

Orientation Unit

Inmate Handbook

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SECTION I

UNIT DESCRIPTION

SECTION I – UNIT DESCRIPTION

A. UNIT MISSION

The Orientation Unit is a specialized housing area, within the physical plant of the North Dakota State Penitentiary, designed to provide safe and secure housing for male inmates. It is the mission of the Orientation Unit to provide a concise orientation program for all new arrivals of the institution, which provides the necessary information, testing, and evaluations to provide the inmate with the tools to access the appropriate programs for rehabilitation.

B. UNIT HANDBOOK PURPOSE

The purpose of the Unit Handbook is to give staff and inmates an in depth description of the rules and regulations pertaining to the Unit. The handbook received during the orientation program is still the overall handbook of the institution. The Unit Handbook presides when dealing with issues directly related to the security and orderly running of the unit.

C. UNIT OBJECTIVES

1. Security – To provide a safe and secure environment for both staff and inmates. Success will be measured by the rate of escape or escape attempts, rate of inmate-to-inmate violence, and inmate-to-staff violence.
2. Rehabilitation – To provide an environment, which provides the opportunity to seek treatment, education, employment, medical, and wellness activities, allowing the inmate to improve their self-esteem and remain active. Success will be measured by the rate of participation in the program activities. Secondary success will be measured by the control maintained in the unit and the level of stability maintained by the unit residents.
3. Institutional Progression – To provide a process, which allows each offender, housed in the unit the opportunity to progress to specialized or less restrictive units through institutional programs, adjustment, and their individual performance plan compliance. Success will be measured by the percentage of appropriate resident transfers through successful classification.

D. UNIT DESCRIPTION

1. Location – The Orientation Unit is located in the new expansion between the Infirmary and East Unit.
2. Bed Capacity – The unit has a capacity of 139 inmates. Dayroom A has a capacity of 59 inmates and contains 4 ADA approved cells, 17 single cells, and 19 multiple occupancy cells. Dayroom B has a capacity of 80 inmates. All 40 cells are multiple occupancy.
3. Physical Attributes – The Orientation Unit consists of two dayrooms, kitchenette/dining area, classrooms, laundry room, recreation yard, and staff office space. Each cell is equipped with a toilet, a sink, desk top space and storage, metal framed bed, flame retardant mattress/pillow, a fold out chair, two state issued totes per inmate, and a sick call switch, which can be used in case of medical emergencies. Cell fronts are a solid door equipped with a window, and cuff port. The unit has a medical office for the nurse to assess new arrivals and do sick call for Orientation Unit inmates.

4. Type of Unit – The Orientation Unit is a specialized housing unit designated for the orientation of newly committed inmates to the Division of Adult Services by providing a high level of program training, testing, and evaluation. All inmates housed in this unit prior to classification will be considered maximum custody regardless of crime or sentence.
5. Program Approach – The unit provides program services and opportunities in the area of treatment, education, employment, medical, religious and personal wellness to the levels allowed within the confines of the units overall mission. It is the specific intent of the unit to provide all necessary program training, testing, and evaluation to provide the inmate with the knowledge to function appropriately within the institution.
6. Staffing – The unit is supervised by one Unit Manager, two Case Managers, three Sergeants (one per shift) and three Correctional Officers per shift. One Correctional Officer works Monday-Friday from 8:30 a.m.-4:30 p.m. The Orientation Unit also has one nurse and one treatment staff assigned Monday – Friday.

SECTION II

UNIT RULES & REGULATIONS

SECTION II – UNIT RULES AND REGULATIONS

A. ROOM/CELL ASSIGNMENTS AND CHANGES

1. Day Room B/Double Cell Housing – There are 40 cells that are multiple occupancy. The vast majority of inmates, housed within the Orientation Unit, will be expected to double-bunk. All housing placement will be chosen at the discretion of staff, unless arrangements have been made for special circumstances.

Property –Any contraband found in the cell will belong to both cell residents. This includes contraband found which may result in an incident report.

No cell/room alterations are allowed unless installed by the maintenance staff.

