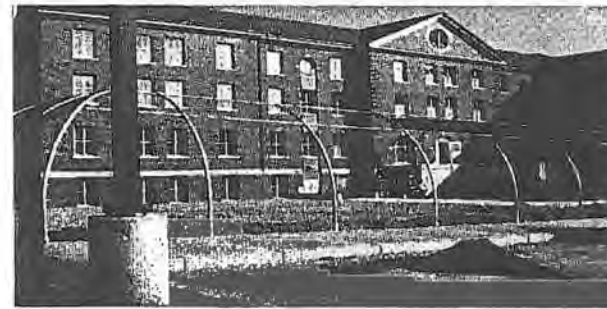




## **Rhode Island Department of Corrections**

### **WOMEN'S FACILITY INMATE HANDBOOK** *Medium, Awaiting Trial, Minimum and Work Release*



**Gloria McDonald Building (#47): Awaiting Trial/Medium Security Unit**



**Bernadette Building (#48) Minimum and Work Release Unit**

## NOTES

**Rhode Island Department of Corrections**  
**WOMEN'S FACILITY INMATE HANDBOOK**  
*Medium, Awaiting Trial, Minimum and Work Release*

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This Handbook has been provided for your information and benefit. Following the rules carefully will make your sentence easier to serve. The rules explained are specific for Women's Facility. If any information is in conflict with the Departmental Policy, the Department Policy will take precedent.

Please read through the sections that apply to you. If you come across words that you do not understand, ask for help from an Officer, Counselor, other staff or another inmate who is willing to assist you.

This Handbook is written in order of progression through the system. It begins with general rules that apply to everyone and is followed by rules that are specific to each level of security. The Table of Contents will help you to locate information.

Women's Facility houses all levels of security and custody in two (2) separate buildings not far from each other. They are as follows:

**The Gloria McDonald Building #47** houses women Awaiting Trial (A&T) on A and B Dorms (Initially on A-Dorm for 72 hours upon new commitment pending bed availability on B Dorm). Medium custody women are housed in C & D Dorms. Women who are serving disciplinary confinement sanctions are housed in the Segregation Unit.

**The Bernadette Building #48** houses Minimum and Work Release inmates.

**Mailing Address is: Women's Facilities**  
**P.O. Box 8312**  
**Cranston, RI 02920**

As of 9/1/11

# **CONTACT SHEET**

## **WHO TO CONTACT BY REQUEST SLIP FOR ASSISTANCE**

In order to get a quicker response, please see the individual who is directly responsible for a particular area. They have the expertise in their assigned areas and should be able to answer your concerns. After speaking with them, if you are not satisfied, you may continue up the chain of command. (Officer, Lieutenant, Captain, Deputy, Warden...) Place slip in mail box located outside the Dining Room.

Warden	Classification
Deputy Warden	Discipline Appeals
7-3 Captain – GM and Bernadette Bldg.	7-3 operations in GM and Bernadette Bldg.
7-3 Bldg. Lt. - GM Bldg.	Inmate enemy issue, Room assignments
7-3 Bldg. Lt. – Bernadette Bldg.	Room Assignments, Discipline Boards,
Community	
Work Sites	
3-11 Bldg. Lt. – Bernadette Bldg.	Jobs, urine coordinator, grievances
3-11 OP Lt - GM Building	Visits
Mail Officer 7-3 shift	Inmate mail and inmate to inmate
correspondence	
CLERK	Inmate pays, visiting list: BCI, NCIC
	Pin/Requests
Warden's Secretary	Program Requests
	Clinical Social Worker, 7-3
	Clinical Social Worker, 1-9
Parenting Coordinator	DCYF/Family Issues
<b><u>Nurses/Medical</u></b>	<b><u>Counselors</u></b> (8:30 am – 4:00 pm)
7-3 shift & 3-11 Shift	<b><u>They are sources of resources for you:</u></b>
<b><u>Medical Issues</u></b>	1. case management
<b><u>You must follow the chain of command:</u></b>	2. good time issues
1. Nurses	3. program referral
2. Doctors	4. Discipline Board – by request
3. Associate Director, Health Care	5. Classification Board
Services	
Clothing Officer 3-11 shift – Bernadette Bldg.	Clothing, property
Program Officer/7-3 shift – GM Bldg.	Laundry, hair cuts and programs
Programs Officer /3-11 shift – GM	Laundry hair cuts and programs
Property Officer 7-3 shift GM	State clothing and property
Committing Officer 7-3 shift GM	Committing
Committing Officer 3-11 shift GM	Committing/court clothes

\*See assigned Counselors or dorm Officers for person responsible for areas.

