



**RHODE ISLAND DEPARTMENT OF
CORRECTIONS**

**High Security Center
Inmate Handbook
Revised 2009**



A.T. Wall II
Director

James Weeden
Warden

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Deputy Warden

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DEPARTMENT OF CORRECTIONS
HIGH SECURITY CENTER
CRANSTON, RI 02920

JULY 2005

The objective of the staff here at High Security, is to continuously strive to uphold the Rhode Island Department of Corrections Mission Statement (#1.02 DOC). Therefore, keeping public safety paramount, achieve the mission through our staff, operate with openness and integrity and provide treatment and programs to the offender population here at High Security.

Whenever people are grouped together there must be an established set of rules. These rules are designed to maintain the safety and security of those who live and work at High Security Center.

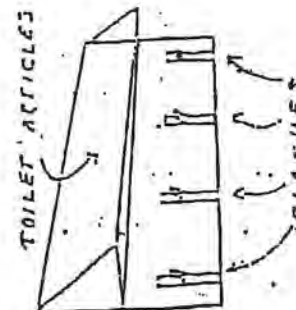
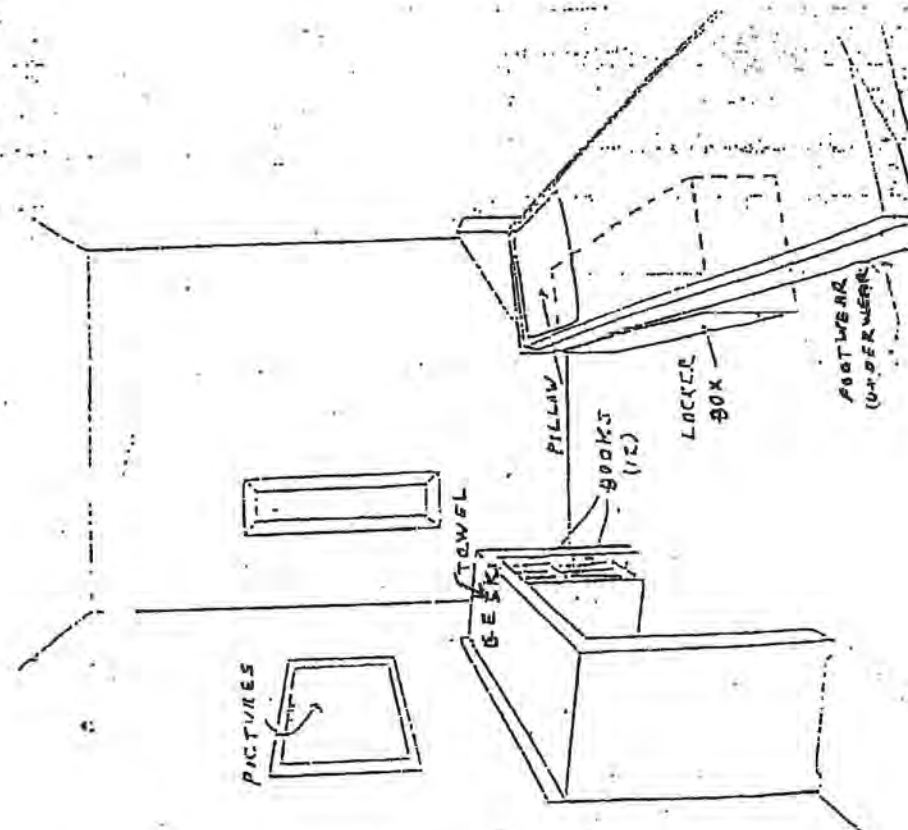
You will be expected to follow all orders given by Correctional Officers and Staff here at the High Security Center. If you are given an order that you disagree with, you must first carry out that order. After carrying out the order you may converse with the officer and explain why you disagree with the order. Whenever you are given conflicting orders always follow the last order given. Confrontation with staff or inmates must always be avoided.

Violations of rules contained in this manual may subject you to the corrective action of a Disciplinary Board or a court proceeding.

Study this manual and apply the rules with a common sense approach using good judgment. By doing so, you will gain maximum benefits upon your return to society.

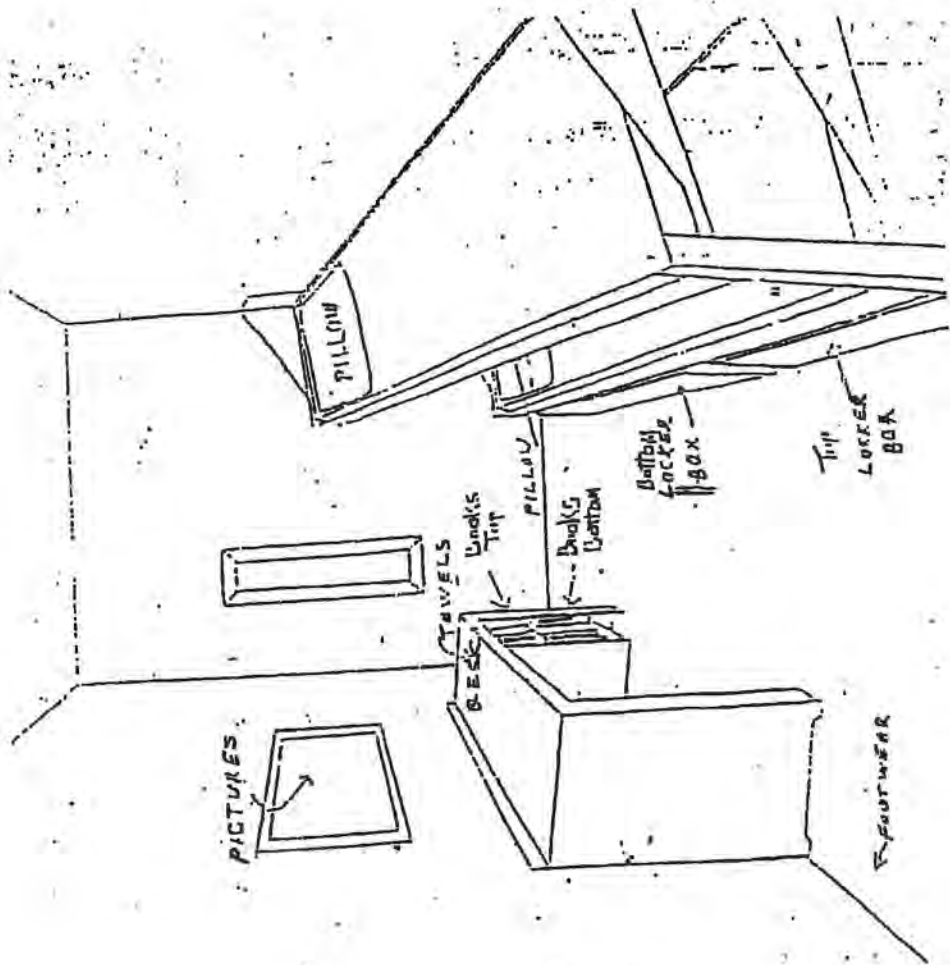
Donna Collins
Deputy Warden
High Security Center

-1-



INMATES WILL SLEEP ON THEIR
ED WITH THEIR HEAD NEXT TO
HE WALL WITH THE OUTLINE
WINDOW.

CHAPTER 1 - INTRODUCTION



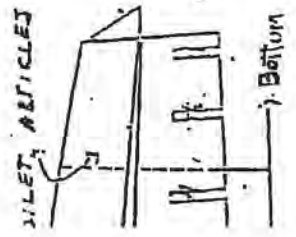
DOUBLE BUNK CELL
41

- 1-1. **MISSION OF THE HIGH SECURITY CENTER**
THE HIGH SECURITY CENTER CONTRIBUTES TO THE PROTECTION OF SOCIETY, STAFF AND INMATES BY PROVIDING CLOSE CUSTODY, CONTROL AND SECURITY FOR THOSE INMATES WHO CANNOT OR WILL NOT CONFORM TO THE RULES AND REGULATIONS OF THE ADULT CORRECTIONAL INSTITUTIONS. LIMITED PROGRAMS AND REHABILITATIVE SERVICES ARE DESIGNED TO ENHANCE AND FACILITATE EACH INMATE'S RETURN TO THE GENERAL POPULATION OF A LESS SECURE INSTITUTION.

- 1-2. **PURPOSE OF THIS MANUAL**
A. THIS MANUAL IS DESIGNED TO HELP YOU UNDERSTAND WHAT IS EXPECTED OF YOU AND TO EXPLAIN THE PROGRAMS AND ACTIVITIES AVAILABLE TO YOU DURING YOUR CONFINEMENT AT THE HIGH SECURITY CENTER (HSC). IF YOU HAVE ANY QUESTIONS ABOUT ANY PORTION OF THIS MANUAL, ASK YOUR DOMICILE OFFICER, COUNSELOR, OR SUPERIOR OFFICER FOR AN EXPLANATION.
B. YOU WILL MAINTAIN PROPER CONDUCT AND ABIDE BY THE RULES CONTAINED IN THIS MANUAL AT ALL TIMES. YOU WILL RECEIVE RECOGNITION FOR BECOMING POSITIVELY INVOLVED IN ACADEMIC, VOCATIONAL AND OTHER PROGRAMS WHILE MAINTAINING GOOD BEHAVIOR. THE RULES IN THIS MANUAL ARE APPLICABLE TO ALL INMATES CONFINED AT THE HSC. YOUR ADHERENCE TO THESE RULES, A PROPER ATTITUDE AND GOOD CONDUCT RECORD WILL BE IMPORTANT CONSIDERATIONS AFFECTING YOUR STAY IN THIS FACILITY AND WILL SERVE AS A BASIS FOR RECOMMENDATIONS CONCERNING CLASSIFICATION AND PAROLE. NOT EVERY RULE CAN BE OUTLINED IN DETAIL, HOWEVER, BASIC COMMON SENSE AND COMPLIANCE WITH ORDERS WILL BE YOUR KEY TO SUCCESS. FAILURE TO COMPLY WITH THE RULES AND ORDERS AT THE HSC MAY RESULT IN ADMINISTRATIVE OR DISCIPLINARY PROCEEDINGS.
C. ISSUING SUPPLIES, RAZORS, NAIL CLIPPERS, TOILET PAPER, CLEANING SUPPLIES, ETC. WILL ONLY BE ISSUED DURING THE 7-3 SHIFT
D. B AND F MODULES ARE DESIGNATED DISCIPLINARY CONFINEMENT UNITS.

- 1-3. **USE OF FORCE**
A. IT IS THE POLICY OF THE RHODE ISLAND DEPARTMENT OF CORRECTIONS (RIDOC) THAT:
1. RIDOC EMPLOYEES MAY ONLY USE FORCE WHEN NECESSARY TO ACCOMPLISH THE REQUIRED TASK.
2. UNDER NO CIRCUMSTANCES SHALL EMPLOYEES USE OR PERMIT THE USE OF EXCESSIVE FORCE.
3. UNDER NO CIRCUMSTANCES SHALL EMPLOYEES USE OR PERMIT THE USE OF FORCE AS PUNISHMENT OR DISCIPLINE.

- B. **DEFINITIONS**
1. "PHYSICAL FORCE" IS THE USE OF PHYSICAL POWER, A WEAPON, A CHEMICAL AGENT, OR OTHER INSTRUMENT OF RESTRAINT TO COMPEL, RESTRAIN, OR OTHERWISE SUBDUCE A PERSON. IT INCLUDES, BUT IS NOT LIMITED TO, THE USE OF ONE'S BODY, FIREARMS, THE K-9 DOG UNITS, HANDCUFFS AND SHACKLES, CHEMICAL DISCHARGES, AND SOUND AND FLASH DEVICES.



WILL SLEEP ON THEIR B WITH THEIR HEAD NEXT TO, L WITH THEIR OUTSIDE

2. "REASONABLE FORCE" IS THE LEAST AMOUNT OF FORCE NECESSARY TO ACCOMPLISH A LEGITIMATE DEPARTMENTAL OBJECTIVE. EVERY EFFORT SHOULD BE MADE TO KEEP THE MEANS OF FORCE USED TO THE MINIMUM PRACTICAL LEVEL.
3. "NON-DEADLY FORCE" IS ACTION WHICH IS DESIGNED TO CAUSE NEITHER DEATH NOR SERIOUS BODILY INJURY.
4. "DEADLY FORCE" IS FORCE WHICH CAN CAUSE DEATH OR SERIOUS BODILY HARM. DEADLY FORCE SHOULD BE USED ONLY IF THE SITUATION CANNOT BE RESOLVED THROUGH THE USE OF NON-DEADLY FORCE.

C. NON-DEADLY FORCE:

RIDOC AUTHORIZES THE USE OF NON-DEADLY FORCE ONLY;

1. TO DEFEND ONESELF OR ANOTHER AGAINST A PHYSICAL ASSAULT.
2. TO MOVE AN INMATE WHO HAS REFUSED A PROPER ORDER BY AN EMPLOYEE.
3. TO PRESERVE THE OVERALL ORDER AND SECURITY OF THE INSTITUTION OR THE SAFETY OF ANY EMPLOYEE, INMATE OR VISITOR IN A GOOD FAITH EFFORT TO MAINTAIN OR RESTORE ORDER.

D. DEADLY FORCE:

RIDOC AUTHORIZES THE USE OF DEADLY FORCE ONLY WHEN ABSOLUTELY NECESSARY AND ONLY UNDER THE FOLLOWING CIRCUMSTANCE WHEN NO OTHER MEANS ARE SUFFICIENT.

1. TO PREVENT THE ESCAPE OF AN INMATE OR DETAINEE WHO IS:
 - a. CONFINED TO ONE OF THE "SECURE" FACILITIES. AS A GENERAL RULE, INMATES WHO ARE CONFINED TO THE SECURE FACILITIES ARE THOSE WHO HAVE BEEN DEEMED SUFFICIENTLY DANGEROUS OR LIKELY TO ESCAPE SO THAT A HIGH LEVEL OF SUPERVISION AND CONTAINMENT IS NECESSARY. FOR THE PURPOSE OF THIS POLICY, A SECURE FACILITY IS DEFINED AS ONE WHICH IS SURROUNDED BY AN IMPENETRABLE BARRIER OR SECURE FENCE. ANY ATTEMPT TO ESCAPE FROM A FACILITY IS CONSIDERED AN OVERT ACT TO BYPASS OR CIRCUMVENT THE SYSTEM OF CONFINEMENT. ACCORDINGLY, DEADLY FORCE MAY BE USED IF NECESSARY TO PREVENT ESCAPE FROM A SECURE FACILITY (ISC, HSC, MAX, MED I, MED II, AND GLORIA DISANDRO McDONALD BUILDING - WOM) AND IF, WHERE FEASIBLE, SOME WARNING HAS BEEN GIVEN, IN NO EVENT, OF COURSE, IS DEADLY FORCE PERMISSIBLE WHEN LESSER FORCE WOULD EFFECTIVELY PREVENT THE ESCAPE ATTEMPT.
 - b. IN THE CUSTODY OF DEPARTMENTAL PERSONNEL WHILE BEING TRANSPORTED IN RESTRAINTS EITHER AMONG THE FACILITIES OF THE ADULT CORRECTIONAL INSTITUTIONS (ACI) OR OFF GROUNDS OF THE ACI.
2. TO PREVENT ANY ACT WHICH POSSES A SIGNIFICANT THREAT OF DEATH OR SERIOUS BODILY HARM TO HIMSELF/HERSELF OR ANOTHER PERSON, TO PRESERVE IN CASES OF RIOT OR DISTURBANCES, THE OVERALL ORDER AND SECURITY OF THE INSTITUTION OR THE SAFETY OF ANY EMPLOYEE, INMATE OR VISITOR IN A GOOD FAITH EFFORT TO MAINTAIN OR RESTORE ORDER.
3. TO PRESERVE IN CASES OF RIOT OR DISTURBANCES, THE OVERALL ORDER AND SECURITY OF THE INSTITUTION OR THE SAFETY OF ANY EMPLOYEE, INMATE OR VISITOR IN A GOOD FAITH EFFORT TO MAINTAIN OR RESTORE ORDER.

