plastic bowls with lids and a utensil set (one spork) from the SCCC Store to retain for personal use in their cells. Institution Food Service utensils/items (i.e. bowls, cups, sporks, trays, etc.) will not be retained in the cells for personal use nor taken out of the housing unit to use outside. Violators will be subject to disciplinary action. A 12 ounce tumbler will be issued to each prisoner at SCCC for meal service purposes. Prisoners will be expected to pay for a new tumbler if lost or broken. The current cost of a new 12 ounce tumbler is \$1.00.

Offender Trust Account

Offender Trust Account is a statewide function; therefore, any prisoner transferred to Spring Creek Correctional Center will continue to receive statements. At the beginning of the month all SCCC prisoners will receive a copy of their statement. Discrepancies on their monthly statement must be brought to the attention of Offender Trust Account (OTA) Clerk within fifteen (15) calendar days after receipt.

There are two methods family/friends can deposit money to a prisoner's account. Money orders or cashier's checks with prisoner's name and offender number can be mailed into the institution. The sender's name and address must be on the money order or cashier's check as well the envelope or it will be treated as unacceptable mail. Personal checks and cash will not be accepted and will be returned to the sender at the prisoner's expense or destroyed.

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The second method is to have a family member/friend drop off cash, money order or cashier's check at the facility. A copy of the receipt will be given to that person for their records. Deposits on a prisoner's account may not exceed \$500 in a single month.

Prisoners are never allowed to accept money directly or indirectly from other prisoners, people under DOC supervision, or people on the state wide barred visiting list.

If a prisoner wishes to send money to an immediate family member a Prisoner Personal/Money Transaction form, SCCC form 302.12D must be filled out. A stamped, addressed envelope must be attached to the form. It will be approved on a case by case basis.

Prisoners, who are in arrears for child support, are subject to the Child Support Enforcement Agency (CSEA), under Alaska Statutes, Policies & Procedures, and Federal Regulations. CSEA has the authority to deduct monies from prisoner accounts.

Outside banking 'Saving Accounts' must be pre-approved by the Superintendent or his designee. Prisoners may maintain an outside savings account only under the following conditions: prisoners must register the account number and the name of the bank with the Assistant Superintendent; a minimum balance of twenty-five dollars must be maintained in the institutional prisoner account, all banking transactions, deposits and withdrawals, must be pre-approved in writing. Outside saving accounts will be considered when determining indigent status. Prisoner outside checking accounts are not allowed.

Loans

Exchanging, loaning, or selling of personal property is prohibited (22 AAC 05.400 (d) (15)). Any personal property items, determined to have been, exchanged, loaned or sold will be considered contraband and will be dealt with as per Policy & Procedure 811.05 Prisoner Personal Property and disciplinary action may result.

Photocopying

If a prisoner requires a photocopy and has funds available, a Personal Materials Copies Request form 808.12B or Legal Copies Request form 808.12A, and a signed Commissary Request form 302.11A and the paperwork needing to be copied must be submitted for the Housing Unit Supervisor's approval. If a Legal Copies Request form is submitted an active case number must be included. The price is fifteen cents (\$.15) per single sided copy. Approval of the Housing Unit Supervisor is required prior to any copies being made.

Indigent prisoners requesting copies of current legal work to be mailed out must submit a Legal Copies Request form, a signed Commissary Request form, and pre-addressed envelope(s) with a privileged addressee's address. (See section Indigent Prisoner). The cost of copies will be paid by indigent prisoners when the funds become available.

Indigent prisoners will be allowed to keep one copy (either the original or a copy) of legal material for their own records. All other originals and/or copies will be shown to the prisoner and placed in the appropriate envelope. Staff will sign the back of the envelope verifying the intended recipient is a privilege correspondence. No copies of Departmental Policies and Procedures,

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Standard Operating Procedures, Handbook, Alaska Administrative Codes, etc. will be provided. If a prisoner has further questions about photocopy consult SCCC 808.12 Photocopying for Prisoners.

Movement

Prisoners enter and/or exit their housing unit and work areas during movement times only, except with the approval and/or direction of a staff member. It is the prisoner's responsibility to exit their modules for scheduled work, classes and appointments during the nearest scheduled movement. Movement can be canceled because of institutional need or emergency.

During scheduled movement prisoners can check out cleaning supplies or an iron from the House Office; or a sewing kit may be checked out from the control room, with their ID.

Prisoners are scheduled to recreate in groups (see Attachment A and B for details). The recreation times are on a rotating schedule. Prisoners who are found out of their living units during another recreation group's scheduled recreation time will be considered to be in an unauthorized area and will face disciplinary action. Prisoners who are scheduled for work, classes, scheduled religious services, or medical appointments during times other than their scheduled recreation times will still report to that function. It is the responsibility of the prisoner to return to their assigned living unit when their authorized function is completed. Prisoners failing to return to their living units following an authorized function will be considered to be in an unauthorized area which will result in disciplinary infraction.

When prisoners are recalled to units prisoners are expected to return immediately to their housing unit upon the announcement of recall. Prisoners are to walk the most direct path to their housing unit. Prisoners who do not follow direct orders face disciplinary actions.

SEARCHES

Prisoner Searches

A pat-search is a clothed body search. All prisoners are subject to mandated and random pat-searches at anytime. Coats and hats will be removed for the pat-search. Pockets will be emptied and, upon request, shoes will be removed. Prisoners entering or exiting the module will be pat-searched and any item they are carrying is subject to search. Prisoners will be pat-searched when leaving the Post 9 area, Hobby Craft, Law Library, after a secure visit or when deemed necessary by an Officer.

Strip searches are visual searches of an unclothed prisoner. Strip searches may be conducted, per 22 AAC 05.067 (1) Upon initial admission; (2) Upon apprehension from an escape or attempted escape; (3) Upon initial admission to segregation; (4) Upon re-entry to a facility after leaving the security perimeter or grounds; (5) At the conclusion of a contact visit; (6) Upon returning from a classroom or area where tools were present or in use, or other similar circumstances; (7) Upon return from the grounds of a facility which are accessible for the introduction of contraband, and other similar circumstances; and (8) At anytime there exists a reasonable basis to conclude the prisoner is in possession of contraband.

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Facility Searches

Prisoners' housing units, individual cells, programming and work areas are subject to be searched at anytime. Staff will confiscate contraband and excess property found during a search. Prisoners will comply with the instructions of the officer during any search. Failure to comply will result in the prisoner being placed in segregation for being a threat to the security of the institution, and possibly an Individual Determination Restriction and disciplinary action. See section on Individual Determination Restrictions for more details.

Cell and Common Area Searches

Prisoners do not have the right to be present during the search of their living area or work area. If a prisoner is present during an inspection, he must cooperate with staff. Prisoner's cells will be randomly searched at least, but not limited to, once a month.

Be aware that cells and modules are always subject to be searched. Prisoners will fully cooperate when their cell is being searched. Prisoners will not try to remove items without the officer's permission from the area being searched.

Constructive Possession

Each prisoner of a multi-prisoner cell will be held accountable for an infraction that occurs within the confines of such cell, unless lack of involvement in the infraction can be established. Under this concept, a person "possesses" something if he is able to exercise control and dominion over it. This means that both prisoners are responsible for any contraband found in any area of the assigned cell both prisoners have access to.

Searches of Religious Objects

All searches of religious objects will be conducted in a professional manner which reflects respect and sensitivity for sacred objects, practices and participants. Searches of personal faith property may be conducted with or without the prisoner present. Upon request, all faith property will be opened and presented for inspection. Refusal shall result in confiscation and subsequent inspection

Medicine bags are subject to inspection by having the prisoner empty the contents of the bag into the open palm of his hand. The prisoner shall hold the bag open, which will allow staff to inspect inside with a flashlight. Refusal of a prisoner to allow staff to search the medicine bag will result in the seizure of the medicine bag. If the prisoner is not present, a medicine bag may be secured for inspection in the presence of the prisoner.

Drug Screening

Prisoner's use of unlawful or unauthorized drugs, including alcohol, presents a serious threat to the safety, security, and orderly administration of an institution. The department has a "zero tolerance" for usage, possession, and selling drugs and alcohol.

A prisoner may be directed to submit a urine specimen on a "random" basis in the course of random testing of a segment of the entire prisoner population of the institution.

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The prisoner will be informed of the underlying reason for the selection (i.e., spot check, routine or random) and will be ordered to submit a urine specimen. If the prisoner refuses to submit the specimen, the prisoner will be informed that an incident report will be prepared for disciplinary action. If the prisoner again refuses to submit a specimen, an incident report will be prepared and the prisoner will no longer be permitted or required to submit a urine specimen pursuant to this specific request.

If the prisoner is on medication that he believes may have caused him to test positive, he should request a list of medications he has been prescribed. Once the prisoner receives the list, it should be forward to Security department to be cross-referenced.

A prisoner may request that a positive result be retested by an independent laboratory approved by the department. The prisoner must request alternate testing with one signed Commissary Request forms SCCC 302.11A to pay for the cost of the retest and shipping immediately after testing positive..

SAFETY & SECURITY RULES AND PROCEDURES

Lockdown

Prisoners will be locked in their assigned cells, at night (Refer to Daily Schedule for times, Attachment B), during counts and at unscheduled times, as authorized. When lockdown is announced, prisoners must immediately return to their assigned cell and the cell door will be secured.

Emergency lockdowns may be ordered at any time. As a general rule, all prisoner's daily schedule and certain privileges and rights are suspended until the Emergency lockdown is lifted. Privileges and activities will be restricted only to the degree necessary to protect the security of the facility. The length of time an area is locked down during an emergency is determined by requirements to maintain the safety and security of the prisoners, staff, public and institution.

Prisoner Counts

Formal counts are taken eight (8) times daily. (Refer to Daily Schedule for times, Attachment B). Unless otherwise authorized, all prisoners must return to their housing units and assigned cells for counts. Prisoners are not released from their cells until the count has cleared.

During emergency counts prisoners may be recalled to their housing units or remain in place. It is important that prisoners follow all directions from staff members, failure to do so will result in the prisoner being placed into segregation.

It is the prisoner's responsibility to know when count is. During a count, all prisoner movement will cease and prisoners will remain in place until the count has cleared. Prisoners in the APS gym area will go directly to the bleachers and be seated when count is announced. Prisoners in the living areas will be in their cells before count is called. Prisoners who are at work will follow directions of security staff on where they will be counted.

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No prisoner will distract the officers taking count, or interfere with the count process in any way. This includes talking to or hiding from the officer conducting the count or blocking the view of the counting officer by placing blankets, papers, towels or any other type of covering around bunks or the cell window during count. Officers are required to see enough skin to verify that they are viewing the prisoner when counting. Prisoners found to be interfering with count in anyway will face disciplinary action and possible administrative segregation.

Emergency Procedures

Prisoners must immediately report any signs of fire or smoke to staff.

If Recall to Units is announced at an unscheduled time, prisoners will immediately head back to their housing units. Prisoners will not impede recall by waiting for other prisoners, attempting to ask questions of staff, or initiate any other actions that would cause delay.

During an emergency or emergency drill all staff directives will be followed immediately and respectfully. Prisoners will not interfere with staff's performance of their duties any way. Staff may direct prisoners to move to another area in the unit, take cover in their cell or evacuate the unit/facility. Evacuation routes are posted in every prisoner housing unit and throughout the facility. It is the prisoner's responsibility to be aware of these emergency routes to expedite any evacuations.

During an emergency in the yard or APS gym a safety signal air horn will be utilized. All prisoners will immediately stop all activities and movement when the horn sound. Prisoners are to immediately sit down where they are and wait further instructions from staff. Compliance is mandatory.

Prisoners who choose not to comply during emergencies or emergency drills are a direct threat to the security of facility and will receive disciplinary action and be placed into segregation.

Segregation Prisoners

General Population prisoners are not to converse with Segregation Population prisoners to include hand signing or verbal communications. Prisoners under security staff escort are not to be approached or spoken to by other prisoners. Prisoners found violating this can be subject to disciplinary action.

General Population prisoners can write letters to Segregation Population prisoners following the Mail Policy and Procedures and Standard Operating Procedures unless a prisoner has Individual Determination Restriction (IDR) for no prisoner to prisoner mail.

Security Devices

Security devices are defined as fences, doors, security cameras, security lights, windows, vents, intercom speakers, intercoms, tray slots or any other devices used by officers to maintain security. Tampering with, covering or blocking any security device, locking devices, life support systems and fire control systems or devices is prohibited conduct and will result in disciplinary action.