**Section XXIV**

**CLASSIFICATION BOARD**

- 1) The Classification Board meets every week. It is comprised of a Chairperson, Counselor and Correctional Officer.
- 2) The Board meets with every inmate when she is sentenced and at least once every twelve months or more frequently for inmates serving short sentences. The Board recommends appropriate custody level for each person. The Board also recommends program involvement. If an individual is sentenced to 9 months or less, it is possible that she could be administratively classified and moved directly to Minimum.

**Section XXV**

**DISCHARGE PROCEDURE:**

- A. Awaiting Trial: Inmates not sentenced by the court will generally be discharged at court or bailed.
3. Sentenced: After discharge paperwork is received, inmates are generally released between 1:00 and 2:00 p.m.
- C. Bail: Inmates allowed bail, pending sentencing, will be seen by Bail Officer after their bail has been arranged and paid at the Intake Service Center. (refer to section 8, c)
- D. Sentence Expiration/Home Confinement/Parole: On discharge date, certified paperwork will arrive from Records and ID, GM Operations superior will call for inmate and verify inmate information. Inmate will then exchange all state issued clothing for civilian clothing and personal property remaining in facility. Meds will be retrieved from infirmary. Inmate may be allowed phone call to arrange for transportation. Home Confinement will be notified to escort and process inmate. Parole officer may or may not provide escort depending on prior arrangements with that office. (refer to section H, page 40). Discharges generally occur between 1:00 p.m. and 2:00 p.m. but may occur sooner or later.
- E. How to receive money in Inmate Accounts (See section 13).

GOOD LUCK

**MISSION STATEMENT**

The Rhode Island Department of Corrections Women's Division is dedicated to the protection of society by providing appropriate, safe, and humane custody of female offenders and women awaiting trial.

- 1) Staff encourages and assists women through treatment and educational programs to become productive and law abiding members of the community.
- 2) The Women's Division is dedicated to promoting the health and well-being of inmates and staff and encouraging positive interactions between staff and offender.
- 3) Staff respect the unique social, cultural, and gender specific needs of the female offender and addresses those needs by providing opportunities to participate in appropriate education, health, and treatment programs

**Applicability**

This Handbook has been prepared primarily to help you in your adjustment to living at the Women's Facilities. It is also intended to help you understand the facilities and programs available at this institution. **READ THIS HANDBOOK CAREFULLY. It will help you know what is expected of you and what you may expect from the staff. Claims of failing to know a rule will not be considered a legitimate excuse for violating any rule.**

Basically, we will expect adherence to the accepted laws of society, in addition to certain institutional rules, which are covered in this Handbook. There is a reason for every rule. Fundamentally, they are established to enable a large number of people to live together in an orderly manner and to ensure they do so as comfortably and as safely as possible.

All Rules and Regulations are subject to change due to the facility's efforts to maintain the highest standards of integrity which afford the greatest opportunity for rehabilitative programs in a safe and secure environment for both staff and inmates.

Any items not covered within this Handbook will not be allowed without written permission from the Warden and/or Deputy Warden.

When an inmate receives conflicting orders, always follow the last order given.

## PREA – Prisoner Rape Elimination Act

**9.49-DOC; Inmate Sexual Violence and Staff Sexual Misconduct/Harassment toward Inmates** was written to implement the requirements of the Prison Rape Elimination Act Of 2003 (P.L. 108-79).

Under this policy, RIDOC maintains a zero tolerance for inmate-on-inmate sexual violence and staff sexual misconduct/harassment toward inmates. Every allegation of such violence, misconduct and/or harassment will be thoroughly investigated and if warranted, sanctions up to and including criminal prosecution will be imposed. The Special Investigations Unit (SIU) investigates reports of inmate-on-inmate sexual violence and the Office of Inspection (OI) investigates reports of staff sexual misconduct/harassment toward inmates. You are strongly encouraged to report any incidents of sexual violence or misconduct to any staff member. You may also report incidents of sexual assault or misconduct to the following: (All telephone numbers can be automatically accessed through the inmate pay phones.)

