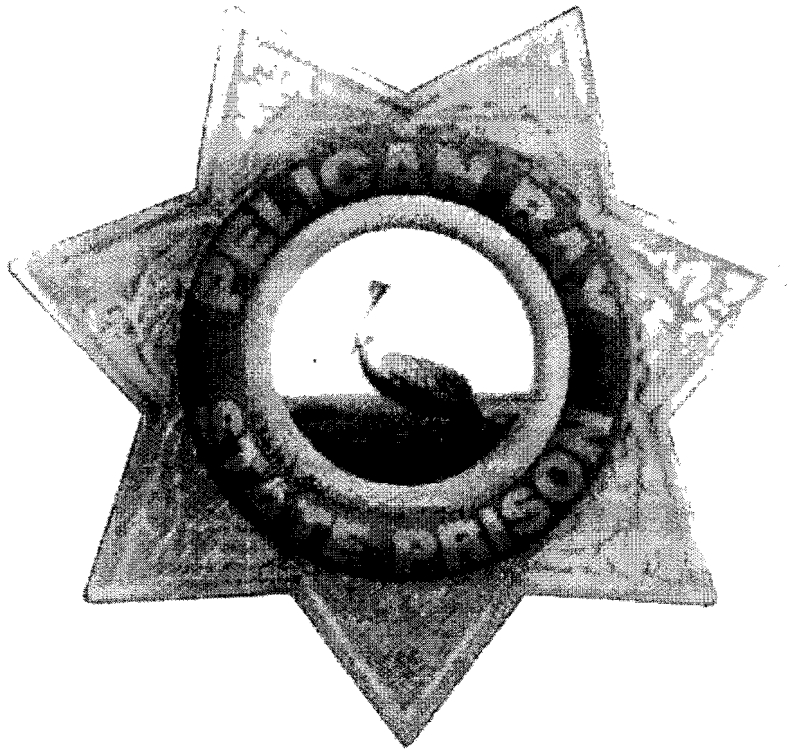


GENERAL POPULATION



INMATE ORIENTATION HANDBOOK

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INTRODUCTION

This Orientation Inmate Handbook has been developed to provide new arrivals with valuable and necessary information concerning program activities at Pelican Bay State Prison (PBSP). Inmates are expected to review the contents of this handbook. Inmates who do not understand the general rules and procedures must secure assistance from their Correctional Counselor I (CCI) or Housing Unit Floor Officer. The inmate will be held accountable for the contents. Ignorance or lack of understanding is not an acceptable excuse for noncompliance.

A. ORIENTATION STATUS

1. Upon arrival at PBSP, inmates will be placed on "Orientation Status" for 14 days or less.

This period of orientation has been established for the inmate's safety. It affords inmates the opportunity to familiarize themselves with the prison and apprise appropriate staff members of any problem situation (i.e., enemies) prior to being placed in the General Population (GP).

During this period:

- a. Inmate program activities will be limited to housing unit activities. Inmates will be escorted when it is necessary for them to leave the unit.
 - b. Interviews, tests, and other activities related to the orientation process will be conducted.
2. Inmates will be interviewed by a CCI in preparation for their initial classification appearance before the Unit Classification Committee (UCC). A CCI will be assigned to each inmate according to the housing unit the inmate is assigned.

Inmates will appear before UCC for appropriate program assignment within 14 calendar days. Following their appearance before the UCC, inmates will be removed from orientation status.

If the inmate does not appear before the UCC as outlined above, inmates should contact their respective CCI or Housing Unit Floor Officer.

3. For additional information and/or resolution of problems, contact the assigned CCI or Housing Unit Floor Officer.
4. Use the "Inmate Request for Interview" form to contact your CCI or contact him/her during the scheduled open line.

B. GENERAL ORDERS AND PRISON PROCEDURES

1. Copies of prison procedures pertaining to inmates are available to read in the library.
2. All inmates are expected to have knowledge of and adhere to all rules and procedures.

3. Ignorance of the rules and regulations does not excuse violation of those rules and regulations.
4. All inmates will be required to sign a General Chrono, California Department of Corrections and Rehabilitation (CDCR) 128-B, indicating they have received a copy of this Orientation Handbook.

CUSTODY ISSUES

A. IDENTIFICATION CARDS

1. All inmates must carry their identification card with them at all times and surrender it to any employee upon request. Failure to do so may result in disciplinary action.
2. If, for any reason, you do not have an identification card, contact your Housing Unit Floor Officer.
3. Inmates may be required to pay for the loss or damage of their identification card.

B. INMATE MOVEMENT AND PASS PROCEDURE

1. It is the inmate's responsibility to promptly answer all calls and passes. Failure to do so will result in disciplinary action.
2. An inmate pass authorizes an inmate to report to a specific place or person at a specific time.

