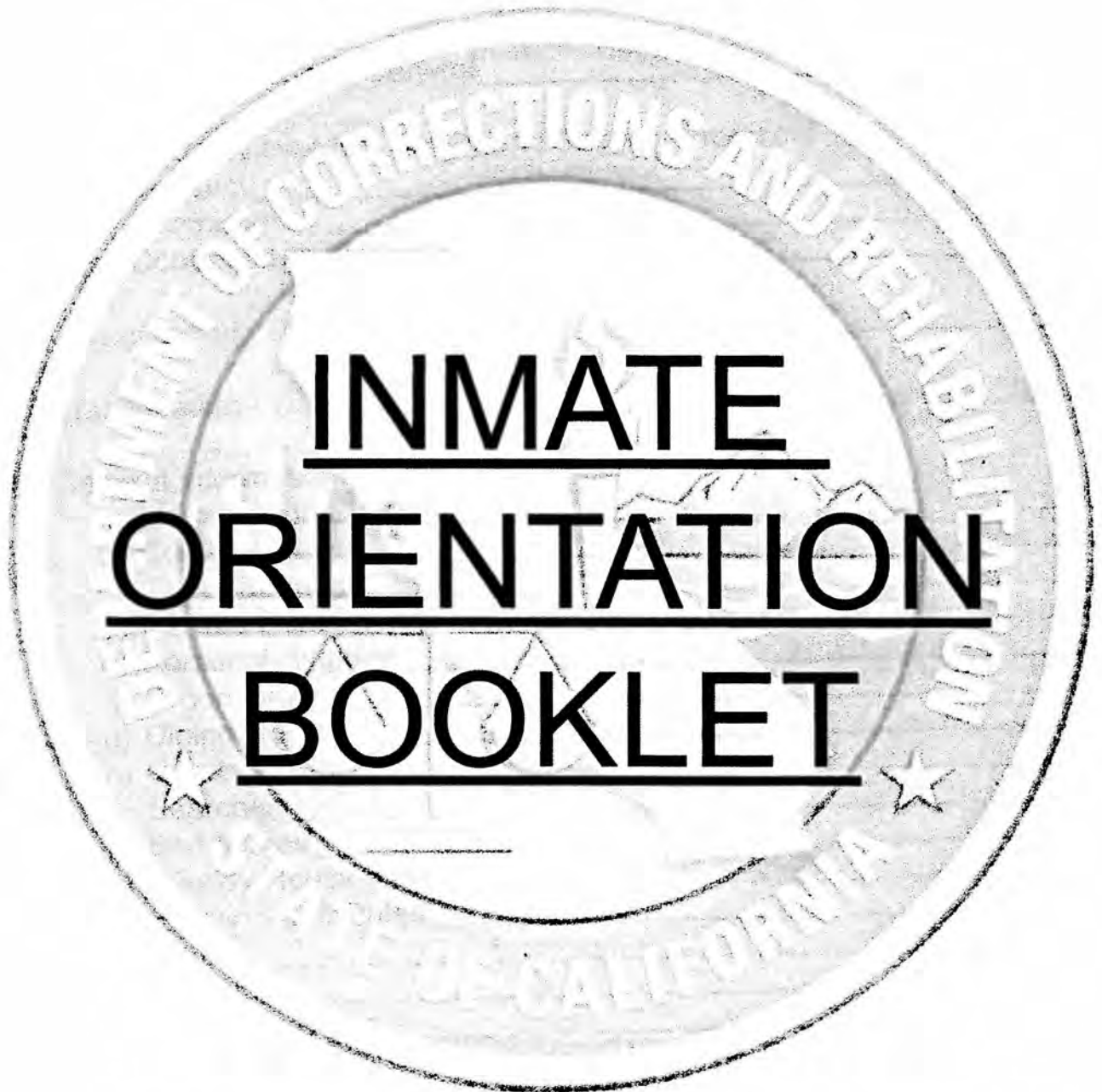


California Institution For Men



GENERAL INFORMATION FOR
RECEPTION CENTER INMATES

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I INMATE ORIENTATION MANUAL FOREWORD

The purpose of this orientation manual is to assist the new arrival inmates with basic rules, regulations, policies, and procedures at the California Institution for Men (CIM). You will receive an orientation about the basic rules of the institution, as well as many of the rules and regulations addressed in your copy of the California Code of Regulations (CCR), Director's Rule Book, more commonly referred to as the Title 15. You will receive a copy of the Director's Rule Book as a part of your original orientation process into the California Department of Corrections and Rehabilitation (CDCR). If you require another copy, you can speak with the housing unit officer or visit the Law Library. You are encouraged to become familiar with the information provided.

If you do not understand these rules and procedures, you may ask your counselor, housing unit officer, or any other program staff for assistance. You are responsible and accountable for knowing, understanding, and complying with the contents of this booklet and all other Departmental and Institutional Rules and Regulations.

II ADDRESS

Mailing:

California Institution for Men
Post Office Box 128
Chino, CA 91708

Physical: CIM is located at:

14901 Central Avenue in Chino California

III INTRODUCTION TO THE INSTITUTION

CIM accommodates all custody levels of male inmates and functions as a reception/processing center for incoming male inmates. CIM serves as a hub institution for the selection and physical fitness training of male firefighters selected for conservation camp placement. The institution also serves as a higher security facility for male inmates in Administrative Segregation. Programs are available to assist inmates in recognizing and developing their self-worth so they can become productive individuals. Evidence-based programs designed to elevate social awareness and personal responsibilities support the goal of successful reintegration into society.

CIM offers a vast amount of programs and services to aid inmates on the road to rehabilitation. Check with the MAC regarding programs offered on your assigned facility. Each day we learn from yesterday and use today to make tomorrow better.

IV RULES AND REGULATIONS

For issues pertaining to inmates, the Department Operations Manual (DOM) and CCR Title 15 are available for reading in the Law Library. All inmates are to become familiar with and adhere to all departmental and institutional rules, regulations, and procedures. Ignorance of the regulations and procedures is not an acceptable excuse for misconduct. Within 14 days of reception by CDCR or upon return to confinement in a departmental institution or facility, every inmate will receive a copy of the rules and regulations of the Director of CDCR also known as the "Title 15". You will be required to sign a document receipt indicating that you have received a copy of the Title 15. This receipt will be a permanent record in your Central file.

V GENERAL OVERVIEW OF THE MAIN SAFETY AND SECURITY PROTOCOLS

CIM staff encourage all inmates to become very familiar with the rules and regulations of a prison environment by thoroughly reading though the CCR Title 15, DOM, local policy memorandum, and institutional rules. Outlined below is only a brief summary, not a complete list, of some of the major rules and regulations you need to become aware and familiar with. Please see the sources noted above for a complete explanation of all rules and regulations.

a) Conduct-Inmates shall obey all laws, regulations, local procedures and refrain from behavior which might lead to violence, disorder or which otherwise endangers the facility, outside community or any other person. Inmates and parolees are expected to promptly and courteously obey all orders and instructions, written or verbal, of all Staff and Employees authorized with the responsibility for the custody and supervision of inmates and parolees.