Special Investigation Unit (S.I.U.)	462-2282
Office of Inspections (O.I.)	462-2551
Rhode Island State Police (R.I.S.P.)	462-2650

### PERSONAL RELATIONSHIPS

- (1) Staff – Relationships with staff are to be professional only. The Officer's job is to provide security, custody and control. Personal relationships with staff are prohibited by the Department's Code of Ethics. In the event of an inmate's need for counseling she may submit a Request Slip to the facility counselor or mental health staff. The Deputy or Warden is available to provide referrals for counseling when required. Policy 3.14-2 DOC The code of Ethics and Conduct, outlines the appropriate professional boundaries that are to be maintained between staff and offenders.
- (2) Inmates are discouraged from establishing personal intimate relationships with other inmates. Friendships with several inmates are encouraged. Exclusive relationships in group living settings frequently result in circumstances requiring discipline.

### (3) Specialized Planning:

- (a) Discovery: The Providence Center's residential treatment for **women** To fulfill court ordered treatment or by offender choice.
- (b) Bridge: Central and South Rhode Island, for HIV positive inmates. Thundermist: Northern Rhode Island, for HIV positive inmates.
- (c) Fellowship Health Resources: Mentally ill, CSP eligible.

H. Various Other Programs: Various other programs will be offered through year such as; 1) Job Readiness Program to prepare for work; 2) Domestic Violence Group Counseling, 3) Substance Abuse Groups, 4) Arts and Crafts Programs 5) Peer Tutoring for basic academic work and 6) Trauma Classes 7) Diet classes  
Watch the Bulletin Board for announcements of new groups being formed  
**NOTE:** Inmates are responsible to clean up after participating in any program.

E. **Library:** The Library houses a collection of both law and recreational reading material. If you need assistance with finding a book or legal material, submit a request to the Librarian by writing a note through interdepartmental mail.

F. **Parenting Class and Children's Visits:**

- (1) Visits from DCYF Social Workers are permitted at any time other than on disciplinary confinement. These visits may take place in the Visiting/Parenting Room.
- (2) Minimum and Work Release women may participate in a special Saturday four-hour visit conducted in the Visiting/Parenting Room.
- (3) A class on Parenting and an extended visit is also available in the GM Building. The class on Parenting is held weekly. Two hour extended visits from children dropped off by family members are conducted once a week in the parenting room. Requests for this program go to the Parenting Coordinator.

G. **Discharge Planning for Women:** For information and/or assistance send a request slip interdepartmental mail to the Professional Services Coordinator/Transitional Services, Dix Building and talk to your assigned counselor. The following services are available:

- (1) **Commitment:** A DORM/B DORM Awaiting Trial
  - (a) Introduction to Discharge Planning workshop 5 times per week. Includes birth certificate, Social Security card and planning paperwork.
  - (b) This workshop reaches inmates that may be sentenced to very short sentences or released at court that otherwise would be missed.
- (2) **Sentenced Women:** After the classification board, a need assessment will be completed and a planner assigned to one of the following agencies:
  - (a) Family Life Center if for women returning to Providence the discharge planner will be the Family Life Center.
  - (b) Comprehensive community Action Program (CCAP) is for women returning to all other cities except Providence.

**HANDBOOK**  
**TABLE OF CONTENTS**

**Section I**

**FIRE EVACUATION/EMERGENCY PROCEDURES.....page 11**

**Section II**

**COUNTS.....page 12**

- A. Definition of a Count
- B. Schedule
- C. Importance of Counts
- D. Rules and Procedures during Count Time

**Section III**

**HOUSING RULES AND PROCEDURES.....page 13**

- A. General Rules and Regulation
- B. Signing In and Out Rules
- C. Rooms and Room Changes
- D. Dress Codes .....page 14
  - (1) Uniforms
  - (2) Court Clothes
  - (3) All Inmates .....page 15
  - (4) Bed Clothes.....page 15
- E. Evening Schedule..... page 15
- F. Wake Up/Sleeping Times and Lights out/Bed times.....page 16
- G. Showers .....page 17
- H. Televisions/Radios.....page 17
- I. Laundry.....page 19
- J. Housing Rules.....page 20
- K. I-Wing and Isolation Wing Rules (See Section 17)