C. COUNT PROCEDURE

1. All inmates will report to their designated count area and all movement will cease during count time.
2. Inmates may not leave their designated count area for any purpose until released.
3. Disrupting the count will result in disciplinary action.
4. Inmates in Level IV are required to stand at their cell door for the 4:30 p.m. count with their bright light on. Failure to do so will result in disciplinary action.

D. ALARM PROCEDURE

1. When an alarm is sounded, **ALL** inmates must **IMMEDIATELY** stop whatever they are doing, remain where they are and obtain a "seated" position. Responding staff will assess the situation and give further direction as needed, which can include, but is not limited to directing the inmate(s) to lay prone and/or move to a different location. Do not engage in conversation with other inmates and do not yell at responding staff. If an inmate's behavior distracts staff in any way during an incident, that inmate may be held responsible via the disciplinary process.
2. Inmates are required to follow any instructions given by staff.

E. SHOOTING POLICY

PBSP has a "no warning shot" policy.

1. When a shot is fired, all inmates will lie down immediately. Any inmates still standing will be considered to be involved in the incident that caused the shot to be fired and staff will then take appropriate action.
2. Deadly force will only be used when it is the reasonable force needed to:
 - Defend the employee or other persons from an immediate threat of death or great bodily injury.
 - Prevent an escape.
 - Stop acts such as riots or arson that constitute an immediate jeopardy to institutional security and, because of their magnitude, are likely to result in escapes or the death of other persons.
 - Dispose of seriously injured or dangerous animals, when no other disposition is practical.
3. This institution is provided with a lethal electric perimeter fence.

F. GROOMING STANDARDS

An inmate's hair shall be clean, neatly styled, and groomed, as specified in the California Code of Regulations (CCR), Title 15, Section 3062, Inmate Grooming Standards.

G. CELL CHANGES

1. The Program Lieutenant on Second or Third Watch normally approves cell changes, except in emergency situations, where the highest ranking official on duty can perform this function.
2. Requests for cell changes will be considered only upon recommendation of the Housing Unit staff. Changes will not be authorized unless there are appropriate reasons.

H. STATE-ISSUED SUPPLIES AND MATERIALS

1. Inmates will receive an initial issue of housekeeping supplies (soap and toilet paper), personal grooming supplies (comb, toothbrush, and toothpowder), and bedding upon placement in the housing unit. Inmates will receive additional supplies on a weekly basis.
2. Inmates will receive an issue of state clothing consisting of one of each of the following: Jeans, shirt, T-shirt, shorts, and socks (pair).
3. When available, state clothing will be issued upon request by Third Watch Housing Unit Officers.
4. Inmates are responsible to ensure supplies are not wasted.

5. After UCC, inmates will be re-housed in a GP unit and will receive all of their allowable personal property by Receiving and Release (R&R) subsequent to processing. The inmate's final housing destination will be responsible for issuance of all allowable State property.

I. CLOTHING EXCHANGE/LAUNDRY

1. All clothing to be laundered will be placed into the laundry bags assigned to each housing unit. Whites and blues must be in separate bags. The bags will be logged by the Housing Unit Officer, picked up, washed, and returned (unless circumstances prevent timely processing).
2. Losses/shortages must be reported to, and verified by, the Housing Unit Officer.
3. Sheets and pillowcases will be exchanged on a one-for-one basis at the time laundry bags are picked up.
4. Exchanges for clothing can be done ONLY at the Clothing Room and ONLY with the Inmate Pass (CDCR 129) issued by your Housing Unit Officer.
5. The Clothing Room is open during scheduled main exercise yard in accordance to the yard schedule.

J. CLOTHING DURING MEALS/PROGRAM ACCESS

1. Blue chambray shirts will be worn. Shirt tails must be worn inside pants on the program side of the roadway, (Education, Clinic, Canteen, Chapel, etc.). No sweatshirts, T-shirts, or jackets will be worn as an outer garment. Blue denim pants must be worn in the Dining Hall. No sweat pants or shorts will be allowed. No shower shoes may be worn.
2. There will be no head garments worn in the program offices, i.e., watch caps, baseball caps, scarves, and hair nets.

K. HOUSEKEEPING RESPONSIBILITIES

1. Each inmate is responsible for the content and condition of his cell. Cells are to be maintained in a clean and sanitary condition. All property is to be in the locker. NOTE: Each cell toilet is designed with a "trap" system. DO NOT FLUSH any paper products other than toilet paper down the toilet. If you clog your toilet, you may be required to sign a Trust Account Withdrawal Order (CDCR 193) for repair.
2. Upon assignment to a cell, the inmate should search it thoroughly. The inmate will then report all contraband and damaged or missing fixtures to the Housing Unit Officer immediately. Otherwise the inmate will be held responsible.
3. No window covering is permitted. No articles are permitted on the window ledges. Doors shall be kept free of any visual obstructions.
4. Light bulbs shall not be covered. Lights are to be turned off when inmates leave the cell.