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There is an intercom located on the wall of each cell. When a prisoner needs to communicate with the control room operator, the prisoner will press the button only once.

There are red lines on the floor in front several of the staff offices. Prisoners are not to cross these red lines unless granted permission by a staff member.

Prisoners will not hang towels, blankets, clothing, or other similar items in their living area that block an officer's view of the area. Nothing will cover lights or vents in the cell.

Prisoners are to stay away from all fences unless given direction to work in the area by a staff member. A prisoner attempting to escape is subject to being shot anytime after breaching the inner-most security fence;

"NO WARNING SHOTS WILL BE GIVEN"

PRISONER PERSONAL PROPERTY/SPECIAL COMMISSARY/SCCC STORE

Prisoner Incentive Program (PIP)

A program where a prisoner's allowed property is determined by the prisoner's custodial status, sentence, housing, behavior, employment and compliance with recommended programming. More details can be found in P&P 811.05 Prisoner Personal Property, Attachment C and P&P 808.13 Commissary.

Indigent Supplies

Prisoners who meet the criteria for being indigent can request hygiene items, laundry soap and stationary supplies using the Weekly Prisoner Indigent Supplies Request SCCC form 806.02A. These forms must be filled out completely and turned in Thursday night to the wooden mail box located in the modules. The bags will be delivered on Friday.

Special Commissary and Approved Vendors

Prisoners are allowed to order preapproved items from Special Commissary and Approved Vendors. The Approved Vendors are listed in SCCC 811.05 Prisoner Personal Property Attachment C. All items ordered must meet the criteria listed in SCCC 811.05 Prisoner Personal Property. Special Commissary and Approved Vendors orders may be made during August, December and April. Orders will not exceed \$250.00. Phase I prisoners are only approved to order AM/FM radio with headphones. Phase II prisoners are allowed to order twice a year, including a MP3 Player, but not a television. Phase III are allowed to order all three times a year, including television if the requirements set out in AS 33.30.015 are met. All prisoners wishing to purchase an electronic device must complete the Electronic Entertainment Request Form SCCC 811.05J. Once the form is approved and prisoner meets the requirements for the Phase II or III he can order the appropriate device.

Vendor catalogs are available for some of the vendors in the module desk. If there is not a catalog available a prisoner must write the company for the correct price and shipping cost.

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To order from an approved vendor a prisoner must submit a Prisoner Personal/Money Transaction form SCCC 810.03D, a correctly filled out order form and an addressed envelope with correct postage, all stapled together. Once the order has been approved, the OTA clerk will debit the prisoners account and mail the order form and a check.

Special Commissary Order forms will be put in the modules. All orders for Special Commissary will be turned in on the second Thursday and final Thursday of the month into the Module Mail Box. Any Special Commissary Order forms found in a Blue Module box will be disposed of.

Any prisoner wishing to cancel their Special Commissary Order must submit a Request for Interview form stating the reason. The Request for Interview form must be received by the Commissary Officer no later than 0800 hours the following Monday.

Orders will be canceled if the prisoner is found to have nonsufficient funds (NSF), the order is not to an approved vender, the order is over \$250.00, or it is not an approved month for ordering, the item order is not on the approved list or the forms have not been completed correctly.

Special Commissary and Approved Vendor Orders are picked up in the property line. Prisoners need to monitor the property lists posted in the Housing units.

Allowable Property Limits

See Attachment D General Population Allowable Property Limits.

Books, Magazines, Newspapers

All magazines, newspapers, and books entering the institution must be ordered directly from a vendor/publisher. Family members will no longer be allowed to directly mail in magazines, newspapers, and books. All newspapers, books and media must meet the guidelines set in Policy and Procedure 810.03 Prisoner Mail. Magazines, newspapers, and other media subscriptions are not required to be on the approved vendors list. Prisoners wishing to purchase books, magazines or newspapers have to submit a Prisoner Personal/Money Transaction form with the order form and an addressed envelope with postage all stapled together. All magazines, newspapers and books with changed pages (i.e. torn) will be seized as altered.

Prisoners may obtain personal copies of religious books and periodicals through the Facility Chaplain, or by direct order from an approved vendor. All prisoners must comply with rules and regulations regarding personal property (see Policy and Procedure 810.03).

SCCC Store

The SCCC Store is a store run by the institution. It is located in the APS Gym. A prisoner can buy hygiene items, snacks, and other items. All surcharges generated from the SCCC Store go into the Inmate Welfare Fund. This money is for activities that benefit all prisoners and the institution. Store hours are posted on the SCCC Store door. Prisoners who wish to purchase items from the store must have a balance on their prisoner store account, credit will not be given.

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To place money on their SCCC Store prisoner accounts prisoners must use SCCC Store Credit Request SCCC form 815.03A. This form is made available on Sunday night and must be placed into the blue commissary boxes before 2250 hours.

Phase I prisoners are allowed to order up to \$25 a week. Phase II prisoners are allowed to order up to \$50 a week. Phase III prisoners are allowed to order up to \$75 a week. For more detail see Attachment C at the end of this handbook or review Policy and Procedure 811.05 Prisoner Property.

Items on the Medical Commissary List (808.13 Attachment C) will be made available and updated as needed. Medical Commissary items shall be subject to availability and equivalent items may be substituted as approved by the Medical Advisory Committee. Prisoners may not purchase quantities of medical items that exceed that permitted by the Medical Department or approved by the superintendent. Medical commissary purchases are exempt from the Prisoner Incentive Program phase limits.

To purchase the items a prisoner must bring a handwritten order list, and their prisoner identification card. A list of available items for purchase is posted on House 2 and 3 modules bulletin boards and the bulletin board next to the Hobby Craft room. Prisoners must keep the receipt for the purchased items with the order until they reach their module, but it is recommended to keep your receipt until the consumption of purchased items. Prisoners who do not have a receipt for SCCC Store items when returning to modules will have all the items seized.

Prisoners are only allowed to go through the store line once a day. Prisoners may not present other prisoners lists to the window. Prisoners discovered leaving their place in line and jumping ahead will be not allowed to purchase any items at the store that day.

SCCC Store orders must meet the guide lines for consumable property in SCCC 811.05 Prisoner Personal Property. If the order is too big to carry, prisoners may use the state issued laundry bag to carry the items. Prisoners may not use garbage bags to carry the purchased items.

Prisoners who are found to be a chronic problem about abusing store rules will be placed on an Individual Determination Restriction (IDR) denying them the privilege of purchasing store items. See Individual Determination Restriction (IDR) for more details.

Photographs

Prisoners are given the opportunity to pay to have their photograph taken. This activity is managed by the prisoner clubs. Prisoners can consult the bulletin board across from the SCCC Store to see who the scheduled photographer is, the cost and rules for having a photograph taken.

Prisoners will be appropriately attired in yellow uniform. Hats are allowed but must be properly worn (not backwards or sideways.) Prisoners are responsible for making sure that the photographs do not contain hand signs, flagging, sagging, or

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altered clothing. The approved locations to have your photograph are the Handball Court wall and North West outside wall by APS exit doors

Prisoners who wish to have a picture taken during contact visiting need to inform an officer when entering visiting or inform the visiting room control officer. Prisoners will stand side-by-side with the visitor. The approved locations to take photographs are on the visitation mural wall (including decorated Holiday tree in season.)

Prisoners who do not follow the posted rules for photographs will be charged for the photographs but will not receive them. Prisoners must have money on account at the SCCC Store to pay for the photographs. Prisoners who have nonsufficient funds, "NSF", will have their photographs deleted.

When a photograph is ready to be handed out the prisoner's name will be on the pick up list by the SCCC Store door. The prisoner can retrieve his photograph at the next scheduled store line.

Prisoners are allowed to have pictures mailed in by family and friends. Prisoners are not allowed to possess any photographs with nudity or obscenity. Photographs not in an album are considered loose photographs this includes photographs printed on normal paper.

Photographs are not to be attached to cell walls. The photographs are allowed to be hung inside the locker door.

Clothing, Shoes and Linen

Official state issued clothing is yellow shirts and pants for prisoners assigned to General Population, and red or orange shirts and pants for prisoners assigned to a Segregation Module. All SCCC underclothes and linen are dyed brown. General Population Prisoners will wear either yellow shirt or pants when out of the module

Prisoners will not alter, damage, destroy, or mark any state-issued clothing. Prisoners found altering or destroying state clothing will receive disciplinary action that can result in payment of restitution in accordance with Policy and Procedure 809.02 and 811.05.

Clothing exchange is during the prisoners Afternoon Recreation Period that falls on a Monday, Tuesday, or Wednesday. State clothing or linen with holes or excessive wear or missing buttons will be turned into Property during clothing exchange on a one for one replacement.

Prisoners may purchase various personal clothing and linens that would normally be furnished by the institution. A prisoner's personal property will not exceed the total authorized limits for the institution to include state issued items (i.e. undershorts total of 7, 4 personal and 3 State issued or 7 personal and 0 State issued).

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No designer brand clothing. The value of any clothing item will not exceed \$100.00 unless noted otherwise. All manufacturer labels and logos will not be the focus of the garment and will be less than 2" in size. If more than 20% of the color is unauthorized then the item is unauthorized.

Prisoners are allowed to select one faith medallion or pendant, or medicine bag, which must be worn underneath clothing and suspended from a Department-approved chain or leather strap.

Consumable Items

Consumable items are any item that is perishable, consumed through use, or inexpensive non-durable items (e.g., medical items, food, hygiene and plastic items). Total amount of prisoner's consumables must not exceed what can fit into one prisoner property storage box or will be treated as excess property. This is true even when the individual's consumables are within allowable limits. Excess perishable food items will be considered contraband and disposed of.

All consumable items will be stored in their original container(s). If an item container or container's label has been altered the item can be seized as unauthorized property.

A consumable item container(s) will be disposed of when empty. No containers will be used for storage of items other than those items purchased in them.

General Population prisoners may have no more than 2 of any type (not brand) item of miscellaneous consumable products, but not listed here.

Electronics

Electronics are now categorized as electronics and "entertainment" electronics. Entertainment electronics are televisions, MP3 players, AM/FM radios and game systems, games and accessories.

1. No high moderate (C) or major (B) disciplinary guilty findings for ninety (90) days.
2. Must have a High School diploma or GED, or have been declared incapable of obtaining a diploma or GED by Mental Health & Education. Proof is required.
3. Must be actively engaged in an educational, vocational course (minimum 20 hours per week required) or be employed or be on the waiting list for such activities and have no declined participation for the previous ninety (90) days.
4. Must have paid or be on a regular and current payment schedule for all restitution orders entered by the court or disciplinary board.
5. If applicable, prisoners must be actively engaged in a treatment plan, counseling, psychiatric or rehabilitative program ordered by the court or the department as part of the prisoner's sentence or are on the waiting list for such a program

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and have not declined participation into any indicated program for the previous ninety (90) days. This excludes programs that are ordered but cannot be attended due to the length of sentence and the available slots.

6. Must be paying utility costs (cable and electric).
7. Prisoners who own televisions if you go to the Segregation Unit, utility costs will continue to be paid monthly, OR, this entire process will be required upon your release from the Segregation Unit. Prisoners who have been classified Administrative Segregation Maximum cannot own a television, no exceptions.

Note: There is no pro-rating or refund of utility or cable payments.

Prisoners wishing to purchase an entertainment electronic must fill out the Entertainment Electronic Request form.

General Population prisoners may possess a television or MP3 player only if all of the following conditions have been met, the prisoner:

- 1) purchase MP3 player must be Phase II or Phase III
- 2) purchase a television must be Phase III
- 3) is either incapable of attaining or has attained a high school or G.E.D. diploma or equivalent;
- 4) is actively engaged in an educational or vocational training for a minimum of twenty hours per week or employment program;
- 5) has satisfied or is on a regular and current restitution schedule or, if applicable, is actively engaged in a treatment, counseling, psychiatric or rehabilitation program ordered by the court; and
- 6) pays for the expense of providing the television, the utility fees, and cable service.

Prisoners meeting the criteria can ask their Module Officer for an Electronic Request Form.

Segregation Prisoner Property

If a prisoner's housing status changes or property is rolled up for any reason, all state and personal property will be removed. Upon admission to Segregation all of a prisoner's personal property will be seized, inventoried and sent to the Property Department.

