

# MULE CREEK STATE PRISON



## NEW ARRIVAL ORIENTATION HANDBOOK LEVEL I THROUGH LEVEL IV

MULE CREEK STATE PRISON  
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## WARDEN'S MESSAGE

Welcome to Mule Creek State Prison (MCSP). MCSP provides significant opportunities for growth and development for those inmates who wish to successfully parole or program. In addition, a full range of services is also available to meet your needs.

MCSP provides Prison Industry Authority programs and academic programs. In addition, several Inmate Leisure Time Activity Groups (ILTAGS) are available.

MCSP also provides services such as Medical, Dental, Mental Health, Religious, Canteen, Clothing, Laundry, and Library. Enclosed in this handbook is the means in which you may access these services.

It is the expectation that all inmates refrain from illegal activities and violence. Inmates that engage in such activities will be disciplined and their housing status re-evaluated to determine if transfer from MCSP is appropriate.

Please read this handbook thoroughly and keep it as a reference to understand the programs and services at MCSP. As the Warden, it is my goal and expectation that productive programming opportunities are provided as well as a safe, secure environment for all whom live, and work here at Mule Creek.

**WILLIAM KNIPP**  
Warden (A)

## **MCSP NEW ARRIVAL ORIENTATION PROGRAM**

This Orientation Handbook provides a basic outline of the program at Mule Creek State Prison (MCSP) and the most frequently asked questions and general answers. If you want more information about a particular area of the program, you must take the initiative to contact that area in a written request, or speak with your assigned Correctional Counselor (CCI).

**How long will I be on orientation?** When you first arrive, you will be on Orientation (ORT) Status, which means you will remain in your cell until you appear before a Unit Classification Committee (UCC). Appearance before the UCC will happen within 5 to 14 working days after your arrival. During this time, you will be fed in your cell for all meals, with the exception of Gym Inmates. You will have about 20 minutes to eat before your tray is retrieved.

**What is my program while on orientation?** Showers are conducted for orientation inmates at times posted in the building. You may get any forms you need during this time. You may watch television in the dayroom and clean your cell. Approximately 20 inmates are allowed in the dayroom at one time. You may have up to one hour for your dayroom program. This program runs Monday through Friday.

**When do I get my property?** You are eligible to get your property from Receiving and Release (R&R), when you arrive at the institution. If you do not receive your property on the day of arrival, R&R will make every effort to issue your property at their earliest convenience. See your building officer for assistance.

**How do I get a job and day-for-day?** While on orientation, you should think carefully about the programs you want to request when you go to Classification Committee. There are five basic programs to consider:

- PIA (Prison Industry Authority)
- Vocational Training
- Support Services (basic worker jobs and clerical)
- School (academic programs)
- Central Services (special skills jobs: plumber, Electrician, etc.)

**Central Services jobs are not available on Facility 'A'.**

You will be placed on one of these waiting lists when you go to committee. You will not have another regular appearance before the committee for up to one year, so it is important that you know what you want to do when you first go to committee. If your reading level is below 9th grade, you are mandated to attend an Educational Program.

**T.A.B.E. Testing-** All inmates must participate in educational testing. This testing is mandatory when you arrive at MCSP. Your prior level of education does not matter. You must score a 6.0 grade point level (GPL), and a 9.0 in the reading on the 'A' or 'D' T.A.B.E. test to get a job assignment; otherwise, you will be assigned to an education course. So, do your best when taking tests.

**What about my medical problems?** If you have a very serious medical condition or injury, let the building officer know right away. If you have a routine medical problem (cold, rash, etc.) request a "Sick Call" sign up form. While on orientation, the building officer will take the slip from you. On Facilities 'B' and 'C', if you are receiving prescribed medication, you will be escorted by staff between 1900 and 2000 hours to pick up your medication. On Facility 'A', morning medications are distributed at approximately 0800 hours and evening medications at approximately 1900 hours. If a medical condition is noted during a committee review, you will be referred to medical for an update evaluation at that time.

**When can I get a visit?** You may have visits while on orientation; however, these visits will be non-contact (behind the glass), as in the County Jails. You may have regular visits once you are off Orientation Status. Please see your CCI for any restrictions and further information.

**Can I receive mail and money?** You may receive mail and money just like any other inmate when you are on orientation status. Please see "Mail and Money" later in this handbook. No canteen while on orientation. If you are indigent, which means you have no money in your Trust Account, you may receive five free envelopes per week. Sign the necessary request form when you are in the dayroom.

**When and how do I get clothing?** The Laundry Clerk will come by and give you a laundry slip to fill out so you can get your initial issue of clothing. You should have a full issue of laundry within a couple of days of your arrival.

Take care of the clothing you get, for you will be reusing these clothes for your stay here. State clothing shall not be altered. You will receive a write up and will be responsible to pay the cost to replace the clothing. Refer to CCR, Section 3032.

**Where will I be housed when I am off Orientation Status?** Each Facility has an orientation building. This is where you are now; however, most inmates are moved to another building within a week or so after getting off Orientation Status. The Integrated Housing Program (IHP) is in effect at MCSP. At Reception Center processing, all inmates will be designated an Integrated Housing Code (IHC). Upon arrival at MCSP, inmates will be given an orientation in R&R and during classification committee, advised of IHP expectations. Be advised that failure to participate in the program will result in disciplinary action, with the potential to be housed in alternative and more restrictive housing, which includes ASU or Security Housing.

Inmates will be housed in the first available and appropriate bed, consistent with their assigned IHC. Inmates compliant with the IHP for at least 45 days may submit requests for convenience moves. The proposed cell partner must also be compliant with the IHP for at least 45 days prior to submission of a convenience move request. Compliant, used in this context, is defined as an inmate who has received no disciplinary action related to refusing assigned housing, is coded as Racially Eligible (RE), Restricted Partially (RP) or Restricted to Own (RO) and is not on C-Status.

**When do I get an ID card?** You will receive your ID card when you get off the bus during intake. You need to have your ID card with you at all times. As defined in CCR Title 15, Section 3019, if ID is lost, you will have to pay \$5.00 to get another one. If you are working or in Privilege Group A, you will also receive a red privilege card.

## **GENERAL HOUSING UNIT DAILY PROGRAM**

The following is a basic outline of the day-to-day program and activities in your housing unit:

**Yard Call-** Facility 'A' is at approximately 0830 hours. Afternoon yard recall is at 1530 hours. Night yard is not permitted on Facility 'A' with the exception of level 3 Gym housing inmates.

**Yard Call-** Facilities 'B' and 'C' is at approximately 0800 hours. Afternoon yard recall is at 1530 hours. Evening yard is at 1830 hours or after completion of the evening meal, for workers who are red cardholders only. Night yard recall is at 2100 hours every night. A2B inmates remain in cell after 1530 hours. **Inside (Dayroom) Program- Facilities 'A', 'B', and 'C'**- Dayroom activities begin at approximately 0915 hours. See the unlock list in the housing unit office window for specific times or see your housing unit officer.

**Cell and Building Unlocks-** Cell and building unlocks vary from Facility to Facility. See the unlock list on housing unit office window for specific times or see your housing unit officer.



**Dayroom Activity (All Facilities)** - At designated hours, during dayroom programs, you may sign up and open up your cell for cleaning. You may watch TV, shower, iron or wash clothing, play board games, or visit with other men in the dayroom. You may check out the iron, wash buckets and board games (with your ID) from your building officer. You may also get any forms you need during this time. This is the time you may use the phone, if you have signed up to do so.