2. Day Room A/Single Cell/Double Cell Housing – There are twenty one single cells located in Dayroom A. These cells are for new arrivals and those inmates who are not eligible for double bunking. The Unit's Case Managers, Unit Manager, and Unit Treatment staff will determine eligibility for these cells. If inmates are assigned a single cell they will be reviewed at classification for single cell status. There are 19 multiple occupancy cells on the top tier.
3. ADA Accessible Cell Housing – The unit is equipped with four cells, which are wheelchair accessible, and all in day room A. The Unit Case Managers will notify the institutional ADA committee anytime an inmate requests accommodation for a specific disability.

Cell changes are subject to staff discretion and will only be approved when it is found to be directly related to the safety and security of the unit, staff, or inmates. **Convenience moves** will not be allowed.

B. INMATE PERSONAL PROPERTY

Inmates may retain authorized Personal Property – Personal property such as those listed below. A detailed list is provided in the Inmate Handbook. Inmates are not allowed anything that is worth over \$100.00 (except wedding ring).

1. Legal documents
2. Family pictures (not to exceed 10)
3. Prescription glasses (no cases) or 2 pr contacts w/case.
4. Dentures
5. Address book, list of addresses of friends and correspondence
6. 1-Ring (Wedding band only)
8. Religious Pendent 1 ½" (with Chaplin's approval if questions)
9. Religious materials
10. Materials authorized in writing by the Case Manager and/or shift supervisor

Funds – Inmates shall be allowed to retain in their account any monies they bring into the Institution. A receipt will be given after the money has been counted in the presence of the inmate. The inmate and staff shall sign the receipt.

New arrival inmates living in the Orientation Unit will be subject to the property guidelines of the unit regardless of their classification status. Each inmate will be responsible for securing and taking care of his own property.

There is no loaning, borrowing, stealing, or bartering of any property. Refer to the Inmate Property section of the Inmate Handbook. The Correctional Case Manager, designee, or medical staff will determine any deviation from the Inmate Handbook.

C. WAKE-UP/MEALS/COUNTS/LIGHTS OUT SCHEDULE

1. Wake-up – Wake-up calls will be available by request only. Request slips should be submitted to the unit officer by 8:00 p.m. the evening before the requested wake-up.
2. Meals – Meals are served in the Orientation day rooms. There will be three meals served 7 days a week.
3. Counts – Counts will be conducted a minimum of 4 times each 24 hr period. All inmates must have their faces showing and accounted for at all times. In the event that an inmate cannot be completely identified, the staff are to make positive contact with the inmate, even if this requires asking them. Count will be announced (except for quiet hours) and residents are required to immediately return to their bunk or cell area and secure their doors. Inmates are to remain in their assigned cell until count is cleared. Failure to do so will result in disciplinary action.
4. Lights out – The Orientation Unit does not have a formal lights out schedule.

MEAL SCHEDULE

Breakfast

DRA & B/Bottom tiers 5:45 am - until approx 6:15 am, Top tiers 6:20 am – until approx 6:50 am

Lunch

DRA & B/Bottom tiers 10:30 am – until approx 11:00 am, Top tiers 11:45 am – until approx 12:15pm

Dinner

DRA & B/Bottom tiers 4:15 pm – until approx 4:45 pm, Top tiers 4:55pm – until approx 5:25pm

UNIT DINING RULES

- A. **CLOTHING POLICY** – Inmates *must* be fully clothed with shirts tucked in and ID's on. Shoes must be worn. No shower shoes allowed during meal times.
- B. No food or drink is allowed to be taken out of the dining area.
- C. The kitchen area is off limits except during meal times. Only kitchen workers are allowed behind the serving line.
- D. No cutting in line.
- E. Keep the noise level down to a minimum
- F. Any complaints about the food temperature, method of preparation, etc. will be made to the officers, *NOT* the inmate kitchen workers.
- G. Items served will be according to the menu.
- H. **SPECIAL DIETS** – Any inmate on a special diet will need to be approved by the Dietician, showing which of the four special diets he will receive. The portion sizes on the posted diet menu will be strictly followed. The diet line is a complete meal service and not in supplement to or as a choice between dietary meal and regular meal. If an inmate chooses to eat off the regular food line, they must sign a waiver from the special diet. All waivers will be processed through the medical services.
NON-PORK DIETS – (Must present green card approved by Chaplain) only means that when an item is on the menu that is pork or contains pork products, there will be a non-pork item substituted.