Once a prisoner's housing status is established he may request those personal items allowed for retention per SCCC segregation rules. After the prisoner's initial classification the prisoner may submit via Segregation Property Request SCCC Form 811.05E to the Housing Unit Supervisor asking for allowable property to be issued from Property. A prisoner is allowed to make one (1) request from the Property Department involving property and hygiene items that are stored in Property. All subsequent property and hygiene needs will be filled through Commissary Orders. While in Segregation prisoners are not allowed to have personal clothing. The only exception is (1) pair of personal tennis shoes.

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Prisoners in segregation are subject to the PIP-Phase system. Most will already be on Phase I. Phase I prisoners can request in writing via Request for Interview form, permission from the Superintendent to have an AM/FM Walkman with ear buds. Prisoners on Phase II in segregation are allowed to have their MP3 players.

Prisoners leaving Segregation Status and entering Orientation Status will have all items not allowed seized and sent to property.

Abandoned, Excess, Seized or Contraband Property

The intent of the property department is to provide temporary secure storage for items not authorized for personal retention. Items not authorized for personal retention must be disbursed within ninety days (90) days. Prisoners who transfer in with cell phones in the property will have ten (10) working days to disburse the cell phone if they have more than a year on their sentence. Prisoners with less than a year can request their cell phone to be stored in secure storage until they are released. If the prisoner has no personal clothing for release he may, at the discretion of the Property Officer, keep one wallet with ID, one pair pants, one shirt, and one coat in storage.

Secure storage may not be used as a means to rotate items such as cassette tapes, etc. The only exception will be legal materials which must be approved by the Assistant Superintendent.

Prisoners are responsible for their own personal property. If a prisoner's property is seized the prisoner will be given a copy of the Property Seizure Report-Receipt SCCC 1208.08A. It is the responsibility of the prisoner to notify the Property Department via Request for Interview form when their property has been seized in the possession of another prisoner so that the contraband may be disbursed per P&P 811.05 Prisoner Personal Property. The Department of Corrections will not be responsible for the repair or replacement of personal property lost, stolen, damaged or destroyed. Furthermore the Department of Corrections will not be liable for damage to personal property resulting from staff inspection of such property. In cases when the seizure is because the property is abandoned, excess, or altered, the prisoner will have ninety (90) days from the date of the seizure to disburse the property. If the prisoner is unwilling or unable financially, or refuses to provide a mailing address for disbursement of the property, the property will be disposed of through approved methods, including destruction of the property.

Prisoner's electronic devices and other property temporarily forfeited due to the result of disciplinary action shall be stored for up to one hundred eighty (180) days and shall be returned if the prisoner remains disciplinary incident free during that period and returns to Phase II. If the electronic devices are not returned to the prisoner, they shall be disbursed pursuant to Policy and Procedure 811.05. This does not apply to property not belonging to the prisoner, altered property, or contraband.

Personal property in excess of allowable limits is more than three (3) plug-in items per prisoner or that cannot be properly stored in a locker or other designated storage areas in the prisoner's cell will be seized as "excess property". Per Policy and Procedure 811.05 Prisoner Personal Property ninety(90) days after property has been declared as 'excess' it will be considered abandoned and disposed of in accordance with Departmental procedure.

Because of fire codes, only the equivalent of one property box of current ongoing, legal material will be allowed for retention in the cell per prisoner. If the legal material is in excess of this amount it will be seized and sent to property for storage.

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Prisoners may send a Request for Interview form to the Property department for periodic exchanging of excess current legal materials, as they are needed.

Prisoners transferring out of the institution have the following options for the disposition of excess property: prisoners may ship excess personal property "at their own expense" to friends or relatives, authorize individuals to pick up excess personal property at the institution, or they may dispose of the property. A Prisoner Property Disbursement form SCCC 811.0G will be used for this purpose.

Any personal property not claimed after ninety (90) days after prisoner has left institution will be disposed of as abandoned property per policy 811.05 Prisoner Personal Property. The Property Department is not responsible for notifying any prisoner when property has been disposed of.

PROGRAMS EDUCATION PRIVILEGES and ACTIVITIES

Notice of Right Not To Participate In Programs

Freedom from discrimination is a basic right extended to all prisoners. Programs, activities, services or assignment shall not be denied or granted to any prisoner based upon discrimination.

Prisoners have the right to refuse to participate in any discretionary counseling, rehabilitation, vocational, educational or pre-release program, recreational or other activity.

The Alaska Department of Corrections may require a prisoner to participate in a program ordered by the sentencing court. Failure to complete required, non-discretionary programs may result in disciplinary action, hindrance of custody level reduction, and the sentencing court being notified of the nonparticipation in court-ordered or recommended program(s).

Prisoner Program Responsibilities

It is the Department's intention to provide quality and variety in programming and to provide motivated prisoners access to activities and pursuits. The expectation is that every prisoner participates in some meaningful program while incarcerated at this facility. Once a prisoner enrolls in a program, continued participation will be dependent upon adherence to established guidelines and curriculum completion for graduation. A prisoner may discontinue program participation or be discharged for noncompliance at any time; re-enrollment will be at the discretion of the instructor.

It is the prisoner's responsibility to schedule classes to not interfere with work schedules. If a class conflicts with a prisoner's scheduled work the prisoner needs to report it to their supervisor. Prisoners are to show up for work assignments, classes, programs, and other scheduled activities on time. Staff are not responsible for waking or reminding prisoners of their work assignments, classes, programs or scheduled activities.

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Prisoners participating in programs and education classes are required to clean up the area used and put back any equipment used to its original location. Failure to put away equipment and clean facilities after an activity can result in suspension of that program for a time determined by the Superintendent or designee.

Mental Health Treatment Module

Spring Creek Correctional Center has established a mental health treatment housing module whose purpose will be dedicated toward offenders with mental health needs that cannot be addressed in other modules. Entry into the treatment module will be designated by the Mental Health Clinician (MHC) III and Mental Health staff. Designated individuals will be provided ongoing treatment for their mental health needs.

A treatment plan will be established for each individual entering the Mental Health Program. This will, commonly, involve a medicinal order from the psychiatrist that has been determined from observation and evaluation, either by Telemedicine, and/or by Mental Health staff, as well as behavioral criteria developed by the Mental Health staff.

Occasionally, institutional need will require prisoners who do not meet the criteria to be assigned to a treatment module by the Housing Unit Supervisor(s). Prisoners who are not mandated or volunteer for a treatment module will be moved out of the treatment module as soon as bed space is available in an appropriate module. These prisoners will only need to submit a Request for Interview form to the Housing Unit Supervisor requesting a new housing assignment.

RSAT and Multi-Faith Modules

The Multi-Faith Module is a faith-based residential program that provides prisoners an opportunity to live in a positive, supportive, spiritual-based community environment with an emphasis on spiritual growth, personal responsibility, and accountability. This is a multi-phase, intensive 12-18 month program that is designed to provide a spiritual based approach to correctional rehabilitation. The prisoners live together in a supportive community environment and are expected to embrace personal accountability, responsibility, and commitment to change in all aspects of their life. While there is a Christian emphasis members of all faiths are welcome to participate in the program. Inquiries about the program or request to apply should be submitted on a Request for Interview form to the Chaplain or your Probation Officer.

The Residential/Intensive Inpatient Treatment (RSAT) is a program based on the Residential/Intensive Inpatient Treatment (ASAM PPC-2R Level III.1 – III.5) criteria. The comprehensive and intensive program uses a cognitive behavioral approach designed to intervene and treat substance use disorders using a Therapeutic Community model. Prisoners in this program are expected to participate for six months (modifications to the total length of stay are made based upon an individual's needs). Inquiries about the program or request to apply should be submitted on a Request for Interview form to the RSAT program manager or your Probation Officer.

Program Notice Bulletin Board

There is a program notice bulletin board located in the Education Hallway. It has the schedules and announcements for religious activities, education department, AA/NA meetings and prisoner club activities. Prisoners are encouraged to review this board.

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A bulletin board is located in the education hallway that has schedules for Education, AA/NA meetings, religious programs, club activities and other programs.

A bulletin board located across from the SCCC Store in the APS gym has club schedules, club announcements, and Recreation Department schedules and announcements.

General Library

There is a General Library available located in the APS building. There are currently over 13,000 titles to choose from. Prisoners may access the library window during regular posted library hours. To check out books a prisoner must present his prisoner identification card. Prisoners are allowed to check out two (2) library books for no more than two (2) weeks. Prisoners who are late returning library book(s) will have their library privileges suspended and may have to pay for reimbursement before being allowed access to more library books. Library books count towards the prisoner's total allowed paperback books. Prisoner's caught destroying library books can be placed on an Individual Determination Restriction and will face disciplinary action to include possible restitution for the destroyed/damaged item. See Individual Determination Restriction (IDR) for more details.

Recreation

All prisoners are offered a minimum of seven hours of outdoor recreation per week, weather and institutional needs permitting. (See Attachment A Sample Recreation Schedule and B Daily Schedule.) Recreational activities conducted at Spring Creek Correctional Center are available to all general population prisoners during their scheduled recreation time, unless denied because of medical restrictions, disciplinary sanctions or Individual Determination Restrictions. (See section Individual Determination Restriction (IDR) for more details.)

Any prisoner who has a medical necessity for a "bottom bunk card" cannot participate in team sports or he will lose the bottom bunk only status.

MP3 players/radios with head phones are the only audio devices allowed out of the housing unit. All other electronic equipment must be used in the prisoner's cell or housing units. MP3 players/radios are to be used to recreate only, and are not authorized past Post 9 Control Room, while working or during visiting.

Prisoners will immediately report any serious injury received during a recreational activity to an employee. Failure to do so can result in disciplinary action.

The activities center on team and individual sports. Special games and tournaments are scheduled at different times for both in-house and with outside teams. The following is a list of some of the activities available at Spring Creek Correctional Center for prisoners: basketball, volleyball, horseshoes, handball, and various exercise equipment.

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Prisoners will not damage or abuse recreational equipment. Any misuse of recreational equipment or areas and/or failure to follow posted rules or verbal orders of staff will result in disciplinary action and subsequent restriction of recreation privileges.

Prisoners will wear a shirt, shoes, shorts or pants while participating in any organized recreation activities, or using the recreation equipment, even if outside. Prisoners must still wear either a state yellow top or pants while exercising. Prisoners are still permitted to sun bathe outside with no shirt on if they are wearing yellow pants.

Prisoners are expected to exhibit "Good Sportsmanship" when participating in the recreational activities. "Poor Sportsmanship" (shouting, excess pushing, etcetera) will result in the prisoner being ejected from the game and having to leave the playing area for the rest of the session. In addition, prisoners who cause disruptions by demonstrating inappropriate behavior can be locked down in their cell for a three hour cooling off period, placed in segregation and can face disciplinary action. If the prisoner continually exhibits "Poor Sportsmanship" during play, he will be suspended from the activity for the rest of the season.

Prisoner Clubs

There are several authorized clubs which General Population prisoners may participate in while at Spring Creek Correctional Center. Their activities are governed by Standard Operating Procedures. Club members/officers will conduct meetings in the APS Building room #77 only.

For information on how to join one of the clubs send a Request for Interview form to the Prisoner Services Sergeant. Review the bulletin board in education hallway for meeting times.

The authorized clubs are:

- Brotherhood of Alaska (BOA)
- Bar Bell Club
- Black Alaskan Cultural Education & Development Group (BACED)
- Bonsai Club
- Music Club
- Native Heritage Culture Group (NHCG)
- Together in Many Endeavors (TIME) Club

Alcoholics Anonymous/Narcotics Anonymous Group

A combined group (AA/NA) meets at a scheduled time every day and is led by prisoners. Outside volunteers come in at least once a month. Consult SCCC Club Room Use Schedule on the Program Notice Bulletin Board in the Education Hallway for dates and times.

Religious Activities

Prisoners have the right to freedom of religious affiliation and voluntary religious worship. Prisoner will express a faith group affiliation and can change that affiliation one time per year.

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All religious groups recognize some form of privileged communication between ordained clergy and their clients. This is necessary mandate that allows freedom for the person being counseled to reveal sensitive areas of life that are causing problems without fear of reprisal. Prisoners should feel free to share confidential information with chaplains or faith volunteers. However, for reasons of security and the good order of an institution, a communication under the general rule of privilege must be shared with the Superintendent or Manager or designee if that privileged communication:

1. contains threats or information of a threat to the safety and/or security of the institution, staff, contract employees or other prisoners;
2. contains threats or information of a threat to public safety or to an action addressed by state statute.