- 8-12. VISITORS SHALL NOT WEAR SHORTS OR SKIRTS LESS THAN MID-THIGH LENGTH TUBE TOPS - DRESSES WITH LONG SLITS - TANK TOPS - MIDDRIFF TOPS - LOW CUT OR SEE THROUGH BLOUSES - SLEEVELESS T-SHIRTS - HATS OR ANY HEAD COVERING.
- 8-13. VISITORS WILL CONTROL THEIR CHILDREN AT ALL TIMES.
- 8-14. LOUD, ABUSIVE AND OBSCENE LANGUAGE SHALL NOT BE TOLERATED
- 8-15. BECAUSE OF SPACE LIMITATIONS, OFFICERS MAY RESTRICT THE NUMBER OF VISITORS AND IT MAY BECOME NECESSARY TO REQUIRE VISITORS TO LEAVE ON A FIRST IN/FIRST OUT BASIS.
- 8-16. IF AN INMATE IS UNAVAILABLE FOR VISITS, HE MAY REQUEST HIS COUNSELOR TO NOTIFY HIS VISITORS.
- 8-17. VISITING HOURS FOR OFFENDERS CONFINED AT OUTSIDE HOSPITALS ARE FROM 1:00 PM TO 3:00 PM MONDAY THROUGH FRIDAY. UNLESS TERMINALLY ILL HSC "B" AND "C" CATEGORY OFFENDERS ARE NOT ALLOWED VISITS WHILE AT OUTSIDE HOSPITALS. OFFENDERS ARE NOT ALLOWED MORE THAN TWO AUTHORIZED VISITORS AT ANY TIME. IF HOSPITAL AUTHORITIES REQUEST A LESSER NUMBER, THEIR REQUEST WILL BE HONORED. VISITS ARE LIMITED TO INDIVIDUALS ON APPROVED VISITING LISTS.
- 8-18. VISITORS WILL NEITHER GIVE OR RECEIVE ARTICLES FROM INMATES. APPROVED ARTICLES MAY BE LEFT AT THE RECEPTION DESK ANY DAY EXCEPT WEEKENDS AND HOLIDAYS (8:30am - 11:00am and 1:00pm - 2:30pm). MONEY MAY BE DEPOSITED INTO AN INMATE'S ACCOUNT AT THE INMATE ACCOUNTS OFFICE, WEST ROAD-BLDG. #138 DURING BUSINESS HOURS ANY DAY EXCEPT WEEKENDS AND HOLIDAYS. MUST BE LISTED ON INMATE'S VISITING LIST.
- 8-19. IN ANY CASE WHERE A VIOLATION OF THESE PROCEDURES HAS OCCURRED, THE VISITING OFFICER IS REQUIRED TO TERMINATE THE VISIT AND ANY SUBSEQUENT VISITS MAY BECOME MORE RESTRICTED.
- 8-20. CONVEYING CONTRABAND BY VISITORS MAY RESULT IN THE LOSS OF VISITING PRIVILEGES AND CRIMINAL PROSECUTION.
- 8-21. REQUESTS FOR SPECIAL VISITS BY ATTORNEYS AND CLERGY WILL BE DIRECTED TO THE DEPUTY WARDEN.
- 8-22. REQUESTS FOR SPECIAL VISITS FROM DISTANCES GREATER THAN 75 MILES WILL BE DIRECTED TO THE DEPUTY WARDEN.
- 8-23. ANY DRUG RELATED OFFENSE MAY RESULT IN THE SUSPENSION OF VISITING PRIVILEGES FOR UP TO ONE YEAR.

CHAPTER 1 - VISITING PROCEDURE:

- 8-1. VISITING IS CONDUCTED DAILY, MONDAY - FRIDAY, MAY EXCLUDE HOLIDAYS, ON A MODULE ROTATING SCHEDULE FOR INMATES IN THE HSC. HOURS FROM 9:30 AM-10:30 AM AND 1:00 PM - 2:30 PM. VISITORS SHALL TRAVEL THE DESIGNATED ROUTE TO AND FROM THEIR VISIT. NO DETOURS WILL BE TAKEN AND VISITORS WILL NOT STOP ALONG THE WAY OR TALK TO ANYONE. VISITORS ARE TO DEPART THE VISITING AREA PROMPTLY UPON TERMINATION OF THE VISIT.
- 8-2. "B" and "C" CATEGORY VISITS IN THE HIGH SECURITY CENTER ARE NON-CONTACT. "A" CATEGORY VISITS ARE CONTACT
- 8-3. INMATES SERVING PUNITIVE SEGREGATION MAY VISIT ONLY WITH THEIR ATTORNEY OF RECORD OR CLERGY.
- 8-4. NO ONE MAY VISIT WITHOUT A PROPER PICTURE IDENTIFICATION.
- 8-5. NO ONE MAY VISIT UNLESS S/HE SUCCESSFULLY PASSES THROUGH THE METAL DETECTOR.
- 8-6. VISITORS WHO SUCCESSFULLY PASS THROUGH THE METAL DETECTOR MAY ALSO BE REQUIRED TO SUBMIT TO A PAT DOWN SEARCH (THIS INCLUDES CHILDREN).
- 8-7. A VISIT MAY BE DENIED IF A VISITOR IS SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR A CONTROLLED SUBSTANCE.
- 8-8. THE FOLLOWING ITEMS ARE NOT ALLOWED INTO THE VISITING ROOM:
- | | | |
|-----------------|---------------------|----------------|
| Packages | Matches | Records |
| Money | Lighters | Cameras |
| Food | Tobacco | Pens & pencils |
| Beverages | Smoking materials | Books |
| Gum | Overcoats | Radios |
| Chewing Tobacco | Raincoats | TV's |
| Handbags | Briefcases | Toys |
| Jewelry | Weapons of any type | |
- Keys, except visiting room locker key.
Drugs, except life sustaining prescription drugs.
Items required for infant care may be authorized.
- 8-9. TO VISIT, A VISITOR'S NAME MUST APPEAR ON THE INMATE'S VISITING LIST. VISITORS WHO HAVE NOT SUCCESSFULLY PASSED A NATIONAL CRIMINAL INVESTIGATION CENTER (NCIC) CHECK, WILL NOT BE PERMITTED TO VISIT.
- 8-10. A VISITOR MAY ONLY VISIT ONE INMATE AT A TIME.
- 8-11. ONCE A VISITOR ENTERS THE VISITING AREA, ANY SELF DEPARTURE FROM THE AREA, EITHER BY VISITOR OR INMATE, TERMINATES THE VISIT.

2-1. **RECEPTION:**

NEW ARRIVALS WILL BE PROCESSED THROUGH THE COMMITTING ROOM, ISSUED EQUIPMENT, INFORMED OF THE HSC RULES AND PROCEDURES AND ORIENTED TO THE OPPORTUNITIES AVAILABLE FOR SELF-IMPROVEMENT.

2-2. **PROPERTY:**

A. WITHIN 30 DAYS AFTER YOUR ARRIVAL AT THE HSC, PERSONAL PROPERTY NOT AUTHORIZED WILL EITHER BE DESTROYED, SENT TO A PERSON DESIGNATED BY YOU AT NO EXPENSE TO THE STATE, OR DONATED TO A CHARITABLE ORGANIZATION.

B. BECAUSE OF THE CLOSE LIVING CONDITIONS AT THE HSC, IT IS NECESSARY TO LIMIT THE AMOUNT AND TYPE OF ARTICLES AUTHORIZED AT THIS FACILITY. ONLY THE FOLLOWING ITEMS ARE AUTHORIZED TO BE IN YOUR POSSESSION IN THE AMOUNT INDICATED. IF YOU ARE FOUND TO BE IN POSSESSION OF ANY ARTICLE NOT LISTED HEREIN OR YOU HAVE ARTICLES IN EXCESS OF THE PRESCRIBED AMOUNTS, YOU WILL BE CONSIDERED TO BE IN POSSESSION OF CONTRABAND AND SHALL DO AS A DISCIPLINE BOARD MAY DIRECT: (ALL CONTRABAND BECOMES PROPERTY OF THE STATE)

TOILETRIES:

- 1 BOTTLE AFTER SHAVE LOTION (PLASTIC ONLY)
- 2 TUBES TOOTHPASTE
- 2 MOUTHWASH
- 1 TALCUM POWDER (NO CANS ALLOWED)
- 1 TOENAIL CLIPPER (WITHOUT FILE)
- 1 FINGERNAIL CLIPPER (WITHOUT FILE)
- 1 COMB, ALL PLASTIC
- 1 DENTURE CUP - IF YOU WEAR DENTURES ONLY
- 1 DENTURE BRUSH - IF YOU WEAR DENTURES ONLY
- 1 DENTURE ADHESIVE - IF YOU WEAR DENTURES ONLY
- 2 BOTTLE DENTURE POWDER - IF YOU WEAR DENTURES ONLY
- 2 DEODORANT
- 2 HAIR CONDITIONER
- 3 SMALL PACKAGES KLEENEX
- 2 TUBE NOXEMA CREAM
- 1 TUBE COCOA BUTTER SKIN CREAM
- 1 SHAVING CREAM
- 2 TUBE SHAMPOO
- 4 BARS SOAP
- 2 CHAPSTICK
- 1 HAIR BRUSH (NO HANDEL WOODEN)
- 1 SOAP DISH
- 1 TOOTHBRUSH & HOLDER (A Category Only)
- 1 RAZOR W/BLADE (STATE ISSUED) TO BE KEPT INSIDE CONTROL CENTER, ISSUED ON 7-3 SHIFT UPON REQUEST TO C.O.

APPLIANCES:

APPLIANCES MUST BE ENGRAVED WITH ONLY ONE (1) OWNER'S NAME.
APPLIANCES WITH OTHER NAMES SCRATCHED OUT WILL NOT BE ACCEPTED.
(1) RADIO, PORTABLE - A.C.I. COMMISSARY ONLY
(1) TELEVISION (A-Status), SPEAKER REMOVED - A.C.I. COMMISSARY ONLY
EXTRA BATTERIES REQUIRED FOR RADIO REPLACEMENT (MAX 4)

STATIONERY ITEMS: (No metal rings allowed)

1 CALENDAR (not larger than 8x11)
1 NOTE PAD
1 ADDRESS BOOK
1 BOX OF STATIONERY AND ENVELOPES
12 LOOSE PHOTOS (8" X 10" OR SMALLER) OR
1 COMMISSARY PURCHASED PHOTO ALBUM WITH CAPACITY PICTURES
2 BALL POINT PENS WITH PLASTIC INSERT ONLY
2 LEAD PENCILS
2 BOOKS STAMPS (DETACHED STAMPS ARE CONSIDERED CONTRABAND)
1 CUBIC FOOT OF LEGAL MATERIAL (EXCESS WILL BE STORED IN A DESIGNATED
PLACE AND ACCESS WILL BE GRANTED VIA REQUEST SLIP ONLY)

READING MATERIAL:

5 BOOKS (Publisher or Library Only)
1 NEWSPAPER (Publisher Only)
1 DICTIONARY (Soft Cover Only)
3 MAGAZINES (Publisher Only)
1 BIBLE OR KORAN
APPROVED EDUCATIONAL BOOKS

COMMISSARY FOOD ITEMS:

12 PACKAGES OF COMMISSARY FOOD ITEMS, ANY COMBINATION
0 COFFEE (FOOD ITEM IF MORE THAN 1 IS ORDERED) LIMIT 2
0 NON-DAIRY CREAMER (FOOD ITEMS IF MORE THAN 1 IS ORDERED) LIMIT 2
0 SUGAR (FOOD ITEM IF MORE THAN 1 IS ORDERED) LIMIT 2
1 CANDY BARS (5 BARS) (TEN BAR TOTAL)
1 HOT CHOCOLATE (5 PACKS) (TEN PACKAGES TOTAL)
1 SOUR BALLS
1 PEANUT BUTTER
1 COOKIES
1 ORANGE DRINK (5 PACKS) (TEN PACKAGES TOTAL)
1 SOUP (3 SOUPS=1 FOOD)
1 SLIM JIMS (PACKAGED)
1 BEEF SALAMI
1 POTATO CHIPS
1 POPCORN
1 CHEESE SPREAD

NOTE: ITEMS NOT COVERED WILL BE REVIEWED UPON PLACEMENT OF STORE ORDER.

13. INMATES WILL NOT BE PERMITTED TO RE-ENTER UNTIL TERMINATION OF THE RECREATION PERIOD AND WILL BE PATTED DOWN BEFORE RETURNING TO HIS CELL.
14. INMATES OBSERVED PASSING ITEMS WILL BE PLACED ON DISCIPLINE REPORT AND WILL BE SUBJECT TO TERMINATION OF EXERCISE.
15. ANY VIOLATION OF INSTITUTIONAL RULES AND REGULATIONS WILL BE GROUNDS FOR DISCIPLINARY ACTION AND IMMEDIATE TERMINATION OF EXERCISE STATUS.
16. INMATES MAY REMOVE THEIR UNIFORM SHIRT WHEN ENGAGED IN COURTYARD RECREATION (MUST HAVE T-SHIRT ON)
17. ALL SEGREGATION INMATES COMING OUT OF THEIR CELLS WILL BE CUFFED BEHIND THEIR BACK, PALMS FACING OUT. THE ONLY EXCEPTIONS WILL BE GOING TO THE VISITING ROOM, PHONE CALLS, MEDICAL ORDERS, OR WHEN GOING TO SEE THE DOCTOR OR DENTIST (MEDICAL). THEY WILL BE CUFFED IN FRONT.
18. NO INMATE WILL BE ALLOWED OUT OF HIS CELL WITHOUT BEING IN PROPER UNIFORM.
19. A MAXIMUM OF TWO ROLLS OF TOILET PAPER WILL BE ISSUED EACH WEEK.
20. SHAVING: "C" CATEGORY AND PUNITIVE SEGREGATION:

MONDAY THROUGH FRIDAY - IN CELL - RAZOR WILL BE ISSUED UPON REQUEST 1:30 PM THROUGH 2:00 PM. NO INMATE WILL BE ALLOWED TO EXIT CELL WITHOUT FIRST RETURNING RAZOR TO MODULE OFFICER. INMATES SCHEDULED FOR COURT WILL BE ALLOWED RAZOR AT CELL PRIOR TO SHOWER. ELECTRIC RAZOR ARE ONLY APPROVED BY DOC MEDICAL ORDER AND WILL BE KEPT AT INFIRMARY FOR SCHEDULED USE AT INFIRMARY ONLY.