*A hot water outlet is provided in the center of the building if you need hot water for coffee, soups, etc.*

**Cells and Gymnasiums Rules-** Pictures are to be hung only in the designated areas. Only wall hooks that are sold in the canteen are allowed. **Window coverings and/or vent coverings of any kind** are not allowed. Coverings at the end of the beds are not allowed. State issued laundry shall not be used for desk, shelf, or floor coverings. No shirts or towels shall be hung on the cell door handles. Cell visiting is not allowed. Your bed must be made when you are out of your cell and during inspections. Unauthorized cardboard in the cell is not allowed. No excess fruit in the cell, (excess is more than two pieces per man). No pets of any kind (for example snakes, mice, etc.). No burners to cook in the cell. Approved hot pots are acceptable. No pornography per CCR 3006(c)(15)(A)(B)(C).

**Supplies-** Supplies are not distributed during dayroom, but are distributed on designated days. Soap, toilet paper, toothbrush, toothpowder, and razors are distributed while you are in your cell. Check with your building officer to find out the designated days for your unit.

**Housing Unit/Dayroom-** Sitting on tables or stairwells is not allowed. No yelling, no running, and no horseplay is allowed. No clothes shall be hung on tier railings. A shirt or tee shirt and some sort of pants must be worn at all times in the day room. The 2<sup>nd</sup> tier is considered out of bounds after unlocks, unless you are going to or coming from a shower. No cell door visiting before, during, or after unlocks. No personal TV's, CD players, or radios may be used in dayrooms without headphones. TV's, CD players, and radio volume in cells will be kept low or you will use headphones.

### MCSP REGULAR PROGRAM

**Emergencies or Alarms-** When an alarm or code occurs; you must sit on the ground immediately. If you are sitting on a bench or table, you must sit on the floor. If you are using the phone, you must hang up, and sit on the floor. If in the shower, you may leave the area. Once the alarm is cleared, an announcement will be made that states, "*Resume normal program*". At that time, you may get up and continue what you were doing. This policy is for the protection of you and staff to prevent being shot, otherwise involved, or injured when alarm related events occur. Inmates who are **hearing impaired** will respond to the flashing blue light and get down along with other inmates. The flashing blue light is on the outside of the housing units. In cases requiring emergency evacuation, the Housing Officer shall ensure that all disabled inmates are promptly evacuated from the building.

**Standing Count-** All inmates must stand up in their cells for the daily 1600-hour count until the building officer goes by your cell. Inmates who are mobility impaired may request special accommodations via a CDC-1824 Form. Inmates housed in the Gym, Dayroom E-Beds, or Dorm Housing must sit (not lay down) on their assigned bed. If there is a verified condition as reflected on a CDCR 1845 or CDCR 128C that prevents the inmate from standing during count, the inmate may be allowed to sit on his bed, or in a wheelchair next to the bed, etc. The standing count process will be communicated to disabled inmates during the orientation process.

**Administrative Segregation (AD-SEG) -** AD-SEG is the prisons "Jail". Inmates who engage in Serious Rule Violations, and are a threat to the safety and security of the institution, may be placed in AD-SEG. Please refer to the CCR, Title 15 for more information.

**Escorts-** When officers are escorting inmates from one location to another location; other inmates may not approach the escort. Inmates who approach an escort may be deemed as a **hostile** act, and appropriate action will be taken.

When an escort is on the paved walkway, all other inmates must move on to the grass center of the yard approximately 25 feet from the escort.

**Cell Searches and Clothed Body Searches-** Officers are required to perform a certain amount of random cell searches each day. In addition, an officer may search your cell at any time for cause. This is to ensure that inmates are complying with health and safety regulations

and to ensure that inmates are not in possession of contraband.

**Zero Tolerance, Gang Activity, and Violence-** MCSP has a zero tolerance policy for any form of discrimination; for example, such as, racial, sexual, gender, disabilities, religious, substance use, gambling, gang activity, violence, and any form of harassment.

**Pruno (Inmate Manufactured Alcohol) -** Inmates are not permitted to make "PRUNO". Inmates found in possession of "Pruno" will be subject to disciplinary action. Possession of "Pruno" is a Serious Rules Violation.

**Inmate Manufactured Weapons-** No inmate shall manufacture any weapon or possess materials to manufacture weapons. This is a Serious Rules Violation. For more information, please refer to the CCR, Title 15.

**California Code of Regulations (CCR TITLE 15) -** The rules for the prison are listed in the CCR, Title 15. Inmates new to MCSP who do not have a copy of the CCR, Title 15 can ask the housing unit floor officer or CCI how the inmate can obtain a copy. A copy of the Title 15 in English or Spanish is also available for viewing in the Facility Library.

**Smoking Policy Rules CCR 3189(C) -** Smoking and or possession of any tobacco products is prohibited. Violation of this provision will result in the issuance of a Rules Violation Report (RVR), CDC-115. If you are a tobacco user and need assistance to quit, please contact your assigned CCI for related cessation programs that may be available to you.

**Plaza/Center Core-** When going to the Plaza/Center Core area, you must be fully dressed in state issued clothing (blue shirt, pants, and state issued shoes). You may only wear personal shoes in the area if you have a Chrono or authorization from the medical department, and you must have this documentation with you. You must wear a blue shirt and have it tucked in when going to meals, any formal appointments, visiting, work, or to the plaza and Education/Program area.

**Unauthorized (Out of Bounds) Areas-** All areas that are out of bounds to inmates are clearly designated. Inmates may not enter such areas except as authorized by institutional staff.

## MEALS

**What do we get?** Two hot meals, breakfast and dinner, are served each day. A sack lunch is issued at the breakfast meal.

**When do we eat?** Breakfast is served between 0530 and 0730 hours, depending upon your building's release. On Facilities 'A', 'B' and 'C', the Gyms always eat first. The evening meal is served after institutional count clears between 1630 and 1830 hours.

**Where do we go to eat?** You will walk to the Dining Hall. You will be afforded approximately 15 minutes to eat each meal. Menus are posted in your housing unit and appear on the institutional information channels, 2, 7, and 14.

You must present your ID card when you go into the Dining Hall.

**What are the Dining Hall rules?** Prior to entering the Dining Hall, you are required to have your shirt tucked into your pants. You must remove your hat or headgear before you enter the Dining Hall. Institutionally approved religious head coverings may be worn in the Dining Hall. Once you have completely exited the Dining Hall, you may put on your headgear. No sunglasses will be worn in the Dining Hall, unless you have a prescription Chrono from a medical doctor.

You are seated in the order you arrive, no exceptions. Once you sit down, you cannot get back up; therefore get your water, coffee, etc., before you sit down. In addition, if you are shorted food, you need to let the officer know before you leave the serving line. You will be issued personal, reusable plastic utensils, (spoon, fork, and cup). You are responsible for bringing these items to the Dining Hall and you are expected to take utensils with you when leaving the Dining Hall. No food items are allowed to be taken out of the Dining Hall except sack lunches.

## MAIL

**When do I get my mail?** Incoming mail is delivered to you around 1600 hours, Monday through Friday. Mail is not delivered on Saturday, Sunday, or State holidays.