- I. Inmates may not ask kitchen workers to microwave the food.
- J. The main kitchen trays food up and sends it to the North Unit in food warmers.
- K. Inmates are to secure in their cells after they are done eating.
- L. The phones and JPAY are off limits during meal times, and there is no loitering on the tiers or the day rooms.

D. LAUNDRY/BARBERSHOP/COMMISSARY/SHOWER SCHEDULE AND PROCEDURE

1. Laundry

**Each inmate will be provided two laundry bags. One for whites and one for darks.

- a. Whites – Underwear, Tee shirts, and socks will be placed into the laundry bag provided for your bunk. Laundry bags for whites must be dropped off in the dayrooms by 5:00 p.m. on Sunday, Tuesday, and Thursday. You will get your laundry bag back the next day.
 - b. Sheet Exchange – Sheet exchange occurs each Tuesday morning. Approx 7:30am
 - c. Blue Uniforms/Towels – Towels and blues will be placed in the darks laundry bag and turned in on Monday and Wednesday by 5:00pm. You will get your laundry bag back the next day.
2. Haircuts (Everyone may sign up). You must inform unit staff that you want to be placed on the waiting list. Haircuts will be Monday thru Friday 5:00pm to 6:00pm. (If Monday is a holiday or no barber available, there will be no haircuts that day).

3. Commissary

Commissary order slips must be placed in the mailbox by 7:00 a.m. each Friday morning. There is a \$20 limit per week on inmates in the Orientation Unit (excluding phone time). The scan form will be handed out on Tuesday evenings. **DO NOT BEND THIS FORM.** Make sure you fill in all the bubbles on your sheet, and that you sign it.

NOTE: Inmates are responsible to check their orders at the window so the Commissary worker may verify any errors.

NOTE: Do not order microwave items. No microwave will be available and there will be no refunds.

5. Shower Schedule (showers close 5 minutes before the end of rec. Failure to comply may result in an incident report.)

You may shower during any of the day room recreation periods.

NOTE: You are to be fully clothed when reporting to the shower room area and when exiting the shower room area. Shower shoes are to worn to and from the shower room only!

E. LEISURE TIME/TV/RECREATION SCHEDULE AND PROCEDURE

1. Leisure Time/Recreation:

The following are considered recreation areas in the Unit: yard, and day room.

There will be no loitering by the chain link fence. You will be allowed to take ONE coat out to the yard. No towels are allowed in the yard. You are not allowed to cover your face in the recreation yard for any reason.

**There will be NO SPORTS ACTIVITIES with the orange intake shoes. You have to be issued state shoes to play sports.

REGULARLY SCHEDULED RECREATION PERIODS:

*If the weather is bad, yard rec. will be cancelled and ONLY dayroom rec. will be allowed (-17 degrees or below).

There will be no basketball in the yard when the court is wet or icy for safety reasons.

Exercising will not be allowed in the dayroom. You are allowed to exercise in your cell or in the yard.

Refer to unit schedule for recreation times.

2. Television

Televisions will be provided in the dayrooms. Inmates may watch television at any time when the dayroom is open for recreation. The televisions will be set with no volume. If you would like to listen to the TV's you may purchase a radio that picks up the signal. If a conflict arises as to which channel to watch, there will be a majority rule. The officer in the dayroom will control the channel the T.V. is on.

F. TELEPHONE CALLS/JPAY/MAIL & PACKAGE SCHEDULE AND PROCEDURES

1. Telephone Calls

- a. General – Inmates may use the telephones located in the dayrooms during all open dayroom recreation periods. Calls are limited to 15 minutes per person per rec period.
- b. Staff-assisted calls – Available for emergencies only.
- c. Attorney – attorney calls will be made from the same phone as general calls. Residents should have their attorney placed on their permanent phone list. Staff are not allowed to let inmates make attorney calls. All ND lawyers are on the global list and should be able to be called using the phones in the day room, either collect, or using your phone time. If you are unable to contact your attorney by phone in the day room you will have to write a letter.
- d. Mon-Fri the phones are shut down until 10:00 a.m. for security reasons.

All calls, other than legal, are subject to staff monitoring. See Inmate Handbook for details of phone calls.

2. JPAY

- a. Email – inmates may sign up for JPAY services and extend requests to personal email accounts. Once accepted an inmate may correspond to that person through emails.
- b. Music – inmates may purchase MP3 players through JPAY, and download music onto their devices by purchasing songs or albums from JPAY.