C. READING/WRITING MATERIALS

- | | |
|------------------|----------------------------|
| 1 BOOK OF STAMPS | 1 WRITING PAD (NO BACKING) |
| 1 PENCIL | 1 BOX OF ENVELOPES |
| 1 PEN | 2 BOOKS (NO HARD COVER) |
| | 3 MAGAZINES |

D. PERSONAL HYGIENE SUPPLIES

- | | | |
|-------------------------|-----------------|--------------|
| 2 BARS OF SOAP | 1 TOOTHBRUSH | 1 HAIR GEL |
| 1 TOOTH PASTE OR POWDER | 2 TOWEL | 1 MUSLIM OIL |
| 2 ROLLS TOILET PAPER | 1 SHAVING CREAM | (IF MUSLIM) |
| 1 PLASTIC COMB & BRUSH | 1 SHAMPOO | |
| 1 SKIN CREAM | 1 DEODORANT | |
| 1 STYROFOAM CUP | 1 BATH POWDER | |

2. SHOWERS -TEN MINUTES DURATION NOT TO BE COUNTED AS PART OF RECREATION TIME
3. VISITS - CLERGY AND ATTORNEY OF RECORD AS WELL AS ONE NON-CONTACT VISIT EVERY SIX DAYS.
4. NO TOBACCO PRODUCTS (INC. MATCHES) -- HSC IS A SMOKE FREE FACILITY
5. CELLS MAY BE SEARCHED AT ANY TIME AND WILL BE MAINTAINED IN AN ORDERLY AND SANITARY MANNER AT ALL TIMES. MATTRESS WILL REMAIN ON THE BED AND BEDDING WILL BE TUCKED UNDER MATTRESS. CLOTHING NOT BEING WORN WILL BE FOLDED OR HUNG ON HOOKS PROVIDED.
6. LEGAL ASSISTANCE (LAW CLERK) AVAILABLE UPON REQUEST TO MODULE OFFICER. USE OF LIBRARY CART IS LIMITED TO THE INTERVIEW ROOM. INTERVIEW WITH THE LEGAL CLERK WILL BE CONDUCTED AT THE MODULE CELL DOOR.
7. IF AN INMATE IS DETERMINED BY THE SEGREGATION LIEUTENANT TO BE HOSTILE TOWARD STAFF HE MAY BE DENIED OUT OF CELL TIME. THE SUPERIOR IN CHARGE MUST BE NOTIFIED IN THE EVENT THIS IS DETERMINED.
8. ALL SEGREGATION UNIT INMATES WILL BE CUFFED BEHIND THEIR BACK PRIOR TO THE OPENING OF CELL DOOR. WHEN DEPARTING THE SEGREGATION UNIT INMATES WILL BE CUFFED BEHIND THEIR BACK, SHACKLED AND ESCORTED BY A MINIMUM OF ONE OFFICER.
9. STRIP SEARCHING - INMATE SHALL REMOVE ALL CLOTHING FROM THEIR PERSON, PASS ITEMS THROUGH THE CELL DOOR TRAY SLOT TRAP. THE INMATE WILL THEN OBEY ORDERS OF THE OFFICER AS THEY PERTAIN TO STRIP SEARCH PROCEDURES DOC POLICY. UPON COMPLETION, THE INMATE'S CLOTHING WILL THEN BE RETURNED TO THE INMATE THROUGH THE TRAY SLOT AND THE INMATE WILL THEN DRESS.
10. MEALS TO BE CONSUMED IN CELL. TWENTY MINUTES LATER ALL MEAL RESIDUE WILL BE REMOVED.
11. CELL DOORS AND AIR VENTS WILL NOT BE OBSTRUCTED.
12. ONCE THE INMATE IS IN RESTRAINTS AND OUT OF HIS CELL, THE INMATE WILL AGAIN BE SEARCHED AND PATTED DOWN BEFORE HE IS PUT IN THE COURTYARD.

TOBACCO PRODUCTS:

NOT ALLOWED -- HSC IS A SMOKE FREE FACILITY

JEWELRY:

- 1 WATCH (NOT TO EXCEED \$15.00 VALUE-WORN IN CELL ONLY)
- 1 WEDDING BAND (NO STONES: MARRIED AND WIDOWED ONLY)
- 1 RELIGIOUS MEDAL AND CHAIN (NOT TO EXCEED \$35.00 VALUE)

GAMES:

- 1 DECK OF PLAYING CARDS
- 1 CHESS BOARD

AUTHORIZED CLOTHING:

- 8 SETS UNDERWEAR - WHITE ONLY
- 8 SETS TEE- SHIRTS - WHITE ONLY
- 8 PAIR OF SOCKS - WHITE ONLY
- 3 PAIRS OF TROUSERS
- 3 SHIRTS
- 1 JACKET (AS NEEDED)
- 2 BATH TOWELS - SOLID COLOR ONLY
- 1 PAIR SHOWER SHOES
- 2 PAIR SNEAKERS
- 1 KNIT CAP (SEASONAL - WORN OUTSIDE ONLY)
- 2 PAIR ATHLETIC SHORTS, GRAY ONLY, NO POCKETS OR ZIPPERS
- 2 ATHLETIC SUPPORTERS
- 2 ATHLETIC SOCKS
- 2 PAIR THERMAL TOPS AND BOTTOMS
- 2 SWEAT SUITS TO BE WORN TO, FROM AND DURING EXERCISE ONLY - "A" & "B" CATEGORY ONLY - NO ZIPPERS, NO HOODS, NO POCKETS - GRAY ONLY - NO LOGOS)
- 1 KUPI (MUSLIM ONLY)
- 2 PAIR EYEGLASSES (PRESCRIPTION ONLY)

STANDARD ITEMS:

"NO ITEM SHALL BE ALTERED OR MODIFIED"

- 1 IDENTIFICATION (I.D.) BADGE
- 1 LAUNDRY BAG
- 1 MATTRESS
- 1 PILLOW
- 1 BUNK
- 1 LOCKER
- 1 WALL-MOUNTED BULLETIN BOARD WHEN AVAILABLE (NOTHING POSTED ON CELL WALL)
- 1 ROLLED PRAYER RUG (Muslim Only)

- 1 WRITING TABLE WITH STOOL IN MOST CELLS
- 1 BOOK SHELF
- 1 WASTE BASKET
- 1 METAL WALL MIRROR
- 1 MANUAL FOR THE GUIDANCE OF INMATES
- 2 ROLLS OF TOILET PAPER
- 1 BLANKET
- 1 PLASTIC SPORK
- 1 CLEANING RAG
- 1 CUP - A.C.I. COMMISSARY
- 1 BOWL WITH LID - A.C.I. COMMISSARY

C. INMATES ARE NOT ALLOWED TO RECEIVE PACKAGES FROM SOURCES OTHER THAN MANUFACTURERS, PUBLISHERS AND/OR DISTRIBUTORS. FOOD ITEMS ARE NOT PERMITTED TO BE RECEIVED THROUGH THE MAIL FROM ANY SOURCE. ALL OTHER ITEMS WILL BE PURCHASED THROUGH THE A.C.I. COMMISSARY. CIGARETTE ROLLING PAPERS, GUM AND CHEWING TOBACCO ARE NOT AUTHORIZED.

D. REQUESTS FOR EXCEPTIONS WILL BE SENT TO THE WARDEN. IT WILL BE THE INMATES' RESPONSIBILITY TO MAINTAIN ANY PERSONAL PROPERTY PERMITS. VALUABLES WILL BE SECURED WHEN NOT IN USE. INMATES AND THEIR PERSONAL PROPERTY ARE SUBJECT TO SEARCH AT ANY TIME BY ANY CORRECTIONAL OFFICER IN THE PERFORMANCE OF HIS DUTY. ITEMS OF A SUSPICIOUS NATURE, OR FOR WHICH AN INMATE CANNOT PRODUCE PROOF OF AUTHORIZATION, WILL BE CONFISCATED FOR EVALUATION OR EVIDENCE.

E. EACH INMATE IS RESPONSIBLE FOR ALL ITEMS IN HIS CELL OR ON HIS PERSON. ONLY THE FOLLOWING ITEMS MAY BE CARRIED ON AN INMATE'S PERSON WHEN HE IS OUTSIDE HIS CELL BLOCK:

- 1 WEDDING BAND (NTE \$35.00 IN VALUE, PLAIN/NO STONES) (ONLY IF MARRIED OR WIDOWED)
- 1 HANDKERCHIEF
- 1 BALLPOINT PEN (Library/School only)
- 1 LEAD PENCIL (Library/School only)
- 1 PAIR OF PRESCRIPTION EYEGLASSES WITH CASE
- 1 RELIGIOUS MEDAL WITH CHAIN - NOT ALLOWED IN VISITING ROOM - NTE \$35.00 IN VALUE.
- BOOKS AND MATERIAL AS APPROVED FOR EDUCATION AND VOCATIONAL TRAINING.

F. INCOMING PROPERTY:

ALL INCOMING CLOTHING, EXCEPT COURT CLOTHES, WILL HAVE OWNERS NAME THERMAL PATCHED ON THE ARTICLE. SNEAKERS WILL HAVE WRITTEN ON THE INSIDE OF THE SNEAKER. ANY INCOMING CLOTHING WILL BE AN EVEN EXCHANGE UP TO THE ALLOWABLE LIMIT. ALL EXCHANGED CLOTHING OR PROPERTY WILL BE SENT OUT IN 30 DAYS OR BE DISPOSED OF. STORAGE OF COSMETICS OVER ALLOWABLE LIMIT WILL NOT BE STORED IN TRAPS. THIS IS FOR ACCOUNTABILITY OF PROPERTY.

9. HEALTH:

- A. SHOWERS - MINIMUM OF THREE A WEEK, BUT DAILY SHOWERS IF POSSIBLE, (NO SATURDAY, SUNDAY OR HOLIDAYS)
- B. PHYSICIAN - SUBMIT REQUEST TO DUTY NURSE.
- C. DENTIST - SUBMIT REQUEST TO NURSE AT BREAKFAST TIME.
- D. EXERCISE - ONE HOUR A DAY, OUTDOORS, AT LEAST EVERY OTHER DAY, (NO SATURDAY, SUNDAY OR HOLIDAYS)
- E. MEDICAL EMERGENCIES TO BE ATTENDED TO IMMEDIATELY.

- 10. TRAVEL - ALL INMATES LEAVING AND ENTERING THE UNIT SHALL BE SEARCHED, SHACKLED AND CUFFED BEHIND BACK, ESCORTED TO AND FROM THEIR DESTINATION.
- 11. READING MATERIAL: SUBJECT TO INSTITUTIONAL CONTROL.
- 12. NO TELEVISIONS.
- 13. RADIOS WITH BARPHONES ONLY.
- 14. WEEKLY LAUNDRY PRIVILEGES.
- 15. MAIL - USUAL MAIL PRIVILEGES.
- 16. CLOTHING - REGULATION SHIRT AND TROUSERS.
- 17. LIMITED INSTITUTIONAL ACTIVITIES.

B. ANY INMATE OF THE HIGH SECURITY CENTER WHO HAS BEEN CLASSIFIED "C" CATEGORY ("NOT ON DISCIPLINE") SHALL BE GOVERNED BY THE FOLLOWING RULES. THESE RULES CLARIFY COMPLIANCE WITH DEPARTMENTAL POLICY.

1. STANDARDS

A. CLOTHING:

- | | |
|-------------------------|----------------------|
| 1 PR. SHOWER SHOES | 1 PR. FOOTWEAR |
| 8 UNDERSHORTS | 8 PR. SOCKS |
| 8 UNDERSHIRTS | 2 UNIFORMS (ORANGE) |
| 2 PR. THERMAL UNDERWEAR | 1 KUFU (MUSLIM ONLY) |

B. PERSONAL PROPERTY

- 1 WATCH (\$35.00)
- 1 WEDDING BAND
- 1 RELIGIOUS MEDAL W/CHAIN (\$35.00)
- 1 CUBIC FOOT OF LEGAL MATERIAL (OTHER LEGAL MATERIAL WILL BE SECURED AND AVAILABLE UPON REQUEST).
- 1 COMMISSARY PHOTO ALBUM - OR 12 LOOSE PHOTO'S
- 1 PR. PRESCRIPTION BYGLASSES
- 1 RADIO WITH BARPHONES

10. UPON RETURNING TO THE SEGREGATION UNIT, INMATES WILL BE STRIP SEARCHED.
11. MEALS TO BE CONSUMED IN CELL. TWENTY MINUTES LATER ALL MEAL RESIDUE WILL BE REMOVED.
12. CELL DOORS, WINDOWS AND AIR VENTS WILL NOT BE OBSTRUCTED.
13. ONCE THE INMATE IS OUT OF HIS CELL, THE INMATE WILL BE SEARCHED BEFORE HE GOES TO THE COURTYARD. HE WILL NOT BE PERMITTED TO REENTER UNTIL TERMINATION OF THE EXERCISE PERIOD. HE WILL BE PATTED DOWN BEFORE HE GOES IN HIS CELL. FOOTWEAR SUBMITTED TO OFFICER FOR SEARCH PRIOR TO RECREATION PERIOD.
14. INMATES OBSERVED PASSING ITEMS WILL BE PLACED ON DISCIPLINE REPORT AND WILL BE SUBJECT TO TERMINATION OF EXERCISE.
15. ANY VIOLATION OF INSTITUTIONAL RULES AND REGULATIONS WILL BE GROUNDS FOR DISCIPLINARY ACTION AND IMMEDIATE TERMINATION OF EXERCISE STATUS.
16. INMATES MAY REMOVE THEIR UNIFORM SHIRT WHEN ENGAGED IN COURTYARD RECREATION (MUST HAVE A T-SHIRT ON)
17. STRIP SEARCHING - INMATE SHALL REMOVE ALL CLOTHING FROM THEIR PERSON, PASS ITEMS THROUGH THE CELL DOOR TRAP. INMATE WILL THEN OBEY ORDERS OF THE OFFICER AS THEY PERTAIN TO STRIP SEARCHING PROCEDURES DOC POLICY. UPON COMPLETION, THE INMATES CLOTHING WILL THEN BE RETURNED TO THE INMATE THROUGH THE CELL DOOR TRAP AND THE INMATE WILL THEN DRESS.