**How and where do I send my outgoing mail?** Check with your floor officer regarding sending and receiving mail. Outgoing mail can be placed in the mailbox in your

housing unit. Mail is not picked up on Friday or Saturday or the eve of a holiday. Per CCR, Title 15, Section 3142, outgoing mail must have the following information:

**A Yard:**

MCSP

John Doe CDC# A-00000 A1-000L

P.O. Box 409020, Ione, CA. 95640

**B Yard:**

MCSP

John Doe CDC# A-00000 B6-000L

P.O. Box 409040, Ione, CA. 95640

**C Yard:**

MCSP

John Doe CDC# A-00000 C11-000L

P.O. Box 409060, Ione, CA. 95640

**Minimum Yard:**

John Doe CDC# A-00000

Minimum M2H-000L

P.O. Box 409000, Ione, CA. 95640

**Do I need to write my cell number on my mail?** Cell numbers are not required on outgoing mail, but are advisable in case your mail has to be returned. Be advised, per Departmental Policy, your mail will be marked "*State Prison*" by mailroom staff before it is mailed. Outgoing legal/confidential mail must be taken to staff to be signed before sealing. Once it is signed and sealed, you may mail it.

### **What can I get in the mail?**

- Calendars- 12" x 15" maximum, no wire/plastic binding.
- Stamps- maximum 40 per envelope.
- Unstamped envelopes - maximum 40 per envelope.
- Stamped envelopes- maximum 40 per envelope.
- Writing tablets/paper- maximum 150 sheets per envelope; no wire/plastic binding.
- Magazines- from publisher only; maximum of 10 allowed in possession. No pornographic material allowed.
- Books- paper back only; maximum of 10 in possession sent from publisher or approved bookstore only. Hardcover books are processed through R&R. No pornographic material allowed.
- Advise your correspondents to add your name and CDCR number on the back of photos and on books of stamps incase these items fallout of the envelope.

**Where and when do I get legal mail?** Incoming legal/confidential mail will be delivered to your Facility Program Office. You will be called to the Program Office and the legal mail will be opened in your presence, but not read. You must sign for legal/confidential mail. This will occur between 1400 and 1600 hours, Monday through Friday. Mail is not issued on Saturday, Sunday, or holidays.

**I want to write to an inmate in prison. What do I do?** You must have prior approval to write another inmate in a CDCR Facility. You must meet with your CCI first, then you must complete the proper forms to request approval.



If your request is approved, you will receive an approval notice in the mail.

**I got a letter with the money order/check still in it. What do I do?** Take it to the floor officer right away. The floor officer will issue you a receipt and send your money order or check to the mailroom to be placed on your Trust Account.

**Family members sending money-** You may receive funds through the mail. The funds should be in the form of a money order or cashier's check. Cashier's checks are placed in your account immediately. Money orders and personal checks will have a hold placed on the funds for 30 days. Your money envelope will be marked with a notation of the funds received for you. Make sure your name and CDCR number is clearly written on the money order. Cash and travelers checks are not allowed and will be returned to the sender.

Currently four vendors may be used to send money to you using the internet:

***These vendors will charge a fee for the service.***

- JPAY- [www.jpay.com](http://www.jpay.com)
- CYBERSUITE- [www.accesscorrections.com](http://www.accesscorrections.com)
- WESTERN UNION- [www.westernunion.com](http://www.westernunion.com)
- TOUCHPAY- [www.touchpaydirect.com](http://www.touchpaydirect.com)

**How do I find out about my Trust Account?** You may send the Trust Office a Request for Interview Form, asking for a printout of your account. This is only done upon request.

## **What about my money from another institution?**

When you transfer from another institution, your money transfers automatically overnight to your new prison. This does not occur if you are transferring from an out of State Facility. Money transferred from out of state facilities may take up to one month.

## **VISITING AND FAMILY VISITING**

### **What is the visiting schedule?**

*Saturday/Sunday/Designated Holidays*

0830 to 1500 hrs (**Processing ends at 1400 hours**)

Visits for orientation, ASU, and inmates on non-contact status are one-hour visits by appointment only. Appointments are scheduled Monday through Saturday, from 0700 to 1300 hours. Request your visitor to call (209) 274-4911, extension 5410 for the current week. Visitors arriving without an appointment will be subject to space availability. Check with your CCI to find out if you have any restrictions. Only one prescheduled appointment will be allowed per inmate or visitor each day.

**Is visiting open on holidays?** Per CCR, Title 15, Section 3179, there are four holidays designated each year for visiting: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. When the above listed holiday occurs on a day not regularly scheduled for visiting, MCSP will provide the same number of hours on that holiday as for any single regularly scheduled visiting day. If the holiday falls on a regularly scheduled day, no additional visiting days will be provided.

**What can I wear and take with me to a visit?** You must wear state-issued clothing (no personal jeans or personal shoes). You must wear a state-issued blue chambray shirt. You may also wear a wedding band, religious medal, or prescription glasses. You may have a comb and handkerchief in your pockets. You must have your green state ID card. Your appearance must match your ID card.

**Do my visitors have to be approved?** Yes. Before your visitors can see you, they must be approved. Send your prospective visitor a CDC-106 Visitor Questionnaire Form. Make sure you sign the form before you send it. The visitor must mail the completed form containing the inmate's original signature to:

**Mule Creek State Prison  
Attn: Visiting Staff (CDC 106 Enclosed)  
Post Office Box 409099  
Ione CA 95640**

You will receive a written notice from visiting staff letting you know if your visitor is approved or disapproved. Due to confidentiality, you will not be given the reason for disapproval. Any visitor approved at one institution shall be approved to visit the same inmate upon transfer to another institution; however, a visitor may be required to update his/her application after 12 months.

**How many visitors may I have at one time?** You may have up to five visitors at one time, children included. They may bring in \$50.00 per adult and \$20.00 per child to use the vending machines that are located in visiting.

Denominations of bills are not to exceed \$1.00. If you would like to take pictures, your family must purchase a photo ducat when they check in at the Visiting Room Foyer. For non-contact visits, you may have up to three visitors at a time, children included.

**Can children visit?** Yes, but special rules apply to children visitors. The child's parent must bring the child's original birth certificate. A child brought by anyone other than the parent must have a notarized consent from the parent and a birth certificate, even if the visiting child is your own child. You must check with your CCI to find out if you have any restrictions.

**How do I get a family visit?** First, you must check with your CCI to find out if you have any restrictions. Then you may complete a Family Visiting Application Form, which is available in your housing unit or you can request one from the Family Visiting Coordinator. Once completed, give the form to your CCI. Your CCI will process the form. Once your family visit is approved and date is set, you will be notified by family visiting staff. MCSP does not have a standby list. You must have money on the books to cover your visit when you submit the Family Visiting Application Form. It takes about four to six weeks to receive notice from family visiting staff (from the day you give the application to your CCI). Do not send any information requests until that time has passed. For regular scheduled family visits, your visit date will be approximately two months from the date you submitted the application. The most common mistake made on the family visiting application is math errors on the food order. Be sure to add your order correctly, otherwise it will be

sent back to you. **All funds must be approved prior to the visit being scheduled.**

**Where do we get food for a family visit?** You must order your food from the institution menu with your Family Visiting Application. You must order a minimum of two meals per person per day. Your visitor cannot bring any food whatsoever to a visit, nor can you bring food to the visit. Your order will be there when you arrive at the family visit.