Examples of such communication include but are not limited to plots to escape, intent to harm another person, suicidal ideation or knowledge of planned mass demonstration or work stoppage.

There is a Religious Notice Bulletin Board in the Education Hallway with the available religious services schedule, upcoming events and faith based programs available.

The Chapel has a religious library that is available for check out through the chaplain. Segregated prisoners, without Individual Determination Restriction(s) that would prohibit it, may submit a Request for Interview form to the Chaplain asking for religious book(s). The Chaplain will forward the requested book(s) to the prisoner as available. Prisoners can be held responsible for any damage or lost checked out books.

Native Sweat Lodge and Drumming

Native Sweat Lodge is available to prisoners on Sundays at 1300 hours during your recreation period when wood is available. Prisoners must wear at least shorts while participating. Participation in this type of activity is a privilege and may be denied to prisoners based on their conduct, custody level and personal health restrictions.

Sweat lodge and occupants are subject to search at any time. All searches will be conducted in a manor that reflects respect and sensitivity for sacred objects, practices and participants.

Any questions about participation should be directed to the Prisoner Services Sergeant with a Request for Interview form.

Alaska Native drumming and singing is available in evenings four (4) days week. Consult SCCC Club Room Use Schedule on the Program Notice Bulletin Board in the Education Hallway for dates and times.

Hobby Craft

Hobby Craft is open to all prisoners who meet the criteria. A prisoner must be housed in General Population at SCCC for a period of six (6) months this time does not start until prisoner is off of orientation status. A prisoner must be employed. He has to be free of guilty findings in a high moderate or lower infraction for a period of six months and a major infraction for a

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period of twelve (12) months. A prisoner must not have an Individual Determination Restriction for "No Hobby Craft." See Individual Determination Restriction (IDR) for more details

There is limited space so there is a waiting list for Hobby Shop. Prisoners who meet the criteria can fill out a Hobby Shop Application Form SCCC 815.04D. This form is located in the form holder by the Property Door in the Education Hallway. Submit the form in the job service box by the Property Door. This form covers the type of craft the prisoner wishes to work on as well as an agreement to abide by all the rules in Hobby Craft. Once it has been determined that a prisoner meets the guidelines he will be put on a waiting list.

Once given access to the Hobby Craft area, prisoners must read and sign the Hobby Shop Rules and Regulations. Prisoner's IDs will be placed on the appropriate board when entering the shop. All prisoners entering the Hobby Shop will wear appropriate clothing for working near machinery (i.e. no shorts or sleeveless shirts). Prisoners will not make repairs on prisoner's personal property. Prisoners will not bring Hobby Shop material(s) out of the area.

Violations of Hobby Craft rules can result in disciplinary action and suspension and/or expulsion from the Hobby Shop.

Education

Access to the Education Program is a privilege. Prisoners may be suspended or removed from the Education Program for violation of program rules in accordance with P&P 808.04 Removal from Rehabilitation Programs.

The Education Department has a variety of programs to meet the educational needs of the prisoners at Spring Creek Correctional Center. For prisoners who are uncertain about what they would like to do or what courses to take, education personnel will work with the prisoner to find out his needs, interests, experience and educational background.

Prisoners who have not received their high school diploma can participate in the ABE (Adult Basic Education) and GED programs. GED tutors are available to assistant prisoners who feel they need it.

Prisoners, considering attending college, should contact the Education Department to get forms or information about colleges or courses.

Quarterly courses may be offered in first aid, parenting, English as a second language, criminal attitudes, pre-release, and a variety of other vocational and academic courses. The dates and times for sign-up will be posted and announced.

Mental Health will periodically offer an aggression management course. Prisoners interested in the class should submit a Request for Interview form to the Mental Health Staff. It will be verified the prisoner meets the minimum criteria before they will be scheduled for program.

The Education Department has a Computer Lab available for educational purposes. Individualized computer classes through University of Alaska-Anchorage (UAA) are available. Prisoners are prohibited from working on personal or legal work on the

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computers. Computer program discs may not be brought into or taken from the computer lab. Prisoners may not bring in personal electronic devices into the computer lab. Prisoners found not following the rules or abusing the privileges will receive an Individual Determination Restriction and possibly disciplinary action. See Individual Determination Restriction (IDR) for more details.

The Education Department offers a limited but expanding vocational program. Currently, any enrollment into any apprenticeship program and/or short-term vocational program requires proof of a GED or High School Diploma, and a commitment to completing the Pre-Release Program within eighteen (18) months of the prisoner's release date. To participate in the U.S. Department of Labor's Apprenticeship Programs a prisoner must be employed in the area of the specific apprenticeship. One apprenticeship program will result in a USDOL Apprentice Certificate for Cook Any Industry; the other in a certificate in Building Maintenance and Repairer.

There is Vocational Education Area in development. There will be announcements made as the program starts and develops which include classes offered and criteria for enrollment into the program.

Prisoner Employment

Prisoner employment is available and encouraged by the Institution, and may be required if the prisoner wants to own a television or other entertainment electronics, as Alaska Statute 33.30.015(d) (1-4).

Job Application forms SCCC 812.01C are available in the modules.

Prisoners may submit a Job Application form checking all areas for which they wish to be considered for employment and listing their qualifications. After the form is completed, the prisoner needs to submit in the locked wooden mail box in the prisoner's modules. Unemployed prisoners may request to be placed on as many job lists as desired.

The prisoner's name will be placed on the work register(s) list. Only one application will be considered at one time, if a prisoner submits another application he will be put at the bottom of the list. When a job becomes open, the Job Services Officer will offer the prisoner at the top of the list the job. Specialized prisoner jobs such as maintenance or community worker, require specific skills, custody level, disciplinary history and/or minimum release date. These jobs will be picked by meeting job qualifications and previous prisoner behavior.

When a prisoner is offered a job he can refuse or accept it. If the prisoner refuses the job his name will be removed from all job lists. The prisoner will have to submit a new Job Application form to be placed back on a work register list.

Employed prisoners may only submit a job application for one other job register. The requesting prisoner must attach a Request for Interview form, stating the prisoner's current job, to the Job Application.

Occasionally there will be specialized prisoner jobs that take specific qualifications. These jobs will be filled by staff need and not the date of submission of the Job Application form.

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After a prisoner has received employment he will not be allowed in his work area except during scheduled work hours, unless ordered by his Supervisor due to special circumstances. If a prisoner is unable to report to work due to an illness, he will show up to work and request to be seen by Medical to receive a work release form. This form must be turned into the job supervisor. A prisoner not reporting to work because of an illness is required to report to medical for a work waiver. The prisoner must give his supervisor a copy of the waiver.

Payday will be the 5th of every month. If a prisoner notices any discrepancy in pay he must submit a Request for Interview form to the Job Service Officer stating the issue. This must be done within thirty (30) days of the prisoner receiving his pay.

Prisoners may not swap or trade jobs or hours in their department without permission from their Supervisor. Prisoners who swap jobs or hours without permission will be terminated. Prisoners are required to give five days notice before quitting a job. If the prisoner does not give five days notice or is fired from his job he can not submit a new job application for thirty (30) days. Failure to appear for scheduled work is considered quitting without notice. If a prisoner quits without notice he can still be ordered to finish the day's work. If he refuses to finish the scheduled day disciplinary action can be initiated.

Prisoners will be terminated from employment for any violation of rules or policies that are directly related to their employment. Any occurrence or circumstances that result in a prisoner being placed in segregation will result in job termination and removal of the prisoner's name from all job registers. Should an individual be released from segregation in a timely manner with no Disciplinary Board pending and a finding of "no fault" the prisoner may request, in a completed job application within 5 working days of release from House I, a review to be considered for placement at the top of the hiring register of the job vacated upon their placement in House 1. The Prisoner Services Sergeant will review it on a case by case basis.

HEALTH CARE SERVICES

Prisoner Medical Rights

Prisoners have the right to refuse medical, psychological or psychiatric treatment (except when the prisoners' medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent.

Prisoners have the same general rights as any other Alaska citizen concerning examinations, treatments and procedures governed by Informed Consent. However, at the discretion of the health care provider, Informed Consent is not used in certain circumstances i.e. an emergency which requires immediate medical intervention for the prisoner's safety, emergency care if the prisoner cannot understand the information given, or public health matters, like communicable disease treatment.

When a prisoner chooses to refuse treatment, an Informed Waiver of Medical Treatment form 807.08B must be completed by the prisoner at the Medical Department. A member of the Medical/Dental staff will witness the prisoner's signature by signing the form in the space provided.

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Medical Care

If a prisoner is having a medical emergency, he should immediately tell a staff member.

All routine medical will be handled by nursing staff. A Physician's Assistant is scheduled Monday through Friday for routine medical issues. A Physician's clinic is scheduled at least one day per week to conduct examinations for those referred by the health care staff. Prisoners requesting to be seen are scheduled Monday thru Friday and on an emergency basis on weekends. The Medical List is located in the House II and House III Modules and on the Medical door. It is the responsibility of the prisoner who put in a Request for Interview to check the list.

If a prisoner has questions for Medical staff or desires to be seen by medical he must submit a pink Request for Interview form in the wooden boxes in the module. A nurse will review the request and answer the Request for Interview or place the prisoner's name on the Spring Creek Medical Department List. Nursing staff are not available to answer questions while they are performing the normal duties.

All prescription medication must be approved by institutional medical Physician's Assistant or Doctor. Nursing staff cannot prescribe medication.

There are different methods prescribed medication is administrated. Each method requires the prisoner to bring his prisoner identification card to receive the prescription items.

Med line is a schedule time at which routine prescribed medication is dispensed to prisoners from a medication cart. Med line is scheduled everyday of the week three times a day (Refer to Daily Schedule for times, Attachment B). General Population prisoner receive the medication in their modules. Prisoners will be required to show a Correctional Officer the inside of their mouth and under their tongue after taking medication during Med line. Prisoners who do not comply with this directive shall face disciplinary action and may be placed into segregation

Prisoners who do not take mandatory medication and do not show up at their scheduled Med line time will not be called nor will they receive their medication. Prisoners who take mandatory medication and do not appear at their schedule Med line time can face disciplinary action and possibly segregation for noncompliance. Medical questions will not be answered during pill line. If a prisoner has a question he must submit a pink Request for Interview to the medical department.

Prisoners can be prescribed a Pro Re Nata (PRN) medication i.e. for migraines or asthma. This medication is not a scheduled medication, but would be dispensed as needed at a prisoner's request by available nursing staff.

Keep on Person (KOP) medication is prescribed medication, properly labeled Blister Pack/Card(s) of medication and/or medical supplies dispensed to a prisoner to keep in his cell. Prisoners will receive this medication on Wednesdays and Saturdays at the afternoon Med Line. Prisoners must wait in their module Med Line and bring their Identification. All prescribed medication must remain in the original prescription contained with labels intact at all times. If a prisoner is found with a medication that is not labeled according to standards with his name on the label, the prisoner will be subject to disciplinary

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action for possession of contraband. If you need a refill for your prescription remove the small sticker from your card and attach it to the Pharmacy form available in your module.

Medications and vitamins are sold in the SCCC Store may be kept in a prisoner's cell but not kept on person. Medication and vitamins will be kept in the original container. Prisoners who fail to follow this rule may face disciplinary action.

Any medical equipment (for example a knee brace or C-Pap machine) that is counted on a prisoner's property list will be distributed during property line. A prisoner's name will be on the property list. The prisoner is required to bring their prisoner identification card and the appropriate pink card to the property line before their equipment will be issued.

Dental Care

Dental staff is available at least two days every two weeks. Prisoners scheduled for dental will be notified by staff on the day of their appointment.

Eye Care

The optometrist is scheduled approximately every four months. If a prisoner wishes to have an eye exam he must submit a pink Request for Interview form stating the need for an eye exam.

If a prisoner has a current eye exam (within one year) they are allowed to purchase at their expense a pair of eye glasses through medical. No contact lenses will be approved. Prisoners may request to have family members send in their prescription eyeglasses. A Request for Interview form must be submitted to the Prisoner Services Sergeant requesting approval for the glasses to be mailed in. Any prescription glasses mailed in without prior approval will be returned at the prisoner's expense.