7-4. "C" CATEGORY INMATES (NOT ON DISCIPLINE)

- A. INMATES IN THIS CATEGORY SHALL BE SUBJECT TO THE FOLLOWING CONTROLS.
 1. SEPARATE LIVING LOCATION - TO BE DETERMINED BY THE DEPUTY ASSISTANT DIRECTOR OR HIS DESIGNEE.
 2. VISITING TO BE HELD IN AN AREA OTHER THAN THE REGULAR VISITING ROOM TO BE APPROVED BY THE WARDEN.
 3. ALL REGULAR STORE ORDERS EXCEPT GLASS.
 4. NORMAL TOILET ARTICLES.
 5. MEALS IN CELLS
 6. MAY WORK ROUTINE HOUSEKEEPING DUTIES WITHIN THE UNIT ONLY (DETERMINED BY DEPUTY WARDEN AFTER CONSULTATION WITH OFFICER IN CHARGE).
 7. SPIRITUAL NEEDS - CHAPLAIN TO VISIT REGULARLY OR ON REQUEST.
 8. REQUEST TO SEE STAFF VIA "PINK SLIP" OR LETTER.

2-3. DOMICILE ASSIGNMENT:

- A. YOU WILL BE ASSIGNED TO DOMICILES AS REQUIRED BY THE DEGREE OF CONTROL AND SUPERVISION NECESSARY IN YOUR PARTICULAR CASE.
- B. HOSPITAL (INTAKE CENTER) IS USED TO HOUSE SICK INMATES OF ANY CATEGORY AND CLASSIFICATION

(1) CATEGORY "A" PROTECTIVE CUSTODY INMATES ARE SO CLASSIFIED BECAUSE, BY THEIR ACTIONS, THEY REQUIRE AS MUCH CLOSE SUPERVISION AS OTHER INMATES AT THE HSC. THEY ARE ELIGIBLE FOR WORK AND EDUCATIONAL, REHABILITATION AND RECREATIONAL PROGRAMS OFFERED AT THE HSC.

(2) CATEGORY "B" IS FOR INMATES WHO, BECAUSE OF THEIR PATTERN OF CONDUCT REQUIRE, ON A TEMPORARY BASIS, CLOSE RESTRICTIVE MOVEMENT AND CLOSER SUPERVISION. WORK ELIGIBILITY MAY BE SUSPENDED IN THIS CATEGORY, BUT THE INMATES SHALL HAVE THE USE OF EDUCATIONAL MATERIALS RECOMMENDED BY THE EDUCATION DEPARTMENT. THE INMATES IN THIS CATEGORY SHALL BE SUBJECT TO THE FOLLOWING CONTROLS:

- (a) THEY MAY BECOME EMPLOYED IN ACCORDANCE WITH DOC POLICY "INMATE PAY AND EMPLOYMENT. THE 7-3 SUPERIOR IS THE "JOB ASSIGNMENT OFFICER" (JAO) AND IS CHARGED WITH THE MISSION OF INMATE EMPLOYMENT.
- (b) MEALS MAY BE OUT OF CELL.
- (c) INMATES MAY NOT HAVE THE USE OF THEIR TELEVISION, RADIO - UPON APPROVAL WITH HSC RADIO POLICY.
- (d) NO INSTITUTIONAL ACTIVITIES, OTHER THAN REHABILITATIVE AND EDUCATION PROGRAMS AT THE DISCRETION OF THE WARDEN.
- (e) VISITS WILL BE CONDUCTED IN THE VISITING ROOM PER VISITING SCHEDULE. VISITS WILL BE NON-CONTACT VISITING PRIVILEGES.
- (f) INMATES MAY ATTEND RELIGIOUS SERVICES.
- (g) EXERCISE WILL BE ONE (1) HOUR PER DAY IN THE COURTYARD OR GYM AREA.
- (h) ROUTINE HEALTH SERVICE - NORMAL TOILET ARTICLES ALLOWED.
 1. MINIMUM OF TWO (2) SHOWERS A WEEK - DAILY, IF POSSIBLE.
 2. PHYSICIAN - SUBMIT MEDICAL SLIP TO NURSE OF MODULE OFFICER.
 3. DENTIST - SUBMIT MEDICAL SLIP TO NURSE OR MODULE OFFICER.
 4. MEDICAL EMERGENCIES - ATTENDED TO IMMEDIATELY.
- (i) INMATES IN "B" CATEGORY WILL BE ALLOWED PHONE CALLS CONSISTENT WITH MODULE GUIDELINES.
- (j) REGULAR STORE ORDERS.
- (k) YOU WILL BE REQUIRED TO BE LOCKED IN YOUR CELL FROM 1500 THROUGH 0700 HOURS DAILY.

(1) INMATES WHO BECOME UNEMPLOYED BECAUSE THEY QUIT THEIR JOB, REFUSE TO WORK OR ARE FIRED FROM THEIR JOB BECAUSE OF JUST CAUSE, WILL NO LONGER BE AFFORDED THE ABOVE DOMICILE PRIVILEGES. INMATES SO UNEMPLOYED WILL BE ALLOWED OUT OF THEIR CELL FOR THE FOLLOWING ACTIVITIES ONLY:

- (1) MEALS
- (2) VISITS
- (3) EDUCATION AND RELIGION
- (4) ONE HOUR PER DAY EXERCISE AS SCHEDULED WITH MODULE
- (5) MEDICAL
- (6) NO TELEVISION OR RADIOS ARE ALLOWED

(2) CATEGORY "C" INMATES, BECAUSE OF THEIR PATTERN OF CONDUCT, HAVE DEMONSTRATED A CHRONIC INABILITY TO ADJUST TO THE GENERAL INMATE POPULATION AND REQUIRE MAXIMUM PROTECTION FROM THEMSELVES OR OTHERS AND WHO CONSTITUTE A SERIOUS THREAT TO THE SECURITY OF THE A.C.I. THEY REQUIRE EXTREMELY CLOSE RESTRICTIVE MOVEMENT AND SUPERVISION. SUBJECT TO THE FOLLOWING CONTROLS:

- (a) MAY REMAIN UNEMPLOYED
- (b) NO TELEVISION.- RADIO IS PERMITTED.
- (c) NO INSTITUTIONAL ACTIVITIES OTHER THAN REHABILITATIVE AND EDUCATIONAL PROGRAM AT THE DISCRETION OF THE WARDEN
- (d) EAT IN CELL (SUBJECT TO DISCRETION OF THE WARDEN)
- (e) LIMITED YARD PRIVILEGES
- (f) NO RECREATION ON WEEKENDS OR HOLIDAYS
- (g) NON-CONTACT VISITS IN SEPARATE AREA OF HSC

(3) DISCIPLINARY SEGREGATION (D.C.) INMATES ARE THOSE PERSONS PLACED IN DISCIPLINARY CONFINEMENT BY COMPETENT AUTHORITY FOR VIOLATION OF RULES AND REGULATIONS. THEY ARE SUBJECT TO THE FOLLOWING CONTROL MEASURES:

- (a) NO RECREATION ON WEEKENDS AND HOLIDAYS
- (b) NO T.V. OR RADIO
- (c) NO INSTITUTIONAL ACTIVITIES
- (d) NO VISITS
- (e) EAT ALL MEALS IN CELL
- (f) EMERGENCY USE OF PHONE ONLY
- (g) ADDITIONAL MEASURES RECOMMENDED BY DISCIPLINE BOARD
- (h) LIMITED STORE ORDER - (PERSONAL HYGIENE SUPPLIES)

2-4. INMATE ID BADGE:

A. EACH POPULATION STATUS INMATE WILL WEAR HIS ID BADGE ON THE FLAP HIS RIGHT BREAST POCKET AT ALL TIME WHEN OUTSIDE OF HIS CELL EXCEPT WHEN GOING TO OR FROM THE SHOWER. FAILURE TO WEAR YOUR BADGE WILL RESULT IN DISCIPLINARY ACTION. WHEN NO SHIRT IS WORN, THE BADGE WILL BE WORN ON THE RIGHT FRONT WAISTBAND OF THE TROUSERS.

B. BADGES WILL BE SURRENDERED TO CORRECTIONAL OFFICERS AND STAFF PERSONNEL ON REQUEST.

C. READING/WRITING MATERIALS:

- | | |
|--------------------|----------------------------|
| 1 BOOKS OF STAMPS | 1 WRITING PAD (NO BACKING) |
| 2 ISSUED FLEX PENS | 10 ENVELOPES |
| 2 PERSONAL LETTERS | 2 BOOKS (NO HARD COVER) |
| 1 RELIGIOUS BOOK | 2 MAGAZINES |
- NEWSPAPER - (1) ONLY IF PREVIOUSLY SUBSCRIBED VIA MAIL.

1 CUBIC FOOT OF LEGAL MATERIAL WILL BE ALLOWED KEPT IN CELL. OTHER LEGAL MATERIAL WILL BE SECURED AND AVAILABLE ON REQUEST.

D. PERSONAL HYGIENE SUPPLIES:

- | | |
|--------------------------|--------------------------------------|
| 1 COMMISSARY CUP | 2 TOWELS (SOLID COLOR) |
| 1 TOOTHPASTE OR POWDER | 1 BATH POWDER - (STORED IN LOCKER) |
| 1 ROLL OF TOILET PAPER | 1 SHAMPOO - (STORED IN LOCKER) |
| 1 PLASTIC COMB OR BRUSH | 1 DEODORANT - (STORED IN LOCKER) |
| 1 TOOTHBRUSH | 1 BAR SOAP - (DISH STORED IN LOCKER) |
| 1 PRAYER OIL (IF MUSLIM) | 1 SHAVING CREAM - (STORED IN LOCKER) |
| | 1 HAIR GEL LOTION (STORED IN LOCKER) |

1. SHOWERS:

1. TEN MINUTES DURATION, SHOWER SCHEDULE NOT INCLUDED IN RECREATION TIME.

3. VISITS. CLERGY AND ATTORNEY OF RECORD ONLY.

4. NO TOBACCO PRODUCTS (INC. MATCHES) ALLOWED "HSC SMOKE FREE UNIT".

5. STORE ORDERS. NO FOOD ALLOWED (INCLUDING BEVERAGES).

6. CELLS MAY BE SEARCHED AT ANY TIME AND WILL BE MAINTAINED IN AN ORDERLY AND SANITARY MANNER AT ALL TIMES. MATTRESS WILL REMAIN ON THE BED AND BEDDING WILL BE TUCKED UNDER THE MATTRESS. CLOTHING NOT BEING WORN WILL BE NEATLY FOLDED.

7. LEGAL ASSISTANCE AVAILABLE UPON REQUEST TO THE SEGREGATION LIEUTENANT. USE OF LIBRARY CART IS LIMITED TO THE INTERVIEW ROOM. INTERVIEW WITH THE LEGAL CLERK WILL BE CONDUCTED AT THE CELL TO SIGN DOCUMENTS. AT THE DISCRETION OF A SUPERIOR OFFICER, THE INTERVIEW ROOM MAY BE USED, BUT INMATE RECEIVING LEGAL SERVICES SHALL REMAIN CUFFED AT ALL TIMES. REQUEST SLIP MUST BE SUBMITTED REQUESTING FOR PHOTOCOPIES OF LEGAL MATERIALS.

8. IF AN INMATE IS DETERMINED BY THE SEGREGATION LIEUTENANT TO BE HOSTILE TOWARD STAFF HE MAY BE DENIED OUT OF CELL TIME. THE SUPERIOR IN CHARGE MUST BE NOTIFIED IN THE EVENT THIS IS DETERMINED.

9. ALL SEGREGATION UNIT INMATES WILL BE CUFFED BEHIND THEIR BACK PRIOR TO THE OPENING OF CELL DOOR. WHEN DEPARTING THE SEGREGATION UNIT INMATES WILL BE CUFFED BEHIND THEIR BACK, SHACKLED AND ESCORTED BY A MINIMUM OF ONE OFFICER. NO EXCEPTION OTHER THAN A DOCUMENTED MEDICAL ORDER

7-3. **DISCIPLINARY CONFINEMENT (D.C. INMATES):**

A. MINIMUM STANDARDS OF CONFINEMENT WHILE IN DISCIPLINARY CONFINEMENT (D.C.) ARE AS FOLLOWS:

1. A CELL EQUIPPED WITH LIGHTING SUFFICIENT TO READ BY, TOILET, SINK, BED, BLANKETS AND MATTRESS.
2. SUITABLE CLOTHING.
3. PERSONAL HYGIENE SUPPLIES (INCLUDING SOAP, TOOTHBRUSH, TOOTHPASTE, POWDER, TOWEL AND TOILET PAPER).
4. WRITING MATERIALS, TYPE AND AMOUNT IN DISCRETION OF SUPERIOR OFFICER ON DUTY.
5. PRESCRIPTION EYEGLASSES.
6. REASONABLE READING MATERIAL (TWO BOOKS OF INMATE CHOICE).
7. MEALS OF THE SAME TYPE AND QUANTITY AS PROVIDED IN THE GENERAL POPULATION.
8. SHOWERS AT LEAST TWICE A WEEK (DAILY IF POSSIBLE -NO WEEKENDS OR HOLIDAYS).
9. EXERCISE OUTSIDE CELL NOT TO COMMENCE UNTIL AFTER FIVE DAYS UNLESS OTHERWISE ORDERED BY INSTITUTIONAL PHYSICIAN.
10. RIGHT TO SEND MAIL AND RECEIVE LETTERS.
11. ACCESS TO MEDICAL FACILITIES.

B. ANY INMATE AT THE HIGH SECURITY CENTER SERVING DISCIPLINARY CONFINEMENT (D.C.) SHALL BE GOVERNED BY THE CONTENTS OF DOC POLICY/DISCIPLINE.

I. MINIMUM STANDARDS.

A. **CLOTHING:**

- | | |
|-------------------------|---------------------------|
| 1 PR. SHOWER SHOES | 1 PR. FOOTWEAR (No Boots) |
| 2 UNDERSHORTS | 2 PR. SOCKS |
| 2 UNDERSHIRTS | 2 UNIFORMS (Orange) |
| 1 PR. THERMAL UNDERWEAR | 1 KUPI (MUSLIM ONLY) |
| 1 WINTER HAT | |

B. **PERSONAL PROPERTY:**

- 1 RELIGIOUS MEDAL W/CHAIN (NTE \$35)
- 1 PLAIN WEDDING BAND
- 1 PR. PRESCRIPTION EYEGLASSES
- 1 PHOTO ALBUM - 8X10 - OR 12 PHOTOS
- 10 MEDICATIONS (Stems ONLY)

C. IF YOU ARE OUTSIDE OF YOUR CELL AND ARE SUSPECTED OF VIOLATING A RULE, AN OFFICER MAY ASK YOU FOR YOUR BADGE AND HAVE YOU REPORT TO YOUR DOMICILE OFFICER. THE OFFICER, IN TURN, WILL RETURN YOUR BADGE TO YOUR DOMICILE OFFICER AT HIS EARLIEST CONVENIENCE.