## **MARRIAGE AND DIVORCE**

**I would like to get married. Whom do I contact?** You may get married while at MCSP. In order to start the process, you write to the Marriage Coordinator who will send you the application packet. Please read all the instructions in the marriage packet. You will have to pay the county fee to receive a marriage license. Be advised that it takes some time to complete the marriage process. It is currently taking about two to three months from start to finish. Once married, you may apply for family visiting through your CCI to determine your family visiting eligibility. Be advised that if you cancel, once the marriage license is purchased, there is no refund.

**I would like to get divorced. Whom do I contact?** CDCR does not provide any assistance in the legal process of divorce. You have to go to the Law Library and complete the legal work necessary for yourself.

## CANTEEN

**Where and how do I buy things?** We have a fully stocked canteen on each Facility where you can buy food items, condiments, sundries, toiletries, etc. If you have money in your Trust Account, it is automatically transferred to your Canteen Account by the Trust Office.

There are three monthly "draw" (shopping) periods, based on the last two digits of your CDC number:

- First Draw
- Second Draw
- Third Draw

**I have done all that, when can I shop?** The canteen schedule is normally 0900 to 1500 hours on Tuesday, Wednesday, Thursday, Friday, and Saturday (once yard is open). Level 1 Canteen is open Tuesday, Wednesday, Thursday and Friday.

**How do I get a canteen list?** Canteen lists are published monthly. You can get them in your housing unit. The canteen does "*old money*", which is money you may have left over on your books, which you did not spend when you first went shopping during the month. There are no plastic bags handed out. You can purchase a canteen bag or use your laundry bag.

## QUARTERLY PACKAGES AND SPECIAL PURCHASES

**When and how many quarterly packages can I receive?** You can receive one package per quarter and up to four per year. These have primarily food items. The quarters are:

### **First Quarter**

January 1 - March 31

### **Second Quarter**

April 1 - June 30

### **Third Quarter**

July 1 - Sept. 30

### **Fourth Quarter**

Oct. 1 - Dec. 31

The arrival date of your package determines the quarter in which it is credited. In other words, if the package is signed for at MCSP on June 25, but is not received by you until July 3, then it is a second quarter package. When you pick up, bring your own bag.

**What are the basic types of property I can have?** The current quarterly package and special purchase forms detail specific restrictions on personal property.

**Where do I get package forms? What do I do with them?** Request a quarterly package form and Special Purchase Order form from your building officer. You will pay from your Trust Account, or mail the form to the person who is going to purchase the package from one of the approved vendors.

**What are Special Purchase items?** Generally, radios, TVs, fans, typewriters, cassette tapes, compact disks,

religious items, musical instruments, and handicraft materials. All TVs, radios, (combination CD/tape cassette players), shall be made of clear case technology only. No Colors. Only three appliances allowed per inmate. Check with the Special Purchase Clerk for more information.

**How often can I receive Special Purchase items?**

Once a quarter you can receive Special Purchase items. However, there are limits on the amount and types of personal property you can have. Special Purchases are not to exceed \$300.00 total. Inmates in AD-SEG are not allowed Special Purchases.

**How do I order Special Purchase items?** You can order Special Purchase items in two ways. Order through the institution, by using the money in your Trust Account. Use the inmate Special Purchase Clerk who comes to each housing unit once a week. Ask your building officer what day of the week is designated for your housing unit. The package will be shipped directly to the institution with your Special Purchase Form attached on the outside of the order.

The second way to order Special Purchase items is by sending someone outside of prison your Special Purchase Order Form. Your shopper may call the approved vendor to have your package shipped directly to the MCSP. A common mistake is your family or friends buy the item from the vendor but mail it themselves. The institution will not accept the item unless it comes directly from the vendor.



## TELEPHONES

**When and how often can I use the telephone?** If you are working, or in Privilege Group A, you can sign up and use the telephone everyday. If you are not working, but are on a waiting list (Privilege Group B), you can only use the phone once a month.

**How do I sign up, and how long are phone calls?** You sign up for the phone the day before you want to use it. Sign-ups for daytime calls are during the day shift (Second Watch), and sign-ups for evening calls are done during the evening shift (Third Watch). Your building officers will announce when sign-ups will occur each day. Phone slots are 15 minutes each.

**Special rules that apply to phone calls-** No "three-way" (third party) calls will be allowed. Any calls will be terminated for "three-way" calling. During alarms and emergencies, you must hang up the phone. All phones may be turned off in case of emergencies without warning. You may be able to call back once the alarm/emergency is cleared. An announcement will be made when the code is cleared.

**What if I have used my phone sign-up and have an emergency?** Your CCI, Facility Sergeants, Lieutenants, or Chaplains can arrange verifiable emergency calls. See your building officer if you believe you have an emergency.

### **What if I have an Attorney-Client call to make?**

Attorney-Client privileged calls must be arranged through your CCI via the Litigation Coordinator. Have your Attorney contact the institution Litigation Coordinator for approval and verification. Then, an appointment will be made to contact the Attorney in the Counselor's office.

### **Telecommunication Device for the Deaf (TDD) Device**

A Telecommunication Device for the Deaf (TDD) is available for use by medically documented hearing impaired/deaf/speech impaired inmates at MCSP. The TDD is a small receiver/transmitter that can be connected to a telephone and allows an inmate to communicate in a visual format. Inmates will sign up for TDD calls with their respective building unit officer, Sergeant, or CCI, at least 48 hours prior to the day requested. Contact your CCI or building unit officer, should an emergency call is required.

The call may last up to 40 minutes, due to the time delay from the TDD process. If an inmate does not have a severe hearing or speech impairment, but desires to call an outside party who requires the use of a TDD, the outside party shall forward a physicians statement of TDD verification to the inmates CCI. Under these circumstances, the telephone call may be approved for up to 40 minutes, due to the time delay for the Relay Operator typing the message to the outside party. In the event that the inmate cannot contact his party when the CCI is on duty, the CCI may set up TDD use with either the Facility Sergeant or Lieutenant for evening, holiday or weekend use. In the event of a family emergency, TDD use will be approved if an emergency is verified.

## GOOD TIME/WORK TIME CREDITS

**How much time off my sentence can I earn?** Before January 25, 2010, if you qualify and are working or in a full-time Educational Assignment (at least 30 hours per week), you may earn one day for each day you are here. This is commonly called "half time", "day-for-day", or "work time" credits. If you are not working, but are on a waiting list, you may get one day off for each two days you are here, if you are eligible to earn this time. This is commonly called "one third time" or "good time" credits. If you are unsure of what you are eligible to earn, write to the Case Records Analyst on a Request for Interview Form. On or after January 25, 2010, if you qualify, credits will be given at a day for day earning for work groups A1, A2, B, and D1. If you do not qualify for "half-time", your term may be reduced by 15%, 20% or not at all depending on the crime. Your behavior in prison affects your release date by taking into consideration Work Credit Loss, C and D2 status. The Bridging Education Program (BEP) will no longer be available after January 24, 2010. Parole Violators who are eligible to earn credit will be calculated at day for day earning from date of hold or arrest, whichever one applies to you.

**How long does it take to get a job or an assignment?**  
It may be a few months or longer before you are assigned.

**I have heard I can get 'back time' credit while I am on a waiting list. Is this true?** Partially true. Before January 25, 2010, you will not get back time until you are assigned. Starting January 25, 2010, if you qualify, you will

automatically start earning day for day credit even though you do not have a job assignment.