**Section IV**

**CLOTHING AND PROPERTY.....page 22**

- A. General
- B. Authorized Clothing by Security Level - Awaiting Trial
- C. Authorized Clothing by Security Level - Medium
- D. Authorized Clothing by Security Level - Minimum
- E. Authorized Clothing by Security Level - Work Release
- F. Unauthorized Clothing
- G. Court Clothing

**Section V**

**MEALS..... page 29**

- A. General Rules
  - (1) Schedules
  - (2) Special Diets
  - (3) Dining Room Rules

**Section VI**

**HAIR CUTTING AND PERMS.....page 30**

**Section VII**

**URINE SAMPLES/DRUG TESTING.....page 32**

**Section VIII**

**VISITS.....page 34**

- A. How to get family and friends on your visiting list
- B. Who is eligible to be on your list?
- C. Visits with minor children
- D. Out of state visitors
- E. Schedules
- F. What can be brought in by visits and when
- G. Conduct in Visiting Areas
- H. Hospital visits

**Section IX**

**TELEPHONES.....page 41**

- A. Locations
- B. Pin Numbers
- C. Rules for use

**Section XXII**

**COUNSELORS**

A. When you are sentenced you will be assigned one Counselor as your case manager. Your assigned Counselor will be your case manager throughout your entire incarceration. Counselors can provide you with information such as discharge sheets, pending charges and visiting lists. Counselors prepare Parole reports and assist with Classification and may assist with Discipline boards upon request. Counselors make referrals to programs and the discharge planners.

**Orientation**

All newly committed inmates will attend an orientation. You will be provided with an information packet including your charges, an account ledger and contact dates. You will also be provided a Handbook and you will view the PREA video.

B. **How to Contact Your Counselor:** Submit a request to see your counselor through the mailbox.

C. **Types of Services Provided by Counselors:** Counselors can help explain the Rules and Regulations of the Institution. Counselors will assist you (if requested) if you have to appear before the Discipline Board and Classification Boards. Counselors prepare Parole Reports, assist in case management, recommend programming and will help you to contact family members in time of need.

**Section XXIII**

**PROGRAMS**

A. **Program Access and Schedules:** Program participation is encouraged and will be considered by Classification and Parole Boards. Most programs will be announced and posted on the Day Room bulletin boards. Requests for participation should go to the Warden's Secretary.

B. **Education:** Classes meet daily and include Adult Basic Education and High School Equivalency. During the school year, some college level work is available. Ask the teacher for more information.

C. **Religious Services:** Religious services are offered to all women at this facility. If you have any questions; contact Religious Services via request form. Church schedules posted in the basement and dayrooms.

D. **Recreation:** May be outdoors in the yard, as weather permits, or in the basement library.

**B. Medical Concerns/Complaints**

Inmates are encouraged to resolve complaints at the lowest level of the chain of command whenever possible. This means you should speak with Health Care Services staff assigned to your facility. In those instances when your complaint cannot be resolved informally, you should write to the Associate Director of Health Care Services (Corrections), in care of the John J. Moran Medium Security Facility's administration area. Lastly, if your complaint is still not resolved; you may bring it to the attention of the DOC Medical Director, in care of Administration Building B.

**Section XX  
PROTECTIVE CUSTODY (P.C.)**

Some inmates may need to be protected from each other for various reasons. When necessary an inmate may request P.C. status. She will live alone in Segregation during this period of time and be considered to be Normal Status. Protective Custody inmates will remain secured in their cells. They will be able to exercise daily weather permitting.

- (1) P.C. inmates will have access to the phone on the 3-11 shift.
- (2) Visits occur Monday, Wednesday, and Friday from 1:00 p.m. - 2:00 p.m. with prior approval and approved visit list.