3. Mail/Packages

Orientation Unit residents are offered the same mail correspondence as provided to the general population. See Inmate Handbook for details.

Magazine and Newspaper subscriptions are not allowed while the inmate is housed in the Orientation Unit.

Mail will be passed out in the dayrooms after count Monday through Friday. Out-going mail must be placed in the mailbox by 7:00 a.m.

There will be NO mail on weekends and Holidays.

Procedures for incoming and outgoing packages area also the same as general population. See the Inmate Handbook.

New arrivals will receive five (5) stamped envelopes and necessary writing materials upon arrival.

G. QUIET HOURS

Residents will refrain from loud talking and noise between the hours of 10:00 p.m. and 5:00 am. Recreation can/will be pulled for loud/obnoxious behavior after 10:00 pm.

H. SMOKING

Smoking or use of tobacco products is not allowed in any area of the institution.

I. CELL RULES, CLEANLINESS, AND CELL CLEAN-UP

1. Cell Rules

- a. Inmates are not to hang anything from the sides or ends of their bunk bed frames. This includes pants, shirts, towels and laundry bags.
- b. Shelves: 1. No clothing is allowed on shelves. 2. Only a single row of items will be allowed on each shelf and desk area, stacking items is not allowed (this includes 6 qt. containers, bowls, etc.) Books, magazines, catalogs, binders must be placed on end.
- c. Allowed on floor: 1. 2 pairs of shoes per inmate. 2. 1 cooler per inmate. (General population only) 3. Garbage can. Everything else must be put away.
- d. Other property notes: 1. Hangers are allowed to be used only on the hooks designated for hanging clothing. 2. Nothing will be allowed to be stored on the bed (mattress topper, pillow, blankets, and sheets only). 3. No 32 qt. hobby containers will be allowed in the new housing units. (General population)
- e. Pictures may be placed on the wall between the desk and shelves in the cell. Nothing is to be taped, stuck, pinned to, or hung on the windows, room doors, or walls.
- f. Three state issued bath towels per person are allowed in the cells. Towels will not be used as rugs, or they will be pulled.
- g. Do not cover windows, lights, vents, or intercom. Covering the vents disrupts the room's ventilation system and covering the intercom disrupts communication.
- h. Inmates will be required to pay for any damage they cause to the cell or its contents. Cell condition sheets will be filled out when the inmate moves in or out of a cell. It is the inmate's responsibility to discuss any problem in the cell with the Officer filling out the cell condition sheet at the time of the move. The inmate will have 24 hrs to report any damages not recorded on the cell condition sheet to a staff member.
- i. All lights must be turned off when the cell is unoccupied.
- j. The sick call button located in each cell is for emergencies only. Incident reports may be issued for activating the sick call button in a non-emergency situation.
- k. When the cells are secured for the evening, the cell doors will only be opened in case of emergency.
- l. Shirts will be tucked in ANYTIME you are out of your cell. Pants will be worn with the waistband secured around the top of the hip. The pocket area of the pants must be in clear view of staff. While you are outside for recreation, and doing a physical sport activity, shirts can be removed, other than that, your shirt will be on and tucked in, and your ID displayed properly.

1. Cell Cleanliness and Clean-up

- a. Beds are to be made by 8:00 a.m. Monday through Friday and by 10:00 on Saturday, Sunday, and Holidays and cell/bunk area kept neat and orderly.

- b. Cell clean up is on Monday morning for the bottom tiers and Thursday morning for the top tiers. While cleaning the cell, inmates are not to sweep dust or garbage onto the tier. The janitors will not be responsible for cleaning up after other inmates.
- c. Use paper bags for cell garbage cans. Cell garbage is to be disposed of in the large garbage cans in the dayrooms.
- d. Cell windows will be kept clean at all times. The window in the door will display your name tag. The top of the window will display the name tag of the inmate on top bunk and the lower portion of the window will display the inmate on the lower bunk.

J. RESTRAINTS

Restraints will be used when deemed necessary by unit staff.