**I was transferred and had a full time job when I left the other institution. Will I still get "half time" and how long until I get a new job?** Yes, you will continue to receive half time if your transfer was "non-adverse". When you first appear before the Classification Committee, they will be advised if your transfer is considered "adverse" or "non-adverse". If it was "non-adverse", you will be given "A1A" time (half time) and placed on a "priority hire" list.

**How do I find out what my release date is or if it changes?** You will receive a Legal Status Summary (LSS) at the reception center or during your Institutional Classification Committee (ICC). Every time your release date changes, you will automatically receive an updated LSS from the Records Office. The updated LSS may take up to four to six weeks. Eligible inmates who were received at the reception center on or after February 15, 2004, *may* be eligible to earn day-for-day (1/2 time) credit, due to the Bridging Education Program (BEP). If you qualify, your Earliest Possible Release Date (EPRD) will be calculated at 1/2 time at the reception center. Starting January 25, 2010, all qualifying inmates will earn day for day credits.

**I want a job change. When and how do I get one?** If you are assigned to a Vocational, Educational, or PIA Program, you must wait 90 days. Then you must fill out a CDC-132 Work Change Application Form. Both your current supervisor and the one you want to work for must sign and approve it. Once this is done, your prospective supervisor will send the papers to the Inmate Assignment

Office. If you want to change from a Support Services Assignment to a Vocational or PIA Assignment, see your CCI. Inmates enrolled in Vocational Trades are expected to remain in their assignments until they are at an employable level, which is generally six months.

**I think I have a hold or warrant. Whom do I contact?**

You may write the HWD (Holds/Warrants/Detainers) desk in the Records Office to inquire. If you do have an active hold or warrant, you might be able to utilize a CDC-643 Notice and Demand for Trial Form, also known as a '1381'. Check with your CCI to see if this applies. If a 'hold' is placed on you, Records will notify you by sending you a CDCR Form 661 if the '1381' procedure applies to your situation.

**I received a copy of a letter from Records addressed to a law enforcement agency, requesting information about my current charge. What does this mean?** This is common. It happens because the law enforcement agency may have failed to enter a disposition on your case in the computer. Records staff are required to determine if you are wanted on any charge on your "rap sheet" that does not show a disposition. If it is a pending charge, and the agency places a "hold" on you, Records will notify you.

## JOBS AND EDUCATION ASSIGNMENTS

What kinds of jobs are available, and do they pay? There is a wide variety of jobs available. About two thirds of the men on each yard have full time jobs/assignments. The four main areas of jobs are:

- **Support Services and Clerical-** Pay and No Pay
- **Prison Industry Authority-** Pay, Minimum 6.0 GPL
- **Vocational Training-** No Pay
- **Academic-** No Pay

**Support Services-** These are the job assignments, which support the day-to-day operation of each Facility. Included are Food Service Workers, Laundry, Tier Tenders, Yard Crew, and all clerical positions. Generally, most clerical and food service positions have pay numbers. If you want a clerical position, you must achieve a passing score on a typing test at your Facility Program Office. Once you do this, you will be placed on the "Clerk List". You may be assigned to another job in the meantime, and when your position on the Clerk List comes up, you will be reassigned to a clerk's position.

**Prison Industry Authority (PIA) -** The following PIA assignments are available by Facility:

**Facility 'A'**

Coffee Roasting  
Textiles

**Facility 'B'**

Textiles

**Facility 'C'**

Laundry Services  
Meat Processing

**Vocational Education-** These assignments are designed to teach you trades and skills that will enable you to seek

a good job when you are released. The following vocational assignments are available by Facility:

**Facility 'A'**

Auto Mechanics

**Facility 'B'**

Welding

Electronics

Refrigeration/

Air Conditioning

**Facility 'C'**

Office

Services

Electronics

**Minimum**

None

**Academic Assignments-** MCSP has a full variety of Educational assignments and academic opportunities. The following Academic Program assignments are available on each Facility:

**Adult Basic Education Program (ABE)**

**ABE I (Reading Level 0.0 to 3.9)**

**ABE II (Reading Level 4.0 to 6.9)**

**ABE III (Reading Level 7.0 to 8.9)**

**General Education Development (GED)**

## **RELIGIOUS SERVICES**

MCSP offers Religious Services for multiple religions. Religious Services and activities are held in the Chapels, on the Native American Grounds, and on the Earth-Based Grounds. Schedules for the various religious groups are posted in the Chapels. If you have any questions regarding Religious Services, please contact one of the Chaplains.

## **INMATE LEISURE TIME ACTIVITY GROUPS (ILTAGS)**

MCSP offers a large variety of Inmate Leisure Time Activity Groups (ILTAGS) for inmate participation. Some of the groups offered include Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Criminals and Gang Members Anonymous (CGA), Veterans' Support Groups (VSG), Lifer Support Groups, Victim Awareness Offender Programs, and a Juvenile Diversion Program. If you are interested in participating in any of the ILTAG programs, please contact your Building MAC Representative.

## **GROOMING**

Inmate barbers are assigned to cut hair in each building on a rotating schedule. The barber's schedule is posted in all housing units.



## LAUNDRY

**How do I get my laundry cleaned?** You will be issued two nylon laundry bags from your building (one for "whites" and one for "blues"). On the ID tag, attached to the bags, place your building number, cell number, and "upper" or "lower". Each week, place your blues in one bag and your whites and towels in the other bag. On the day designated for your building each week, put your sealed laundry bags in the laundry cart at dinner call or approximately 0700 hours. Each building has a different laundry day. You will get them back in about two days. The canteen sells laundry detergent if you want to launder your personal clothing. You may ask your building officer for a wash bucket. You may wash your state laundry yourself, but you should not place your personal clothing in state laundry bags. If it is lost or stolen, the state will not be responsible. Make sure your bags are secured with the proper rubber closures. Make sure the ID tags are on the outside of the laundry bag. Another frequent mistake is mixing blues and whites together in the bags. The clothing room will not even process your laundry bags - they will send them back to you unwashed. Make sure clothes are separated - "whites" in one bag, and socks and "blues" in the other.

**How do I get bed sheets washed?** You place your bed sheets, neatly folded, outside your cell door at breakfast call (work call) on the designated day. Sheets are processed separately and are returned the same day.

**How do I get my laundry exchanged?** Each Facility has a "laundry open line" at designated times during the week, when yard is open. These times are posted at the clothing distribution window, which is located by the Program Office and Medical Department area. The exchange is one-for-one. Laundry must be clean.