5. Makeshift shelving and cupboards are not permitted. No cardboard of any kind is allowed in the cell.
6. No curtains are permitted.
7. No items are to be suspended from the top bunk that obscures the view of the bottom bunk.
8. Towels, blankets, and other items of bedding are not to be used as table coverings or rugs.
9. Clotheslines are not permitted.
10. No photographs are to be displayed on shelves, doors, or walls. No magazine cutouts or posters are permitted on walls, shelves, etc.

L. SHOWERS

1. Inmates are permitted, as program allows, a minimum of one shower every three days.
2. Shower periods will be 10 minutes in duration.

M. INMATE BARBER SHOP

1. Inmates must comply with CCR, Title 15, Section 3062, Inmate Grooming Standards. Failure to do so may result in disciplinary action and loss of privileges.
2. Only assigned barbers will cut hair.

N. PUBLIC TELEPHONES

1. There are two pay telephones per section in each housing unit.
2. Per established procedure, inmates must sign up with the Unit Housing Officer for telephone calls. All calls must be **COLLECT**.
3. Inmates are allowed to sign the phone list only ONE time per day.
4. If an inmate's name appears more than once, his calls will automatically be canceled.
5. Each time slot is 15 minutes. The time slot is reserved for you and you may not give it away, or share time with another inmate.
6. Morning and afternoon workers will have access to weekend telephone calls.
7. Telephone access periods:
 - Privilege Group A - any available time during non-work/training hours.
 - Privilege Group B - limited to once per month.
 - Privilege Groups C and D - limited to emergency calls only and must have prior approval from the inmate's respective CCI or Program Captain/Lieutenant.

O. RECREATION PROGRAM

1. Yard
2. Day Room
3. Television

The above recreational programs are available to all workers and students, unless restricted by disciplinary or classification action, program restrictions and according to the inmate's privilege group (See Counselor Issues, Section A, Privilege Groups).

P. RELIGIOUS PROGRAM

Religious programs are available in both Facility A and Facility B. A schedule is posted in each of the housing units.

Q. SMOKING POLICY

Smoking or tobacco products are banned from all State institutional grounds. Any violation of the tobacco ban is subject to disciplinary action.

R. PERSONAL TELEVISIONS, RADIOS, AND TAPE PLAYERS

1. Level IV inmates may enjoy these personal items whenever they are in their own cells.
2. Televisions, radios, and CD players must be operated with headphones.
3. No appliance is allowed on the yard. Appliances are to be turned off whenever an inmate leaves his cell.
4. Speakers are not allowed on appliances; only headphones are authorized.
5. Inmates are limited to three electrical appliances. (Two entertainments and one non-entertainment).
6. Inmates are not permitted to give, sell, loan, barter, or trade items of personal property.

RECEIVING AND RELEASE

See Attachment A-1 (PBSP Personal Property Schedule).

INMATE CANTEEN

Canteen draw schedules are established monthly, based upon three full weeks of each month. There will be three canteen draws per month, based on the last two digits of the inmate's CDCR number. There will be a schedule of each inmate's canteen draw date posted in the Day Room. Inmates are

allowed only one canteen draw per month. The maximum amount per canteen draw per month is \$220. This does not include items purchased from vendors by Trust Account Withdrawal Order.

- Privilege Group A - \$220 per month, plus special purchases.
- Privilege Group B - \$110 per month, plus special purchases.
- Privilege Group C - \$55 per month.
- Privilege Group D - \$55 per month.

Canteen price lists are published monthly and are available in the housing units. In order to have funds transferred from the Trust Account to the Canteen, inmates must properly fill out a Canteen Card Order (CDCR 184) and deposit it in the Canteen Box in the housing unit. The cards must be submitted on the Thursday preceding the scheduled draw. The funds will be available at the Canteen the following Friday. Requests for special purchases are processed through the Program Office. Canteen hours are 0900 to 1100 hours and 1300 to 1500 hours on scheduled days posted pursuant to main exercise yard schedule.

Canteen items available during lockdown or modified programs are under the Warden's discretion. The allowable quantity of items will also be subject to the PBSP Department Operations Manual (DOM) Supplement, Section 54030, Inmate Property.

COUNSELOR ISSUES

A. PRIVILEGE GROUPS

1. General

- a. Inmates shall be assigned to privilege groups in accordance with their behavior and type of assignment. Four privilege groups have been established which provide incentives to promote the inmate's desire to achieve and accomplish positive goals.
- b. Work/Training groups and privilege groups are separate and different programs. Example: An inmate may be placed in Privilege Group C as part of a disciplinary action, while still being retained on assignment and earning full work time credits.