When approved prescription eye glasses are received (whether through the optometrist, prisoner order, or prisoner family member) they will be issued by the Property Department. The prisoner name will be put on the property list posted in APS and Housing Units. The glasses can only be picked up during property line with a SCCC prisoner identification card.

Costs

Prisoners seen will be charged a co-payment fee of five dollars (\$5.00) for medical and dental services. For more specific information about charges for medical services please review Policy and Procedure 807.07 Prisoner Responsibility for Health Care. If prisoner disputes a charge for health care services, he must submit a written appeal to the Institutional Health Care Officer (IHC) within three working days of receiving the notice of deduction. The prisoner must explain the reason why the charges are incorrect. The IHC officer will respond with a written decision. This decision may be appealed by the prisoner in writing within seven working days to the Director of Institutions. The decision of the Director is the final decision of the Department. Prisoners can not file a grievance about co-payment fees.

Mental Health Services

Spring Creek Correctional Center has Mental Health Clinicians available for monitoring and supervising acutely and chronically mentally ill prisoners. They also provide services to the general population, specifically cognitive thinking errors, Anger

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Management Group Treatment, Values Clarification, and crisis intervention. Limited short term individual therapy is available on an individually determined basis. The Mental Health staff can be contacted via a Request for Interview form.

If at any time you are having suicidal or self-destructive thoughts/feelings contact a staff member immediately!

Prisoner Rape Elimination Act (PREA)

Sexual assault is a crime of power and control, not a crime of pleasure and passion. Sexual assault is any unwanted sexual contact. Sexual assault does not discriminate; it crosses all gender, race, age and social-economic barriers. Sexual assault is not “caused by” or “brought on by” the victim; it is the sole responsibility of the person who harmed. The Prisoner Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual assault/sexual misconduct in correctional systems. PREA address both prisoner-to-prisoner sexual assault and staff-to-prisoner sexual assault. If you would like to know more about the Prisoner Rape Elimination Act, the information can be found in both prison law libraries.

Spring Creek Correctional Center fully supports the guidelines set forth in this law and remains committed to a zero-tolerance policy against sexual violence. Alaska Department of Corrections Policies and Procedures strictly prohibit forced, coerced or consensual sexual activity between prisoners or between prisoners and staff. Forced or coerced sexual behavior is a criminal act. SCCC will immediately respond to allegations and fully investigate reported incidents. If the allegations are found to be substantiated disciplinary action will be initiated and the incident will be referred to the Alaska State Troopers (AST) for investigation and prosecution to ensure the perpetrator faces the full consequences for his/her criminal act.

Avoiding Sexual Assault

Steps to help prevent becoming a victim:

- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other prisoners regarding your wishes for sexual activity.
- Do not accept an offer from another prisoner to be your protector. Victims are selected by stronger prisoners seeking out those that appear weaker. Be aware of your body language and carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Never get into debt or accept gifts and favors from another prisoner. Prisoners who are physically stronger and/or possess commissary, store or other property items may attempt to use their strength or possessions to gain advantage over other prisoners in the forms of gifts, loans, or trade. Remember most gifts or favors come with strings attached to them. If a prisoner becomes indebted and unable to repay the loan or gift he may become victimized, physically attacked and/or sexually assaulted.
- Never share personal information such as family relationships, sexual experiences or financial status with other prisoners; this could later be used against you.

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- Avoid purchasing large amounts of commissary or store or giving the impression you have money available to you. You may be strong-armed or approached to pay for protection, etcetera.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

Victim of Sexual Assault

If you're a victim of a sexual assault or any kind of sexual coercion, you are not at fault. No one has a right to pressure or force you to engage in any sexual act. You should report it immediately to staff, who will offer you immediate protection from the assailant, and will refer you for a medical examination and clinical assessment. If you feel you can not report it to a staff member you also have the option of reporting the misconduct or threats in writing to the Assistant Superintendent by placing a Request for Interview form marked confidential in a Grievance Box.

To report it directly to the Alaska State Troopers, you by placing a letter and stamped envelope in a Grievance Box. Finally, you have the option of contacting a family or friend and have them report it to the Alaska State Troopers for you. The contact information is

Alaska State Troopers
Crown Point Post
PO Box 43
Moose Pass, Alaska
99361
907-288-3346

However, any delay in reporting an incident will make investigating the incident far more difficult. The longer you wait, the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation. You do not have to name the assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond.

If your report to a staff member you will be asked to see medical. The medical care is for the purpose of treating injuries and keeping you healthy. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases. Medical information gathered during treatment is confidential and can not be released unless you grant permission.

If you are victimized do not remove evidence

- Don't Shower
- Don't Use the restroom

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- Don't Remove or Wash your Clothes
- Don't Brush your teeth

It is critical you allow staff and/or medical professionals to collect as much evidence as possible. You will be asked to consent to a sexual assault exam by a qualified health care professional. Your consent is needed for this type of exam. An offender victim representative (chaplain or mental health clinician) may be requested at the time of the collection of evidence to counsel and provide any other support.

Later on, seek the support of a trusted friend, family member, mental health staff or chaplain. The days ahead can be traumatic and it helps to have people who support you.

If you are released from incarceration Standing Together Against Rape (STAR) provides crisis intervention, education and advocacy services to victims of sexual assault and sexual abuse, and their families. Callers can obtain information regarding reporting options, healthcare referrals, support and information on a variety of recovery topics. Most importantly, callers can speak confidentially and anonymously about the violence they have experienced. Both primary and secondary victims call the crisis line as well as medical and other social service professionals. The STAR statewide crisis line is 1-800-478-8999.

PRISONER COMMUNICATION

Mail

Prisoners are not allowed to have mail drops or outside Post Office Boxes.

All mail must have correct postage affixed at the time it is placed in the mailbox. It is a violation of federal statute to reuse a stamp. Stamps can be ordered using the Commissary Form on Thursday night.

A prisoner that has to mail an oversized letter, out of country letter, or special request, such as a return receipt, can attach a commissary slip to the addressed letter for postage.

Indigent prisoners may mail, at the Department's expense, up to five pieces of mail per week, legal or otherwise, weighing up to two pound each. (See Indigent Prisoner for the definition of an indigent prisoner) Each piece of mail must have a Commissary Request form 302.11A filled out and attached to the letter. Indigent mail needs to be written in the comment section of the form. The Superintendent may consider requests of heavier pieces of privileged mail on a case by case basis. Prisoners may not use indigent mail to ship out excess property.

All outgoing prisoner mail will have the institutional return address for prisoners marked clearly on the envelope. Letters that are not marked this way will be returned to the prisoner.

Prisoner's Name, Prisoner's Number

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Spring Creek Correctional Center

3600 Betty Cato

Seward, Alaska 99664

The prisoners must place General and Prisoner to Prisoner mail unsealed into the locked module mailboxes.

Privilege mail will be taken to the Housing Unit's office. An officer will verify the letter is going to the addressee. The officer will seal the letter date and sign their name on the back of the letter, and drop it off in the privilege mail box in the office. All out going mail is collected nightly following lockdown.

General and Prisoner to Prisoner incoming mail will be delivered after the 1810 count clears everyday, excluding Saturday, Sunday, and federal Holidays, in the prisoner's module. Prisoners will only be delivered mail addressed to them. Prisoners cannot pick up other prisoners' mail to deliver to them.

When a prisoner has privileged mail he will be notified by a staff member. The privilege mail will be picked up at the Housing Unit's office. The officer will open the privileged mail in front of the prisoner and look for contraband. If no contraband is found the prisoner will sign Mail & Distribution Tracking Sheet SCCC 810.03E and receive the letter.

Prohibited Mail

Prisoners may not use the mail system to engage in a business, or to participate in games of chance, such as contests, sweepstakes, lotteries, etc. Prisoners can not enter into contracts, i.e. buy now pay later magazine subscriptions. Maps, especially of Alaska, will be determined on a case by case basis if they will be allowed in the institution.

The Department shall prohibit any mail that:

1. Contains plans or threats of physical harm or other criminal activity;
2. Contains contraband, plans for sending contraband into or out of the institution, or indicates prohibited under 22 AAC 05.400, Prohibited Conduct For Prisoners;
3. Is written in a code that the reader cannot understand;
4. Show frontal nudity. Frontal nudity includes either the exposed female breast(s) and/or the genitalia area of either gender;
5. Solicits gifts, money, credit or contractual purchases without approval of the Superintendent or designee;
6. Contains information that, if communicated, would create a risk of mental or physical harm to a person;
7. Contains material that could reasonably be expected to aid an escape, or incite or encourage any form of violence;
8. Contains audio or video tapes;
9. Is a violation of a Court order; or

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10. Has been banned for good reason following an individualized determination by the Department, (e.g., the intended recipient is a victim who has requested no contact with the prisoner or is a minor whose guardian has requested no contact with the prisoner).

Note: The Department also may restrict certain publications, musical compact discs or electronic games.

Additionally, Spring Creek Correctional Center will prohibit any incoming mail which contains items not authorized for retention by the prisoner, or:

1. The mail contains loose postage stamps, pre-stamped envelopes, stickers in/on the envelope, and any non-paper material;
2. The mail contains laminated or homemade items, i.e., cards;
3. The mail contains altered magazines, books or newspapers;
4. The mail contains items not ordered or processed through normal facility channels;
5. The mail contains white out, perfume, lipstick or other unidentified materials;
6. The envelope or package does not display a proper return address;
7. The mail contains or solicits gifts, money, credit or contractual purchases without the written approval of the Superintendent; or
8. The parcel uses a padded envelope or contains bubble pack.

All prohibited mail will be handled as outlined in SCCC 810.03 Prisoner Mail, Publications, and Packages. All non-acceptable mail that has a return address will be returned to the sender if possible. The prisoner will receive from SCCC 810.03G (Notice of Mail returned to Sender (Non-Acceptable Mail)) notifying the prisoner he received non-acceptable mail and that it was returned to the sender. Mail without a return address or mail that cannot be returned to the sender can be disposed of or forwarded at the prisoner's expense. Options for Disbursement of Non-Acceptable mail are outlined on form SCCC 810.03C (Notice of Non-Acceptable Mail or Parcel). Prisoners will have three (3) days to respond to the Non-Acceptable mail notice. Prisoners will receive a copy of the Notice of Non-Acceptable Mail or Parcel form SCCC 810.03C stating the reason the mail was rejected. The prisoner will also sign the Mail & Distribution Tracking Sheet form SCCC 810.03E to verify he received a copy. The prisoner will sign the original Notice Non-Acceptable Mail form communicating what he would like done with the mail. If no response is given in the time frame the letter will be disposed of.

Written Communication with Staff

When prisoners communicate with SCCC staff members in written form they will utilize only DOC or Institutional approved forms. Prisoners must place their first and last name, housing module designation and prisoner number on all forms leaving the module. Responses may be delayed if this information is not included. All communication with staff will be placed in the wooden locked boxes in each module. Segregation prisoners will drop off the forms when they are out for things such as recreation and shower. Special trips just for dropping off forms will not happen.

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Any communication that contains profanity, vulgarity or statements that are intended to be insulting and/or degrading will be returned unanswered and may result in disciplinary action.

It is important that prisoners follow the appropriate procedures to make requests, file complaints, or grievances. Chain of command requires that you deal with the staff at the most immediate level of contact capable of resolving the issue. As an example of following the chain of command, there may be a problem with the air temperature in your cell. Instead of writing a complaint to the Superintendent, Director of Institutions or Commissioner of Department of Corrections, you should first:

1. Contact an officer working in your housing module to submit a work order: if no resolution;
3. Contact the House Sergeant using a Request for Interview form: if no resolution;
4. Feel free to follow the grievance procedure discussed in a later chapter of this handbook.

A prisoner found to abuse the grievance system may be subjected to both a restriction on filing Request for Interview forms and/or disciplinary action.

Telephone

Each general population module has three telephones to be shared equally by all. Telephone calls will be collect using the automated system in place. Prisoners are assigned pin numbers to use the telephones. If a prisoner forgets his pin number he can request it from his module officer.

A person who wants to receive telephone calls from a SCCC prisoner must have a Securitas account. To set up an account can call Securitas at 1-800-844-6591. If a person already has an account it stays active as long as that person keeps the account update with payments. Prisoners can not set up accounts for a telephone number.

The phones are accessible in the modules daily, excluding lockdown times. Prisoners should limit their telephone calls to thirty minutes, allowing other prisoners access to the telephones. Telephone call times can be extended if there are no other prisoners waiting to make a call.