D. WHEN REPORTING TO THE LIBRARY, HOSPITAL, EDUCATION, GYM, THE VISITORS ROOM, YOUR JOB, RECREATION, THE BARBER SHOP OR APPOINTMENTS, YOU WILL SURRENDER YOUR BADGE TO THE CORRECTIONAL OFFICER OR STAFF MEMBER WHO IS IN CHARGE OF THE AREA. YOU WILL RETRIEVE YOUR BADGE WHEN YOU DEPART. YOU WILL HAVE NOT MORE THAN FIVE MINUTES TO TRAVEL FROM ANY POINT IN THE HSC TO YOUR DESTINATION.

E. NO ONE WILL BE ALLOWED TO DEPART HIS DOMICILE WITHOUT HIS BADGE PROPERLY DISPLAYED. IF YOUR BADGE IS LOST, STOLEN OR MISSING, REPORT THIS FACT TO YOUR DOMICILE OFFICER AS SOON AS POSSIBLE SO HE/SHE MAY OBTAIN A REPLACEMENT BADGE FOR YOU. IT TAKES APPROXIMATELY THREE TO FOUR DAYS TO OBTAIN REPLACEMENT BADGES, THEREFORE, IT SERVES YOUR BEST INTEREST TO TAKE EXTREMELY GOOD CARE OF YOUR BADGE AT ALL TIMES. YOU WILL BE "LOCKED AND FED IN" UNTIL A NEW BADGE IS ISSUED AND YOUR ACCOUNT CHARGED. A NEW ID BADGE WILL COST YOU \$2.00.

F. BADGES MAY BE USED AS A RECEIPT FOR CLEANING EQUIPMENT, RECREATION EQUIPMENT AND OTHER ITEMS OBTAINED FROM THE CORRECTIONAL OFFICERS IN YOUR DOMICILE.

HSC PROTECTIVE CUSTODY UNIT DAILY WINTER SCHEDULE:

7:10 AM DINING ROOM BREAKFAST
7:30 AM BREAKFAST ENDS-JOBS BEGIN
7:45 AM SHOWERS - CROSSOVER
8:00 AM CROSSOVER
9:00 AM CROSSOVER
10:00 AM CROSSOVER
10:30 AM LOCKDOWN FOR FORMAL COUNT
10:45 AM DINING ROOM LUNCH
11:05 AM LUNCH ENDS
11:05 AM LOCKDOWN
12:15 PM IN - MODULE REC, PHONES, SHOWERS, ETC.
1:00 PM OUTSIDE COURTYARD RECREATION
2:00 PM OUTSIDE REC ENDS
2:00 PM CELL OPENING - MODULE SHOWERS & RECREATION
3:30 PM LOCKDOWN FOR FORMAL COUNT
3:30 PM IN - MODULE RECREATION, PHONES, SHOWERS, ETC.
4:15 PM DINNER - CELL OPENING FOR DINING ROOM
4:35 PM DINNER ENDS- 3:30 PM SCHEDULE CONTINUES
4:35 PM CROSSOVER
5:00 PM CROSSOVER
7:00 PM CROSSOVER
8:30 PM LOCKDOWN FOR FORMAL COUNT- (RECREATION ENDS FOR DAY)

CHAPTER 7 - RULES FOR SEGREGATION UNIT

7-1. APPLICABILITY:

THE RULES IN THIS DOCUMENT SHALL APPLY TO ALL INMATES HOUSED IN C, D, E AND F MODULES AS WELL AS ANY OTHER MODULE USED TO HOUSE SEGREGATION INMATES TO INCLUDE DISCIPLINARY CONFINEMENT (D.C.) SEGREGATION AND "C" CATEGORY.

7-2. MINIMUM STANDARDS:

EXCEPT AS OTHERWISE PROVIDED, EVERY INMATE AT THE HIGH SECURITY CENTER, EXCLUDING PUNITIVE SEGREGATION (D.C.) SHALL BE ENTITLED TO AT LEAST THE FOLLOWING:

- A. A CELL EQUIPPED WITH LIGHTING SUFFICIENT FOR AN INMATE TO READ BY DURING HOURS PRIOR TO THE TIME CELL ILLUMINATION IS REQUIRED TO BE EXTINGUISHED FOR INMATES IN GENERAL POPULATION, TOILET AND SINK, BED AND MATTRESS.
- B. SUITABLE CLOTHING TO THE EXTENT REQUIRED FOR USE IN THE GENERAL POPULATION.
- C. BEDDING, INCLUDING BLANKETS, SHEETS, PILLOW AND PILLOWCASE.
- D. PERSONAL HYGIENE SUPPLIES (INCLUDING SOAP, TOOTHBRUSH, TOOTHPASTE, POWDER, TOWEL AND TOILET PAPER).
- E. MINIMUM WRITING MATERIALS.
- F. PRESCRIPTION BYOBASSES (SUBJECT TO DOC MEDICAL APPROVAL).
- G. ANY BOOK, PERIODICAL, DOCUMENT OR OTHER PAPER OF HIS THAT HE WOULD BE PERMITTED TO HAVE IN THE GENERAL POPULATION, NOT TO EXCEED FIVE, EXCEPT THAT SUCH LIMITATION SHALL NOT APPLY TO LAW BOOKS, LEGAL PERIODICALS OR OTHER LEGAL MATERIALS.
- H. MEALS OF THE SAME TYPE AND QUANTITY AS PROVIDED IN THE GENERAL POPULATION.
- I. SHOWERS AT LEAST TWICE A WEEK.
- J. EXERCISE OUTSIDE OF THE CELL FOR AT LEAST ONE HOUR EACH DAY WHEN WEATHER PERMITS, EXERCISE SHALL BE OUT-OF-DOORS EVERY DAY. (HOLIDAYS AND WEEKENDS EXCLUDED)
- K. CORRESPONDENCE PRIVILEGES AVAILABLE TO ALL INMATES.
- L. DAILY ACCESS TO MEDICAL FACILITIES.
- M. VISITING SUBJECT TO USUAL ADMINISTRATIVE CONTROL.

CHAPTER 6 - PROGRAMS

6-1. RELIGION:

- A. INMATES ARE ENCOURAGED TO ATTEND RELIGIOUS SERVICES WHILE AT THE H.S.C.
- B. MEMBERS OF THE CLERGY MAY VISIT INMATES ON AN INDIVIDUAL BASIS WITH A SINCERE INTEREST IN HELPING THEM WITH RELIGIOUS AND PERSONAL PROBLEMS.
- C. ROSARY BEADS ARE TO BE USED TO FACILITATE PRAYING THE ESTABLISHED ROSARY PRAYERS. THEY ARE NOT JEWELRY AND WILL NOT BE WORN AROUND THE NECK IN WHOLE OR IN PART. ROSARY BEADS WILL BE ALLOWED ONLY BY A REQUEST SLIP AND ONLY AFTER PROPER INSTRUCTION ON THE ROSARY PRAYER FROM A CATHOLIC CHAPLAIN. ANY ALTERATION IN CROSSES OR BEADS AND ANY DISRESPECT FOR RELIGIOUS ARTICLES WILL BE CONSIDERED A VIOLATION OF INSTITUTIONAL POLICY.

6-2. EDUCATION:

- A. CERTIFIED TEACHERS ARE AVAILABLE TO PROVIDE INMATE ASSISTANCE, ENCOURAGEMENT AND INPUT INTO INDIVIDUAL EDUCATIONAL GOALS. ENROLLMENT, SCHEDULING AND PROGRAM CHANGES ARE INITIATED BY THE TEACHER. INMATE STUDENTS ARE CONTRACTED BY WRITTEN AGREEMENT WITH THE TEACHER FOR PROGRAM AND COURSE ATTENDANCE EACH MONTH. THE MAJOR EDUCATIONAL PROGRAMS OFFERED AT H.S.C. ARE:
 1. ADULT BASIC EDUCATION
 2. REMEDIAL READING (RR)
 3. GENERAL EDUCATION DEVELOPMENT (GED)
 4. LIMITED COLLEGE LEVEL PROGRAM
- B. THE H.S.C. LIBRARY CONTAINS LEGAL AND RECREATIONAL READING MATERIAL AS WELL AS A COPY MACHINE. DATA NOT READILY AVAILABLE MAY BE ORDERED THROUGH THE LIBRARIAN ON DUTY.
- C. SPECTRUM REINTEGRATION PROGRAM - "THINK FIRST" AVAILABLE TO "B" CATEGORY INMATES VIA REQUEST FORM. THE PROGRAMS PURPOSE IS TO CREATE A COGNITIVE-BEHAVIORAL APPROACH TO IDENTIFY AND ADDRESS THE INMATE'S CRIMINAL THINKING PATTERNS.
- D. AVATAR - "TO CROSS OVER" - IMPLEMENTS COMPREHENSIVE PROGRAMS FOR INMATES AT THE HIGH SECURITY CENTER FOR THE PURPOSE OF REINTEGRATING INDIVIDUALS IN "PUNITIVE SEPARATION" AND "C" STATUS INTO GENERAL POPULATION IN LOWER CUSTODY LEVELS. OFFERS OPPORTUNITY FOR GROWTH AND CHANGE TO OFFENDERS WHO HAVE NOT BEEN SUCCESSFUL IN SYSTEM.

HSC PROTECTIVE CUSTODY UNIT DAILY SUMMER SCHEDULE:

- 7:10 AM DINING ROOM BREAKFAST
- 7:30 AM BREAKFAST ENDS-JOBS BEGIN
- 7:45 AM SHOWERS - CROSSOVER
- 8:00 AM CROSSOVER
- 9:00 AM CROSSOVER
- 10:00 AM CROSSOVER
- 10:30 AM LOCKDOWN FOR FORMAL COUNT
- 10:45 AM DINING ROOM LUNCH
- 11:05 AM LUNCH ENDS
- 11:05 AM LOCKDOWN
- 12:15 PM IN - MODULE REC, PHONES, SHOWERS, ETC.
- 1:00 PM OUTSIDE COURTYARD RECREATION
- 2:00 PM OUTSIDE REC ENDS
- 2:00 PM CELL OPENING - MODULE SHOWERS & RECREATION
- 2:30 PM LOCKDOWN FOR FORMAL COUNT
- 3:30 PM IN - MODULE RECREATION, PHONES, SHOWERS, ETC.
- 4:15 PM DINNER - CELL OPENING FOR DINING ROOM
- 4:35 PM DINNER ENDS - RETURN TO CELL - READY OF A/B COURTYARD RECREATION
- 4:45 PM CELL OPENING FOR A/B COURTYARD (weather permitting) - YARD OR CELL ONLY
- 6:00 PM YARD CLOSED - CROSSOVER - MODULE RECREATION, SHOWERS, PHONES, ETC.
- 7:00 PM CROSSOVER
- 8:30 PM LOCKDOWN FOR FORMAL COUNT - (RECREATION ENDS FOR DAY)

CHAPTER 3 - DAILY SCHEDULE

3-1.

SCHEDULE OF CALLS

"T" CATEGORY

MONDAY THROUGH FRIDAY

- 0630 WAKE-UP/COUNT/CLEAN-UP
- 0715 BREAKFAST - MEDICATION LINE - RETURN TO CELL
- 0800 WORK CALL/SICK CALL/APPOINTMENTS/ REC/ SHOWERS/ EDUCATION
- 0900 VISITORS CALL
- 1030 VISITING ENDS - RECALL - RETURN TO CELL
- 1045 STANDING FORMAL COUNT
- 1100 LUNCH/RETURN TO CELL
- 1300 WORK CALL/ APPOINTMENTS/ REC/ SHOWER/ VISITORS CALL
- 1430 VISITING ENDS - RECALL - RETURN TO CELL
- 1515 STANDING FORMAL COUNT
- 1600 SUPPER/"B" STATUS - RETURN TO CELL FOR EVENING
- 1930 DISPENSE MEDICATION - NURSE
- 2030 STANDING FORMAL COUNT

5-9. COUNTS:

- A. THERE ARE SIX SCHEDULED FORMAL COUNTS PER DAY. AT THE COMMAND, "STAND BY FOR COUNT", EACH INMATE WILL IMMEDIATELY ENTER HIS CELL, SECURE CELL DOOR AND POSITION HIMSELF IN A STANDING (6:00am - 10:45am - 2:15pm - 4:30pm) POSITION SO AS TO BE PLAINLY VISIBLE TO THE DOMICILE OFFICER MAKING THE COUNT.
- B. WHEN INFORMAL COUNTS ARE CALLED AT OTHER TIMES OF THE DAY, INMATES WILL "STAND BY" AT THEIR DETAIL AND THE COUNT WILL BE TAKEN BY THEIR DETAIL SUPERVISOR.
- C. IF ON APPOINTMENT DURING A COUNT, THE INMATE WILL BE COUNTED BY THE OFFICER SUPERVISING THE APPOINTMENT.
- D. IF A "SPECIAL COUNT/EMERGENCY COUNT" IS CALLED, INMATES WILL PROCEED IMMEDIATELY TO THEIR ASSIGNED DOMICILES, ENTER THEIR CELL AND STAND VISIBAL TO OFFICER.
- E. THERE WILL BE NO INMATE MOVEMENT IN THE H.S.C. UNTIL THE COUNT HAS BEEN CLEARED BY THE MAIN CONTROL CENTER (MCC).
- F. ALL COUNTS WILL BE STANDING COUNTS EXCEPT FOR 2400 AND 0300 HOUR COUNTS.
- G. INMATES WHO FAIL TO COMPLY WITH COUNT INSTRUCTIONS WILL IMMEDIATELY BE SUBJECT TO DISCIPLINARY ACTION FOR INTERFERING WITH THE COUNT.

D. INMATE TELEPHONE USE WILL BE AUTHORIZED BETWEEN THE HOURS OF 0730-2030 PER MODULE SCHEDULE EACH WEEK. COUNSELOR ASSISTED CALLS WILL BE MADE AT THE TIME SPECIFIED BY THE COUNSELOR.

E. THE DISCIPLINE COMMITTEE MAY IMPOSE SANCTIONS WHEN AN INMATE IS IN VIOLATION OF THIS POLICY. ATTORNEY CALLS WILL NOT BE MONITORED.