2. Privilege Group Criteria

- a. Group A: Inmates who have either:
 - 1) A full-time work/training assignment.
 - 2) Been diagnosed by a physician or psychiatrist as totally disabled; therefore, incapable of performing a work/training assignment within the physical and/or mental capability of the inmate as determined by the physician and/or psychiatrist.
- b. Group B: Inmates with a half-time work/training assignment or who are involuntarily unassigned awaiting a full-time assignment.

- c. Group C: GP inmates who refuse to work shall be placed in this privilege group.
- d. Group D: Inmates housed in special housing units who are not assigned to either a full or half-time work/training assignment.

3. Privileges/Restrictions

a. Group A:

- 1) The number of family visits is limited to the facility's resources or security policies. The actual eligibility to receive family visits is based upon your term status and commitment offences. See your respective counselor for individual advice.
- 2) Visits during non-work/training hours are limited by space available (visits during work hours when extenuating circumstances exist).
- 3) Maximum monthly canteen draw as authorized by the Director of CDCR (\$220).
- 4) Only telephone resources limit telephone access during non-work/training hours.
- 5) Access to yard, recreation, and entertainment activities during non-work/training hours are limited only by security requirement or by assignment.
- 6) Use of Excused Time Off (ETO) with supervisor's approval, as authorized in CCR, Title 15, Section 3045.2, and this chapter, in two-hour increments.
- 7) Four special packages per year, not to exceed 30 pounds each.
- 8) Special canteen purchases as provided by institutional procedures.

b. Group B:

- 1) One family visit every six-month period. The actual eligibility to receive family visits is based upon your term status and commitment offences. See your respective counselor for individual advice.
- 2) Visits during non-work/training hours are limited by space only.
- 3) One-half the maximum monthly canteen draw as authorized by the Director of CDCR.
- 4) Telephone access once per month.
- 5) Access to yard, recreation, and entertainment activities during non-work/training hours are limited only by security requirements or by assignment.

- 6) Use of ETO in two-hour increments, with the supervisor's approval, as authorized in the CCR, Title 15, Section 3045.2, and this chapter.
 - 7) Four special packages per year, not to exceed 30 pounds each.
 - 8) Special canteen purchases as provided for by institutional procedures.
- c. Group C:
- 1) Family visits are not permitted.
 - 2) Visits are limited by space availability and are the first to be terminated when overcrowding exists.
 - 3) One-quarter the maximum canteen draw as authorized by the Director of CDCR, with only "C" privilege group specific shopping list being allowed as noted in OP 200, Work Group/Privilege Group C (Cosmetic and Stationery Only).
 - 4) Telephone use for verifiable emergencies only.
 - 5) No access to gym or main yard. Concrete yard three days per week unless security and safety considerations preclude such.
 - 6) No special canteen purchases.
 - 7) No quarterly packages.
 - 8) No Day Room program.

B. VISITING REGULATIONS

1. General Policy

- a. No limitation will be placed on the number of persons approved and placed on an inmate's visiting card.
- b. No more than five people, including children, will be allowed to visit an inmate at any one time.
- c. The Visiting Room will be open from 0900 to 1500 hours on Saturday, Sunday, and New Year's Day, Christmas Day, Independence Day, Labor Day, and Thanksgiving Day holidays only.
- d. Visits may be terminated when overcrowding exists in the visiting area. Termination will begin with those visitors who live locally. If necessary, those who have frequent visits shall be terminated.

- e. All visitors must be approved on a Visiting Questionnaire (CDCR 106), prior to visiting. Be aware that a large number of visiting cards are not transferred with the inmate from the sending institution. Inmates are advised to send an Inmate Request for Interview Form to the Visiting Processing Office to determine if their visiting card was sent to PBSP. If the visiting card was not received, it is recommended that inmates send out new CDCR 106 forms to their visitors. This is the fastest way to have visitors approved for visiting. Remember that all visitors must have approved identification prior to being allowed to visit (driver's license, Department of Motor Vehicles picture identification card, as well as a certified copy of the Birth Certificate for each minor child).
 - f. Written notification will be given to the inmate and visitor when a visit is denied.
 - g. An inmate may refuse to visit, but must submit a written refusal to the Visiting Office.
2. Conduct During Visits
- a. Both inmates and visitors are expected to conduct themselves responsibly during visits. Failure to do so will result in termination of the visit and a review of visiting status by the appropriate authority.
 - b. An inmate and visitor may embrace, including a kiss, at the beginning and end of each visit. During the visit, they may hold hands. No other personal body contact is permissible.
 - c. Inmates are not permitted to receive any articles during the visit. The inmate and visitors are responsible for children's behavior during the visit.
3. Inmate Attire During Visits
- a. Inmates must wear clothing issued by the CDCR.
 - b. Property allowed to be taken into the visiting area must be declared prior to entrance and is limited to: one religious medal and chain, wedding band, prescription glasses, and one State-issued handkerchief. No smoking materials are allowed.
4. Non-Contact Visits
- a. Inmates may be restricted to a noncontact booth visit by a disciplinary or classification action.
 - b. Visits will be for one to three hours in duration.
 - c. Visitors must phone the institution at least 24 hours in advance and make an appointment for visiting.
 - d. Visitors without reservations will not be allowed to visit.
 - e. Only three authorized visitors will be allowed.
 - f. Visitors are restricted to approved visitors only.