Module phones may be used to place calls to an attorney. These calls will not be recorded if the prisoner's attorney's phone number has been listed with the Security department. To verify the telephone number has been already listed submit a Request for Interview form to the Security Sergeant.

SCCC may limit, monitor, and record prisoners' telephone calls to preserve security and order in the institution and to protect the public. Abuse or illegal use of telephone privileges, such as making intimidating, obscene, harassing, or threatening phone calls, may result in restriction or loss of telephone privileges, and/or disciplinary, civil or criminal actions. Any Court order or condition of probation/parole restricting contact with an individual or class of individuals will be honored. The only authorized numbers to be accessed must be to a stationary physical location, not an electronic location.

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Except as specifically authorized by the Superintendent (e.g., telephonic Court or administrative agency hearing where the judge or hearing officer authorizes the prisoner to participate telephonically from prison), any call that directly or indirectly uses one of these following features will be prohibited; three-way calls, call-forwarding, collect long-distance calls made through an operator rather than through the automated phone system in place, calls to toll-free numbers, calls to numbers which special or additional charges apply (i.e. 900 #s), calls using calling cards or personal identification numbers, or calls billed to credit cards or third parties, wireless connections (such as cell phones), as well as variable, fixed or remote call forwarding. Prisoners are not to use any form of voice mail, recorded messages, nor deliver messages for other prisoners.

An Individual Determination Restriction (IDR) for loss of personal telephone privileges will be determined by the Superintendent or designee. An Individualized Determination Restriction will be in place when reasonable grounds exist to believe that the prisoner's telephone use threatens the facility security, the safety of a person, the protection of the public, or other actions that constitutes telephone abuse. See Individual Determination Restriction (IDR) for more details.

Prisoners whose telephone access has been limited or suspended will be allowed telephone calls to an attorney, the Courts for scheduled hearings, and the Ombudsman's Office.

The telephones are subject to be turned "off" automatically, at the discretion of the Superintendent or his designee, for security purposes.

Accommodations will be made to ensure access to telephone communication by disabled prisoners. Upon request, Telecommunication Device for the Deaf (TTD) or similar equipment will be made available to prisoners with hearing/speech disabilities.

Time and charges calls must be submitted on a Request for Interview form to the Assistant Superintendent. The request must contain: The area code, phone number, what the issue or reason is for the call, and must have a commissary request attached to the Request for Interview form. Each of these requests will be approved or denied on a case by case basis. All calls must be justified. Time and charges calls will only be allowed if funds are available on the prisoner's OTA account. These time and charges calls are not routinely approved.

Prisoner-to-prisoner calls are prohibited, unless the other prisoner is an immediate family member and the call has been approved by the Assistant Superintendent.

It is not SCCC's policy to accept incoming messages for prisoners, except under exceptional circumstances, such as an immediate family member's medical emergency or death in the family. The family member's condition must be verified by a law enforcement agency, hospital, coroner, or funeral home.

Visiting Information

SCCC encourages prisoner visitation because strong family and community ties increase the likelihood of a prisoner's success after release. It is the prisoner's and visitors responsibility to conduct themselves properly during visits, not to accept or pass contraband, and not violate the law or visiting regulations. Visitation for a prisoner's visitor(s) is a privilege, not a right. The

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violation of visiting rules by a prisoner and/or his visitor(s) may result in the temporary or permanent loss of visiting privileges for the visitor(s) and could result in visiting restrictions and/or disciplinary actions for the prisoner and/or criminal charges for the prisoner and visitor(s).

This is a general overview of visiting at SCCC. For more detailed information about SCCC visiting procedures refer to Standard Operating Procedure (SOP) SCCC 810.02 Visitation.

Family and friends of a prisoner must be approved before they will be placed on an offender's visiting list. Per Policy and Procedure 810.02 Visitation SCCC will maintain a list of approved visitors for each prisoner. Prisoners may have a maximum of ten approved visitors (not to include minor children) on their visitation list. Exceptions may be made by the Superintendent or designee on a case-by-case basis.

A prisoner may request an addition or deletion to their approved visitation list during the months of July and December. A person shall be approved for only one prisoner's visitation list; the only exception will be a person who is an immediate family member of both prisoners, or with the approval of the Superintendent.

To obtain approval to visit an offender, a potential visitor must complete a visitation application form, even if the visitor has been previously approved to be on another SCCC offender's list.

Applications are processed, reviewed and either approved or denied by the Superintendent or designee. This process can take from seven days to six weeks. A criminal history check is done on all prospective visitors.

Potential visitors must submit a completely filled out Adult Visitor's Application or Minor's Visitor Application. These applications must be filled out for each prisoner a visitor wants to see. Both applications must include: date of birth, social security number, relationship, complete mailing and physical address, and home telephone number. Adult Visitor Applications also need driver's license or identification number and state of issue. Court emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors.

Minor Applications must have the parent or guardian's signature notarized. If one section is not filled out there must be an explanation of why. All incomplete Visitors' Application forms will be denied and the prisoner notified why it was denied.

A minor visitor, person under the age of 18, must be accompanied by an approved visiting parent or legal guardian. A minor who is an immediate family member of the prisoner may be brought in by an approved adult visitor who is an immediate family member. An order of the court prohibiting a prisoner from visitation with a minor during probation applies during incarceration.

Potential visitors who are presently on felony or supervised probation or parole must obtain written approval from their Probation Officer prior to being approved for visiting. Permission for this type of visit is not routinely granted.

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When a Visitor's Application form is processed and approved, staff will mail to the prospective visitor a Visiting Authorization letter along with a copy of Visiting Rules and Hours. The prospective visitor will have three weeks to sign and return the Visiting Authorization letter. If the letter is received back in the allowable time period, the prisoner will be notified of the visitor's addition to their visitor's list. If however, the "Visiting Authorization letter" is not returned within the allowable time period or returned by the U.S. Post Office as "undeliverable", the visitor will be denied and the prisoner will be notified.

Special visits are visits that take place out of the scheduled time for visiting and must be arranged by the prisoner in advance through the Superintendent or Assistant Superintendent. Visitors will still have to be approved for these visits to be granted. These visits will only be granted for exceptional cause such as in the case where approved visitor(s) will be traveling an extended distance, i.e. a bush community or from out of State.

When the prisoner is expecting a visit from an approved visitor of this type and wants an extended visit, preapproval should be requested with a Request for Interview form to the Assistant Superintendent at least forty-eight (48) hours prior to the desired visit.

A prisoner may lose his contact visiting privileges at the discretion of the Superintendent or designee for violation or attempted violation of any state or federal law, Alaska Administration Code or any Policy and Procedure, SOP, memoranda, or failure to follow staff instructions.

Any prisoner that receives a positive urinalysis test for illegal controlled substances or refuses or fails to provide a specimen for urinalysis testing, or found to be in possession of illegal controlled substances or drug paraphernalia, to include tobacco products, will be identified as a security risk and will be placed on an Individual Determination Restriction (IDR) for secure visiting. See Individual Determination Restrictions (IDR) for details.

Periodically there will be scheduled prisoner functions, i.e. banquets. Prisoners must be an active club member of the participating club and preapproved to participate in the function. Visitors must be on the prisoner's active visiting list to visit during the function. A prisoner with a secure visiting only IDR or court mandated order that is applicable may not participate in a banquet even if a current club member.

Any general or segregation visiting that takes place during these functions will have to be requested by the prisoner and have to be preapproved by the Superintendent. The schedule for these functions is found at prisoner's module bulletin board and the SCCC store bulletin board across from the SCCC store.

SCCC Visiting Rules

All prisoners and visitors must abide by the facility rules, the Policy 810.02, Standard Operating Procedure SCCC 810.02, and instructions of staff members. Prisoners and visitors will follow all instructions of staff promptly. The supervising staff member has the discretion to terminate a visit for any disturbance. During an emergency or disturbance, we may ask that all visitors leave the facility immediately.

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SCCC will not tolerate disrespect or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical altercations towards staff members, prisoners, or visitors; or improper use or abuse of state property. Offenders and visitors may not visit with other offenders or their visitors, unless it is an approved prisoner function.

All prisoners will be pat searched before they can enter the visiting area. Prisoners will go to the APS gym and report to the Operations office at the APS building after being notified of a visit. Only prisoners appropriately attired will be allowed to visit. Prisoners will wear state yellow top and pants, underwear, socks, and shoes. Prisoners are not allowed to wear sweatshirts, sweatpants, or shorts under their yellow state clothing. No shower shoes or slippers will be allowed in visiting. Prisoners may wear an undershirt but it will have to be tucked into their pants. Prisoners are permitted to wear one religious medallion with necklace and a wedding ring in visiting. No watches allowed. All prisoners will bring their state identification to visiting and give it to the Visiting Control room officer.

All visitors, their personal possessions and vehicles are subject to physical search by staff and electronic metal detection devices, while on Department property. Religious wear will be removed, searched, cleared by staff, and then returned to the visitor for retention during visiting. All visitors under the influence of alcohol or drugs will not be permitted to visit. If someone is with a person under the influence, they will also have to leave the premises. Visiting privileges will be suspended or revoked for disruptive behavior or violation of visiting rules.

It is a crime to promote or introduce contraband into a correctional facility and punishable by up to five (5) years imprisonment and \$50,000 fine (AS 11.56.375). Contraband includes anything that the visitor or prisoner exchanges without the Superintendent's approval.

During contact visiting, visitors and prisoners are limited to a brief embrace (i.e., 4-5 seconds in length) upon the beginning and end of the visit. Holding hands or any other physical contact during a contact visit will be cause for termination of the visit.

Prisoners and their visitors are to remain in their assigned seating during their visit. All chairs will be spaced apart and may not be moved from their position. During special functions visitors are allowed to move around but all other SCCC visiting rules on physical contact and behavior will be abided by.

Children must be kept under supervision by a responsible adult while on facility grounds. Escorting parents/guardians must monitor their children's behavior and provide appropriate control of their children. Unruly children may be cause for termination of the visit. Corporal punishment, generally defined as any measure intended to be injurious to an individual, is prohibited during visits. Verbal corrections and time-outs are the only allowable forms of discipline during visits. Children will not sit on a prisoner's lap. The contact visiting room play area is equipped with toys and television and videos for visitor's children only. No adult visitors or prisoners are to watch television. Children will remain with their parents/guardians unless escorted by their parent to the play area. When children leave the play area they will be escorted by their parents back to their assigned seating. There will be no running or throwing of objects in the visiting area.

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No prisoners or visitors can leave the visiting room then return except for approved restroom procedures or an administrative need.

Visitors who wish to use the restroom must notify the Visiting Control room officer. When a guardian visitor goes upstairs to use the restroom their minor children must accompany them upstairs. When prisoners need to use the restroom the visitors will be escorted upstairs, and not escorted downstairs until the prisoner reenters the visiting area. Visitors must be re-cleared through the metal detector and may be pat searched before they will be escorted downstairs. If there is less than thirty minutes of scheduled time left for visiting visitors will not be escorted back downstairs, and the visit will be ended. Once a visitor has left the lobby area, he/she will be viewed as terminating their visit and will not be allowed to return until the next appropriate visiting period.

Undue delay in leaving the prisoner visiting area after visiting has ended will lead to suspension or revocation of visiting privileges. Offenders and their visitors will cleanup their assigned area at the end of the visit. All prisoners who have physical access to a visitor will be strip searched after their visit has been completed.

If the visiting area reaches capacity, staff will first ask for volunteers willing to end their visit early. If no one volunteers, the staff will end visits based on length of visit and distance traveled.

Visitors are not allowed to bring cameras in the facility. Prisoner photographers are available upon request and with approval during contact visiting. These photographs will be paid for by the prisoner.

The Institution may, with cause, restrict a prisoner's contact visiting. Secure visitation area prohibits physical contact. Conversations in the secure booth are recorded. Secure visiting is on a first come, first serve basis and may not be reserved in advanced.

Prisoners housed in the segregated housing have more limited visiting times and space than General Population prisoners. (See approved visiting hours) Prisoners in punitive segregation will only be allowed a one hour secure visit with immediate family member.

Visitor Questions and SCCC Contact Information

For visitors with requests for directions or in need of answers to questions about visiting call Spring Creek Correctional Center main telephone line at 907-224-8200 or submit in writing to

Spring Creek Correctional Center
Attention Visiting Sergeant
3600 Betty Cato Drive
Seward, AK 99664

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General Population Visiting Hours

Contact/Secure Visiting 1300 to 1600 hours 7 days a week.