K. REQUEST SLIPS/SICK CALL REQUEST SLIPS

Request slips are made available to all residents. They are located at the mailbox in the dayrooms. Request slips must be turned in by 7:00 a.m. in order for them to be processed that day. Request slips for the nurse on weekends only will be turned into the unit officer. Request slips for the Case Manager will be put in the mailbox.

*The Dental sick call list is posted in the day room on Mondays, Wednesdays, and Thursdays during breakfast.

L. SEARCHES

- 1. Cell Searches – All cells will be searched a minimum of once per month. Can be searched at Officer's discretion.
- 2. Personal Searches – Inmates are subject to random searches.

M. UNIT RULES

- 1. LOITERING IS NOT ALLOWED – There will be no loitering by the dayroom doors, officer's desk, and control room area. There will be NO VISITING by the doorways of the cells, on the steps or on the second tier. Visiting is to be done in the dayrooms or recreation areas during regular scheduled recreation periods. Loitering is not allowed in the hallways.
- 2. Inmates may take beverages into the dayroom, but will be expected to clean up after themselves. Failure to do so may result in the loss of this privilege.
- 3. Inmates are only allowed in their assigned dayroom.
- 4. Shoes are to be worn at all times when leaving your room. Shower shoes are only to be worn for the shower.
- 5. Inmates are not to put their feet on the furniture or walls in the dayrooms. There is to be no sitting on the tables.
- 6. Inmates are not allowed in another inmate's cell. Reports may be issued.
- 7. Inmates housed on the bottom tier are not allowed on the top tier.
- 8. Inmates are not allowed to leave the day room unless they have permission from an officer.
- 9. No sunglasses, coats, or hats are to be worn inside the facility.
- 10. ID's are not to be displayed in cell door windows.
- 11. Sick call buttons are for emergencies ONLY. You will receive a report, if you push it and it is determined not to be an emergency.
- 12. The vents are not to be covered for any reason.
- 13. Shirts are to be tucked into your pants when you exit your cell unless you are doing physical activities in the yard.
- 14. Inmates are only allowed 2 reading books at one time. This does not include self help materials such as bibles, GED books, or NA/AA books.

N. Restriction to Quarters Definition

While on restriction to quarters, you are permitted:

- (1) To leave your quarters for the scheduled daily meals.
- (2) 1 shower per day
East Unit: 6:00 a.m.
West Unit: 6:00 a.m.
South Unit may shower in the unit at the officer's discretion.
Treatment Unit inmates may shower mornings only at staff approval.
All other units at staff approval or designated time.
- (3) 1 religious service of your choice in a seven-day period (one Bible study or one church service, or one sweat).
- (4) To attend your work assignment.
- (5) To attend treatment group meetings.
- (6) To attend GED or other educational classes in which you are enrolled and attend regularly.
- (7) Visiting privileges upon successful completion of 10 consecutive days on restriction to quarters status.
- (8) You may use the law library from 7:00 a.m. to 10:10 a.m., only if you have a pending legal case and a verifiable reason to be in the library. You are responsible to verify your need to go to the law library with your Case Manager 24 hours prior to the day you wish to use the law library.
- (9) To receive commissary on your designated commissary date and time.
- (10) To receive property when notified by the Property Office and approved by unit staff (Monday through Friday).
- (11) Inmates who are on long-term restriction to quarters (15 days or more) will be allowed 1 library privilege and one 5- minute social phone call every 15 days during evening recreation from 5:45 p.m. to 6:15 p.m.

While you are on restrictions to quarters you are prohibited from the following:

- (1) To attend or be in any area of recreation, including the barbershop. Haircuts must be completed when you are off RTQ.
- (2) Phone area.
- (3) To make social phone calls.
- (4) Religious retreats, such as, Kogodus, Spiritual movie night, etc.
- (5) AVP
- (6) Any inmate group function.
- (7) Law library during recreation periods.

It is your responsibility to remain in your cell during restriction to quarters. You may not use the excuse that an officer let you out of your cell so you felt you could attend these functions. Whenever possible, inmate workers who work evening hours and are on restriction to quarters may have their schedules changed to daytime hours to keep them out of the recreation areas.

SECTION III

INMATE PROGRAMS & SERVICES

SECTION III – INMATE PROGRAMS AND SERVICES

A. UNIT ADMISSIONS AND ORIENTATION

Upon arrival, new commitments will undergo an initial admission process. Receipt of this handbook is a part of that process. Inmates will be expected to read the handbook and ask questions of any subjects they do not fully understand.