Inmates shall not willfully attempt, commit, threaten, assist and/or encourage another person in the commission of any violent act upon any person(s), including self-mutilation or attempted suicide.

b) Contraband-Defined in CCR, Title 15, contraband is defined as anything in excess of the maximum allowed quantities, or received or obtained from an unauthorized source. No inmate is to be in possession of any item or substance defined as contraband.

c) Controlled Substances, Tobacco And Other Paraphernalia-Tobacco and tobacco products are Contraband and as such, prohibited; regardless of the quantity, possession will result in a CDCR-0115, Rules Violation Report (RVR). Controlled substances such as illegal drugs, narcotics or paraphernalia that aid in the consumption, creation, and/or distribution of a controlled substance are strictly prohibited. Any prescription medication unlawfully received from another inmate or outside source other than medical staff is strictly prohibited as well. **To reiterate, possession of a controlled substance, tobacco, or other paraphernalia will result in a CDCR-0115.**

VI CLASSIFICATION FOR RC INMATES

Once received at CIM, Inmates are assigned and interviewed by a CC-I who will process them through RC process Classification. Every effort will be made to complete RC processing within 30 days from receipt of your C-File. After your revocation packet, TB status, medical, dental, and mental health evaluation Chronos and C-file have been received and audited by a Records Analyst, your case will be endorsed as soon as possible. All unprocessed cases will be housed in RC. You do NOT have a right to be housed in a particular housing unit; CIM Staff has the responsibility to meet the safety and security needs of the Institution when determining housing. Send your CC-I a CDCR-0022 "Request for Interview" if you have serious questions about your processing.

Extended Reception Center Stays For Inmates Whose Disability Impacts Placement

The **Armstrong Remedial Plan** requires CDCR to transfer inmates whose disability impacts placement out of RC within 60 days. If you are a parole violator pending revocation, the 60 days does not start until the BPH has made a final decision concerning your revocation. If you are on kidney dialysis, have a vision, hearing, speech, or mobility disability so severe that you are to be placed in a Disability Placement Program designated institution, and CDCR does not transfer you to a program institution within 60 days, you may be entitled to work-time credits according to the sentencing laws that apply to your case. You may also be entitled to certain privileges not normally granted to RC inmates. Under these provisions, work-time credits and privileges are granted from the 61st day until you are transferred to a program institution. When you get to the program institution, the work-time credits and privileges will stop until you go to initial classification.

VII CLASSIFICATION FOR GENERAL POPULATION

Initial Classification for new arrivals is held usually within 14 days of your arrival. If there is a delay, your CC-I will provide you with an update at your request. You will be interviewed by the assigned CC-I prior to Initial Classification to answer any questions you may have. You are encouraged to participate in classification. The case factors from your C-File will be reviewed and you will be placed in an assignment or a waiting list. Failure to report on time for classification when ducated will result in disciplinary action. Prior to Initial Classification, you will receive a CDC-0128-B1 Notice of Classification form, which will advise you of your upcoming appearance. DO NOT ask the housing unit officer when you will be going to classification; they do not know. You will receive your CDC-0128-B1 Notice no less than 72 hours prior to your appearance before the Classification Committee.

VIII GENERAL INFORMATION

a) Identification Cards-You must have your identification card with you at all times, especially when you exit the housing unit - and regardless of your destination.

b) Counts-There is to be no talking or noise whatsoever during institutional count. You may not talk to staff while they are conducting count. The times of Institutional Counts are: **0045, 0245, 0445, 1200 (Close Custody), 1645 (Standing Count), 2115 and 2330.**

During standing counts, all inmates are required to stand by their bunks. Inmates unable to stand based on documented medical reasons will be required to remain in a sitting position during count. Failure to comply with these procedures will result in disciplinary action for delay of institutional count.

Emergency Counts may be called for any reason, at any time; When announced over the loudspeakers, you are required to **IMMEDIATELY** return to your assigned housing unit for count.

c) Out of Bounds and Unauthorized Areas-All housing units and cells, other than your ASSIGNED unit and cell are out of bounds to you. Additionally, "OUT OF BOUNDS", "UNAUTHORIZED AREA", etc. signs are posted to notify you that the area is "out of bounds". You will be subject to disciplinary action for violations in these areas. There is absolutely no loitering permitted in the corridors or hallways. The hallway area between the door of the housing unit office and the entrance door is not to be a place of congregation. This area must remain free of traffic at all times. If you are waiting for meal release, you must wait in the dayroom, your cell, TV room, or in the backyard when open. Violation of this rule will result in disciplinary action. Permission to enter any housing unit other than your assigned unit must **FIRST** be obtained from that Unit's assigned Officer.

d) Passes and Ducats-You need a pass or ducat for any purpose other than going to the yard, recreational events, religious services, or attending medical sick call. If you receive a ducat to report to a particular area (such as Medical), you are required to report. Each program is provided with a Daily Movement Sheet (DMS). If you are expecting a ducat and have not received it, you can ask the housing unit officer to verify if your name is on the DMS; If it is, the officer will issue a pass and you will be allowed to proceed to that destination. Failure to respond to ducats could result in disciplinary action. If you are 15 minutes or more late, or else fail to report for a medical/dental/mental health ducat, you shall receive a CDCR-0115.

e) Personal Hygiene-Inmates are expected to present themselves in a clean and orderly fashion at all times. This includes bathing, combing your hair, brushing your teeth, wearing clean clothes, etc. If your trust balance is less than \$1.00 and you did not receive a canteen draw in the past 30 days, you are eligible to receive personal hygiene items and stamped envelopes. Housing unit staff can assist you with the process to request indigent supplies.

f) Grooming Standards-Your hair shall be clean, neatly styled, groomed and maintained in accordance with 15-CCR-3062. You may not have any lettering, numbering, or designs of any kind, cut, shaved, dyed or painted, in your hair or on your scalp. You are prohibited from altering the appearance of your hair by changing its natural color. Your fingernails shall not extend more than ¼ inch beyond the tips of your fingers. Nails shall be neat and clean. You are not permitted to pierce any part of your body. Violation of these grooming standards may result in disciplinary action.

g) Dining Room Policy-Each Housing Unit shall be released for meals by the Housing Unit Officer and will be announced. Before entering the dining hall, you must be fully dressed in full state-issued clothing, including shoes. Upon reaching the dining room, you will be asked to present your ID card. **No ID-No Meal.** Using another inmate's ID card to enter the dining room will result in disciplinary action. No personal cups are allowed in the dining room and no food is allowed to leave the dining room except one fruit or one dessert. Violators shall receive disciplinary documentation.

