

Nevada Department of Corrections
Southern Desert Correctional
Center



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Inmate Orientation Handbook

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These provisions do not create any liberty, interest, or right to any classification status, employment or placement, on behalf of inmates, nor is any liberty interest to be implied from any part of these provisions.

Introduction

This Inmate Orientation Handbook is published to provide information to inmates who are incarcerated and participating in Programs at the Southern Desert Correctional Center. The purpose is to orient the individual to the rules, regulations and available programs at SDCC. Each inmate is responsible for knowing the rules of this institution. Ignorance of the rules will not be accepted as an excuse for violations. Each inmate will carefully read the Institutional Rules and Regulations prescribing responsibilities and obligations. General Regulations are described in this handbook. Specific rules, such as times, dates of activities or quantities of clothing are posted on the Bulletin Board in your housing Unit. Each inmate must understand both the General Regulations and Specific Rules applicable to his Level status. If an inmate is unable to read, he will request assistance and the contents of this handbook will be explained.

The rules and regulations set forth as guidelines in published memos, this and the inmate handbook are adopted as the rules and regulations with supplemental materials from the State Statutes, Department of Prison's Administrative Regulations and the Institution's Policy and Procedural Manual.

Forward

By making the decision to participate in the Southern Desert Correctional Center's Level System, you have made the decision to take control of your life. The Level System is designed to provide education, work and programming that will enable the active participant to improve their life within the system and upon release.

Your behavior and programming within each Level will allow you to advance to the next Level. You are responsible for your actions and the results. As you progress through the system, responsibilities and privileges will increase.

Each Level offers opportunities for success if you are willing to make the commitment to work for it.

- The opportunity is there. You decide your future.**

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Chain of Command

The Southern Desert Correctional Center Chain of Command is as follows:

Custody / Security Issues

Unit Officer(s)

Sergeant

Lieutenant

Associate Warden

Warden

Classification / Program Issues

Unit Caseworker

Correctional Casework Specialist III

Associate Warden

Warden

- The proper use of the Chain of Command will ensure your issues and concerns are handled in a timely manner.

Reception Classification

AR: ACA: 3-4380-3-4388

- Upon being received at Southern Desert Correctional Center, you will meet with the Intake Caseworker.
- At this time, you will be asked a series of questions which will enable staff to best place you in a housing unit.

INMATE MOVEMENT

OP: 562

All inmate movement at Southern Desert Correctional Center will be conducted using call outs or passes. Movement may be "Escorted": An inmate or group of inmates escorted from one location to another under the direct supervision of custody or other staff. OR "Mass": A large number of inmates moved from one location to another (e.g. bed moves, meals). All movement is scheduled and appointments are made.

IT IS THE INMATE'S RESPONSIBILITY TO CHECK THE UNIT BULLETIN BOARDS DAILY FOR CALL OUT LISTS INDICATING APPOINTMENTS.

Inmates out of place or "No Shows" for appointments are subject to progressive disciplinary action.

Level System

AR: 516 OP: 516

- The Level System varies from institution to institution.
- With the completion of each Level, inmates will continue to gain more privileges and responsibilities.
- Level-1 is the highest Level that can be obtained. Once Level-1 has been obtained the inmate has the opportunity to be eligible for special programs and premium jobs.
- Please note that inmates may be demoted in Levels if they fail to meet the requirements of the Level they are currently in, if the inmate is involved in disciplinary infractions. Each inmate decides by his behavior, attitude, and performance, where he wants to be within the Level system. In addition, inmates arriving from other facilities that are Level-1, will be placed in Level 1 after a MINIMUM of 30 days in accordance with A.R. and O.P. 516.

Inmate Disciplinary Process

AR: 707

- The objective of the Inmate Disciplinary Process is to define and give notice of unacceptable behavior so that involvement in misconduct can be addressed. Within the Inmate Disciplinary Process it will specify the range of sanctions that may be imposed for a violation. Prison disciplinary proceedings, as described in this code, are an administrative process, unrelated to and not bound by the rules for criminal procedures, civil trials, administrative codes or procedures.
- Upon the reasonable belief of a correctional employee that a minor, general, major, or work release violation has been committed by an inmate, the employee will file a written report of the incident in the form of a Notice of Charges.