**What are the current allowable limits of state-issued laundry?**

*Miscellaneous 1 blue jacket, 1 pair brown boots.*

**Clothing**- 3 pants, 3 shirts, 6 pair of socks, 4 tee-shirts

**Linen**- 2 sheets, 1 pillow case, 2 blankets, 2 towels 4 pair boxers

## HEALTH CARE

*The following is general information relative to Health Care Services. If additional information is needed, please refer to the Health Care Services Inmate-Patient Orientation Handbook, which covers comprehensive information relative to Medical, Dental, and Mental Health services.*

**How can I assist in my own Medical and or Mental Health care?** MCSP is committed to delivering the best Medical and Mental Health care possible. As the patient,

You have the opportunity to assist in your own care. You are asked to follow all procedures related to your medical and mental health care. This includes arriving on time to all ducat appointments and following instructions given by medical and mental health staff. If you are scheduled for a lab appointment and your ducat indicates "fasting", be sure not to eat at least eight hours prior to your appointment and to drink only water. Not following these instructions will result in the need to re-ducat you. MCSP has specialty care clinicians that are in high demand (Podiatry, Optometry, Physical Therapy, Telemedicine Clinics, etc.). They receive a high number of patients and it is important that appointments be kept with these providers. Remember, you have the right to refuse medical care but you are still responsible to respond to priority ducats or calls. If you wish to refuse an appointment, you must report to the medical department for which you were ducat for, so a RN can discuss your reasons for refusing your appointment and inform you of the possible dangers of refusing your appointment. A

CDC-128A, Record of Counseling and/or CDC 115, RVR will be issued to you if you refuse to report for a priority ducat or call. In order for you to assist MCSP in providing care to all inmates in a timely manner, you are instructed not to file more than one CDC-7362 "Sick Call" slip regarding the same request. Doing so creates a backlog in medical and mental health services and can actually lead to a delay in you receiving care. A situation may exist where you wish for family members outside of the institution to be allowed to discuss your medical concerns with a MCSP staff member. There are specific releases of information paperwork that must be filled out in order for this to happen.

You may also have certain wishes for how your health care will be handled should you become unable to make decisions for yourself. Along with a release of information, you may also wish to fill out an Advance Directive acknowledgement. An Advance Directive provides specific, legal instructions about your health care to be followed should you become unable to make your own decision due to incapacity. Discuss these forms with a health care provider.

MCSP has an operational "Heat Pathology Plan" for those on certain medications that may be adversely affected by the heat. Let your building officer know right away if you either are receiving heat sensitive medications or are suffering from a heat-related condition. The weather becomes very hot at MCSP during the summer months, with many days in excess of 100 degrees. You are advised to drink a lot of water during these hotter periods. If you are suffering from a heat related condition let a staff member know immediately.

**What if I need glasses?** MCSP offers Optometry Services through the specialty clinics. Access to Optometry Services may be obtained by filling out a CDC-7362 "Sick Call" slip. These slips should be turned into the boxes located in front of each yard clinic. If you are on orientation, "Sick Call" slips will be picked up from your cell door by medical staff. Be sure to inform the building officers that you have a "Sick Call" slip to be picked up.

If you have an Optometry concern that requires immediate attention, notify your building officer or any other available staff person and they will assist you in contacting medical for an evaluation of your concern. A RN will determine the urgency of your Optometry concern.

**How can I check on the status of my Health Care Services request?** On Sunday through Thursday, the next day's ducat list is posted outside the "Sick Call" window. You may check daily.

## **CORRECTIONAL COUNSELORS AND CLASSIFICATION**

**How do I get assigned a counselor and what do they do?** Each Facility assigns counselors by the last two digits of your CDCR number. You can check in your housing unit for a list of counselors to determine which counselor is yours. Counselors deal with matters such as preparing your case for Classification Committees, out-of state parole requests, board of parole hearing preparation

(for life sentence inmates), and other general casework matters.

**How do I contact my counselor?** You may contact your counselor in one of two ways. You may submit a written request and your counselor will either answer your request or ducaat you for an appointment, whichever is necessary. You may also, go see your counselor in person during "open line". All counselors have designated open line times, which are shown on the same list that tells you which counselor is assigned to you.

**How often do I appear before Classification?** Generally, after your first appearance (UCC or ICC), you will not appear before a Classification Committee until your "annual review". Your annual is the month you were first received in CDCR. In other words, if you were received in February, every February, your case would be due for annual review by a Classification Committee; however, if there is a special need you are seeking restoration of lost time credits or have some sort of disciplinary action to be reviewed, you will appear as needed.

**I want to transfer closer to home. What can I do?** Based on your **case factors** and available resources, you may be placed closer to you home. If a family member is ill, you may request a hardship transfer (see Penal Code Section 5068). Generally, MCSP staff expects you to have a positive program and good behavior as before recommending a transfer closer to home. This may occur at your request at your next annual review. In some cases, when family emergencies or circumstances justify

it, your case may be considered before your annual review.

## **FREQUENTLY ASKED QUESTIONS ABOUT MY TIME**

**Can I get credits back which will make me overdue for release?** No. CCR, Title 15 prohibits restoration of credits that would make you overdue for release.

**I did the "clean" time, but committee refused to restore the time. Can they do that?** Yes. CCR, Title 15 allows the committee to make you do an additional "clean" period based on your case factors.

**How much time does my counselor have to act on my restoration papers?** Your counselor must review your case before committee within 30 days, if credits are to be denied.

**I had credits restored, but my EPRD has not changed, or I got a printout from Records with the same release date. Should I write Records or my counselor?** Once Records processes the paper work, they will automatically send you a new printout (legal status summary) showing your new EPRD. If you have not received a new Legal Status Summary sheet from Records within 45 days of the credit restoration, you need to speak to your CCI.

**I had 30 days restored, but when I got my new printout, my EPRD only went back 15 days, not 30. Why?** When you lose credits, those days are added to the end of your term and automatically reduced. If you are working, your release date only moves up by half of what you lost. In other words, think of it as a new sentence

added to your term. Whatever credit-earning group you are in (1/2 or 1/3) is how much you actually lose, and therefore how much you actually get back.

## MCSP APPEALS PROCESS

Any inmate may appeal any departmental decision, action, condition, or policy, which they can demonstrate as having a material adverse effect upon his welfare. The Appeals Process was designed to facilitate the handling of inmate concerns and provide a means for staff to address issues that cannot otherwise be resolved. For this reason, you may file an appeal without any fear of reprisal. Use the process wisely. An appeal containing false information, profanity, or obscene language will be rejected. In addition, an inmate who makes a complaint against a departmental Peace Officer, when you know that your complaint is not true, may be issued a Serious RVR. Prior to submitting an appeal for all issues except for staff complaints, disciplinary, classification or issues regarding policies and procedures, you must complete a CDCR 22 through the Supervisors review. If you still have not received a remedy to your issue you must attach the completed CDCR 22 to the appeal and submit it directly to the Inmate Appeals Office. It will be reviewed by the Appeals Coordinator for compliance CCR, Section 3084.3. Except for Americans Disability Act (ADA), and Board of Parole Hearing (BPH), all appeals must filed within 30 calendar days of the event being appealed, or within 30 calendar days of receiving documents and information necessary for filing the appeal on a CDCR-602. You may submit no more than one non-emergency appeal, in a fourteen day calendar period.



**CDCR 1824 (ADA Appeals Form)** - An inmate with a disability may request an accommodation or grieve alleged discrimination through the CDCR-1824 Grievance Process. The CDCR-1824 shall be provided to all inmates who claim to be disabled. Staff assistance in using the appeal process should be provided to all disabled inmates who require such assistance.

The inmate shall submit the request for accommodation on a CDCR-1824 to the Appeals Coordinator. The inmate shall attach any relevant documentation of his disability that is in his possession or is easily obtainable by the inmate and is not already in his CDCR files. When an inmate files an appeal on an inappropriate form, the Appeals Coordinator shall attach the appropriate form and process the form as a CDCR 1824. The Appeals Coordinator shall screen the request to determine if it meets the eligibility requirements of CCR, Section 3084. It is the mutual responsibility of the inmate and CDCR to verify a disability when a request for accommodation is made. The inmate must cooperate with CDCR staff in the staff's effort to obtain documents or other information necessary to verify the claimed disability. CDCR 1824's are available in all housing units, Program Offices, and Libraries. Inmates needing a CDCR-1824 can either ask the housing unit officer or obtain one from the Program Office or the Library.