h) Quarters and Living Areas-All inmates are to keep their living areas (quarters) clean and orderly at all times. Lockers are to be neat and orderly at all times. The only items allowed on the tops of lockers are one photograph (no obscene picture). No pictures are allowed outside the locker and you are not allowed to display obscene pictures (either inside or outside). There is to be no graffiti or paintings on lockers or walls, **NO EXCEPTIONS!** You are responsible for the window nearest your bed. You are not allowed to hang any clothing on or around your bed area. You can hang your clothes in your Housing Unit's Backyard. Tenting is not permitted at any time. The assigned porters are not responsible to sweep or mop your cell. There is no assigned responsibility to clean other than those two individuals assigned to that particular cell.

i) Searches-All inmates are subject to clothed or unclothed body searches. Your bed area and locker are subject to search at any time. You will be held responsible for any contraband discovered in your locker or within your bed area, or any contraband discovered in the mutually shared areas of your cell (desk, toilet, etc.).

Inmates with disabilities that prevent the employment of standard search methods shall be afforded Reasonable Accommodation under direction of the Supervisor in charge. Such searches shall be thorough and professional, with safety and security being the paramount concern. Inmates with wheelchairs who have severe mobility impairments and who are unable to perform standard unclothed body search maneuvers shall be afforded Reasonable Accommodation to ensure a thorough search, including body cavities. If the search includes removal or disassembly of a healthcare appliance (prosthesis), it shall be conducted in a clean setting. If a search requires removal of the appliance, a compliant inmate shall be allowed to remove the appliance and give it to Staff. If forcible removal of an appliance from a non-compliant inmate is necessary, Healthcare Staff shall be available for consultation regarding the safe removal of the appliance. No inmate shall be required to lay or sit on an extremely hot or cold surface to perform unclothed body search.

j) Bed Moves/Housing Unit Assignments-Initially, all New Commitments and Parole Violators/Returned-To-Custody Inmates will be housed in RC for processing or in a general population unit if they are endorsed for CIM. After you have been processed through RC, the Classification Staff Representative (CSR) will endorse your case for transfer to a permanent facility. If you are endorsed to CIM, you will move to a general population unit. You will appear before UCC within 14 days of your arrival as a general population inmate. Case factors, bed availability and designation for certain programs (Substance Abuse Program [SAP], Camp, etc.) shall play an important part at the time you are considered for permanent housing. While you are housed in RC, there are NO bed moves with the exception of accommodating medical needs.

You will note that CIM has INTEGRATED bed assignments. This means YOU may have a "cellmate" of another race. You will not be provided a bed-move based on race alone. All bed-moves require the approval of the Program Lieutenant.

k) Weekly Housing Unit Inspections-A weekly cleanliness inspection shall be conducted in all housing units by staff.

l) Housing Unit Rules-Ask the Housing Unit Officer for the rules for your specific unit.

m) Yard-Schedules may vary from facility to facility. Check with the MAC once you have received your housing assignment.

n) Smoking-Smoking is NOT allowed anywhere on State property. If you are caught smoking, you will be subject to disciplinary action. Cigarettes, lighters, and matches are contraband. Possession of cigarettes, lighters, matches, and/or related paraphernalia is subject to disciplinary action. You will be charged for any damage that occurs to your cell, bed area, or any other area under your immediate control resulting from the destruction of State or personal property caused by arcing electrical outlets or switches ("popping the socket").

o) Fog Procedures-When fog reduces normal visibility, you are to stay in your assigned housing unit and check with staff prior to going outdoors or to your work assignment. If you are at work, you are to remain there unless instructed otherwise by your supervisor or another staff member. Once the fog has cleared, staff will notify you. It is always best to consult with staff prior to any movement.

IX INMATE WORK INCENTIVE PROGRAM

Every able-bodied person committed to the custody of CDCR is obligated to work as assigned by Department Staff and Personnel of other Agencies to whom the inmate's custody and supervision may be delegated. This may be a full day of work, education, or other program activity, or a combination of work and education and/or other program activity. Inmates assigned to a physical fitness program as a part of a work incentive program shall meet the same obligation/participation requirements governing any other inmate assigned to a vocational, educational, or work assignment.

A Classification Committee shall assign each Inmate to an appropriate work, education, vocation, therapeutic, or other institution program in consideration of the inmate's expressed desires and needs, the inmate's eligibility for and availability of the desired work or program activity, institution's security and operational needs, safekeeping of the inmate, and safety of persons and the general public. Notwithstanding a current assignment, pending a classification hearing, during any period when the designated program is temporarily suspended, in the absence of the inmate's agreement to participate in any program activity, all able-bodied inmate may be assigned to perform any work deemed necessary to maintain and operate the institution and its services in a clean, safe, and efficient manner. Operational needs may override a program assignment.

X CLOTHING

a) Proper Standards-Adequate clothing for your needs shall be provided by CIM. State-issued clothing is provided on a "loan" basis. You will be held responsible for any damages or alteration of the clothing issued to you. You will be charged a replacement cost of the damage clothing, and possible disciplinary action. Upon release/transfer from CIM, you will be required to return this clothing to R&R. If you did not complete a FISH BUNDLE ticket and you wear large size clothing or do not receive your clothing within two working days of your arrival, you should notify the housing unit officer (Second Watch) who will assist you. IMPORTANT! Once you leave your cell, you are required to have on a shirt and pants.

b) Initial Clothing Issue-Varies by facility, contact the MAC on your facility for specific information.

c) Work Issue-Varies by facility, contact the MAC on your facility for specific information.

d) Clothing Room Hours-CLOTHING AND LINEN EXCHANGE: Varies by facility, contact the MAC on your facility for specific information.

e) Laundry-Upon your arrival, you should have completed a "Fish Bundle" ticket while in R&R. If you did not, inform your housing unit officer. Fish Bundle Tickets are filled by the Laundry; under normal circumstances, you should receive your initial issue of clothing within 2 working days.

LAUNDRY EXCHANGE: You must complete a clothing exchange ticket. That ticket must indicate your name, number, housing unit/bed number, the number of pieces per item, and your sizes.

Laundry exchange will vary from facility to facility" Check with your housing staff or MAC for the schedule on your facility. It should be noted that PRIORITY is given to assigned inmates. Orientation housing unit inmates shall not be issued boots from Laundry until they are assigned to their permanent housing unit.

XI TRUST ACCOUNTS

a) Trust-An inmate may receive funds at CIM through the mail and through online services that may be accessed by family members and friends. Funds through the mail system must be received in the form of a money order, cashier's check, or personal check. Cash is not accepted and will be forwarded to the cashier for return to the sender. It may take up to 30 days for certain types of money orders and personal checks to be posted and released in order for you to spend it.