5-7. **CONTRABAND**

A. ANY ITEM OF EQUIPMENT OR PROPERTY NOT SPECIFICALLY AUTHORIZED BY THIS MANUAL TO BE IN THE POSSESSION OF INMATES IS CONSIDERED CONTRABAND AND MAY BE CONFISCATED AND DISPOSED OF IN ACCORDANCE WITH RIDOC POLICY.

B. EXCEPTIONS TO EQUIPMENT OR PROPERTY NOT SPECIFICALLY AUTHORIZED BY THIS MANUAL MAY BE GRANTED ONLY BY THE WARDEN OR HIS DULY AUTHORIZED AGENT VIA PINK SLIP OR MEDICAL AUTHORIZATION.

C. INMATES ARE PROHIBITED FROM CONDUCTING A BUSINESS, HOWEVER, INMATES MAY ASSIST OTHER INMATES WITH LEGAL ASSISTANCE, BUT WILL NOT BE IN POSSESSION OF ANOTHER INMATES LEGAL WORK OUTSIDE THE LAW LIBRARY.

D. EACH INMATE SHALL BE HELD RESPONSIBLE FOR ALL ITEMS IN HIS POSSESSION TO INCLUDE ITEMS FOUND ON HIS PERSON OR IN HIS CELL. EXCEPTIONS TO PARAGRAPHS A, B AND C ABOVE MUST BE VERIFIED BY PINK SLIP. IT SHALL BE THE RESPONSIBILITY OF EACH INMATE TO PRODUCE PROOF OF OWNERSHIP FOR ALL ITEMS IN HIS POSSESSION. ALL UNVERIFIED ITEMS WILL BE CONSIDERED CONTRABAND AND SUBJECT TO CONFISCATION AND DISPOSAL.

5-8. **LOCKING OF CELL DOORS**

A. YOUR CELL DOOR WILL REMAIN LOCKED AT ALL TIMES EXCEPT WHEN ENTERING OR EXITING YOUR CELL. IT IS YOUR RESPONSIBILITY TO SECURE YOUR CELL DOOR. IF YOUR CELL DOOR IS FOUND TO BE UNSECURED, YOU MAY BE SUBJECT TO DISCIPLINARY ACTION.

B. WHENEVER YOU PASS THROUGH AN ELECTRICALLY OPERATED DOOR, YOU WILL PERSONALLY INSURE THE DOOR IS SECURED AFTER YOUR PASSAGE.

3-2.

"B" CATEGORY

SCHEDULE OF CALLS

SATURDAY, SUNDAY AND HOLIDAYS

0630 WAKE-UP/COUNT/CLEAN-UP
0715 BREAKFAST - MEDICATION LINE - RETURN TO CELL
0800 WORK CALL/ SICK CALL/ REC/ SHOWERS
1030 RECALL-RETURN TO CELL
1045 STANDING FORMAL COUNT
1100 LUNCH/ RETURN TO CELL
1300 WORK CALL/ REC/ SHOWER
1430 RECALL-RETURN TO CELL
1515 STANDING FORMAL COUNT
1630 SUPPER-RETURN TO CELL
1930 DISPENSE MEDICATION - NURSE
2030 STANDING FORMAL COUNT

4-1. HEALTH CARE:

REGULAR MEDICAL AND DENTAL SICK CALL IS CONDUCTED AT THE H.S.C. LEGITIMATE EMERGENCIES ARE PROCESSED IMMEDIATELY.

A. SICK CALL. REQUESTS TO SEE THE DOCTOR WILL BE OBTAINED FROM THE NURSE.

B. EMERGENCY SICK CALL. IF YOU HAVE A LEGITIMATE MEDICAL EMERGENCY YOU MAY GO ON EMERGENCY SICK CALL. THIS IS DONE BY CONTACTING YOUR MOD OFFICER. A MEDICAL EMERGENCY IS ANY CONDITION LIKELY TO RESULT IN LASTING OR SEVERE BODILY HARM IF TREATMENT IS DELAYED UNTIL THE NEXT REGULARLY SCHEDULED SICK CALL. EXAMPLES OF EMERGENCIES ARE CUTS, BURNS, BROKEN BONES, UNCONSCIOUSNESS, OR INJURIES RESULTING IN TEMPORARY HIGH FEVER AS WELL AS SUDDEN CHANGES IN LONG-STANDING CONDITIONS CAUSING INTOLERABLE DISCOMFORT.

C. EMERGENCIES WILL BE SEEN IMMEDIATELY WHILE REGULAR SICK CALL WAITS. NO ONE WILL BE PRECLUDED FROM GOING ON EMERGENCY SICK CALL IF HE STATES HIS PROBLEM IS AN EMERGENCY. INMATES WHO ABUSE EMERGENCY SICK CALL FOR NON-EMERGENCY PROBLEMS WILL BE SUBJECT TO DISCIPLINARY ACTION. FORGETTING TO SIGN-UP FOR REGULAR SICK CALL OR MISSING SICK CALL ARE NOT ACCEPTABLE REASONS FOR GOING ON EMERGENCY SICK CALL.

D. SICK CELL. ANY INMATE PLACED ON SICK CELL BY THE DOCTOR OR DENTIST WILL BE RESTRICTED TO HIS CELL EXCEPT FOR SHOWERS. INMATES WHO MUST USE CRUTCHES OR A CANE MAY BE PLACED IN AN ADMINISTRATIVE CATEGORY FOR THE DURATION OF THEIR HANDICAP.

E. CONTROLLED MEDICATION WILL BE IN THE POSSESSION OF THE NURSE WHO WILL DISPENSE AND ENSURE SUCH MEDICATION IS TAKEN BY THE INMATE IN HER/HIS PRESENCE.

(1) MEDICATION WILL BE ISSUED AS FOLLOWS:

- (a) THE NURSE ON DUTY WILL MOVE THE MEDICATION CART INTO THE DAY ROOM OF THE MODULE BEING SERVICED.
- (b) THE DOMICILE OFFICER WILL ANNOUNCE MEDICATION CALL WHEN THE CART IS IN PLACE.
- (c) THE INMATES WILL FORM A LINE AND REPORT INDIVIDUALLY, ONE AT A TIME, FOR THEIR MEDICATION.

5-6. TELEPHONE RULES

A. IT IS THE POLICY OF THE HIGH SECURITY CENTER (HSC), THAT ALL APPROVED TELEPHONE CALLS WILL BE MADE BETWEEN THE HOURS OF 0730 - 2030 ON PAY PHONES PROVIDED IN HOUSING MODULE.

YOUR ACCEPTANCE OF A PIN AND USE OF INMATE TELEPHONE SHALL BE DEEMED AS CONSENT TO THE CONDITIONS AND RESTRICTIONS PLACED UPON INMATE TELEPHONE CALLS, INCLUDING CALL MONITORING, RECORDING AND DOCUMENTATION OF NUMBER'S CALLED, APPROVED ATTORNEY NUMBERS WILL NOT BE RECORDED. ADDITIONS AND DELETIONS REGARDING PIN NUMBERS, WILL BE ANNOUNCED QUARTERLY. UNLESS YOU HAVE COMPLETED THE REQUEST FORM AND RECEIVED A P.I.N., YOU WILL NOT BE ABLE TO UTILIZE THE INMATE TELEPHONE CALLING SYSTEM. INMATES ARE NOT ALLOWED TO GIVE OUT THEIR P.I.N. TO ANOTHER INMATE.

"A" - CATEGORY INMATES PHONES OPEN DAILY DURING OUT OF CELL TIME

"B" - CATEGORY INMATES WILL BE ALLOWED ONE TEN MINUTE CALL EACH SEVEN DAYS (PERSONAL OR ATTORNEY) IN ACCORDANCE WITH THEIR REGISTERED PIN NUMBER.

"C" - CATEGORY (NON-DISCIPLINE) WILL BE PROVIDED ONE TEN MINUTE CALL PER MONTH (PERSONAL OR ATTORNEY) IN ACCORDANCE WITH THEIR REGISTERED PIN NUMBER.

EMERGENCY PHONE CALLS

1. ALL INMATES ARE ELIGIBLE TO MAKE EMERGENCY TELEPHONE CALLS. EMERGENCY TELEPHONE CALLS WILL BE DIRECTED TO THE COUNSELOR OR, IN THEIR ABSENCE, TO THE SHIFT COMMANDER.

2. EMERGENCY TELEPHONE CALLS, AS A MINIMUM, MAY INCLUDE

- a. DEATH IN FAMILY
- b. SERIOUS ILLNESS IN FAMILY
- c. SERIOUS ACCIDENT IN FAMILY
- d. CRITICAL LEGAL SCENARIOS:

3. ALL DISCIPLINE STATUS INMATES WILL BE AFFORDED A TELEPHONE CALL ONLY UNDER THE EMERGENCY PORTION OF THIS POLICY.

B. SOCIAL CALLS WILL BE COLLECT, SCHEDULED IN ADVANCE, LOGGED AND MAY BE MONITORED. ATTORNEY CALLS MAY BE APPROVED WHEN THE INMATE DEMONSTRATES THAT COMMUNICATION WITH HIS ATTORNEY BY CORRESPONDENCE, VISITING OR NORMAL TELEPHONE USE IS NOT ADEQUATE. INMATE REQUESTS FOR ATTORNEY CALLS REQUIRE AT LEAST 24 HOURS ADVANCE NOTICE TO THE COUNSELOR TO ALLOW STAFF VERIFICATION OF THE NEED FOR THE CALL.

C. EMERGENCY TELEPHONE CALLS WILL BE MADE OVER THE COLLECT TELEPHONES AS SOON AS STAFF VERIFIES AN EMERGENCY EXISTS. COUNSELOR WILL ASSIST THOSE INMATES WHO ARE NOT IN THE GENERAL POPULATION WITH EMERGENCY AND COUNSELOR CALLS.

B. OUTGOING MAIL PROCEDURE FOR HSC:

- * IT IS THE RESPONSIBILITY OF ALL B-STATUS INMATES TO PLACE MAIL IN THE MAIL RECEPTABLES LOCATED IN EACH MODULE.
- * ALL C-STATUS AND SEGREGATION INMATES WILL HAND ALL OUT GOING MAIL TO THE BLOCK OFFICER.
- * MAIL WILL BE PICKED UP BY THE MAIL OFFICER IN THE AM MONDAY -FRIDAY, FROM EACH MODULE.
- * ALL POSTAGE COSTS FOR OUTGOING MAIL WILL BE PAID FOR BY THE INMATE (WITH THE EXCEPTION OF INDIGENT INMATES).

C. CERTIFIED MAIL/REGISTERED MAIL:

- * ONLY INMATES WITH SUFFICIENT FUNDS IN THEIR ACCOUNTS WILL BE ALLOWED TO SEND CERTIFIED MAIL/REGISTERED MAIL.
- * THE ENVELOPE/PACKAGE THAT IS TO BE SENT CERTIFIED/REGISTERED WILL ACCOMPANIED WITH A MONEY TRANSFER FORM.
- * THE MONEY TRANSFER FORM WILL BE FILLED OUT BY INMAT. AMOUNT AND TOTAL WILL BE LEFT BLANK UNTIL THE CENTRAL MAIL OFFICER WEIGHS ENVELOPE/PACKAGE. CENTRAL MAIL OFFICER WILL THEN WRITE IN POSTAGE AMOUNT.
- * MAIL, ALONG WITH MONEY TRANSFER SLIP, WILL BE DEPOSITED IN DAYROOM MAILBOX OR HANDED TO THE MODULE OFFICER. HSC MAIL OFFICER WILL THEN PICK UP MAIL.
- * CERTIFIED/REGISTERED MAIL ALONG WITH MONEY TRANSFER SLIP WILL BE DELIVERED TO THE DEPUTY WARDENS OFFICE.
- * DEPUTY WARDEN OR HIS/HER DESIGNEE WILL CHECK INMATES ACCOUNT FOR SUFFICIENT FUNDS, IF FUNDS ARE SUFFICIENT, SLIP WILL BE SIGNED AND SENT TO THE CENTRAL MAIL ROOM FOR PROCESSING.
- * IF FUNDS ARE NOT SUFFICIENT, PACKAGES AND MONEY SLIP WILL BE RETURNED TO INMATE.

INDIGENT POSTAGE PROCEDURE FOR HSC:

- * POSTAGE FOR THREE RECREATIONAL LETTERS PER WEEK IS ALLOWED. POSTAGE IS PAID FOR ALL PRIVILEGED CORRESPONDENCE (LEGAL COUNSEL, COURTS, ETC.).
- * USE INMATE MONEY TRANSFER FORM (OBTAINED FROM BLOCK OFFICER).
- * FILL IN NAME, ID NUMBER, CHECK OFF POSTAGE, WRITE "INDIGENT" IN SECTION ENTITLED "REASON FOR TRANSFERRING MONEY" AND SIGN FORM.
- * ATTACH FORM TO LETTER AND PLACE INTO MODULE MAIL BOX, GIVE TO BLOCK OFFICER OR AREA SUPERVISOR.

- (d) THE NURSE WILL GIVE EACH INMATE HIS MEDICATION, ONE AT A TIME, AND PROVIDE SUFFICIENT WATER, AS NECESSARY.
- (e) THE NURSE WILL INSURE EACH INMATE TAKES HIS MEDICATION AT THE TIME IT IS ISSUED - ON THE SPOT.
- (f) AFTER AN INMATE HAS TAKEN HIS MEDICATION, HE WILL RETURN TO PREVIOUS ACTIVITY OR CELL AND THE NEXT INMATE IN LINE WILL REPORT TO THE NURSE FOR HIS MEDICATION.
- (g) THE DOMICILE OFFICER WILL CONTROL THE MEDICATION LINE.
- (h) WHEN ALL MEDICATION FOR A MODULE HAS BEEN DISPENSED.

(2) MEDICATION WILL BE ALLOWED TO BE IN THE POSSESSION OF INMATES ONLY UPON THE PERMISSION OF THE ACI DOCTOR AND THE WARDEN.

F. INMATES WILL BE PLACED IN THE I.S.C. HOSPITAL ON THE ORDER OF MEDICAL PERSONNEL ONLY. ALL OTHERS WILL BE TRANSFERRED TO AN OUTSIDE HOSPITAL OR PLACED ON SICK CELL. SINCE THE HOSPITAL IS FOR SICK PEOPLE, WHILE YOU ARE CONFINED TO ISC HOSPITAL, THERE WILL BE NO SMOKING, NO T.V., AND NO VISITS.