Grievances

AR 740

The grievance is the second step that inmates have to resolve perceived problems. The first step should be the front line staff (i.e., Caseworker, C/O, SGT., etc.). After this first step is exhausted then the grievance should be filed. The process for the grievance is as follows:

- Must be an issue that is under the jurisdiction of NDOC
- Should be filed within 10 days of the disputed incident to caseworker on an *Informal Review Form*. (personal property, personal injury or medical claims—6 months), which will be placed in the Grievance Lock Box.
- Will be reviewed by the Grievance Coordinator and a resolution will be reached if possible (within 45 days)
- If a resolution is unable to be reached the inmate will check "Inmate Disagrees", and submit a *First Level Grievance* (within 5 days).
- The grievance will then be reviewed by the Warden (or Wardens designee) for response to the inmates claim and will be Upheld or Denied (within 45 days)
- If denied, the inmate has 5 days to submit a *Second Level Grievance*.
- At the 2nd level the inmate grievance will be responded by the Deputy Director, or by the top administrator of that department for which the grievance is related within 45 days.

Count Times & Procedures

AR 418 A.C.A. 3-4180

- Counts are taken in each unit daily. All inmates in the unit are required to report for counts at the posted times. Counts are the most important event in this institution. If you are not in your cell at count time, make sure that you are on an "out-count." It is the inmate's responsibility to be in their cell at count time. An inmate being out of place during a count will not be tolerated.
- SDCC Count times are as follows:
 - 12:00am
 - 2:00am
 - 4:00am
 - 11:15am
 - 3:30pm
 - 7:30pm Stand-Up Health and Welfare Count
 - 10:00pm

Classification

A.C.A. 3-4282-3-4290

- The Level System is not classification. Classification issues include: custody, disciplinary, parole and other issues.
- Classification reviews for each inmate are held at least semiannually. You may request a review through your assigned caseworker.
- Your Caseworker will inform you of your scheduled appearance date. In most cases, you will be notified 48 hours prior to your hearing. Custody reductions are not automatic.

Caseworkers

- Caseworkers are assigned to every housing unit at SDCC.
- Your Caseworker has "office hours" posted which coincide with your yard days. You may also kite for an appointment.

Unit Housing Rules and Regulations

Housing Unit Rules and Regulations are posted in each unit.
Dorm Unit Rules and regulations are also posted in each dorm.

Visitation

AR: 719 ACA: 3-4149, 3-4440, 3-4446

- Visitation at SDCC is "First Come- First Served" basis (handicapped or elderly have priority.)
- Visiting days are Friday Saturday and Sunday. It is YOUR responsibility to know when you have a visit.
- Hours are: 6:30am - 10:30am (check in 6:30-9:30am) and Noon - 3:30pm. (check in noon - 2pm)
One session per day per inmate.
- The first Monday of the month is reserved for inmates housed in Lock-down only.
- Any inmate that receives a "dirty Urine" will be sanctioned to a loss of visits for one (1) year with a consecutive one (1) year non-contact visits.
- Visitation is a privilege, not a right.
- "Special visits" for family members who must travel over three (3) hours will be up to the discretion of the Warden, AWO or AWP.
- Special visits for immediate family members pending approval will be at the discretion of the Warden, AWO or AWP.
- All inmates and visitors must follow all visiting rules and regulations. Inmates will be held accountable for the conduct, actions and behavior of their visitors.

Inmate Laundry Procedure

AR: 704, 711 ACA: 3-4317

- All inmates have access to the Laundry as per the schedule posted on the Unit Bulletin Board.
- Laundry exchange, both personal and state items are indicated on the schedule.
- Clothing issue is conducted every 6 months. Your anniversary date is the date you arrived at this facility.

Inmate Canteen / Coffee Shop

AR: 204 ACA: 3-4042/3-4159

- Canteen and Coffee Shop schedules are posted in each housing unit.
- Canteen limits are per the Level system.
- Limit of \$200.00 per week for Level 1, \$125.00 per week for Level 2.