United States Postal Money Orders are suggested to expedite the process of funds. Money orders must include the sender's complete address or it will be returned. For funds through the Internet, a family member may go to a CDCR approved inmate money transfer service such as JPay, which may be accessed by outside family members at www.jpays.com.

When funds are received, the envelope in which the funds were mailed will be stamped showing whether a check or money order was received, date processed, and amount. Mailroom staff will initial the envelope and it will be forwarded to the inmate. You will receive a trust account statement once every 30 days. CIM does not provide a quarterly trust account statement. You must request one. Do not "blue-slip" the Trust Office for your balance. Funds from other institutions will follow you to CIM; In most instances, it may take up to 30 days (or more). You will not routinely be notified when it arrives. When you leave CIM, your money will follow you within 10 days.

b) Special Purchases-Your MAC representative can provide you with information regarding the Special Purchase (the purchase of appliance such as Televisions and Radios, etc.) procedures. The MAC maintains current catalogs of the approved vendors. Speak with your MAC representative regarding any special purchase item and the procedures.

c) Canteen

1. Canteen is a Privilege!

2. Canteen Draw is your monthly accessing of the store-The Canteen's Computer System accesses the funds in your Trust Account for your purchases. Canteen Draw is divided into 3 groups, determined by the last 2 digits of your CDCR Number: 1st Draw: 00-33 2nd Draw: 34-66 3rd Draw: 67- 99

3. Initial (Fish) Draw - First time draw within 30 days of arrival at CIM is permitted during draw week.

a. When two non-draw weeks (dead weeks) occur, a draw will be processed for "Initial Draw" only during the second dead week.

b. The words "Initial Draw" must be written on both sides of the draw slip.

c. Main Yard Initial Draw will shop during open line or designated night, whichever occurs first.

d. In RC, the words "Initial Draw" must be written on your shopping list.

4. Special Draw - may be processed ONLY when an inmate is denied a draw and the denial is the result of a State error.
 - a. A request for a special draw must be initiated by your CC-I with a memo of justification and submitted for approval to the Canteen Manager, Accounting Supervisor, and the Correctional Business Manager.
 - b. The approved special draw will then be forwarded to the Trust Office for posting.
 - c. A special draw does not mean special shopping arrangements. Special draws will shop during open line or designated night, whichever occurs first.
5. Maximum Canteen Draw Amounts - is determined by your privilege group:

Privilege Group A = \$220	Privilege Group C = \$55
Privilege Group B = \$110	Privilege Group D = \$55

Note: Until you have completed RC processing and have been classified for the yard, your maximum draw shall be \$110.00.
6. Shopping Days/Time-Vary from facility to facility. Contact the MAC on your assigned facility to obtain specific Canteen information.

All sales are final - once you sign your receipt and leave the Canteen area, it will be assumed that your order is correct.

XII RESTITUTION

Restitution is part of your sentence and is ordered by the court. It is read aloud in court along with your terms of confinement. Restitution means "paying back. The purpose of restitution is to help victims recover from financial hardship caused by your criminal activity. Restitution may cover medical bills, funeral expenses, and/or the cost of repairing damaged property.

Judges are required by State law to order restitution in every criminal case. Your current ability or inability to pay is NOT a consideration of the court. There are two types of restitution: Restitution Fines and Direct Orders; both types of restitution can be ordered in a single case.

RESTITUTION FINES: Penal Code Section 1202.4 addresses restitution fines and Section 1202.45 indicates that an additional fine for the same amount may be imposed if you violate parole.

DIRECT ORDERS: The court will determine how much the victim(s) can receive based on the amount of their loss. CDCR collects the money and the Victims Compensation Fund assures that the victim receives it.

CDCR garnishes 55% of deposits to your trust account to pay court ordered restitution. It's your responsibility to keep track of how much money has been taken from you while at different Institutions.

Restitution does not stop when you parole. If you parole or discharge and then receive a new prison term or parole violation, CDCR will continue to collect all unpaid restitution. Parolees need to determine a way to pay their outstanding restitution balance. If not paid voluntarily, it will eventually be collected-possibly through a tax intercept. Restitution has no statute of limitations - there is no time limit for collection.

Offenders wishing to fulfill their parole in another state (usually because of a job or family support) may not leave California until ALL restitution has been paid in full. Under Federal statute 11-USC-5523(A)(7), restitution is NOT discharged under bankruptcy.

XIII VISITING

a) Regular Visits-Adults will be considered for visiting after they have completed the CDCR-0106 Visiting Questionnaire Form. This form is mailed to the prospective visitor (age 18 or older) by the inmate and returned to the institution by the visitor via U.S. Mail. Be sure that your prospective visitor fills out the form completely; incomplete forms will not be processed and can be grounds for denial. You will be notified by institutional mail when the application has been approved or disapproved. It is then your responsibility to notify that individual.

Visiting days at CIM are Saturdays, Sundays, and approved holidays. You must wear full state issued clothing in Visiting. No tennis shoes may be worn, unless you have a medical chrono from the CIM Medical Department indicating approval or you have a clothing chrono stating that there is "NO SHOES AVAILABLE" thereby allowing you to wear your own personal shoes. You must bring this chrono every time you visit.

Upon notification of your visit, the housing unit officer will issue you a special visiting pass. This will allow you inside the Visiting Room. Visitors may bring money into Visiting for use in the vending machines. Each adult visitor is allowed to bring a maximum of \$30.00 in \$1.00 bills and \$10.00 per child. Denominations larger than \$1.00 bills are not permitted. Inmates are not allowed to handle money or operate the vending machines.

Visitors are not allowed to bring any food or tobacco products from the outside. You are not permitted to take any items out of the Visiting Room. All visitors must present a valid picture ID to the gate officer to enter or depart visiting. The valid forms of ID are: Any State Driver's License or Department of Motor Vehicles ID card, U.S. Passport, Military ID, or USINS Green ID card. NO TEMPORARY IDENTIFICATION WILL BE ACCEPTED. All forms of ID must have a PHOTOGRAPH and be CURRENT/VALID!

Previously APPROVED Visitors that have been entered into the Automated Visitors Information System (AVIS) do not have to repeat the Application Process for approval again if the inmate has remained in continuous custody. If you have a question regarding the status of a visitor, you can submit a request for interview to the Visiting Sergeant. Complete visiting rules and regulations are posted in all housing units and available to visitors by simply asking.

b) Family Visits-after you have been Classified, Assigned and Moved to GP, you may contact your CC-I to determine your eligibility for participating in the Family Visiting Program at CIM. If your CC-I deems you eligible, your Family Visiting Application will be processed and you will have a Hearing scheduled before a Unit Classification Committee (UCC) to confirm/approve/deny your request. Food restrictions do apply. All meals consumed in the Family Visiting Program at CIM are pre-ordered. No personal food items may be brought into the facility without specific pre-approval for documented medical reasons.