4-2. PERSONAL HYGIENE AND SANITATION:

- A. YOU ARE REQUIRED TO MAINTAIN A CLEAN AND PRESENTABLE APPEARANCE AT ALL TIMES. YOU WILL BATHE REGULARLY.
- B. FINGERNAILS WILL BE TRIMMED TO FINGERTIP LENGTH.
- C. SHOES AND SOCKS WILL BE WORN OUTSIDE YOUR CELL.
- D. CLOTHING WILL BE CLEAN AND IN AN ACCEPTABLE STATE OF REPAIR TO INCLUDE THE PRESENCE OF ALL BUTTONS. CLOTHING WILL NOT BE ALTERED.
- E. SHIRTS WILL BE TUCKED INSIDE TROUSERS WITH ID BADGE DISPLAYED ON RIGHT POCKET.
- F. HAIRCUTS (ONE PER MONTH) WILL BE GIVEN ON YOUR LIBRARY DAY ONLY. YOU MUST HAVE AN APPROVED PINK SLIP FROM THE 7-3 SHIFT LIBRARY OFFICER TO OBTAIN A HAIRCUT.
- G. CELL CLEANING IS "MANDATORY"

4-3. LAUNDRY SERVICE:
WASHERS AND DRYERS ARE PROVIDED IN A, B, C, D MODULES AND HOSPITAL FOR USE BY LAUNDRY PORTERS. LAUNDRY FOR E & F MODULES AND HOSPITAL WILL BE SENT TO THE HSC HOSPITAL, AS SCHEDULED. SHEETS AND PILLOW CASES WILL BE WASHED IN MODULE MACHINES. BLANKETS AND JACKETS ARE SENT OUT AS SCHEDULED BY COMMITTING OFFICER. DIRTY LAUNDRY WILL BE IN MESH BAGS.

4-4. **"COMMISSARY"**

A. ORDERING PROCEDURE:

YOU CAN USE EITHER #2 PENCIL, BLUE OR BLACK INK TO FILL OUT THE ORDER FORM. DO NOT FOLD OR BEND THE FORM. YOU MUST PRINT AND SIGN STORE ORDER FORM IN CORRECT PLACES. YOU WILL RECEIVE ONE ORDER FORM PER WEEK FOR COMMISSARY. THERE ARE TWO ORDER FORMS, ONE FOR REGULAR COMMISSARY ITEMS (STANDARD ORDER FORM), ONE FOR CLOTHING AND ELECTRONICS (NON STANDARD ORDER FORM).

YOU MUST HAVE YOUR ORDER FORM FILLED OUT BY MONDAY MORNING AND PLACED INTO MODULE STORE ORDER BOX. ORDER FORMS WILL BE PICKED UP AT APPROXIMATELY 7:30 AM BY THE G-CORRIDOR OFFICER AND FORWARDED TO THE COMMISSARY ON TUESDAY. NON STANDARD STORE ORDER FORMS ARE TO BE PLACED IN THE BOX THE FIRST WEEK OF THE MONTH ALONG WITH ONE STANDARD ORDER. ORDERS WILL BE DELIVERED TO MODULE EACH FRIDAY AFTERNOON. BE PREPARED - PROPER DRESS FOR ALL IN CELL DELIVERIES WILL BE STRICTLY ENFORCED.

YOU MAY ORDER UP TO \$65.00 OF COMMISSARY PER WEEK USING THE STANDARD ORDER FORM, HOWEVER, THERE IS A TWELVE (12) ITEMS LIMIT.

ITEMS ON STANDARD ORDER FORM INCLUDE FOOD, TOILETRIES AND TOBACCO. THESE ARE THE ONLY ITEMS THAT MAY BE ORDERED USING THE STANDARD ORDER FORM. YOU MAY BE ABLE TO ORDER SNEAKERS, CLOTHING AND ELECTRONICS EVERY 1st WEEK OF THE MONTH USING NON STANDARD ORDER FORM. THERE ARE NO OTHER BUYS FOR THESE ITEMS DURING THE MONTH.

YOU WILL BE INFORMED AT DELIVERY TIME CONCERNING PROPERTY DELIVERED AND WAITING TO BE PROCESSED, ENGRAVED AND DOCUMENTED BY HSC. ITEMS WILL BE RECEIVED ONCE PROCESSED PROPERTY IS READY FOR DELIVERY.

ARTICLES NOT AUTHORIZED IN HSC AND ARTICLES IN EXCESS OF THE PRESCRIBED HSC AMOUNTS WILL BE CONSIDERED CONTRABAND.

ANY DAMAGED OR MISSING ITEMS MUST IMMEDIATELY BE BROUGHT TO THE DELIVERY PERSON'S ATTENTION UPON DELIVERY. ALL SALES ARE FINAL.

ALL QUESTIONS REGARDING YOUR ACCOUNT BALANCE MUST BE SENT TO THE INMATE ACCOUNTS OFFICE, DELIVERY PERSON'S WILL NOT KNOW ACCOUNT ANSWERS.

START YOUR FIVE OR SIX DIGIT I.D. NUMBER FROM THE LEFT COLUMN OF THE "INMATE No." BOX. LEAVE THE LAST ONE OR TWO ROWS EMPTY. DO NOT START WITH A "0". YOU MUST DISPLAY YOUR INMATE I.D. BADGE TO RECEIVE AN ORDER.

SUBMIT REQUEST FORM "INDICENT STORE ORDERS" TO SUPERIOR OFFICER.

BOXING, HAND/LEG WRESTLING, WRESTLING, KARATE, KICK BOXING, ETC.)

- T. RECREATION AND MEALS ARE NOT MANDATORY, HOWEVER, INMATES WHO CHOOSE NOT TO PARTICIPATE WILL REMAIN LOCKED IN THEIR RESPECTIVE CELLS.
- U. INMATES WILL NOT CLIMB OVER OR SIT ON RAILINGS IN THEIR DOMICILE.
- V. INMATES WILL NOT SIT ON DOMICILE OR CORRIDOR STAIRS.
- W. ONLY RUBBER SOLE GYM SHOES WILL BE WORN IN THE GYM. ONLY THE SMALL BATHROOM IN THE GYM WILL BE USED BY INMATES DURING GYM RECREATION PERIODS. THE LARGE TOILET/SHOWER AREA IS OFF LIMITS.
- X. INMATES ARE RESPONSIBLE FOR CONTRABAND FOUND IN THEIR RESPECTIVE CELLS AND ON THEIR PERSON.
- Y. MOVEMENT IN CORRIDORS AND STAIRWELLS WILL BE ACCOMPLISHED BY KEEPING TO THE RIGHT SIDE. INMATES WILL MAKE WAY FOR ALL CORRECTIONAL OFFICERS AND STAFF.
- Z. INMATES MAY REMOVE THEIR UNIFORM SHIRT WHEN PARTICIPATING IN PHYSICAL RECREATION, (OUTDOOR AND INDOOR), BUT MUST HAVE A T-SHIRT ON.

5-5. **MAIL RULES:**

INCOMING MAIL MAY BE OPENED AND INSPECTED FOR THE PURPOSE OF DETECTING CONTRABAND. INCOMING MAIL FROM COURTS, JUDGES, OR ATTORNEYS OF RECORD MAY BE OPENED FOR INSPECTION (IF PROPERLY MARKED) IN THE PRESENCE OF THE INMATE ADDRESSSEE. TO FACILITATE SECURITY AND CONTROL AND MINIMIZE THE INTRODUCTION OF WEAPONS, DRUGS AND OTHER CONTRABAND INTO THE H.S.C., YOU WILL NOT BE ALLOWED TO RECEIVE A PACKAGE THROUGH THE MAIL UNLESS IT IS FROM A MANUFACTURER, DISTRIBUTOR, OR PUBLISHER. ALL MAIL PACKAGES WILL BE BY PARCEL POST ONLY, NO UPS OR OTHER DELIVERY AGENCY. NO FOOD IS PERMITTED TO BE RECEIVED THROUGH THE MAIL. INMATE PACKAGES RECEIVED THROUGH THE MAIL WILL BE OPENED AND INSPECTED. IF ITEMS ARE UNAUTHORIZED, THEY WILL BE DISPOSED OF IN ACCORDANCE WITH THE PROCEDURES CONTAINED IN PARAGRAPH 2-2A OF THIS MANUAL. INMATES ARE NOT PERMITTED TO ORDER ITEMS NOT AUTHORIZED THROUGH THE MAIL WITHOUT FIRST OBTAINING PERMISSION FROM THE WARDEN. NO C.O.D. PACKAGES WILL BE ACCEPTED.

- A. INMATE REQUESTS TO RECEIVE ITEMS VIA MAIL OR BY VISITORS WILL BE SENT TO A SUPERIOR OFFICER, HIGH SECURITY CENTER VIA PINK SLIP FOR APPROVAL.

WHEN AN ANNOUNCEMENT IS MADE OVER THE P.A., YOU WILL FOLLOW THE INSTRUCTIONS GIVEN. EMERGENCIES AND FIRE DRILLS MAY BE ANNOUNCED OVER THE P.A.

- H. SHEETS AND BLANKET WILL BE NEATLY SPREAD COMPLETELY OVER THE BED AND TUCKED IN AT THE SIDES AND ENDS.
- I. CONTRABAND IS ANY ARTICLE NOT AUTHORIZED TO BE IN THE POSSESSION OF INMATES ASSIGNED TO THE H.S.C. IN ACCORDANCE WITH THE PROVISIONS OF THIS MANUAL. AUTHORIZED ARTICLES WHICH EXCEED AUTHORIZED MAXIMUM AMOUNTS ARE ALSO CONTRABAND.
- J. CLOTHING STORED IN CELLS WILL BE NEATLY FOLDED OR HUNG FROM HOOKS PROVIDED IN CELLS.
- K. CLOTHING ISSUED FOR SPECIAL DETAILS/ACTIVITIES WILL NOT BE WORN WHILE PARTICIPATING ON OTHER DETAILS/ACTIVITIES. (i.e. Work Boots, etc.)
- L. AUTHORIZED AUDIO-VISUAL EQUIPMENT WILL ONLY BE USED IN CONJUNCTION WITH BARPLUGS. NO EXTERNAL SPEAKERS ARE AUTHORIZED. SUCH EQUIPMENT WILL HAVE THE SPEAKERS REMOVED.
- M. CELLS WILL NOT BE DEFACED. NO OBSTRUCTIONS WILL BE PLACED OVER CELL WINDOWS. NO PORNOGRAPHIC MATERIALS WILL BE DISPLAYED IN CELLS. NO OBSTRUCTIONS WILL BE PLACED OVER AIR VENTS OR AT BOTTOM OF DOOR.
- N. THE ONLY CELL AREA AUTHORIZED TO PLACE PICTURES, ETC., IS THE BULLETIN BOARD WHEN AVAILABLE.
- O. NO LOITERING IS PERMITTED ON THE TIERS OR NEXT TO CELLS OR ON STAIRWAYS.
- P. NO ADMITTANCE OR DEPARTURE TO OR FROM AN AREA WILL BE GRANTED AN INMATE WITHOUT AN INMATE I.D. BADGE.
- Q. NO INMATE WILL BE ALLOWED IN THE DAY ROOM WITHOUT THE EXPRESS CONSENT OF THE DOMICILE OFFICER.
- R. MOVEMENT FROM POINT TO POINT WITHIN THE H.S.C. WILL BE BY THE MOST DIRECT ROUTE AND ACCOMPLISHED WITHOUT DELAY. IN NO CASE WILL AN INMATE REQUIRE MORE THAN FIVE MINUTES TO TRAVEL FROM POINT TO POINT WITHIN THE H.S.C.
- S. INMATES WILL NEVER RUN EXCEPT DURING ORGANIZED RECREATION. INMATES WILL NOT PRACTICE THE MARTIAL ARTS (BOXING, SHADOW

4-5. CLOTHING AND EQUIPMENT:

- A. CELL EQUIPMENT WILL NOT BE REMOVED FROM CELLS.
- B. INMATES WILL BE HELD LIABLE FOR LOSS OR DAMAGED, OTHER THAN NORMAL WEAR AND TEAR, TO THEIR STATE ISSUED CLOTHING AND EQUIPMENT.
- C. INMATES MAY NOT ALTER, TRADE, DAMAGE OR DISPOSE OF ISSUED ITEMS. WHEN AN ISSUED ITEM BECOMES UNSERVICEABLE, YOU WILL REPORT IT TO YOUR DOMICILE OFFICER AND TURN IT IN FOR REPLACEMENT WHEN TOLD TO DO SO.
- D. WHEN TRANSFERRING FROM ONE CELL TO ANOTHER, YOU WILL NOT TAKE YOUR TRASH CAN, OR MATTRESS WITHOUT PERMISSION.
- E. IF YOU ARE TRANSFERRED TO ANOTHER LOCATION, YOUR PERSONAL BELONGINGS AND EQUIPMENT WILL BE INVENTORIED AND ITEMIZED ON AN INVENTORY SHEET. PROHIBITED ITEMS IN THE GAINING DOMICILIES MAY BE DISPOSED OF IN ACCORDANCE WITH THE PROVISIONS OF PARAGRAPH 2-2.
- F. WHEN OUT PROCESSING FOR RELEASE FROM THE H.S.C., YOU WILL ENSURE ALL ISSUED CLOTHING AND EQUIPMENT IS ACCOUNTED FOR. DAMAGED OR MISSING ITEMS OF STATE PROPERTY MAY RESULT IN DISCIPLINARY ACTION WITH RESTITUTION ORDERED.
- G. THE H.S.C. SUPPLY ROOM IS THE ONLY PLACE DESIGNATED FOR EXCHANGE OR SALVAGE OF ILL-FITTING CLOTHES AND FOOTWEAR. ONLY ISSUED FOOTWEAR WILL BE TURNED IN FOR REPAIR.

4-6. REQUEST SLIPS (PINK SLIPS):

REQUEST SLIPS ARE A MEANS OF COMMUNICATING WITH THE VARIOUS OFFICIALS OF THE DEPARTMENT OF CORRECTIONS. THEY MAY BE SUBMITTED FOR ANSWERS TO QUESTIONS, REQUESTS FOR INFORMATION, ASSISTANCE, DISCUSSION OF PROBLEMS, OR FOR PERMISSION TO OBTAIN CERTAIN PERSONAL PROPERTY. IT IS, THEREFORE, NECESSARY TO SUBMIT YOUR REQUEST TO THE CORRECT ADDRESSEE. ALL REQUESTS PERTAINING TO THE OPERATION OF THE H.S.C. WILL BE SENT TO THE WARDEN. BEFORE SUBMITTING A REQUEST SLIP, YOU SHOULD DISCUSS YOUR PROBLEM WITH YOUR DOMICILE OFFICER OR YOUR COUNSELOR. IF IT CANNOT BE RESOLVED AT THAT LEVEL, BE SURE TO SEND IT THROUGH THE PROPER CHANNELS. STATE THE NATURE OF YOUR REQUEST OR PROBLEM. SLIPS MARKED "PERSONAL" OR REQUESTING A "PRIVATE INTERVIEW" WILL NOT BE FORWARDED EXCEPT WHEN THEY ARE ADDRESSED TO A CHAPLAIN. SLIPS WILL BE ACTED UPON AT THE LOWEST LEVEL CAPABLE OF HANDLING THE MATTER, REGARDLESS TO WHOM IT IS ADDRESSED.