5. Attorney Visits
 - a. Attorneys wishing to visit an inmate for private consultation are required to contact the institution in advance and reserve the private attorney room through the Attorney Visiting Officer.
 - b. More than one attorney or attorney representative may share a private interview with an inmate. Visits may be limited to no more than two hours.
6. Family Visiting
 - a. Facilities A and B have two family visiting apartments each.
 - b. Family visits will be allowed for inmates with the proper privilege group, work group, and custody level.
 - c. Sign-ups for family visiting will be initiated through your CCI and must be approved by the Facility Captain. The Family Visiting Officer will schedule family visits.
 - d. Security Housing Unit (SHU) and Privilege Group C inmates are not eligible for family visits.
 - e. Family visiting is a privilege, not a right. If you desire to participate, you must not have any serious Rules Violation Reports (CDCR 115) pending.
7. Approval and Denial of Visits
 - a. The Watch Commander or Visiting Sergeant has the authority to approve or deny applications for visiting privileges. They may also terminate a visit between an approved visitor and an inmate when it becomes necessary. The Watch Commander or Visiting Sergeant may suspend visiting until requirements for visiting are met per the CCR, Title 15, Section 3177.
 - b. All children under the age of 18 must have a notarized letter from a legal guardian giving them permission to visit; otherwise, a legal guardian must be present. A certified Birth Certificate from the County Recorder's Office is also required.

C. APPEAL PROCEDURE

1. An inmate may appeal any policy, action, or decision which has a significant adverse affect on him. (See CCR Sections 3084.1, 2, 3086.)
2. Inmates should first attempt to resolve minor issues and/or requests using the CDCR Form 22, (See Attachment A-4, Introducing The New CDCR Form 22 for Inmates and Parolees).
3. Serious and complicated issues such as CDCR 115s, Classification Committee, and Classification Staff Representative decisions, shall be addressed using the CDCR 602, (See Attachment A-2, CDCR 602, Inmate/Parolee Appeal).

4. Inmates have 30 days from the action or event to file an appeal on an issue, (See Attachment A-3, How to Submit an Appeal).
5. Appeal forms should be placed in the institution mail for routing to the Appeals Coordinator.
6. Do not send duplicate copies to the Warden or other staff as this will only cause confusion and delays in the response. The inmate should keep a copy for his record.

D. MAIL REGULATIONS

1. General Policy

- a. Correspondence between inmates and persons outside the institution is encouraged.
- b. The regulations mandated by the Director of CDCR will apply to all inmates and employees.
- c. Mailing address: EXAMPLE

DOE, John AA-0000
Pelican Bay State Prison
P.O. Box 7500
Housing Unit/Cell #
Crescent City, CA 95532-7500
- d. Mail must be addressed as listed in the example above or your mail may be delayed or not delivered.
- e. No limitations will be placed on the number of persons whom you may correspond and you may write as often as you wish. Participation in contests is not allowed.
- f. Inmates are not allowed to correspond with inmates in other institutions or other facilities at PBSP without prior consent. Request for Correspondence Approval forms can be obtained from your CCI. Those inmates with prior approval to correspond with other inmates need not submit another form if the approval meets the guidelines above. If you have a copy of your approval form, show the form to your CCI.
- g. Inmates totally without funds will be provided with sufficient writing material and postage for five free letters per week. This is in addition to an indigent inmate's unlimited free mail to a court.
- h. No "Cash on Delivery" packages will be accepted. Mail with postage due will be returned to the sender.
- i. All mail is subject to being searched, per the CCR, Title 15, Section 3138(a).
- j. Each correspondent is personally responsible for the contents of each item of mail sent in or out of the institution. Violation of law, the CCR, or other policies will be

referred to the appropriate authorities and also may result in suspension of correspondence between the persons involved.