XIV PROPERTY

When you arrive at CIM, R&R staff will not issue unauthorized personal property to you. You will have the option of mailing your property home at your expense, destroy it, or donate it. Inmates with legal materials and verified court deadlines will be allowed to keep legal materials. If you missing or awaiting property, "Blue-Slip" the Property Officer, not R&R.

While assigned to RC, you are NOT allowed to receive packages. After you have been Classified, Assigned and Moved to GP, you will be allowed to receive a quarterly package, consistent with your assigned Work Privilege Group. All packages received at CIM must be from an approved vendor. The maximum weight of Quarterly Packages is 30 pounds. You can obtain a Quarterly Package Catalog from Approved Vendors from your MAC representative. CIM may have Special Restrictions of particular Catalog items, for various facilities or Work Privilege Groups. Your MAC Rep can inform you of these Restricted Items.

XV TELEPHONES AND INSTITUTION TELEVISIONS

a) **Telephones**-Once you are assigned to a permanent housing unit, phone call signups are held every day. You must sign-up the night before for calls made the following day. You are required to sign up for the telephone that may only be used according to your privilege group. You are also required to notify your housing unit officer before using the phone to verify that it is your turn to use the phone. If you fail to do so, your phone call can be terminated.

If you are not signed up for the phone, do not use it. Phone violations are grounds for disciplinary action, which could lead to the loss of that privilege. 3-Way calling is not permitted. The Officer who monitors the phones will terminate your call if this is suspected. Phone calls last for 15 minutes. Be respectful of others who are waiting for their phone time.

Telecommunication Device for the Deaf (TDD) / Teletypewriters (TTY) are available for the effective communication of personal telephone calls between inmates and persons outside of the institution / facility that have a verified need. The verification of an inmate's need for a TTY can be confirmed with Health Care Services Staff or by reviewing a copy of the CDC-1845 Inmate/Parolee Disability Verification Form.

If an inmate who does not have a hearing/ speech impairment would like to place a call to an outside person requiring the use of a TDD phone, the outside party shall forward a physician's statement of TDD Verification to the inmate's correctional counselor. Upon meeting all verification requirements, the inmate should submit a request to his CCI or housing unit officer for access to the TDD.

b) Televisions (State-Owned)-are provided in all housing unit dayrooms. These TV's are a privilege that can be revoked if abused. There are no TV schedules, so it is first-come, first-served. If you are hearing impaired you may ask housing unit officers to enable "Closed Captioning" to provide you reasonable assistance.

XVI SPECIAL PROGRAMS AND LEISURE TIME ACTIVITIES

a) Substance Abuse Treatment Program-A special program has been established at CIM for men who are addicted to drugs or alcohol. The men are encouraged to enroll in outpatient treatment programs after their release from CIM. Without follow-up treatment, you are less likely to complete a successful recovery. The goal of Substance Abuse Programs is to provide a drug and alcohol free lifestyle. These programs have proven to be very successful.

b) Leisure Time Activities-Programs at CIM are offered to men to help themselves and the community. The focus is the development of a healthy lifestyle through community involvement, education, self-help activities, and peer support. To see what special programs and leisure time activities are available, contact the MAC on your assigned facility.

XVII CHAPEL

CIM conducts religious programs through the Interfaith Chapel. The various faiths represented are Protestant, Evangelical, Pentecostal, Catholic, Jewish, Muslim, Mormon, Jehovah Witness, Native American, and Wicca. The goal of the staff of the Interfaith Chapel is to provide worship services, spiritual development, and rehabilitation to a multi-ethnic and multi-faith population of inmates. Worship services are available to inmates housed in the General Population, Ad-Seg and in RC. Chaplains and volunteers administer these programs and services under the auspices of the Community Partnership Manager.

XVIII EDUCATION AND LIBRARY SERVICES

a) Education-The staff of the Education Department at CIM makes every effort to ensure all inmates are met with reasonable accommodations whether they are assigned or are volunteers in any education program as well as those inmates who may require reasonable accommodations to access the Law Library services. All classrooms can accommodate any inmates who are using a walker or wheelchair to move about the classroom. Additionally, the classroom teachers offer large print text (when available) and page magnifiers for those inmates who are visually impaired.

b) Library Services-Inmates with visual and hearing impairments who visit the Library and Law Library have the following equipment/materials to assist them:

- Large Print Text Books
- Books on Tape
- Music CD's
- Pocket Talkers
- Page Magnifiers

The Senior Librarian and all inmate clerks provide assistance and information with acquiring these reasonable accommodations to any inmate that may require it. Please note, the CCR Title 15, Department Operations Manual, Armstrong Remedial Plan, Clark Remedial Plan, and similar printed materials are available upon request. If you are vision impaired you may request the use of a page magnifier or for large print copies of requested pages to be made. For more information on the types of accommodations and a list of materials that are offered by the Library and Law Library, you may contact the Senior Librarian during open hours or by writing an Inmate Request For Interview.

c) Law Library Services-In order to provide inmates with meaningful access to the courts, CIM provides legal materials and resources through the Law Library. Inmates requesting the use of the Law Library from RC will make their request by completing the "Law Library Access Request Form". The form is to be completed and submitted to the RC Sergeants. Once the Law Library Access Request has been approved and logged, the RC Sergeant will ensure that requests are hand delivered to the Librarian. Upon receipt of the request, the Librarian will schedule inmates based on their housing status and sessions.

Inmates requesting photocopied material must complete the "Photocopy Request Form" and Trust Account Withdrawal Order Form, as they will be charged ten cents per page. Indigent inmates will be required to fill out the same forms. The Trust Account Withdrawal Order Form will be held against the inmate's account for 30 days in the event the inmate receives funds.

GP inmates may come to the Law Library with a pass from their housing unit officer. Inmates must have their ID card at all times. Inmates must sign in and wait for the clerks who will assist with legal services. You may not use the Law Library during your work or assignment program hours. Check with your facility's Law Library for their operating times.

XIX MISCELLANEOUS

a) Men's Advisory Council-The express purpose of the MAC and its representatives is to serve, advise, and communicate with the Warden and other staff those matters of common interest and concern from the inmate general population. The MAC does NOT represent individuals on individual issues... that is the purpose of the appeal procedure. If you desire additional information about the functions of the MAC or wish to become a member, speak with a housing unit representative for further details. 15-CCR-3230 provides some information regarding the MAC and its scope of operation.

b) Inmate Assignment Office-has a complete listing of all work/training assignments available at CIM. The Inmate Assignment Office maintains the waiting list for all worksites and can inform you as to where you are on any of those waiting lists after your initial classification. If you are placed on several waiting lists during your initial classification and are assigned to a job that you would like to keep, you must contact the Inmate Assignment Office and request to be removed from all other lists. If you do not, you will be placed in that assignment when your name comes up on the list. Your name will be kept on the waiting list for a couple of months.