Culinary

AR: 269-276 ACA: 3-4181/3-4294-3-309

- Your Unit Officer will notify the Unit when feeding will commence. It is your responsibility to get to the culinary in a timely manner.
- You will not receive a meal once the culinary has closed.
- The weekly menu is posted on the Bulletin Board in the Unit.
- It is your responsibility to be in proper state attire with you Inmate Identification visible upon entry into the dining hall.

Hobby Craft

AR: 260, 807 OP: 260 ACA: 3-4428

- All inmates participating in the Hobby Craft must be Level 1 and 6 months disciplinary free. No exceptions will be considered. Inmates will submit a written request to the Hobby Craft Sponsor for approval.
- Once approved, each inmate will purchase their own materials through an approved outside vendor.
- Inmates may only order enough supplies for two (2) projects, with a \$100.00 limit per inmate every 6 months
- Inmates may keep only two (1) finished projects in their cell, all other finished projects must be mailed out within 30 days of completion.

Music Program

- All inmates participating in Music Program must be Level 1 and 6 months disciplinary free. No exceptions will be considered. Inmates will submit a written request to the Sponsor for approval.
- All instruments must be sent in new from the store of purchase. (Musicians Friend Catalog is available from the Sponsor)
- Instruments will not be allowed to be sent in from home. Instruments WILL NOT be transported to another facility should you leave SDCC.
- SDCC is only approving guitars with nylon strings. SDCC is NOT approving keyboards.

Inmate Employment

AR: ACA: 3-4394-3-4409

- Employment opportunities rest with your disciplinary free status and coincides with the SDCC Level System.
- No inmate can work until a job application is on file with the IEEO (Inmate Employment Opportunity Office).
 - Level 2 = Any assignment on the yard that is Non-Paid.
 - Level 1 = Any and all positions on the yard, including Prison Industries.
 - Inmates transferring from other facilities must wait 90 days before consideration for a PI job.
- For information regarding job openings or to process a job application, inmates may visit the Inmate Employment Opportunity Office located in the Education building.

Yard and Tier Time

AR: ACA: 3-4147 / 3-4148

- Yard and tier time schedules are posted in each housing unit. Yard is conducted as per the Level system.

Law Library

AR: 720, 722, 724 ACA: 3-4264

- Requests are made using a Law Library Request form. Due to limited space, requests are considered on a first come, first scheduled basis. Time constraints have priority. Scheduled appointments are posted on the call out list posted in each unit.

Religious Services and Activities

AR: 809, 810 ACA: 3-4454-3-4463

- The Chapel schedule is posted in every unit. Inmates **MUST** be on the call-out list to attend. Inmates may kite the SDCC Chaplain to be added /deleted from the call out list. One service per person due to limited space.
- The Chapel is a place of respect, no loud talking, cursing, smoking, eating or "hanging out" will be tolerated.

Property

AR: 204 / 205 / 711 / 750 ACA: 3-4157

- Inmate personal property is limited to those items that will fit into one (1) "sea bag", one (1) fire retardant box, 3 appliances and legal work.
- Legal work must not exceed fifty (50) pounds per box.
- Fire retardant boxes are available for purchase through the inmate store.
- When an inmate is moved to segregation or transferred to another facility, the property limits will be enforced.
- All excess property will be sent home at the inmate's expense.
- Musical instruments **WILL NOT** be transported by NDOC if the inmate is transferred to another facility.
- Locks are **ONLY** authorized for those inmates living in a Dorm Unit.

Appliance Purchases

- Inmates must complete an Appliance Approval Form and forward it to the Property Room.
- You will be notified of the approval/disapproval.
- If approved, the Store will contact the inmate. The inmate will go to the store to pick up the receipt.
- The inmate will then take the receipt to the property room to pick up the appliance. The appliance will be engraved and added to the inmate's property card.
- Inmates may not have two (2) of the same appliance.
- Appliance may not be exchanged or traded among inmates, even if the inmate is leaving on parole or discharge.

Urinalysis Testing

AR: ACA: 3-4184

- Urinalysis testing is administered on a regular basis. Inmates are checked at random for cause of drug and/or alcohol use. Any officer may request the test be taken at any time. Refusal to take a test is

considered a major violation and will result in disciplinary action.