Contact/Secure Visiting 1830 to 2100 hours Friday, Saturday, Sunday and State Holidays

Note: Visiting hours will be subject to change or cancellation to accommodate institutional, security, or space requirements.

GENERAL ADMINISTRATIVE INFORMATION

Law Library

The Law Library is located in the APS Gym door # 96. The Law Library is accessible during your scheduled recreation period of the day. A prisoner law librarian is available to assist with legal research. If the prisoner law librarian is not present, other prisoners may not access the Law Library.

In an event of an emergency there is a light switch available by the door to notify security personal.

The most current SCCC Prisoner Handbook, Alaska Administrative Code, Alaska Department of Corrections (DOC) Policies and Procedures (P & Ps) and Spring Creek Correctional Center Standard Operating Procedures (SOPs) excluding Restricted Access Polices are located in the SCCC Law Libraries.

Due to fire code requirements, there is a maximum of ten (10) persons, including the Librarian, allowed in the Law Library at any one time. Because of this it is important that the Law Library be used for legal research only, socializing is not permitted.

Access "IN" and "OUT" of the Law Library will be during open movement times only. Prisoners requesting entry will be allowed to possess no more than one manila envelope or file folder, no larger than 10" X 13". The manila envelope or file folder will not be thicker than one inch.

If a prisoner requires more material to do his research than will meet these requirements, a Request for Interview form will need to be submitted to the Assistant Superintendent for permission. The Request for Interview form will be reviewed and a decision will be issued in writing. Nothing but the prisoners' own, current legal material will be allowed to be taken into/out of the law library.

Requested legal materials not available through the in-house library will be obtained, if reasonably possible, for the prisoner. Any copies of requested material, which have been made for the prisoner's use, will remain the property of the law library.

No law library reference material will be photocopied. For legal cases all that is needed is to quote a "case" and "number". The courts have their own libraries to look up references.

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Prisoners who wish to review their legal compact discs (CDs) will put in a Request for Interview form into Property. In the APS Law Library there is a computer to review the compact discs. Before a prisoner goes to the Law Library he must request the compact discs from the Operations Office. The prisoner must return the compact discs to the Operations office immediately after exiting the Law Library. After the discs have been reviewed they will be returned to the Property Department unless the prisoner notifies an officer he needs to review them again. If the legal compact discs are not reviewed after one month they will be returned to the Property Department. The prisoner will have to submit a new request for them.

The Law Library typewriters are to be used for prisoner legal work only. Letters to friends, family and businesses, Request for Interview forms, Commissary Request forms, loan applications, schoolwork, poetry or any other use of the typewriter that is not for legal purposes is forbidden and will result in disciplinary action. If a prisoner is unsure whether the work is legal or not, the prisoner should contact Facility Standards Officer prior to entering the law library.

Prisoners may not remove or in any way deface or damage any computers, typewriters, books or materials from the Law Library. Prisoner's caught engaging in this type of behavior can be placed on an Individual Determination Restriction and will face disciplinary action to include possible restitution for the destroyed/damaged item. See Individual Determination Restriction (IDR) for more details.

The Effects of a Felony Conviction on a Prisoner's Civil Rights, AS 33.30.241

A person who is convicted of a felony involving moral turpitude (listed below) is disqualified from voting and serving as a juror until the person's unconditional discharge. Unconditional discharge means that a defendant is released from all disability arising under a sentence, including probation and parole.

List and Definitions of Felonies involving Moral Turpitude

Sec. 15.80.010.(9) A "felony involving moral turpitude" includes those crimes that are immoral or wrong in themselves such as murder, manslaughter, assault, sexual assault, sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury, perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terroristic threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, sex trafficking, criminal mischief, misconduct involving a controlled substance or an imitation controlled substance, permitting an escape, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography;

A person convicted of a crime that constitutes a felony involving moral turpitude under state or federal law may not vote in a state, federal, or municipal election from the date of the conviction through the date of unconditional discharge of the person.

Unconditional discharge is defined as an individual who is released from all supervision arising from a conviction and sentence, including court, probation and parole jurisdiction.

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Pursuant to AS 15.05.030, if a prisoner was convicted for a felony involving moral turpitude, upon his unconditional discharge from custody or supervision by the Department of Corrections, he may register to vote. An individual convicted of a felony involving moral turpitude who is unconditionally discharged from confinement will receive written notification prior to release of the restoration of the right to register to vote.

To learn if a prisoner meets the standard voter qualifications, he must acquire a voter registration application from the Division of Elections or, through his voting district's regional office.

Absentee Voting

Prisoners who qualify for absentee voting and wishes to vote in a state or federal election are responsible to follow these steps in order to obtain and cast an absentee ballot. The Division of Elections determines whether or not a prisoner is eligible to vote.

1. Write to the Division of Elections to request an application for an absentee ballot as well as a voter registration form if needed. The address is:

Division of Elections
Absentee and Petition Office
619 East Ship Creek Ave., Suite 329
Anchorage, Alaska 99501-1677

2. After receiving the application for an absentee ballot, it is the responsibility of the prisoner to fill out the application and mail it to the address that is indicated.
3. After receiving the absentee ballot, it is the responsibility of the prisoner to follow all instructions, including meeting all deadlines, in order to submit the ballot in a timely manner.
4. Mail to and from the Division of Elections is considered privileged mail, however facility staff are not required to take steps outside normal procedure to expedite mail to the Division of Elections.
5. A prisoner who wishes to vote in a local or municipal election must write to the City Clerk to request an absentee ballot. A prisoner who is a resident of another state must write to that State's Secretary of State to request information as to how to obtain an absentee ballot.

Sentence Computation

Per Department of Corrections Policy and Procedure 602.01 Time Accounting Management all sentenced prisoners must have a time accounting record completed. The designated institutional time accounting officer is responsible for maintaining the prisoner time accounting record at the holding institution in accordance with Policy and Procedure. The time accounting record and, if applicable, the time accounting record continuation sheet must be maintained in the prisoner's institutional file.

The prisoner's time accounting record must be completed within thirty (30) days after the prisoner is sentenced on all cases and the prisoner must be provided with a copy. If the prisoner disagrees with the sentence calculation, the prisoner and the

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Time Accountant will attempt to resolve the issue informally. A prisoner will address a Request for Interview form to the Time Account (not his probation officer) and present the issue. If the issue cannot be resolved informally, the prisoner may use the grievance system.

Classification Procedures

Prisoners shall be classified to the least restrictive custody level based on the assessment of behavioral risk factors, supervision needs, rehabilitative needs, and institutional behavior. The classification process shall identify prisoners' rehabilitative and reentry requirements that promote public safety and provides for the responsible reformation and reintegration of offenders. Prisoners shall be housed based on their custody level.

Regular reviews of each prisoner's custody and rehabilitative status shall be completed, including educational activities, job assignments, rehabilitative program participation, institutional adjustment, and reentry needs.

The Initial Classification (Form 20-700.01A) shall be completed within five (5) days of remand and shall be utilized during the first year of incarceration for all classification actions. A reclassification review shall be held one year after the initial classification review, yearly thereafter, six (6) months prior to release, and at any time at the discretion of the Superintendent

Classification Appeals

Appeal of Classification Action form must be placed in the blue metal Grievance boxes located in the Housing Units and APS Gym. Once an appeal has been filed and received, a written response will generated within these time frames:

- Appeal to Superintendent – response within 5 days
- Appeal to Director of Institutions – response within 15 days
- Appeal to the Deputy Commissioner for Operations – response within 15 days.

Working days do not apply because the appeals are picked up everyday.

If you have further questions see Policy and Procedure 760.01 Appeal Procedures

Grievance Procedures

A prisoner may file a Prisoner Grievance for any alleged action violating the Department's regulations, statutes, policies, or procedures stated in the SCCC General Population Prisoner Handbook that does not already have a separate appeal process. A prisoner found to abuse the grievance system may be subjected to both a restriction on filing grievances and/or disciplinary action.

A Prisoner Grievance form must be submitted by the prisoner within thirty (30) calendar days from the date the incident occurred or from when the prisoner has knowledge of the incident. To begin the process a prisoner must try to informally resolve an issue by submitting a Request for Interview form to the appropriate staff before filing a formal grievance. If the Request for Interview form fails to resolve the problem informally, the prisoner may then submit a Prisoner Grievance form outlining the issue in one of the blue metal Grievance boxes.

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The Prisoner Grievance form will be initially reviewed by the Facility Standards Officer. After the Prisoner Grievance form is reviewed, it will either be screened back to the prisoner or sent on for further investigation. A screened grievance is a grievance that is rejected or returned for correction due to content or completion deficiencies.

For more specific information refer to Policy and Procedure 808.03 Prisoner Grievance.

Grievance Appeals

Prisoners may appeal the Screened Grievance decision. The prisoner must state in writing on a Request for Interview form why the screening is incorrect, attach it to the grievance and the screening form, and return it to the Facility Standards Officer within two days after receiving the screening decision. Working days do not apply because the appeals are picked up everyday.

A prisoner may appeal a Facility Manager's/Director's grievance decision. Within two days after receiving the Facility Manager's/Director's decision, the prisoner must complete and place a Prisoner Grievance Appeal Statement in one of the blue metal Grievance boxes. This statement must only address the subject and relief sought in the initial grievance. No additional information may be submitted.

A prisoner who believes a grievance was not handled consistent with policy may seek review by the Standards Administrator after the Director renders a decision. Within twenty (20) working days after receiving the Director's decision, the prisoner must request a review by writing a letter not to exceed two pages and include their copy of the grievance and grievance appeal and send it as privileged mail directly to the Standards Administrator. The review by the Standards Administrator serves as the final administrative action of the Department on the grievance.

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Sample Recreation Schedule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Morning – C Afternoon – A	2 Morning – A Afternoon – B	3 Morning – B Afternoon – C	4 Morning – C Afternoon – A	5 Morning – A Afternoon – B
6 Morning – B Afternoon – C	7 Morning – C Afternoon – A	8 Morning – A Afternoon – B	9 Morning – B Afternoon – C	10 Morning – C Afternoon – A	11 Morning – A Afternoon – B	12 Morning – B Afternoon – C
13 Morning – C Afternoon – A	14 Morning – A Afternoon – B	15 Morning – B Afternoon – C	16 Morning – C Afternoon – A	17 Morning – A Afternoon – B	18 Morning – B Afternoon – C	19 Morning – C Afternoon – A
20 Morning – A Afternoon – B	21 Morning – B Afternoon – C	22 Morning – C Afternoon – A	23 Morning – A Afternoon – B	24 Morning – B Afternoon – C	25 Morning – C Afternoon – A	26 Morning – A Afternoon – B
27 Morning – B Afternoon – C Evening – A	28 Morning – C Afternoon – A Evening – B	29 Morning – A Afternoon – B Evening – C	30 Morning – B Afternoon – C Evening – A	31 Morning – C Afternoon – A Evening – B		

Group A – Echo & Fox

Group B – Golf & Hotel

Group C – Juliet, Lima & Mike

DAILY SCHEDULE

Weekday Schedule	
0245	LOCKDOWN COUNT
0330	Worker Movement
0340	End Movement
0530	LOCKDOWN COUNT
0610	LOCKDOWN COUNT
	Count Clear – 10 Minute Kitchen Worker Movement.- After Kitchen Worker Movement, 10 Minute RSAT Rec.
0650	Post 9 Pill Line, Escort only.
0750	RSAT Recall
0800	Restricted Movement / Workers, Medical, Programs
0810	End Movement
0850	Restricted Movement / Workers, Medical, Programs
0900	Open Movement - Group _____
0910	End Movement
0950	Open Movement - Group _____
1000	End Movement
1050	Recall to Units
1100	LOCKDOWN COUNT
1150	Restricted Movement / Post 9 Pill Line
1250	Restricted Movement- AFTER IN-HOUSE PILL LINE Workers, Medical, and Programs
1300	Open Movement - Group _____
1310	End Movement
1350	Open Movement - Group _____
1400	End Movement
1450	Open Movement - Group _____
1500	End Movement
1550	Recall to Units
1600	LOCKDOWN COUNT
1630	RSAT Movement (Tue, Thu, Sat) Echo Mod Movement (Mon, Wed, Fri)
1720	Recall to Units
1730	LOCKDOWN COUNT
1810	LOCKDOWN COUNT
	(after pill line) Open Movement - Group _____
	End Movement
1950	Open Movement - Group _____
2000	End Movement
2050	Recall to Units
2100	End Movement
2150	LOCKDOWN COUNT