Inmates are placed on Waiting Lists according to classification date and work/privilege group status. If you have SPECIAL SKILLS (plumber, carpenter, clerical, etc.), inform the classification committee. JOB CHANGE APPLICATIONS are just that, "JOB CHANGE APPLICATIONS". You must first have a job to get a job change.

Job changes will only be honored at an inmate's Annual Review or during UCC where medical limitations or institutional needs are being addressed.

c) Mail-Legal And Regular

INCOMING LEGAL MAIL is distributed Monday through Friday. When you are called to pick up Legal Mail, present your CDCR ID Card. Refer to 15-CCR-3130 through 3147 for more information.

OUTGOING LEGAL MAIL is processed Monday through Friday. All Outgoing Legal Mail must have your complete return address (full name, CDCR number, housing, and address) in the upper left-hand corner of the envelope. You must deliver the unsealed Legal Mail to your Housing Unit Officer, along with your CDCR ID Card; It will be inspected, sealed, and logged in your presence and forwarded to the mailroom.

INCOMING REGULAR MAIL is processed Monday through Friday and will be distributed by staff. If you move from one housing unit to another, it is your responsibility to notify the people writing you; however, all mail will be rerouted the day it was received. Improperly addressed Mail will be delayed.

OUTGOING REGULAR MAIL is processed Monday through Friday. All outgoing mail must have your complete return address (full name, CDCR number, housing, and address) in the upper left-hand corner of the envelope. Envelopes are to be put in your housing unit mailbox UNSEALED. All outgoing mail is inspected by staff to ensure compliance with departmental regulations; violations will result in documentation

Correspondence Approval is required before you may correspond with another incarcerated person (regardless of the state in which the prison is located). If you had a previously approved correspondence approval from your last institution, your Correspondence Approval must be updated by CIM Administration. See your counselor for the form and details.

The MAILING ADDRESS for CIM and the CORRECT way it is to be recorded in the upper left-hand corner is as follows:

Your COMMITTED Name, CDCR ID Number
Housing Unit Bed Number
PO Box Number (see below for correct box numbers)
Corona, CA 92878

Facility A, Use PO Box 368 – Facility B, Use PO Box 441
Facility C, Use PO Box 500 - Facility D, Use PO Box 600

d) Inmate Notary Services are available for CIM Inmates; to obtain information or services, submit an Inmate Request For Interview to the Litigation Coordinator.

XX PRISON RAPE ELIMINATION ACT

The Prison Rape Elimination Act of 2003 was enacted by congress to address the sexual abuse of offenders in the custody of United States correctional agencies. This federal law supports the elimination, reduction and prevention of sexual assault within the corrections system. It applies to all federal and state prisons, jails, police lockups, private facilities and community correctional settings, including adult and juvenile, male and female facilities.

CDCR has a zero-tolerance standard for rape/violent victimization. The prevention of prison rape is one of CDCR's top priorities. Sexual misconduct will result in immediate disciplinary action, up to and including placement in administrative segregation and criminal prosecution. Sexual misconduct is sexual abuse or sexual assault. It includes Inmate-On-Inmate and Staff-On-Inmate sexual activity.

a) Inmate-On-Inmate Sexual Abuse/Assault

1. When one or more inmate(s) engages in, attempts to engage in, or encourages others to perform a sexual act with another inmate, or uses threats, intimidation, inappropriately touches or makes other actions/communications by aimed at coercing and/or pressuring another inmate to engage in a sexual act.
2. Sexual misconduct also includes any solicitation of sexual activity through the promises of favors. It also includes threatening an inmate for refusing sexual advances.
3. Sexual misconduct also includes invasion of privacy beyond that necessary for safety and security. It includes disrespectful, unduly familiar or threatening sexual comments made to inmates.

b) Staff-On-Inmate Sexual Abuse/Assault

1. Sexual Assault includes seeking or attempting to engage in a sexual act with any inmate or the intentional touching of the inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of another person.
2. Although you may agree to the sexual activity, CDCR specifically forbids sexual activity between inmates and staff including contractors or volunteers.
3. CDCR will prosecute the Staff regardless of your agreement. The law, PC Section 289.6, will not allow the Employee to use your consent as a defense to prosecution. There is no exception to this. CDCR will not honor any promises made to you by your staff person.

c) Sexual Assault

1. Individuals that sexually abuse or assault inmates can only be disciplined and/or prosecuted if the sexual misconduct is reported. If you become a victim of a sexual assault, you should report it immediately to staff. They will also refer you for a medical exam, clinical assessment and treatment. You do not have to name the assailant in order to receive medical treatment.

2. Even though you may want to clean up after the assault, it is important that you see the medical staff **before** you shower, wash, drink, change clothing, or use the bathroom. Medical staff will examine you for injuries that may not be obvious to you. A medical professional may perform a physical examination. They will also check you for sexually transmitted disease and gather as much evidence as possible.

3. Your consent is needed for a medical exam. If the sexual activity was recent, you will be asked to consent to a sexual assault exam. You have the right to refuse the examination. However, if you have been the victim of sexual misconduct, it is critical to collect as much evidence as possible.

4. It is very important that you understand that you can receive medical attention for any injuries, without submitting to a sexual assault examination. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release

5. You do not have to reveal the assailant; however, you are strongly encouraged to do so in order to protect yourself and other from future attacks. Individuals that sexually abuse or assault can only be disciplined, prosecuted and stopped if the assault is reported and they are identified.

d) How To Report Sexual Misconduct-Report the activity or solicitation to any staff member, including supervisors. All correctional staff members have been informed of their responsibility and obligation to report such activity' Correctional staff is any person who works for, volunteers, or is contracted by CDCR. This includes the Warden, your doctor, or your clergy. It also includes any Ombudsman assigned to your institution. You can also send a letter to the Male Program & Services Association Director, to the Director of CDCR, to the Office of Internal Affairs, or to the Office of the Inspector General. The addresses are:

Office of Internal Affairs
Southern Region
9035 Haven Avenue, Suite 105
Rancho Cucamonga, CA 91730

Office of the Inspector General
801 K Street, Suite 1900
Sacramento, CA 95814

Director
California Department Corrections and Rehabilitation
Box 94283-0001
Sacramento, CA 94283-0001

You may also call 1-800-700-5952 to report sexual misconduct. Inmates/parolees can also file a CDCR-0602 Inmate/Parolee Appeal Form. Appeals relating to the reporting of sexual misconduct will be directly referred to the Office of Internal Affairs for investigation. Any indication or notification of sexual activity shall be thoroughly investigated.