**Section XXI  
MENTAL HEALTH SERVICES:**

- A. **Crisis Services:** If you are at risk of hurting yourself or others, notify a C/O or any staff member immediately. The staff member will contact medical and/or mental health staff so you will be seen.
- B. **Counseling:** If you are in need of counseling or psychotropic medications, put a request slip in to see the social worker.

**Section X  
MAIL.....page 44**

- A. Delivery
- B. Restrictions
- C. Purchase of writing materials and stamps
- D. Catalogue and subscription purchases
- E. Outgoing certified mail

**Section XI  
YARD.....page 47**

- A. Yard Rules
- B. Recreation Schedule
- C. Littering

**Section XII  
INMATE JOBS.....page 48**

- A. How to get a job
- B. Pay scale
- C. How pay gets processed
- D. Job code restrictions
- E. Job interviews
- F. Work details
- G. Work site rules
- H. Good time calculation
  - (1) Meritorious Good Time
  - (2) Industrial Good Time

**Section XIII  
INMATE ACCOUNTS AND DEPOSITS.....page 53**

- A. How to have cash deposited into your account
- B. J-Pay
- C. How pays are deposited



**Section XIV**

**Money**.....page 55

- A. Request to transfer money
- B. Inmate to inmate
- C. Minimum security
- D. Work release

**Section XV**

**STORE ORDERS (COMMISSARY)**.....page 56

- A. Items for sale
- B. Storage of purchases
- C. Procedure for submitting store order
- D. How store orders are charged
- E. Indigent care packages

**Section XVI**

**INMATE GRIEVANCES**.....page 58

- A. Level 1
- B. Level 2

**Section XVII**

**DISCIPLINARY ACTION**.....page 59

- A. Definition
- B. Types of Discipline
- C. Rules on Discipline:
- D. Results of Discipline Action
- E. Property Permitted While on Discipline
- F. Discipline Code List
- G. Use of Force
- H. Loss of privileges

**Section XVIII**

**MEDICAL CARE**.....page 64

- A. What kinds of care are available and who provides it
- B. How to ask for medical care
- C. Rules for sick slips
- D. Medical care in hospital room on D-Wing
- E. Medical co-pay
- F. On-person medications

(3) Make telephone calls

(4) You are not to leave the site for any reason.

(5) Engage in arguments, horseplay, or fights with anyone.

(6) Inmates will not bring back to the facility any item from the site includ food or drinks.

(7) You are not to enter stores, restaurants or other public places.

(8) You will not purchase anything without permission

(9) You are not allowed to take anything out of or into the building witho approval of the Lieutenant on duty.

(10) There are no shorts allowed on medical visits. You may wear pants a shirts only.

**NOTE:** Violation of the above rules may/shall result in disciplinary ac

**Section IXX**

**PSYCHOLOGICAL AND MEDICAL OBSERVATION**

**A. General**

(1) Medical inmates are restricted to the medical infirmary during col treatment. No visits, store orders, recreation, while on Medical S

(2) Psychological Observation – Psych Obs/Medical Observation Inma confined to a housing location, not necessarily the Segregation Un medical/social worker to ensure their safety.

(3) CMS inmates are restricted to Isolation cells within the Segregation items authorized are: CMS gowns, mattress, CMS blanket, pillow ; underpants (no bra) unless item(s) specifically disallowed by ment health staff.

(4) A special log will be maintained by Segregation Officer for all CMS inmates.

- G. Medical furlough
- H. Med-line rules

**Section IXX**  
PSYCHOLOGICAL AND MEDICAL OBSERVATION.....page 66

- A. General
- B. Concerns/Complaints

**Section XX**  
PROTECTIVE CUSTODY.....page 67

**Section XXI**  
MENTAL HEALTH SERVICES.....page 67

**Section XXII**  
COUNSELORS.....page 68

- A. How to contact your counselor
- B. Types of services provided by counselors
- C. Crisis care

**Section XXIII**  
PROGRAMS.....page 68

- A. Program access and schedules
- B. Education
- C. Chaplaincy
- D. Recreation
- E. Library
- F. Parenting class and children's visits
- G. Mentoring
- H. Discharge planning
- I. Various other programs

**Section XXIV**  
CLASSIFICATION BOARD.....page 71

**Section XXV**  
DISCHARGE PROCEDURE.....page 71

**D. How to Ask for Medical Care:** If you are too sick to report to work, you must obtain a Sick pass at Med Line. You will not be considered too sick to work unless you have a Sick Pass in writing from the Nurse. If you require bed rest, you will be transferred to the Segregation Unit and placed on Medical Observation. When you get a note at med line to stay out of work, you will be confined to your room for the next 24 hours. You are not allowed visits while on a sick pass. Anyone wishing to see the Doctor must submit a Medical Slip stating so. The Doctor's slips will be triaged by the nurses.