Upon arrival a staff member will be responsible to interview the inmate and document his responses in relation to key areas of concern such as suicidal ideation, medical concerns, and separation concerns.

B. HEALTH SERVICES

Medication Delivery Schedule – the nurse at the medication station will pass out medication and check blood sugar levels for diabetics when you are let out for meals.

You must be fully clothed to attend medication line. You will need your ID card.

Medication line is for receiving medications only – not to discuss medical problems. *If any type of medical attention is needed, a request slip must be written to the nurse.

Health Screening – Upon admission, the inmate will be subject to various forms of health screening. Generally, within 24 hours, a member of the institutional Nursing staff will see the inmate, excluding weekends and holidays. The Nurse will conduct a general health assessment and interview. During the assessment, questions may be asked about medications, tetanus, previous medical concerns, etc. In addition, the Nurse will conduct the first of a two-step PPD test for Tuberculosis.

All new arrivals will see a Dentist while in the Orientation Unit.

All inmates are required to comply with an HIV test. Also within the first week, the inmate will be seen by a doctor for a general physical.

C. CLASSIFICATION

Inmates will remain in the Orientation Unit and comply with the Orientation Program for a minimum of 25 days. Once the orientation phase is complete, they will be scheduled to appear before the Classification Committee. Once classified, bed space may dictate that the inmate continues to live in the Orientation Unit until suitable housing is available. Classified inmates will continue to follow all of the rules and regulations as non-classified inmates.

If you are a parole violator/or you have been out less than 24 months, you will be waived from classes and possibly moved out of Orientation Unit, prior to classification.

D. COUNSELING

All inmates will receive an addiction evaluation during the orientation process. Inmates may also be asked to comply with an additional evaluation to determine other potential treatment needs that may be addressed during their incarceration. Inmates who refuse to comply with

the evaluation process will be considered non-compliant with rehabilitative programming. Non-compliant inmates will be issued an incident report and risk the termination of their ability to earn Performance Based Sentence Reduction (good time) in accordance with North Dakota Century Code 12-54.1-01.

Inmates who are returned to the institution, as Parole Violators will not be evaluated. If a Parole Violator feels he is in need of specific treatment services, he may submit a request slip to the Treatment Department identifying those needs.

Emergency counseling services are available 24 hours a day. If the inmate feels a need for counseling, they should first address their concerns with a Correctional staff member.

E. SELF HELP PROGRAMS

Literature on topics such as aggression control and substance abuse is available through the Treatment Department. The inmate may submit a request slip of needs to the director of the Treatment Department. The need for the self-help program is identified by inmate self report, case manager sessions, unit manager sessions, or a treatment personnel visits.

F. GRIEVANCES

Refer to the Inmate Handbook for proper procedure on filing a grievance, what may and what may not be grieved, and time frames for responses and appeals. Grievance forms and grievance appeal forms can be obtained from Orientation Unit staff at any time upon request. Before you may file a step 1 grievance, you are required to attempt to resolve your complaint informally. Step 1 Grievances must be reviewed and an attempt made to formally resolve it with the Case Manager.

G. VISITING

You will only be allowed visitors during adult only visiting (Thursday 5:45pm to 8:00pm and Saturday 10:00am to 12:30pm) in the visiting room until you are classified. Once classified, with no visiting restrictions, you will be allowed to visit during normal visiting hours. All visitors must be approved through the application process before they will be allowed to visit.

Video Visiting will be allowed in the day room during normal visiting hours. Visitors may come to the institution during visiting hours and use the video visiting monitors in the front lobby. If you are attending class during this time you will not be allowed to visit. Video visitors must be on your approved visiting list.

Refer to Inmate Handbook for rules and regulations governing visiting.

H. EDUCATIONAL/VOCATIONAL TRAINING

During the orientation program, inmates will be assessed for their individual educational needs. All inmates will participate in an interview with a member of the Education Department. Based on the inmates past educational experiences and the results of the testing and interview process, the Education Department will make a recommendation to the inmate that is appropriate for their needs. All inmates without a High School Diploma or G.E.D. will be required to enroll in education classes.

Vocational training is available to inmates. Inmates will be instructed of the various opportunities during the classroom portion of the orientation program.