REMEMBER

Sexual misconduct is a serious crime. CDCR will investigate all reports of sexual misconduct. If you are the victim of sexual misconduct, **REPORT IT IMMEDIATELY**. Law enforcement authorities will investigate allegations of sexual misconduct and perpetrators will be subject to a full range of criminal prosecution. It is never appropriate for a staff member to make advances, comments, or engage inmate/parolee member to make sexual in sexual contact with an It is not appropriate for an inmate to approach a staff member for the purposes of sexual activity.

e) Recovering From a Sexual Assault-Any form of coerced or illegal sexual activity may be degrading. Mental Health staff within the institution is available to help inmates recover from the emotional impact of sexual assault.

XXI ARMSTRONG (DPP) AND CLARK (DDP) PROGRAMS

a) Armstrong (DPP) Program-The Disability Placement Program (DPP) in conjunction with the Armstrong Remedial Plan (ARM) requires the Department to provide equal access to programs and services, appropriate housing, and non-discrimination against, inmates with disabilities. CIM is a designated institution for housing inmates with disabilities impacting placement (DPP).

b) Clark (DDP) Program-The Developmental Disability Program (DDP) is the Department's plan, policies and procedures to assure identification, appropriate classification, housing and protection and nondiscrimination of inmates with developmental disabilities. The primary objective of DDP is to provide inmates with cognitive and adaptive deficits equal access to programs and services. CIM is designated to house inmates identified as developmentally disabled in Building A-8/Facility A, and Building D-12/Facility D.

If a general population inmate is designated as a DDP participant, he must be taken to committee for referral to the CSR. The case shall be presented to a CSR for endorsement within 14 days after being identified. While awaiting the transfer, all DDP directives must be followed.

c) Inmate Assistant Workers-Is a program to help inmates who are designated as DPP to provide reasonable assistance to these inmates, if they so choose. The Inmate Assistance Worker will provide reasonable assistance such as escorting inmates to the cafeteria for meals, holding trays, providing assistance by reading ducats, official memos, and other important announcements. The Inmate Assistant Worker may also be used as a scribe for initiating and responding to official CDCR forms such as 602's and 1824's. The Inmate Assistance Worker is not a personal maid and will not conduct medical or hygiene procedures. This position has been created to improve the quality of life of elderly or disabled inmates and to assist them in general day-to-day business that other inmates may not have difficulties with. For more information on how to participate in the Inmate Assistance Worker program or, if you are elderly or disabled and believe that this program may benefit you, please contact your Housing Unit Officer for more information.

d) Effective Communication-Reasonable accommodation shall be afforded to inmates with disabilities (e.g., vision, speech, hearing impaired and learning disabled inmates) to ensure equally effective communication with staff for medical procedures/examinations, parole, and all other proceedings and hearings. Auxiliary aids that are reasonable, effective, and appropriate to the needs of the inmate or parolee shall be provided when written or oral communication is not effective. Such aids may include bilingual aides qualified interpreters, readers, sound amplification devices, closed captioned television and video text displays, telecommunication devices for the deaf (TDD)/teletypewriter (TTY), audiotape texts' Braille materials, large print materials, and page magnifiers. If you are hearing impaired, immediately advise your housing unit staff so they may be able to personally notify you of announcements, notices, and requests made through the public address system. Notification of housing unit staff to your hearing impairment is especially important for information regarding emergency alarms, evacuations, and counts.

e) Sign Language Services-All inmates identified as having a speech or hearing impairment will be interviewed to determine the primary method of effective communication. If your primary or only means of effective communication is American Sign Language (ASL), an ASL Interpreter will be provided to you during all CDCR classification, disciplinary, clinical encounters and due-process events/hearings. If you can't understand what is being communicated to you during these events you may request assistance from any staff member for alternate accommodations.

f) Emergencies and Alarms-For the safety of Staff and Inmates, the following procedures shall be followed during an emergency alarm. Whenever an emergency alarm sounds, ALL INMATES WILL SIT DOWN. Regardless of where you are when the alarm sounds, you are expected to immediately assume a sitting position along the walls, away from exits, doorways and walkways. If you are in a seated position when the alarm sounds, you are to remain seated. Unless you have a disability that prevents you from sitting down, all inmates are expected to sit on the ground.

All Inmate Movement Will Cease. Other than clearing doorways and exits, inmate movement is frozen, including those who are using electric carts, etc. Once the alarm has been cleared, custody personnel will give you further instructions. Do not anticipate directions. You are to stay exactly where you are until you have been given clear and precise directions to move by custody personnel.

g) Emergencies and Evacuation Procedures-During an emergency that requires evacuation of DPP or DDP inmates from the housing unit, staff will utilize either their housing unit roster, the CDC-1845 with picture attached, or the CDCR-128-C-2 with picture, to identify disabled inmates or their special needs. Evacuation instructions will be effectively communicated to all inmates, especially those with vision, hearing, or developmental impairments. Special consideration will be given during times of reduced visibility (e.g. smoke, fog or dust) when signaling to the hearing impaired. Conversely, staff will not rely solely on verbal instructions to vision impaired inmates during times of excessive background noise (e.g. sirens, alarms).

Disabled inmates, including mobility-impaired inmates, may be personally escorted during an evacuation. Inmates will be allowed to retain their health care appliances during an evacuation. All DDP inmates shall be provided instructions for evacuation/emergencies during orientation in accordance with their particular housing unit procedures. Personal escorts during an evacuation may also be required for DPP or DDP inmates. Staff on a case-by-case basis shall provide reasonable access to forms, regulations and procedures for inmates who have difficulty reading or writing.

h) Notices, Announcements and Alarms-It is policy to ensure effective communication with all inmates, including those with vision, hearing, speech impairments and DDP participants. Verbal announcements include but are not limited to announcing count, yard release and recall, sick call, medication releases and meal releases. During RC processing, hearing and vision, impaired inmates are provided an Evacuation Procedure, which addresses and provides clear steps for the effective evacuation of inmates with disabilities.

Verbal announcements for inmates whose hearing impacts placement shall be done face to face or via the bullhorn and by flicking the unit lights on and off several times, alerting the hearing impaired inmate that an announcement is imminent. Verbal announcements may be effectively communicated via written messages on a chalkboard or by personal notification.

i) Passes, Ducats and Counts-For vision-impaired inmates, written passes and ducats shall be read aloud to ensure the inmate understands their responsibility. Inmates with disabilities that prevents them from standing during counts shall be reasonably accommodated by allowing them to sit on their bunks or wheelchairs during standing counts.

j) Health Care Appliances (HCA)-Are assistive devices or medical support equipment, which have been prescribed for the inmate and approved by the Correctional Captain and Health Care Manager (HCM) or designees.

HCA's include but are not limited to, durable medical equipment, prostheses, orthopedic braces or shoes, crutches, canes, walkers, wheelchairs, hearing aids, prescription eyeglasses, artificial eyes, dental prostheses, breathing devices, gloves for wheelchair use only, and identifying vests.