- k. Inmates may receive funds through the mail. The sender should utilize a certified check or money order, payable to The Department of Corrections and Rehabilitation, with the inmate's name and number printed in the margin. Personal checks received will be held for 30 days to clear the bank prior to being credited to the inmate's account. No cash will be accepted, and will be returned to sender.
- l. Embossed envelopes and postage stamps may be received. A combination of stamps and envelopes is limited to 40.
- m. Inmates may subscribe to magazines and newspapers through the special purchase process. Your Housing Unit Officer has the necessary ordering forms.
- n. A limit of 12 photographs not exceeding 8" x 10" may be received. Photos of wives/girlfriends may be received but shall not display any nudity such as exposed nipples, genital, or full frontal nudity. These photos may not; however, depict minors or felonious activities. Such pictures will not be displayed inside the cell (CCR, Title 15, Section, 3008).
- o. All packages received at the institution will be searched for contraband prior to delivery to the inmate. Any package or item without the necessary prior approval or not authorized at this institution will be returned to sender.
 - Privilege Groups A and B - inmates can receive one package each quarter; not to exceed 30 pounds each.
 - Privilege Group C - inmates are not permitted to receive any packages.
 - Privilege Group D - inmates may receive one package during the last quarter of the year.

2. Methods

- a. The Third Watch Housing Unit Officer will deliver incoming nonconfidential mail to the inmate.
- b. Incoming confidential mail is to be placed in a locked mailbag and delivered to the Unit Office. The Unit staff will deliver the confidential mail to the inmate and inspect the contents for contraband, taking care to protect the confidentiality.
- c. Outgoing mail is to be given to staff near the 2100 hours count.
- d. Outgoing confidential mail must be signed and sealed by either the Third Watch Housing Unit Floor staff or at the Legal Law Library.

E. WORK/TRAINING GROUPS

1. Designations

- a. Work/Training Groups have been established to facilitate the computerization of legal status calculations. These group designations shall be used for entry into the computer data bank and in reporting earned credits.
- b. The work time credits applied to an inmate's time to serve or minimum eligible parole date will be in accordance with his legal status and in relation to his work/training group.

2. Group A-1: Full-time work/training assignment

A full-time work/training assignment workday shall consist of eight hours per workday, exclusive of meals, five days per week. In no case shall the workday be less than six hours. Any approved adjusted workday or workweek shall meet minimum participation requirement of 30 hours per week. Those work programs which require an inmate to participate outside of the normal eight hours per day, five days per week, (i.e., ten hours per day, four days per week) or programs that are scheduled for seven days per week, requiring inmate attendance in shifts (i.e., three days of ten hours and one day of five hours) must have departmental approval prior to their implementation.

All inmates participating in these assignments qualify for full-time work credits. The institution shall initiate a CDCR 128-B to be placed in the inmate's Central File stating the hours of participation required for the inmate to receive full-time sentence reduction credit. A notation of "special assignment" shall be placed on the inmate's time card to ensure Records Office staff awards proper credits.

Group A-1: Full-time Educational/Vocational Program

Elementary school, high school, and vocational training programs require the same minimum hourly participation as the full-time work assignment period.

3. Group A-2: Involuntarily Unassigned

- a. Inmates who are placed on a work/training assignment waiting list due to unavailability of assignments or resources.
- b. Inmates classified and unassigned pending adverse transfer.

4. Group C: Voluntarily Unassigned

- a. Those inmates in the GP who have refused to accept or perform in a work/training assignment.
- b. The inmate shall remain in zero credit earning status until such time as the inmate is reclassified for placement on an assignment waiting list (A-2). The inmate shall be considered for reclassification upon his submission of a written request for an assignment and be scheduled for a hearing within 30 days. The inmate shall have a right to be present at the hearing and shall receive a written decision from the committee.

5. Group D-1: Lockup Status
 - a. Administrative Segregation Unit
 - b. SHU
6. Group D-2: Serving a SHU Term
 - a. Starting from the date of placement in the SHU, inmates who are assigned to a determinate SHU term, which includes a forfeiture of credit, shall not be placed in a credit earning assignment during their period of credit forfeiture. Upon completion of the period of forfeiture, the inmate shall be re-evaluated by a classification committee for appropriate housing/work group and privilege group.
 - b. In unusual cases, an inmate's status in Group D-2 may be extended for increments of up to six months. This extension can be given if the classification committee determines that no credit-qualifying program can be assigned to the inmate without causing a substantial risk of physical harm to staff or other inmates. At the end of the designated period of six months or less, the Institutional Classification Committee shall review the determination.
7. Group U: Unclassified

Inmates undergoing reception center processing are in this status from the date of their reception until they are classified at their assigned institution.

F. INMATE ASSIGNMENTS OFFICE

The Inmate Assignments Office handles every assignment and unassignment for all GP inmates. Their goal is to keep as many inmates assigned as possible.

At an inmate's initial classification, the committee determines the work group, custody level, and waiting list placement. It is imperative the committee be informed of any special skills or qualifications the inmate may have, for example, clerical, mechanical, welding, etc.