I. EMPLOYMENT

The 1-9 shift Sergeant will be responsible for all hiring of inmates for unit employment. Those wishing to be considered for employment may submit a request slip.

General inmate workers will be paid \$0.65 per day for each day worked. If you are assigned to work the showers, or main hallway you will be paid \$1.00 per day. Kitchen workers will be paid \$1.35 per day.

Work call will be at 3:10pm to 3:45pm. Kitchen workers will be called at 5:00 a.m. Shower workers will work after breakfast and during afternoon work call.

J. LIBRARY

Inmates housed in the Orientation Unit will not have access to the main institutional library. Books are provided in each dayroom.

K. LAW LIBRARY

You will be allowed to use the law library kiosk in the unit for any legal issues. If you are only requesting a Rule 35, a booklet maybe checked from the officer's station for a maximum of three days. You may correspond with the law library through an inmate request if you have a question.

L. RELIGIOUS SERVICES

Inmates housed in the Orientation Unit will not be allowed to attend Religious services until they are moved out of the Orientation Unit. Inmates may request religious tools or literature from the Chaplain by request slip. They will have access to the chaplain bi-weekly and be given a class during orientation. Religious head coverings may be worn only in your cell or during religious services. Greeting and holiday cards may be requested from the Chaplain by request slip.

M. INMATE ORGANIZATIONS

Refer to the Inmate Handbook

Membership in inmate organizations is not allowed while housed in the Orientation Unit.

SECTION IV

UNIT SCHEDULES

SECTION IV – UNIT SCHEDULES

5:45-6:15am- Bottom Tier Breakfast/Both Dayrooms
5:45 and 6:20am Med Line
6:20-6:50am- Top Tier Breakfast/Both Dayrooms
6:40-7:10am Janitor Call Shower Workers only
7:15am Count
7:35-8:30am Bottom Tier B Dayroom Rec
8:35-9:30am All of Dayroom A Dayroom Rec
9:35-10:30am Top tier B Dayroom Rec
10:35-11:05am Bottom Tiers Lunch
11:20am Count
11:40am-12:10pm Top Tiers Lunch
12:15-1:10pm All of Dayroom A Yard Rec
1:15-2:10pm Bottom Tier B Yard Rec
2:15-3:10pm Top Tier B Yard Rec
3:10-3:45pm- Janitor Call (All Janitors)
4:00pm Count
4:15-4:45pm Bottom Tier Dinner
4:15 and 4:55pm Med Line
4:55-5:25pm Top Tier Dinner
5:40-6:30pm Bottom Tier B Dayroom Rec
6:35-7:25pm All Dayroom A
7:30-8:20pm Top tier B Dayroom Rec
8:30pm Count

WEEKLY CLASS SCHEDULE

Tuesday

9:00am

Inmate accounts/ property

Schroeder 86104/ Schatz 86237

12:15pm

Visiting

Volk/Hareland/Maher

12:30pm

Group Programs/TX

L.Koch

1:00 pm

Roughrider

Bob Erlandson

1:30pm

Phone Class Weekly

Bernie Walery

2:30pm

Wardens Class

Warden

Wednesday

8:00am

Chaplin

8:15 a.m.

Sexual Abuse/Prevention (VCR)

DW Foster

8:30am

HIV Awareness (VCR)

Wilkins

1:00 p.m.

Parole/Community Programs

Bohn

2:15pm

Nurse

Shelly

Thursday

8:00 a.m.

Unit Management/Offender Documentation

Sullivan

1:45pm
Education

Friday

8:00 a.m.
Janitorial Class (VCR)
Ulrich

8:30am
Orientation Scoring
Brian Weigel

1:00 p.m.
Teen Challenge **

2:15pm
Transitional Facilities
James Saylor

Monday, Saturday and Sunday No Classes

** Teen Challenge is a religious based program, and is not required due to the 1st Amendment. However if it is your rec period, you will not be able to attend until class has ended.

Staff will announce any changes in scheduling

**Classes will be held Bi-weekly with the exception of the phone class, which is weekly.

SCHEDULE IS SUBJECT TO CHANGE

The Orientation Unit Inmate Handbook has been reviewed and is effective on the date shown below.

Date

Karla Marsh, Unit Manager