No inmate shall be deprived of a health care appliance that was in the inmate's possession upon entry into the CDCR system or was properly obtained while in CDCR custody unless for documented safety or security reasons or a Department physician or dentist determines that the appliance is no longer medically necessary or appropriate.

Staff may not take away or alter an inmate's health care appliance unless the appliance poses an immediate threat to safety and security (e.g. altered or used as a weapon), or when collecting the appliance as evidence in a crime or investigation (must be supported by documentation). If the appliance is removed from the inmate's possession, as soon as possible, at least by the next business day, the Captain or AOD shall consult with the HCM or designee, the inmate's physical need for the appliance and a reasonable alternative in-cell accommodation(s). The inmate shall be deprived of the appliance for only so long as the appliance continues to pose a direct threat to safety and security.

MAINTENANCE and REPAIR

CIM and the inmate have joint responsibility to maintain all health care appliances in good repair and operation. When an appliance, exclusive' of wheelchairs, is in need of repair or replacement, the inmate shall utilize approved CDCR procedures for notifying health care staff of the need.

k) Wheelchair Safety and Security Inspections-CIM shall conduct and log safety and security inspections on all wheelchairs on a monthly basis. If a wheelchair is found to be in need of repair, Health Care Services staff shall be notified to secure the necessary repairs. Health Care Services shall maintain the appropriate service contracts for wheelchair maintenance. Health Care Appliances, except for identifying vests, shall be retained and maintained by inmates upon release to parole.

I) Talking Book Program-CIM has implemented the Talking Book Program for vision-impaired inmates. The TBP program is to provide a reasonable accommodation to inmates with physical/mental disabilities and qualified inmates that require assistance with reading and writing. Qualified inmates must provide medical verification from a CDCR institution. The library on each facility will be responsible to maintain the catalog of books available from the Braille Institute Library Service (BrLS). Inmates requesting participation in the TBP may obtain an application packet located in the library and other designated locations. Inmates who require assistance in completing the TBP application documents shall submit a GA-0022 to the Facility Sergeant and may receive assistance from a tutor, Inmate Disability Assistance Program workers, or staff assistant, as needed.

Braille Institute Library Services of Los Angeles is the library providing the talking book program materials to CIM. Upon receipt of the BILS application, eligibility verification and book request form, the BILS will forward the Digital Talking Book Machines directly to the eligible inmates via R&R at the institution. The Digital Talking Book Machine will be placed on the inmate's property card. The Talking Book cartridge will be delivered via standard mail directly to the inmates. The cartridge will not be placed on the inmate's property card. The inmate will have the option of corresponding directly with the NLS on an as-needed basis to update/replace the Talking Book cartridge. Each inmate will be responsible for the Talking Book Machine and the book cartridges.

XXII APPEAL PROCEDURES

CDCR-0022, INMATE REQUEST FOR INTERVIEW, ITEM OR SERVICE.

Informal appeals have been replaced with this document. This is a multipage document. The written request process may be used when you seek a response to an issue or concern related to your confinement or parole.

The department shall ensure that inmates will have access to the CDCR-0022 (10/09). This form shall be made readily available in all inmate housing units, general or segregated, and all institutional libraries. The CDCR-0022 will provide:

- A written method for an inmate or parolee to address issues and concerns with staff and/or to request items and services.

- A record of the date the form was first presented to staff, and the date of each staff response.

The written request process does not stay the time constraints for filing an appeal, you are not precluded from filing an appeal on the same issue prior to receiving a response to your written request. However, the appeal is subject to rejection by the appeals coordinator or designee with instructions to complete the request form process before resubmitting the appeal.

CDCR-0602, INMATE APPEAL FORM

You have the right to appeal any decision, action, condition, policy or regulation of the department, which you perceive to adversely affect you. No reprisals will be taken against you for responsibly utilizing the appeal process. Complaints shall be filed on an CDCR-0602 Inmate/Parolee Appeal Form, available in every housing unit, as well as medical clinics and the Law Library. If you need help writing or understanding the appeal form, you may contact any staff member, library staff/clerk, or an inmate assistance worker. Refer to 15-CCR-3084 for more information.

CDCR-1824, REASONABLE ACCOMMODATION OR MODIFICATION REQUEST

An inmate with a disability may request an accommodation or grieve an alleged discrimination through the CDCR-1824 Grievance process. CDCR-1824's are made widely available in every housing unit, as well as medical clinics and the Law Library. If you need help writing or understanding the appeal form, you may contact any staff member, library staff/clerk, or an inmate assistance worker.

The CDCR-1824 shall be provided to all inmates who claim to be disabled. Staff assistance in using the appeal process shall be provided to all disabled inmates when requested, as well as those requiring equally effective communication assistance with written materials. The inmate shall submit the request for accommodation on a CDCR-1824 to the Appeals Coordinator. The Inmate shall attach any relevant documentation of their disability that is in the Inmate's possession or is easily obtainable by the inmate and that is not already in their CDCR files.

It is the mutual responsibility of the inmate and the CDCR to verify a disability when a request for accommodation is made. The inmate must cooperate with Staff in efforts to obtain documents or other information necessary to verify the claimed disability.

XXIII PAROLING INMATES AND TRANSFERS

Turn in clothes and boots before parole or transfer, Monday through Friday 7:30am to 8:30am. Clothing must be delivered directly to laundry. Don't discard your clothing in the Unit Clothing Bins! You'll be charged for items not returned prior to your departure.

XXIV CONCLUSION

This handbook has been provided to assist you with the basic rules, regulations, policies, and procedures while housed at CIM. Additional rules, regulations, policies, and procedures are addressed in your copy of the CCR, Title 15, Division 3. You are encouraged to read the following sections of the Title 15 to assist in understanding the expectations while at CIM:

- Section 3000 through 3024 Behavior
- Section 3030 through 3033 State-Issued Clothing and Linen
- Section 3040 through 3041 Work and Education
- Section 3042 through 3047 Credits
- Section 3084 through 3085 Appeals
- Section 3130 through 3147 Mail
- Section 3170 through 3179 Visiting
- Section 3190 through 3193 Personal Property
- Section 3310 through 3326 Inmate Discipline
- Section 3350 through 3359 Medical/Dental Services
- Section 3360 through 3369 Mental Health Services
- Section 3375 through 3379 Classification

In accordance with 15-CCR-3002(a)(2), you have been provided with a written summary of local procedures governing conduct and activities of inmates confined at CIM and a summary of the range of work/training programs available at the institution. Where and how to obtain additional information has been provided as a part of the verbal staff instructions as well as procedures and possibilities of receiving a one-third reduction in your sentence or minimum eligible parole date for refraining from acts or activities of misbehavior and by participating in assigned work/program activities.

May 6, 2013

B.M. CASH
Warden (A)
California Institution for Men