The institution maintains several different waiting lists:

- * Support Service (for general purpose assignments)
- * Food Service Testing (for inmates awaiting medical clearance)
- * Food Handler (for inmates medically cleared for culinary positions)
- * Educational and Vocational
- * Prison Industry Authority (PIA)
- * Special Skills (Mechanics, Plumbers, Barber, Clerk, etc.)

Inmates will be placed on waiting lists based on the committee results. In general, waiting lists are broken into two portions: Priority 1 and Priority 2. Priority 1 inmates are unassigned inmates in the A-1 work group and Priority 2 inmates are in the A-2 work group.

EDUCATION PROGRAM

A. AVAILABLE PROGRAMS

1. The Education Department at PBSP will provide quality academic and vocational education programs, which meet the needs and interests of the inmate population and are consistent with the operational and security priorities of the prison.

Inmates will be considered for assignment to either an academic or vocational program as part of the initial classification process.

a. Academic Program Description

The program provides instruction in basic literacy and life skills to prepare inmates for employment in Prison Industries and Maintenance Operations, to qualify them for vocational training courses, and to assist them in obtaining employment upon release.

<u>Academic Programs</u>	<u>Grade Level</u>
ESL (English as a Second Language)	N/A
ABE I	0-3.9
ABE II	4-6.9
ABE III	7-8.9
GED Preparation	9.0 and above
Pre-Release	N/A

b. Vocational Program Description

The program provides hands-on training in diversified variety of vocational trade areas. At the completion of the training, an inmate will have achieved a level of expertise to enable him to obtain entry-level employment.

<u>Vocational Programs</u>	<u>Recommended Grade Level</u>
Computer Literacy Program	6.0 and above

LIBRARY SERVICES

A. LAW LIBRARY

1. The Law Library is located within the Satellite Library at your facility. For access, complete a Law Library Access Request form.
2. If a court deadline applies, provide the Law Library with verification of the deadline.
4. For copies of legal materials, submit a Legal Material Request. Request forms may be obtained from the Housing Unit Floor Officers.
4. Hours: Daily - 0800-1100
 1230-1500

B. RECREATIONAL LIBRARY

1. Facilities A and B book lists and request forms may be obtained from the Housing Unit Floor Officer. The books will be delivered to the units on a weekly basis.
2. Inmates are allowed to check out two books every two weeks. A trust withdrawal is required prior to check out in the event the books are lost or damaged.

PRISON INDUSTRY AUTHORITY

PIA operations at PBSP consist of Laundry. The total program has 17 job assignments. The pay scale for PIA is from 30 cents per hour to 75 cents per hour. Only inmates who are on the waiting list will be hired by PIA. To get on the waiting list, an inmate must see his counselor.

A. LAUNDRY

The PIA Laundry operation processes all of the linen for the institution and has a quota of 17 inmate job assignments. The Laundry is located in the Facility A Industries area.

DISABILITY PLACEMENT PROGRAM

- A. The Disability Placement Program (DPP) is the CDCR's set of plans, policies, and procedures to assure nondiscrimination against inmate/parolees with disabilities.
- B. The CCR and the Armstrong Remedial Plan (ARP) are available to inmates with disabilities. Accommodations, such as, magnifiers for reading shall be provided when necessary and are available in the Facility Law Libraries. The inmate's counselor or unit officer will assist as a reader and/or scribe when necessary.
- C. Accommodations are made for qualified inmates, e.g., sign language interpreters for due process events and clinical contacts.
- D. Access and use of the Telecommunication Device for the Deaf (TDD) and telephones for inmates with disabilities shall be consistent with CCR, Title 15, Section 3282 (h)(1)(2), Use of Telephones by Inmates. Volume control telephones or the TDD shall be provided for inmates with a disability and/or as a reasonable accommodation to meet effective communication needs as outlined in the ARP. Calls must be made collect and shall have an announcement before the call stating the call is from an inmate at a California State Correctional Facility and is being recorded.
- E. Inmates may file a Reasonable Modification or Accommodation Request (CDCR 1824) through the Appeals Coordinator. Custody and medical staff have these forms available upon request.
- F. The Unit Officer will ensure that inmates with disabilities are personally notified for visits, ducats, counts, meals, emergencies, etc.
- G. If there is a verified condition, as reflected on an Inmate/Parolee Disability Verification (CDCR 1845), or Medical Chrono (CDCR 128C), that prevents the inmate from standing during count, the inmate may be allowed to sit on his bunk or next to his bunk, etc.
- H. Staff will ensure the CCRs, Notices, Orientation Packages, Job Announcements, and similar printed materials distributed to inmates are accessible to inmates with disabilities.