Weekend Schedule	
0245	LOCKDOWN COUNT
0530	LOCKDOWN COUNT
0610	LOCKDOWN COUNT
	Count Clear – 10 Minute Kitchen Worker Movement.- After Kitchen Worker Movement, 10 Minute RSAT Rec.
0650	Post 9 Pill Line-(Escort only).
0750	RSAT Recall
0800	Restricted Movement / Workers and Medical
0810	Open Movement - Group _____
0820	End Movement
0850	Open Movement - Group _____
0900	End Movement
0950	Recall to Units
1000	LOCKDOWN COUNT
1050	APS Kitchen Worker Egress (exit) Movement
1150	Restricted Movement / Post 9 Pill Line
1250	Restricted Movement / Workers and Medical
1300	AFTER IN-HOUSE PILL LINE Open Movement - Group _____
1310	End Movement
1350	Open Movement - Group _____
1400	End Movement
1450	Open Movement - Group _____
1500	End Movement
1550	Recall to Units
1600	LOCKDOWN COUNT
1630	RSAT Movement (Sat Only)
1720	Recall to Units
1730	LOCKDOWN COUNT
1810	LOCKDOWN COUNT
	(After Pill Line) Open Movement - Group _____
	End Movement
1950	Open Movement - Group _____
2000	End Movement
2050	Recall to Units
2100	End Movement
2150	LOCKDOWN COUNT

PRISONER INCENTIVE PROGRAM

Phase I-Jail/Pre-Trial

All newly remanded prisoners, pre-trial detainees, segregated prisoners and those serving 365 days or less will be considered phase I which includes the following:

1. No personal clothing.
2. Commissary limit of \$25 per week.
3. Special commissary if approved by the superintendent to purchase AM/FM radio and headset.
4. Property not to exceed items listed on form 811.05 C.
5. Commissary from Jail commissary list only.

Phase II-Prison

All sentenced prisoners, 366 days or longer, that have no B or C (1, 2, 3, 7, 14, 16 or 17) guilty findings for the proceeding 90 days are eligible for phase II. Prisoners cannot move to phase II until they have met the 90 day criteria.

1. Personal property limited to items contained on property list 811.05 D.
2. Personal clothing as indicated on property list 811.05 D.
3. Commissary limit of \$50 per week.
4. Special commissary of \$250 up to 2 times annually; includes basic MP3 player.

Phase III-Prison

Prisoners may move to phase III after being at phase II for six months with no B or C (1, 2, 3, 7, 14, 16 or 17) guilty findings.

1. Personal clothing as indicated on property list 811.05D.
2. Commissary limit \$75 per week.
3. Special commissary \$250 up to 3 times annually; includes TV if prisoner has met the requirements set out in AS 33.30.015 for possession.

Upon conviction for either a B or indicated C level infraction, prisoners will lose their electronics as follows:

B-Level write-up: Reduce to phase I limits with loss of electronics for 180 days.

C-Level write-up: Reduce to phase I limits with loss of electronics for 90 days.

All segregated prisoners are limited to phase I criteria until released from segregation and standards are met for movement to phase II or phase III

Prisoners are responsible to notify the identified staff member, as indicated by the Superintendent, when their sanctions are complete.

SCCC GENERAL POPULATION AUTHORIZED PROPERTY LIST

Religious /Jewelry Items Limits

Item	Description	GP
Bible / Koran	One (1) Total - <u>not</u> each.	2
Prayer Rug	45.5" L x 26.5 "W Must have preapproval from Superintendent prior to prayer rug being ordered.	1
Religious Head covering	Pre-approval from Chaplain or designee. Head coverings not approved for us in general population must remain in the chapel.	1
Faith Medallion or Pendant: / Necklace	Metal symbol with a maximum diameter of 2 ½ inches no decorative stones; must be on a Department-approved chain. , no heavy chains; necklace & medal total maximum value \$100.	1
Medicine Bag	Medicine bag must be approved through the chapel. Made of leather, maximum 2 ½" in length, may not be embellished after purchase, suspended from a leather strap.	
Prayer Beads		1
Ring-wedding	No stones; maximum value allowed \$100 must have proof of legal marriage in prisoner records.	1
Watch	No designer names maximum value allowed \$100.	1

Electronic Equipment Limits - *Entertainment Electronics

Item	Description	GP
AC adapter	One for each electronic device owned.	3
AM/FM Radio*	(SRF type) Clear plastic only approved vendor only	1
Battery	Commissary or approved vendor.	7
Battery Charger	Plug in only, no cords.	1
Calculator	Clear plastic only. Pocket size only; no programmable memory capabilities; maximum value \$20.	1
Compact Disks - Game	All must be pre-recorded commercial; No Parental Advisory or Adult/Mature rated.	50
Clock	Stem wind or battery powered only; maximum size 4" overall.	1
Controllers (game)*		2
Ear Bud*	Clear plastic.	1
Fan	Clear plastic; no larger than 10" plastic blades.	1
Game System*	X-box 360 only.	1
Headphones	Clear plastic.	1
Headphone extension cord	Not to exceed 6' in length.	1
Lamp	Clear plastic only; plastic clamp only.	1

Memory Cards*	For game systems only.	2
MP3 Player*	Clear approved vendor only.	1
Surge Protector	No longer than 15' cord.	1
Typewriter	Clear plastic only. Portable; electric or manual; no batteries allowed; limit 2 ribbons with machine & one spare print apparatus/wheel.	1
Television*	Flat screen clear up to 15" screen. Phase III only	1
Television remote*	Prisoner must own television. Remotes stay in cell.	1
Y adapter		1

Recreational/Exercise Equipment Limits

Item	Description	GP
Athletic Supporter		1
Board Games	Special Commissary only.	2
Chess Set		1
Playing Cards	SCCC Store store.	2
Pool Cue	Special Commissary only.	1
Racquet Ball	Commissary only.	3
Sport Safety Glasses	Special Commissary only.	1
Weight Belt		1

Bedding & Linens Limits

Item	Description	State	GP
Blanket	Twin size; state issue; Personal white, light gray or beige. Only allowed 1 personal blanket or comforter total.	2	2
Laundry Bag	White state issue only.	1	0
Pillow	Standard size only; State issue green; Personal white only; no overstuffed or cervical pillows (unless prescribed).	1	1
Pillowcase	Standard size only; State issue brown/tan; Personal only light gray, tan, or white.	2	2
Sheet	Twin size only; state issue brown/tan; Personal light gray, tan, or white.	2	4
Towel	State issue brown; Personal standard size white or cream.	2	2
Wash Cloth	State issue brown; Personal standard size white or cream.	2	2

Consumables Limits

Item	Criteria	GP
Air freshener tree		1
Athlete's foot powder		1

Brush	Plastic only; 6" maximum length.	1
Comb	Plastic only; 6" maximum length, no rat tail.	1
Contact lens cleaner	Only if owns contacts.	1
Contact lens multi- purpose solution	Only if owns contacts.	1
Dental Floss loops/ floss		2
Denture Bath	Only if prisoner has dentures.	1
Denture Brush	Only if prisoner has dentures.	1
Denture Powder	Only if prisoner has dentures.	1
Deodorant		2
Eye wash (no Visine)		1
Hair dressing		1
Hair pick	Plastic only; no handle; no rat tail.	1
Hair ties		5
Hair Bags	Plastic only	2
Laundry Soap		2
Lip Balm		2
Lotion		1
Magic Shave		1
Mirror	Plastic; no larger than 4"x 6"; one piece commissary.	1
Mouthwash	Nonalcoholic	1
Nail clipper, large	No file.	1
Nail clipper, small	No file.	1
Poli-grip cream	Only if prisoner has dentures.	1
Q-tips	1 Package of 100 count.	2
Razor	Disposable or 1 razor handle and 10 razor cartridges.	10
Shampoo/ Conditioner	Each.	2
Shaving cream		1
Soap bar		3
Soap dish	Plastic only.	1
Toothbrush		2
Toothbrush tube	Clear plastic only, must own a toothbrush.	1
Toothpaste		1
Tweezers	Maximum size 3½".	1

Miscellaneous Personal Property Limits

Item	Description	GP
Book, paperback	Altered books are not allowed. Total includes all religious books excluding 1 Bible or Koran.	5
Bowl with lid	No lids without bowls allowed.	2
Calendar	No metal binders. Cannot be bigger than 9" wide X 11" long. Current Year only.	1
CD wallet	No metal binders.	2
Cup /Mug	Clear plastic only; up to 20 oz.	1
Cup/tumbler	Clear plastic no more than 32 oz 1 state & 1 personal. Orientation Status prisoners may only have state tumbler.	2
Spork	Plastic only;	1
Dictionary – pocket		1
Magazine/ Newspaper	No altered magazine allowed. Newspaper clipping counts as one.	5/2
Master Lock	Commissary only.	1
Water bottle	Plastic only Up to 32 oz (clear only).	1

Stationary Limits

Item	Description	GP
Address Book	No metal binders.	1
Corrections Ribbon	Typewriter.	2
Envelopes, box of 100	Legal or standard size.	1
Envelopes, clasp	50 count	1
Eraser		2
Expendable File Folder		2
File Folders		10
Letters/ Cards	Personal. No larger than 8½" X 11".	20
Marker, color	Set (quantity 10) no permanent markers allowed.	1
Paper, carbon sheet		10
Paper, sheet	Notebook/Typing.	200
Paper, tablet	Writing, legal, standard sizes.	2
Paperwork, legal	Current ongoing legal material the equivalent of one property box.	
Paperwork, personal	Cannot be taller than...	6"

Pen	Ball point and/or Hi Liter;	6
Pencil, color	Set (quantity 12).	1
Pencil	Wood.	4
Photo Album	No more than 200 photos total in both albums; no metal binders; not to exceed 8½" & 11".	2
Photos – loose	No larger than 8½" x 11".	25
Postage Stamp		25
Sketch Pad 9"X12"		1

Clothing Limits

Item	Description	State	GP
Bandana / Do-rag / Handkerchiefs	Colors allowed white or light grey.	0	1
Belt	Leather, cloth or nylon only.	0	1
Belt Buckle	No larger than 2" x 2".	0	1
Boots	Boots must pass metal detector. Boots tan or black & maximum value \$100; 6" or less from bottom of heel to top of boot. Can get from approved vendor, annual package, & state issue. Boots issued by the state when working only. Cannot have more than 1 personal pair of boots.	1	2
Coat	State issue tan or yellow. Personal light tan color only; maximum value \$100; no hood; Carhartt style; length no longer than waist; no zip-out linings.	1	1
Eyeglasses	Must have current prescription to order new glasses.	2	2
Gloves	Cotton only. Gloves are not to be used for recreation purposes.	1	2
Gym shorts	Light gray; only cotton material. No cut offs allowed.	0	2
Hat/Cap	State issued watch cap orange. Personal white, light grey or tan, rag wool watch cap.	1	2
Jeans/ Pants	State issue; State issue jeans worn when working only; Personal blue denim colored only; maximum value \$50; no designer brands/ baggy styles.	2	3

Rain Coat	State issue for when working only.	1	1
Rain Paint	State issue for when working only.	1	1
Robe	White only; no hood.	0	1
Shirt – Pull over	State issue only.	3	0
Shirt – button down	State issue for when working only.	2	0
Shoes	1 pair state issued shoes and 1 pair of personal shoes or 2 pair of personal shoes allowed. Shoes maximum value \$100; Shoes will be 6” or less from bottom of heel to top of shoe; white, black, light grey, or tan colors only more than 80% of shoe must be approved color. Shoes must pass metal detector.	1	2
Shower Shoes	Plastic. Tan, black, white, black or light grey.	0	1
Socks	White or light grey.	3	10
Sunglass/ sunglass clip	Non-reflective model; no mirrored lens; maximum value \$25. Approved for outdoor-use only. A prisoner must have written medical approval in his possession if wearing sunglasses inside the facility.	0	1
Sweat Pant	Light grey only; cotton material.	0	2
Sweat Shirt	No hood or pockets; light grey; cotton material.	0	2
Thermal Underwear	Top/Bottom	0	2
Undershirt	White or grey only; Tee, tank; no pockets.	0	7
Undershorts	Boxer or brief style; no solid colors except white.	3	7