## LIBRARY AND LAW LIBRARY

**How and when can I go to the Library/Law Library?**  
MCSP has fully stocked Libraries on each Facility. You need an ID card and to be wearing blue state issued clothing to access the Library or Law Library. The Library hours are posted on the wall outside of the Library and/or Education building on each Facility. You wait on the designated area, until the Education Officer or Library employees come and get you.

Priority Library access may be given to those inmates with established court deadlines and those with pending legal work. If you have a court deadline and seek priority access, visit the Library for an application for priority access. If your priority deadline need is confirmed, you will be placed on the priority list.

**Scribes and Readers-** To ensure Equally Effective Communication, inmates needing the assistance of scribes and readers, may contact the MCSP Senior Librarian through their assigned CCI for direction on how to receive these services.

**Special Equipment Available in the Facility Libraries-**  
The following special equipment is available in MCSP Facility Libraries:

- Clark Developmental Disability Program (DDP)
- Armstrong (DDP) Remedial Plan in large print
- Full page magnifiers
- Hand held magnifiers
- Audio cassette players

- Plata Information: Health care policies and procedure in English and Spanish

Electronic equipment is intended for use in the library. Each facility has trained staff and will train inmates in the proper use of the equipment to provide access for inmates with disabilities. Inmates are not normally restricted to using the equipment for only legal text.

Disabled inmates may request access to assistive devices (hand-held magnifiers, audio books, and large print books) by submitting a request to the Librarian. Disabled inmates who are unable to write may verbally request such access. Access to the equipment will be provided as soon as possible, at least within seven working days.

## FRIENDS OUTSIDE

### **What is "Friends Outside" and what is the function?**

Friends Outside is a nonprofit organization dedicated to assisting persons in prison and their families to overcome the problems associated with being incarcerated. Some of the services provided by Friends Outside are:

- Information for transportation to and from the prison
- Air, train, and bus fares and schedules
- Help with parole plans and reentry
- Help with locating missing family members
- Arranging emergency phone calls
- Pre-release planning and employment after parole
- Help with marital and family problems

**How do I contact Friends Outside?** You or your family may contact Friends Outside directly. If you wish to contact Friends Outside, get a *Friends Outside Service Request* form from your housing unit and submit it to Friends Outside. Be sure to specify your concern, and when requesting an interview, be sure to list your work hours and days off. Friends Outside cannot see you during your work hours. If your family wants to contact Friends Outside, they can write:

**Friends Outside Representative  
Post Office Box 409099  
Ione CA 95640**

*\*Depending on the fiscal financial budget, the Friends Outside Representative position may not be filled. The inmate population will be notified.*

## **FRIENDS OUTSIDE VISITOR CENTER**

**What is "Friends Outside Visitor Center" and what its function is?** Friends Outside Visitor Center is sponsored by Friends Outside. The purpose of the center is to promote positive visiting by providing services to family members and friends who visit MCSP. Transportation is provided between MCSP and the Stockton area. The center also provides (on a limited basis) child care, clothing exchange, and emergency food (snacks).

**How do I (or my family) contact Friends Outside Visitor Center?** You or your family can get information about New Beginnings by mail or by telephone:

**Friends Outside Visitor Center  
Post Office Box 667  
Ione CA 95640  
(209) 274-4749**

### **MEN'S ADVISORY COUNCIL (MAC)**

**What is the MAC and what is its function?** The MAC is an organization established by CDCR to give inmates the opportunity to have a voice in issues that affect the general prison population. The MAC representative serves as a liaison with officials and distributes information concerning events at MCSP. The MAC is not a "grievance" committee, nor can it deal with your personal, individual problems. The MAC has no authority over the program and does not make policy; however, the MAC is given the opportunity and responsibility to meet with all administrative and custodial officials on a regular basis to express and advocate the concerns of the inmates. Many positive changes in the program have been accomplished with your MAC.

So, if you have ideas or concerns about the program, contact your MAC representative.

**Can I get involved in the MAC and/or go to its meetings?** Yes. Each housing unit has four elected representatives, one from each ethnic group:

- Hispanic
- African-American
- White
- Other

These representatives form the general council, which elects a Chairman/President and Vice Chairman/Vice President, and appoints four other executive body members. You have the right to run for a position and to vote for the representatives to fill those positions. MAC meetings are scheduled in each Facility and are open to all inmates. Request from the MAC Chairman and/or President at least two days prior to a meeting. Meeting schedules are posted on Channel 2, 7, and 14.

**Channels 2, 7, and 14-** Inmates shall have access to closed-captioned TV's available in all housing units. Channel 2 is the institutional information channel. Announcements concerning every aspect of the program appear on this channel. Schedules of events, meal menus, etc., also appear on this channel. It is a source of ready information for you. Channel 2 is also the channel on which entertainment videos (movies) are broadcast.

Channel 7 is an educational channel, featuring educational videos. Channel 2 displays the video programs. Channel 14 is used as an educational resource.

## Armstrong v Schwarzenegger Disability Placement Program (DPP) -

It is the policy of the CDCR and MCSP to provide access to its programs and services to inmates with disabilities, with or without reasonable accommodation, consistent with legitimate interest.

**Qualified Inmates:** A qualified inmate is one with a permanent physical or mental impairment, which substantially limits the inmate's ability to perform a major life function.

### **Categories and Criteria for Special Placement**

- Permanent Mobility Impairments
- Permanent Hearing Impairments
- Permanent Vision Impairments
- Permanent Speech Impairments

Other inmates with a disability other than those listed above whom, due to the severity of their disability, may require special placement in a designated Disability Placement Program (DPP) Facility.

**Verification process-** It is the mutual responsibility of the inmate and CDCR to verify disabilities that might affect their placement in the prison system and or verifying credible claims of disability in response to request for accommodation or complaints about disability based discrimination. CDCR is not required to automatically screen all inmates to verify disabilities. Inmates must cooperate with CDCR staff in the staff's efforts to obtain documents or other information necessary to verify a disability.

Verification may be triggered by any of the following:

- The inmate self-identifies or claims to have a disability.
- Staff observes what appears to be a disability severe enough to impact placement, affect program access, or present safety or security concerns.
- A third party, such as a family member, requests an evaluation for an alleged disability.
- The inmate's health care or central file contains documentation of a disability.

**Sign language interpreters-** A qualified interpreter is an individual who is able to interpret effectively, accurately and impartially, both receptively and expressively; using any necessary specialized vocabulary. MCSP has a contract for sign language interpreter services through an accredited agency. The ADA Coordinator will make arrangements for a qualified sign language interpreter to be present during scheduled due process hearings and Medical, Dental, and Mental Health encounters. If requested by the inmate, or the need is identified by staff.

**Staff Assistants-** The inmate shall be assigned a Staff Assistant, as described in the CCR, Section 3318(b), to assist in the investigation, preparation, and presentation of a defense at the disciplinary hearing if the Chief Disciplinary Officer (CDO) or designee determines:

- The inmate is illiterate or non-English speaking.
- The complexities of the issues are such that assistance is necessary so the inmate comprehends the nature of the charges or the disciplinary process.
- The nature of the inmate's needs for assistance



requires a confidential relationship.