- I. During an emergency it may be necessary to evacuate a housing unit. Housing units maintain inmate rosters which alert unit staff of the special needs required for such emergency evacuations. Inmates with disabilities will be alerted by unit staff and assistance provided to ensure safe and effective evacuation during emergencies.

REQUEST FOR REASONABLE ACCOMMODATION

A reasonable accommodation is the modification adjustment and/or provision of an assistive device that will provide a qualified inmate equal access to programs, activities, and services at PBSP. Examples of reasonable accommodations include providing special equipment (e.g., readers, sound amplification devices, talking books, or large print material), providing inmate or staff assistance, providing qualified interpreters, modifying work or program schedules, or providing assistive devices such as canes, walkers, or grab bars.

Request for reasonable accommodation shall be submitted via CDCR 1824.

Any inmate may submit a request for a reasonable accommodation under ADA; an inmate does not need to be an Armstrong Class member to utilize CDCR 1824.

The completed form shall be submitted to the Appeals Coordinator through the institutional mail.

A. Notices, Announcements, and Alarms

1. Special Identification - PBSP custody staff, in units housing inmates with disabilities, shall maintain a copy of the identification cards/pictures of the inmates with disabilities to alert staff to provide for the special needs of these inmates during count, emergency evacuation, verbal announcement, etc. Special needs may include personal notification for the hearing impaired or scribing and/or reading for the vision impaired in responding to ducats, etc. Additionally, index cards bearing the Armstrong disability code shall be affixed to the inmate's cell door window.
2. Verbal Announcements - PBSP staff shall ensure that effective communication is accomplished with inmates who have hearing impairments (DNH), when public address (PA) announcements and reporting instructions, including those regarding visiting, yard release and recall, count, lock-up, unlock, are announced.
3. All verbal announcements in units housing DNH inmates shall be done on the building's PA system and personal notification if the inmate's disability requires such personal notification. Times that an inmate's hearing aid is not working or available for use shall require personal notification.

B. Written Materials

PBSP shall ensure that the CCR, Title 15, the ARP, written notices, orientation packages, announcements, and similar printed materials, which it distributes to inmates, are accessible to inmates with disabilities.

- Accommodations, such as page magnifiers, photocopying machines with the capability to enlarge print, inmate or staff reading assistance, etc., shall be reasonably accessible to ensure that the disabled have access to forms, regulations, and procedures.

Comprehensive information as outlined below shall be provided to all disabled inmates in accessible format during the inmate orientation process. Vision/hearing impaired and learning disabled inmates shall be accommodated with alternate forms of communication, e.g., verbal communication (reading to the inmate), provided with magnifying cards/equipment etc., in order to ensure effective communication of information. The following information, at a minimum, shall be effectively communicated in the above described alternate formats whenever a vision/hearing impaired or learning disabled inmate is undergoing the orientation process:

- The purpose of the DPP
- Availability of the CCRs, ARP and similar printed materials in accessible formats to inmates with disabilities.
- Reasonable Accommodation or Accommodation Request (CDCR 1824) process and the location of the forms.
- Reasonable accommodations/modifications available to qualified inmates for due process encounters.
- Access to inmate/staff readers or scribes and availability of specialized library equipment for qualified hearing/vision impaired, learning disabled inmates such as text magnifiers, large print materials, audiocassette tapes etc.
- The process of personal notification by staff for applicable qualified inmates as necessary.
- Access to TDD device.
- Access to closed captioned television.
- The institution's Inmate Assistance Program (upon completion).
- Verified case-by-case medical exceptions to count procedures.
- Information regarding emergency alarms/evacuations, announcements and notices.

C. Evacuation Procedures

PBSP staff shall ensure the safe and effective evacuation of inmates with disabilities.

1. The Control Booth Officer shall have cells that house DPP inmates identified.
2. In the event of an emergency evacuation, the Housing Officer shall activate the emergency alarm system and verbally announce on the PA system the action needed.
3. The Floor Officer shall physically go to the cells of the DPP inmates and assist accordingly.
4. DPP inmates shall be instructed to exit their cells following the wall to either the right or left until the exit door is reached.
5. The Unit Housing Officer shall ensure all inmates are promptly evacuated from the unit during an emergency.

ATTACHMENTS:

- Attachment A-1 Attachment E of PBSP DOM Supplement, Section 54030, Inmate Property Personal Property Schedule
- Attachment A-2 CDCR 602, Inmate/Parolee Appeal (Rev. 8/09)
- Attachment A-3 How to Submit an Appeal
- Attachment A-4 Introducing The New CDCR Form 22 for Inmates and Parolees
- Attachment A-5 Sexual Abuse/Assault Prevention & Intervention Booklet (English/Spanish)
- Attachment A-6 PBSP Visitor Information Pamphlet