Gym

AR: 833 ACA: 3-4423 / 3-4426 / 3-4428

- The gym is available for use by all General Population inmates.
- Access to the gym is available on your posted yard days. You will sign up with your unit officer. Check the unit bulletin board for the call out list.

Horseplay

AR: ACA: 3-4184

- Horseplay is not allowed at any time.
- This includes but is not limited to: physical contact, grabbing, shadow boxing, chasing another person or wrestling.
- If a violation occurs, disciplinary action will be taken.

Contraband Items

AR: ACA: 3-4184

- Possession of Contraband is a violation of institutional rules and may be a violation of the State Criminal Code. Possession of any contraband may result in criminal prosecution. Contraband includes such items as: alcohol, marijuana, cocaine or any other drug that has not been prescribed by medical staff or provided to the inmate by the institution. Contraband includes; property which is not yours (a "borrowed" TV, radio, clothing, etc), anything which is broken, altered or in disrepair.

Telephone Usage

AR: 718 ACA: 3-4439

- Each inmate will receive a written explanation of how the NDOC telephone system operates.
- Telephone numbers may be added / deleted twice per year (excluding legal numbers).
- All calls are collect or made using the pre-paid card system which is available for purchase through the inmate store.
- All call are monitored and/or recorded. A written statement to this effect is posted at each telephone.
- You may not use the telephone in the Caseworkers office.

When having phone issues/concerns please submit a kite with the following information.

On Pin number request Kites, we will need the following information:

- Inmate ID#
- Inmate Name
- Complete Phone Number Inmate was calling when call was dropped or never connected
- Type of call ie: Debit, Prepaid Collect, or Collect call
- Date the incident occurred
- Detailed explanation of what is happening

On these refund request Kites, we will need the following information:

- Inmate ID#
- Inmate Name
- Complete Phone Number Inmate was calling when call was dropped or never connected

- Type of call i.e., Debit, Prepaid Collect, or Collect call
- Date the incident occurred
- Approximate time of day (to narrow our search)
- Detailed explanation of what happened when placing the call

On Voice Recognition request Kites, we will need the following information:

- Inmate ID#
- Inmate Name
- Complete Phone Number Inmate was calling when call was dropped or never connected
- Type of call i.e., Debit, Prepaid Collect, or Collect call
- Date the incident occurred
- Approximate time of day (to narrow our search)
- Detailed explanation of what happened when placing the call

The regular Kite process will remain in effect whereas they are submitted to Inmate Phone Coordinator, then forwarded to the CenturyLink mailbox, EPSI-NDOC@CenturyLink.com. CenturyLink will then have 10 working days to respond to the Kite and if warranted, post the appropriate refund.

Money Issues

AR: ACA: 3-4044, 3-4046

- At no time should you have any currency on your person or in your cell. If any currency is found on your person or in your cell, it will be confiscated and disciplinary action will be taken.
- In order to have money credited to your account, you need to get a money coupon from staff. The money coupon should be mailed to whoever is designated to deposit money into your inmate account. The money coupon with a money order should be mailed to the NDOC designated bank for deposit into your inmate account.
- Money coupons are also available on the NDOC website or via J-Pay (family access)
- You will receive a monthly account statement reflecting the amount of money deposited into your account.

Television and Radio Usage

AR: ACA: 3-4143

- While inside the cell, the appliances may not be loud enough to be heard outside the cell and must be turned off when an officer or staff member is speaking to you.
- Inmates must realize that these appliances are a privilege and not a right and that privilege can be revoked at any time.

Inmate Mail

AR: 131, 203, 217, 711, 750 ACA 3-4429, 3-4438 O.P. 750

All inmate mail will be processed in the following manner, failure to do so will result in your mail being returned to you:

Outgoing Mail

Outgoing mail will be placed in the unit mail box provided in the Unit Staff Office.