The inmate may refuse to accept the first Staff Assistant at the time of assignment or at anytime during the disciplinary process. If the inmate refuses the Staff Assistant at the time of initial assignment, a second Staff Assistant shall be assigned. If the inmate refuses to accept the second Staff Assistant or withdraws acceptance of another assigned Staff Assistant, the assistance of another Staff Assistant shall not be required unless the CDO or designee determines that a fair hearing cannot be held without staff assistance.

**Housing Units with Modified Showers- Certain** buildings and 'B' Gym have one modified shower with grab bars. In the buildings, this shower is located on the first tier in the 'B' section. Shower chairs are also available in these units for inmates who require them. A request must be made to the unit floor officer for use of the shower chairs.

**Vests-** If you are assigned a vest, which identifies you as having a certain disability, you *must* wear the vest anytime you are outside of your assigned cell. The vests shall be worn over the outer clothing.

**Announcements and Alarms-** All verbal announcements in units where inmates with vision or hearing impairments are housed will be done on the building Public Address System. Additionally, flicking the unit lights on and off several times, flashing a flashlight into the cell or by tapping on the cell door that alerts inmates that an announcement is imminent; for example, count time or yard release. Other messages communicated over the

Public Address System in units where inmates with hearing impairments are housed, for example, visits, modification to school, work, or meal schedules, will be communicated via personal messages or by personal notification.

*\*Emergency: In instances where it becomes necessary to evacuate a housing unit where inmates with mobility or vision disabilities reside, custody staff shall provide assistance to inmates as needed.*

### DEFINITIONS FOR UNLOCKS

When the housing unit Control Booth Officer announces unlocks, the officer will indicate what movement is allowed by using the following terms:

**One way:** Inmates are only allowed to go **IN** the cell. Do not attempt to go into the cell and then exit the cell.

**One time around:** You may enter your cell, get your things, quickly and immediately exit your cell.

**Twice around:** Officers will walk the tier two times. The first time the officer will open cell doors to allow inmates to enter the cell. The second time the officer will open cell doors for inmates wishing to exit the cell who have notified them of such by placing their OPEN sign in the cell window. You may enter the cell the first time around the officer walks the tier, and exit the cell on the second time around the officer walks the tier.

**Out of bounds:** After unlock, you may not go on the 2<sup>nd</sup> tier to another inmate's door. Also, you must stay behind the red line on the 1<sup>st</sup> floor; this is the Out of Bounds area.

**Bed moves:** The convenience bed moves are done only on Saturday or Sunday. The Wednesday before you move you must have the *Request For Cell Move* form signed by all inmates involved. The 2<sup>nd</sup> and 3<sup>rd</sup> watch staff must sign the *Request For Cell Move* form before any cell move is done.

**Tier rotation:** During 2<sup>nd</sup> program who gets to go on the day room floor is scheduled by ODD/EVEN Days, 1<sup>st</sup> Tier has odd days, 2<sup>nd</sup> Tier has the even days.

*\* The building and yard unlocks are posted on the office window. If you have any questions please see your floor officer.*

## YARD AND DAYROOM UNLOCKS

**Verify with your building officer that the following schedule is correct-** During normal operating program, Close Custody A must lock up at 1145 hours.

Close B Custody inmates must be secured within their assigned housing unit by 1945

**0800** Yard Release: Outline only for eligible inmates. On Saturday & Sunday A1A inmates only. Yard Release: 0830 A Yard

- 1000** Unlock: In/Out line for yard and dayroom activities for A1A and A2B inmates. Saturday & Sunday is for A1A inmates only
- 1015** Inline only (Building 5)
- 1030** Inline only (Building 1-4, Gym)
- 1100** Minimum Support Facility (MSF) Count
- 1145** Unlock: In/Out line, Yard Recall
- 1200** Count Close A custody
- 1230** Count Clear: Close A custody, outline for yard and dayroom for A1A and A2B inmates. On Saturday & Sunday A1A inmates only
- 1330** Unlock: workers unlock and outline
- 1415** Inline inmate workers Monday-Friday only
- 1445** Unlock, In/Out line for A1A, A2B & C status inmates. Saturday & Sunday A1A inmates only are allowed to go to yard
- 1530** Yard recall, all inmates lock-up, prepare for count
- 1830** Yard release for A1A, Medium, Minimum, and Close B custody. No close A

custody. Saturday & Sunday A1A only, time varies depending on meal completion

**1945** Inline/Outline, Close A custody inmates must be secured in assigned cell. Close B custody must be secured within assigned housing unit.

**2000** Count: close A custody count

**2100** Yard recall, all inmates must lock up

*\* All times are approximate.*

### **E-BED UNLOCKS AND PROGRAM**

E-Beds are Emergency Beds used to accommodate extra inmates. They are located in the day rooms in some buildings. You will have a locker to store your items. The beds are triple high. *Check with your building officer for a current schedule.* The following is the schedule:

<b>0530 – 0800</b>	Morning Meal and Pill Call
<b>0800</b>	Yard Release
<b>0805 – 1000</b>	E-Bed Dayroom Program (Dayroom, Showers, TV, and Phones)
<b>1000</b>	In Line – one time around yard release

<b>1010 – 1140</b>	Dayroom (one tier only) and E-Bed dayroom
<b>1100</b>	One Way unlock (in to cell only) NO IN & OUT
<b>1145 – 1230</b>	E-Bed Dayroom for Showers & Phones
<b>1230</b>	Unlock – one time around yard release
<b>1240</b>	Dayroom (Other tier only) and E-Bed Dayroom
<b>1300</b>	One way unlock into cell only. (NO IN & OUT)
<b>1330</b>	Worker's outline (NO IN LINE)
<b>1400</b>	2 <sup>nd</sup> watch off duty

*\* E-Bed inmates are only allowed showers and phones during their allotted times. Check with your building officer for a current schedule.*

## MOST COMMONLY USED FORMS

<u>NAME OF FORM</u>	<u>FORM NUMBER</u>
Request for Cell Move	MCSP 427
Canteen List (published monthly)	None
Visiting Questionnaire (English)	CDCR 106
Visiting Questionnaire (Spanish)	CDCR 106-A
Family Visiting Application	CDCR 1046
Work Change Application	CDCR 132
Application for Restoration of Credit	CDCR 958
Notice and Demand for Trial	CDCR 643
Trust Account Withdraw Order	CDCR 193
Quarterly Package	MCSP 306
Special Purchase Order Form	MCSP 340
Health care Services Request	CDCR 7362
Inmate Request for Free Envelopes	MCSP 338
Request for Interview	MCSP-GA-22
Inmate Appeal	CDCR 602

## GLOSSARY

ABE	Adult Basic Education
ADA	Americans Disability Act
ASU	Administrative Segregation Unit
BPT	Board of Prison Terms
CAI	Computer Assisted Instruction
CCR	California Code of Regulations
CLN	Corrections Learning Network
CTQ/ORT	Confined To Quarters/ Orientation
DDP	Developmental Disability Program
DPP	Disability Placement Program
E-Beds	Emergency Beds
EPRD	Earliest Possible Release Date
ESL	English as a Second Language
GED	General Education Development
GPL	Grade Point Level
CCI	Correctional Counselor I
ICC	Institutional Classification Committee
UCC	Unit Classification Committee
IDTT	Inter-Disciplinary Treatment Team
MAC	Men's Advisory Council
MCSP	Mule Creek State Prison
PIA	Prison Industry Authority
TABE	Test Adult Basic Education
TDD	Telecommunication Device for the Deaf