4-7. GRIEVANCES:

- A. INMATE GRIEVANCES ARE BEST RESOLVED AT THE LOWEST LEVEL POSSIBLE. HOWEVER, IF IT BECOMES NECESSARY TO ESCALATE YOUR GRIEVANCE WITHIN THE CHAIN OF COMMAND, YOU WILL FOLLOW THE PROCEDURES OUTLINED BELOW FOR LEVEL 1.
- (1) OBTAIN A COPY OF REQUEST FOR RESOLUTION OF GRIEVANCE FORM #1 BY ASKING A SUPERIOR OFFICER VIA PINK SLIP.
 - (2) ENTER YOUR GRIEVANCE IN THE DESIGNATED SPACE ON THE FORM. YOUR STATEMENT MUST BE CLEAR, CONCISE AND LEGIBLE ON ALL COPIES.
 - (3) DATE AND SIGN YOUR GRIEVANCE IN THE APPROPRIATE SPACES AND SUBMIT IT TO YOUR DOMICILE OFFICER FOR VERIFICATION OF DATE.
 - (4) THE DOMICILE OFFICER ACCEPTING THE GRIEVANCE WILL SIGN AND DATE IT IN THE MARGIN.
 - (5) YOU WILL RETAIN LAST COPY (GOLDENROD COPY) OF THE GRIEVANCE FOR YOUR PERSONAL RECORD.
 - (6) THE DOMICILE OFFICER WILL FORWARD THE REMAINING COPIES OF YOUR GRIEVANCE TO THE HSC GRIEVANCE COORDINATOR.
 - (7) AFTER THE DEPUTY/WARDEN MAKES A DECISION ON YOUR GRIEVANCE, AND IT IS RETURNED TO YOU, YOU WILL HAVE FIVE WORKING DAYS TO DETERMINE IF YOU DESIRE TO APPEAL TO THE NEXT LEVEL. IF, HOWEVER, YOU ARE SATISFIED WITH THE WARDEN'S DECISION, YOU WILL SO INFORM THE WARDEN BY SIGNING AND DATING THE ORIGINAL COPY OF THE FORM (WHITE COPY) TO DENOTE RESOLUTION OF THE GRIEVANCE. THE WHITE COPY WILL BE PLACED IN YOUR INMATE RECORD FILE.

CHAPTER 5 - RULES

5-1. PUNISHABLE CONDUCT: D.C. & L.O.P.

WHILE CONFINED AT THE H.S.C., YOU ARE SUBJECT TO DISCIPLINARY ACTION FOR VIOLATION OF RELEVANT STATE LAWS AND INSTITUTIONAL RULES. INMATES SHALL ABIDE BY ORDERS TO ATTEND COURT AND MAKE PERSONAL COURT APPEARANCES. DISCIPLINARY CONFINEMENT (D.C) OR ON LOSS OF PRIVILEGE (L.O.P.) WILL GET NO EXERCISE AND TWO SHOWERS FOR THE FIRST FIVE DAYS OF ACTIVE DISCIPLINE INCLUDING DAYS ON LFI STATUS.

5-2. DINING RULES:

- A. "A" CATEGORY WILL DINE IN THE DINING ROOM.
- B. "B" CATEGORY INMATES MAY DINE IN THE DINING ROOM.
- C. "C" CATEGORY AND INMATES ON DISCIPLINARY SEGREGATION WILL DINE IN THEIR CELLS.
- D. INMATES WILL NOT GIVE, TRADE, OR PASS THEIR FOOD.
- E. INMATES MAY TAKE WATER FROM THEIR CELLS IN THEIR PLASTIC DRINKING VESSEL TO THE DAY ROOM DURING MEALS FOR THEIR OWN CONSUMPTION.

5-3. SMOKING RULES:

- A. SMOKING/TOBACCO PRODUCTS/MATCHES ARE NOT ALLOWED IN THIS FACILITY (*H.S.C. IS A SMOKE FREE FACILITY*).

5-4. DOMICILE RULES:

- A. CELL AND DOMICILE AREAS WILL BE KEPT NEAT, CLEAN AND PRESENTABLE AT ALL TIMES.
- B. ANYTHING WHICH BLOCKS OR OTHERWISE ALTERS THE VIEW OF THE CELL FROM THE TIER IS PROHIBITED.
- C. INMATES WILL NOT ENTER ANOTHER INMATE'S CELL FOR ANY REASON.
- D. INMATES WILL NOT ENTER A DOMICILE OTHER THAN THEIR OWN.
- E. YOUR CELL DOOR WILL REMAIN LOCKED AT ALL TIMES, EXCEPT WHEN ENTERING OR LEAVING CELL.
- F. YOU WILL BE REQUIRED TO BE LOCKED IN YOUR CELL FROM 1500 TO 0700 HOURS DAILY.
- G. A PUBLIC ADDRESS (P.A.) SYSTEM IS USED TO MAKE ANNOUNCEMENTS TO ALL INMATES.

- C) NO GAMES OF ANY KIND ARE ALLOWED IN THE YARD. ONLY THE EXERCISE EQUIPMENT PROVIDED WILL BE ALLOWED.

2. REENTERING THE BUILDING:

- A) ALL INMATES ARE SUBJECT TO A PAT DOWN, OR, AT THE OFFICER'S DISCRETION, A STRIP SEARCH WHEN REENTERING THE BUILDING. ONLY THOSE APPROVED ITEMS WHICH AN INMATE EXITED THE BUILDING WITH WILL BE ALLOWED TO RE-ENTER THE BUILDING.

IF PLACED IN THE HSC OUTER PERIMETER EXERCISE YARDS, CONVERSATIONS BETWEEN INMATES IN OTHER MODULES AND EXERCISE YARDS IS PROHIBITED. INMATES ARE NOT ALLOWED TO BE NEXT TO THE FENCE IN ANY AREAS. INMATES ARE NOT ALLOWED TO BE ANY CLOSER TO THE FENCE THAN THE EDGE OF THE TRACK CLOSEST TO THE FENCE. (10 FEET FROM BUILDING AND FENCE)

- (B) IF YOUR GRIEVANCE IS NOT RESOLVED TO YOUR SATISFACTION, YOU MAY, WITHIN FIVE WORKING DAYS, RE-SUBMIT YOUR GRIEVANCE TO THE ASSISTANT DIRECTOR USING FORM #2, ADDRESSED APPROPRIATELY, YOU WILL STATE YOUR GRIEVANCE, ALONG WITH REASON OR REASONS WHY YOU ARE NOT SATISFIED WITH THE DECISION OF THE WARDEN, WHEN APPEALING TO LEVEL #2.

- (1) THE FORM WILL BE COMPLETED BY FOLLOWING THE SAME PROCEDURE FOR LEVEL #1.
(2) YOUR GRIEVANCE WILL BE FORWARDED THROUGH CHANNELS TO THE ASSISTANT DIRECTOR.

4-B. EXPENDITURES AND AUTHORITY FOR APPROVAL:

- A. WITH THE APPROVAL OF THE WARDEN, INMATES MAY WITHDRAW FUNDS FROM THEIR ACCOUNTS FOR EXPENDITURES AS FOLLOWS:

- (1) REMITTANCES TO DEPENDENTS AND/OR MEMBERS OF THEIR IMMEDIATE FAMILY.
(2) REMITTANCES TO OTHERS IF THE PURPOSE IS FOR PERSONAL DEBT INCURRED PRIOR TO CONFINEMENT, THE SUPPORT OF IMMEDIATE FAMILY OR APPROVED BANK DEPOSIT.
(3) FOR SUBSCRIPTIONS TO APPROVED PERIODICALS, NEWSPAPERS AND BOOKS (MUST BE ORDERED DIRECTLY FROM THE PUBLISHER).
(4) PURCHASE OF PRESCRIPTION EYEGLASSES (ONLY ACI MEDICAL APPROVED).
(5) PAYMENT FOR COPYRIGHTS, BIRTH CERTIFICATES, LICENSE RENEWALS, AND LEGAL DOCUMENTS.
(6) PURCHASE OF U.S. SAVINGS BONDS.
(7) PAYMENT OF INCOME TAX.
(8) POSTAGE.
(9) PURCHASE OF EDUCATIONAL MATERIAL RECOMMENDED FOR APPROVAL BY THE EDUCATION DEPARTMENT.
(10) PAYMENTS FOR STATE PROPERTY LOST OR STOLEN.
(11) PURCHASE OF BIBLES OR OTHER RELIGIOUS LITERATURE APPROVED BY THE CHAPLAIN.
(12) REPAIRS OF WATCHES, EYEGLASSES OR TV'S.
(13) LEGAL FEES

B. FUNDS WILL NOT BE SENT TO ANOTHER INMATE, ANOTHER INMATE'S RELATIVE, OR BE USE FOR C.O.D. PURCHASES. REQUESTS OF FUNDS WILL NORMALLY BE FOR FULL PAYMENT OF ITEMS PURCHASED.

C. MODULE OFFICERS MUST VERIFY INMATE SIGNATURES. SIGN THE MONEY TRANSFER IN FRONT OF YOUR MODULE OFFICER.

4-9. INMATE DETAILS:

A. AS IN ANY FACILITY, THE H.S.C. HAS HOUSEKEEPING REQUIREMENTS WHICH MAY BE ACCOMPLISHED BY PAID INMATES. WHEN APPROVED CATEGORY "A" "B" AND "C" INMATES MAY BE ASSIGNED EMPLOYMENT.

B. INMATES DESIRING A JOB OR CHANGE WILL SUBMIT A REQUEST SLIP TO THE JOB ASSIGNMENT OFFICER (JAO) THROUGH HIS DOMICILE OFFICER. LIST PREFERENCES OR, IF YOU WILL ACCEPT ANY JOB, PUT THAT DOWN. INMATES ASSIGNED TO THE H.S.C. WILL WORK ONLY WITHIN THE LIMITS OF THE SECURE AREA. ALL INMATES ARE GENERAL PORTERS.

C. INMATE MAY BE PAID \$1.00 PER DAY UNLESS THEY REFUSE TO WORK. PAY MAY PROGRESS TO \$3.00 PER DAY. JOBS MAY BE ADDED OR DELETED BY THE (JAO) OFFICER AS REQUIRED.

D. INMATE WHO BECOME UNEMPLOYED BECAUSE THEY QUIT THEIR JOBS, REFUSE TO WORK OR ARE FIRED FROM THEIR JOB BECAUSE OF CAUSE, WILL NOT BE ELIGIBLE FOR WORK FOR A PERIOD OF 30 DAYS.

E. INMATES UNEMPLOYED THROUGH NO FAULT OF THEIR OWN WILL RETAIN THE SAME PRIVILEGES AS ANY OTHER FULLY EMPLOYED INMATE.

F. REFUSAL TO ABIDE BY LAWFUL ORDER OF STAFF, WILL RESULT IN DISCIPLINARY ACTION. "NOT MY JOB ASSIGNMENT" IS NOT AN EXCUSE FOR REFUSAL.

4-10. CELL INSPECTION:

DOMICILES AND CELLS WILL BE PREPARED FOR INSPECTION FROM 0715 - 1600 HOURS DAILY. WHEN AN INMATE LEAVES HIS CELL FOR ANY REASON, HIS CELL WILL BE READY FOR INSPECTION. CELLS WILL BE DISPLAYED AS SHOWN IN THE MANUAL DIAGRAM.

A. CELLS WILL BE CLEANED FOR INSPECTION FROM 0600 - 0700 HOURS.

B. BEDS WILL BE PROPERLY MADE.

C. OFF DUTY AND SICK CELL INMATES WILL PREPARE THEIR CELLS FOR INSPECTION PRIOR TO GOING TO BED AND THEIR CELLS WILL BE SUBJECT TO INSPECTION EXCEPT FOR THE BED UPON WHICH THEY ARE SLEEPING. IF AN INMATE IS NOT IN BED, THE BED WILL BE PROPERLY MADE.

4-11. FIRE AND OTHER EMERGENCIES:

INMATES WILL BE NOTIFIED, BY THE MOST EXPEDITIOUS MEANS AVAILABLE, OF ANY FIRE OR OTHER EMERGENCY WITHIN THE H.S.C.

A. IF IN YOUR DOMICILE, STAND BY FOR INSTRUCTIONS, THEN DO AS YOU ARE TOLD IN AN ORDERLY MANNER.

B. IF AT A LOCATION OTHER THAN YOUR DOMICILE, REMAIN IN PLACE AND AWAIT INSTRUCTIONS.

C. THERE WILL BE PERIODIC UNANNOUNCED FIRE AND EVACUATION DRILLS. YOU WILL BE REQUIRED TO PARTICIPATE; THIS IS FOR YOUR SAFETY.

D. NO SMOKING IS ALLOWED IN THIS FACILITY.

4-12. TOURS:

TOURS OF THE H.S.C. WILL BE CONDUCTED FREQUENTLY. IT IS NOT THE INTENT TO PLACE INMATES ON DISPLAY. HOWEVER, FOR US TO ASSIST WITH YOUR SOCIALIZATION, WE NEED THE SUPPORT OF THE SURROUNDING COMMUNITIES AND CITIZENS OF RHODE ISLAND. THESE TOURS ARE DESIGNED TO DEPICT THE VARIOUS PROGRAMS AND TREATMENT ACTIVITIES IN EFFECT AT THIS FACILITY, NOT TO DISPLAY INMATES OR THE BUILDING. FOR PROGRESS AND/OR NEW EQUIPMENT TO BE OBTAINED, SOCIETY MUST BE INFORMED OF OUR NEEDS AND GOALS. CHANGES AND IMPROVEMENTS IN YOUR SITUATION ARE CONTROLLED TO A GREAT EXTENT BY SOCIETY'S ACCEPTANCE OF OUR PROGRAMS AND WITH THE IMPRESSION THEY RECEIVE AFTER A VISIT TO THE H.S.C.

4-13. OUTSIDE RECREATION:

THERE WILL BE NO POSTED SCHEDULE FOR OUTSIDE RECREATION. OUTSIDE RECREATION WILL BE CONDUCTED WHENEVER CORRECTIONAL OFFICER CONSTRAINTS DO NOT PRECLUDE AND WEATHER PERMITS.

THE FOLLOWING IS A LISTING OF GENERAL RULES FOR INMATE USING THE OUTSIDE EXERCISE YARDS:

I. CLOTHING:

(A) INMATE UNIFORM OR REGULAR GYM CLOTHES ARE ACCEPTABLE WHILE EXERCISING IN THE YARDS. THE WEARING OF JUST UNDERWEAR IS NOT ALLOWED.

(B) NO BLANKETS, PILLOWS, SHEETS OR TOWELS ARE ALLOWED IN THE OUTSIDE YARDS.