All outgoing mail will be properly addressed in the upper left corner and contain a return address which will consist of:

Full name and back number

**Southern Desert Correctional Center
P.O. Box 208
Indian Springs, NV 89070-0208**

***NOTE: the institutional name must be spelled out in full**

Postage is at the inmate's expense. Stamps are available at the canteen. Packages that require extra postage can be paid for by signing a brass slip stating "Postage for Package". The Mailroom Officer will weigh the package, fill in a postage amount and deliver the slip to accounting. A property disbursement slip is also required on all outgoing packages. All money orders and cash entering the institution through the mail will be returned to sender. Individuals wishing to deposit money to an inmate's account must make a direct deposit through an approved banking establishment. Deposit slips and instructions are available in the Unit Staff Office. Mail is not delivered on weekends or holidays. All envelopes and packages are subject to search for contraband. Outgoing packages will be searched by the inmate's Unit Staff before the package is sealed for mailing. The staff member will forward the package to the mail room. Inmates are not allowed to solicit gifts or enter contests. Incoming mail must have return address and name in front upper left corner. No stickers to include address labels, home made cards, paint, bubble/cushion mailers, lipstick or perfume are authorized. All photos must have inmate's name and LD # on the back and no more than 10 per envelope. Social Security cards must come directly from the Social Security office or they will be unauthorized and must be destroyed or sent out. Also copies of birth certificates and IDs are unauthorized and will be sent out or destroyed.

In-coming and Out-going Mail Searches

All mail is subject to search for security reasons and contraband. Confidential mail must be clearly marked and can only be opened in the presence of the inmate addressee. For a list of persons and organizations that fall into that category, see current IP or Law Library officer.

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Publications

AR: 750 ACA: 3-4432

- With Prior Approval, Inmates may purchase, subscribe to, or otherwise receive and read books, newspapers and periodicals after they have been inspected for contraband.
- The Warden may prohibit receipt of a publication which could directly aid an escape, incite any form of violence or that depicts pornographic material.
- Whenever a publication is not delivered, the inmate will be given a written notice. This notice will detail the reason the publication was rejected.
- Inmates may not enter into a contract for books, tapes or any other type of club which requires commitment on the inmate's part.
- Inmates may not solicit subscriptions on a send now pay later plan. All subscriptions must be paid in full upon request and initiation of the request.

Barber Services

AR: 705 ACA: 3-4325

- Haircutting or Barber services is not authorized in the housing units at SDCC.
- The Barber shop is located inside the gym, upper tier.

- The Barber Shop is open when the yard/gym is open. General Population inmates may make an appointment with the inmate barber. There is no charge for Barber Services.
- Inmates housed in Administrative Segregation may kite the Coach for a barber appointment.

Personal Cleanliness and Grooming

AR: ACA: 3-4322, 3-4324

1. **Shower Facilities:** Shower facilities are located in each housing unit. Each Inmate must keep his body, hair and clothing clean and neat. Inmates must be well groomed and are required to shower often enough to provide good body hygiene. (At least daily is suggested)
2. **Head covers:** Headcovers ARE NOT authorized inside any building (No wave caps, skull caps doo-rags, etc) Approved religious headcovers ARE authorized inside buildings and inside the inmate's personal cell. Ball caps are approved for wear OUTSIDE during inclement weather.
3. **Footwear:** Footwear must be worn whenever you are out of your room. Socks must be worn, regardless of the footwear chosen, i.e., shoes, boots, slippers, shower-shoes, etc. Slippers or shower shoes with socks may be worn within your housing Unit ONLY but not during groups. (Exception: Shower shoes may be worn without socks when going to and from the shower - no delays.)
4. **Clothing:** Your clothing must be kept clean, neat, in good repair and is to be worn in the manner for which it was designed, including the correct size. Pants will be worn at waist level.
 - a. **Outside of your room:** You must wear your shirt tucked in your pants, fully buttoned and wear approved footwear. A bathrobe may be worn when going to and from the shower - no delays.
 - b. **Recreational Clothing:** Includes gym shorts, sleeveless T-shirts, tank tops, white undershirts, jogging and sweat suits. No recreational clothing is allowed in the culinary, classes, groups, education, chapel, staff offices or visiting. No distinction is made between sweat suits with or without pockets or expense. Sweats are sweats and the rules to recreational clothing apply in any case.
5. **Sunglasses:** Inmates may wear sunglasses outdoors only. (Documented medical exceptions only).
6. **Hair Length:** No hair length restriction. Hair must be clean and neatly kept.

Education Department

- The primary goal of the Education Program is to provide inmate students with institutional activities, both academic and vocational, which lead toward the attainment of an Adult High School Diploma.
- A secondary goal is to prepare students with the academic skills to pass the General Educational Development (GED) Test.
- Inmates are no longer to "kite" Education to request classes or admission. A priority list is provided to CCSD, those inmates eligible are invited to participate in Educational Programming.
- This information is [posted in your housing unit and/or available from your assigned unit caseworker.

Medical / Dental Department

AR: 245

- The Infirmary operates on a 24-hour basis.
- A medical provider is on site Monday through Thursday from 0800 AM to 3:00 PM.
- If a medical appointment is needed, put your request on a kite. You will be scheduled and be placed on the call out list.
- Sick call from 0800-10AM daily. Here you will see a nurse and an appointment will be scheduled for you should you need to see the Dr. There is an \$8.00 charge for sick call.
- You will not be charged for chronic illnesses (i.e. asthma, high blood pressure, and diabetes).

- If you have a chronic illness like high blood pressure, and you come to the infirmary but see the medical provider for a cold, and he gives you a prescription for the cold you will be charged for the provider's visit for the cold.
- Upon coming to the infirmary for your appointment you will be required to sign in with the officer.
- You will then be triaged by medical personnel, vital signs will be taken and you and your chart will be forwarded to the medical provider if appropriate.
- After seeing the medical prescription orders will be given to the pharmacy. Most prescriptions can be filled the same day.
 - *Pill call for KOP medications occur at 2:30 PM.* Prescriptions can be picked up at the Pill Call window, which is located inside the infirmary.
 - You will be required to show your ID card and sign for any medications you pick up.

Emergencies vs. Non-emergencies **Definition of emergency:**

An urgent condition requiring immediate medical or surgical evaluation or treatment. Very few requests are true emergencies. Should an emergency occur you will be taken care of immediately. Most requests are non-emergent/ they will be triaged according to their priority. Kites are processed every day and prioritized according to the urgency of the request.

Tattoos and Body Piercing

Tattoos and body piercing are a true risk to your health. Home made tattoo guns and makeshift equipment used to do tattoos and piercing exist but are absolutely against the rules of the Nevada Department of Corrections. By having a tattoo done within the correctional system, you are accepting the risk of contracting HIV, Hepatitis B and C and or Syphilis. Because tattoos are so risky, medical at Southern Desert Correctional Center is currently charging for all newly confirmed tattoos/body piercing. (New tattoo refers to any received after you arrived in NDOC.)

Mental Health Services

- SDCC psychology staff provide services in each unit. Inmates may kite for an appointment. You will then be placed on a call out list.
- SDCC Psychologists facilitate many of the programs offered at SDCC.

Special Offered Programs

The OASIS (Substance Abuse Treatment Program)

- The OASIS Therapeutic Community at Southern Desert Correctional Center specializes in guiding and motivating all of its participants to do the work required for permanent and positive lifestyle change.
- There are three levels or phases of therapeutic community living that teach each community member to change for good.
- The goal of the program is to help each inmate to re-enter society and not return to past criminal and alcohol or drug abuse/dependence ways.
- Through the therapeutic community re-socialization process, each participant has the opportunity to understand his thinking, acting and feeling so that he is armed with the tools to develop and to

maintain the lifestyle change necessary.

- This program utilizes an application and screening process. You may kite OASIS staff for further information.

Re-Entry Program

- This program also utilizes an application and screening process. Interested inmates may kite the Re-Entry Coordinator for further information.

Programs Offered at SDCC

- The following programs are offered at SDCC on a rotating basis. Most program cycles are 12 weeks in duration.

Anger Management
Cage Your Rage
Conflict Resolution
Commitment to Change
Communications
Domestic Violence
S.O.S. Emotions Management
Fitness and Wellness
New Beginnings - Street Readiness
Inside/Out DADS
Gang Awareness
OASIS and OASIS After-Care

Parenting
Peaceful Solutions
Relationship Skills
STOP
Stress / Anxiety Management
Thinking for a Change
How to Manage Unbearable Stress
Victim Awareness / Empathy
Addiction Prevention Education
Good Intentions/Bad Choices
Re-Entry Unit Programming