**E. Sick call** will be held Monday to Friday at 1:00 p.m. Two Dormitories will be called per day. The Dorms will be rotated on a daily basis A and B one day C and D the next. All sentenced inmates will be charged a \$3.00 co pay for a Nurse Encounter visit. Sick call is currently being held at the Minimum Work Release Building on the evening shift Monday through Friday. Listen to announcements either by loud speaker or by Mod Officer and check bulletin boards for updates and changes in the schedule.

**F. Medical Care in Hospital Room:** If medical assigns you to be placed on Medical Restriction Segregation in a designated Unit or room, you are not eligible for phone calls, visits or recreation. You are restricted to the cell except for shower privileges.

**G. Medical Co-Pay:** You may be charged a \$3.00 co-pay for inmate initiated visits and \$6.00 for furloughs. You will be charged for dental and eyeglass visits as well as for some over-the-counter medications, such as Tylenol. You can also be charged for a missed medical appointment. You are allowed to decline medical interventions. However you cannot refuse medical room assignments.

**H. Keep On-Person Medications:** To be eligible for KOP's you must have a lock to secure your medications. No giving, selling or exchanging favors for medications. You are responsible for your medications if they are lost or stolen. Medication is to be locked up at all times (have on you only the medication you need to work for you). Do not bring the whole bottle/package. Nursing staff will periodically review your KOP medications. If there is any evidence that you are misusing your medication, you will forfeit the privilege of retaining KOP's.

**I. Medical Furloughs:** Unless otherwise noted inmates on medical furloughs are not allowed to:

- (1) Have visits of any type on the site.
- (2) Associate with anyone other than DOC employees or medical staff at the appointment.

## Section I

### FIRE EVACUATION/EMERGENCY PROCEDURES

It is the responsibility of the Department to maintain your safety while you are incarcerated. In order to maintain everyone's safety you must follow orders given to you by the Correctional Staff at all times and especially during an emergency.

During an emergency, the Correctional Staff will initially order all inmates to return to their assigned rooms or wings. Follow the directions swiftly. Remain quietly in your room until you are given further instructions. You may prepare to enter the yard and put on appropriate clothing for weather conditions.

During an evacuation, you will be instructed to line up by assigned room along the wall near the closest evacuation route. The Correctional Staff will instruct everyone to exit the area when appropriate. Remain quiet and once in the yard, listen to the instructions given to you by your Correctional Officer. You will line up so that you may be accounted for. Once all inmates in the building are accounted for and the building has been declared safe for reentry, you will be instructed to return to your rooms. Remain there for a formal count. You will be informed when you can leave your room when the count has cleared.

Fire evacuation routes are posted on the walls in each area.

## Section XVIII

### MEDICAL CARE

**A. What Kind of Care is Available and Who Provides It:** A medical dispensary located in the Gloria McDonald Building. Nurses are assigned to 11-7, 7-3, and 11 shifts. Doctors/Nurse Practitioners are assigned during weekdays. Any emergency is treated immediately. Medical needs not met by ACI staff are met outside hospital visits. This includes pre-natal care and delivery, specialized needs or medical emergencies. Generally restraints will not be used during a medical furlough for pregnant inmates or during post partum recovery.

**B. Medications:** The nurse will not call you when you have a medication, you must go to the med line. "MED LINE" is held at the GM 3<sup>rd</sup> fl infirmary. It is generally held at 7:00 am, 3:30 pm and 8:00 pm. When "Med Line" is called, it is the time to report or discuss any medical problems to the nurse. You will be allowed to enter the line only once. When "Prescribed Meds" are called, this is only for the people with prescribed medication. You are responsible for your own medication. If you miss Med Line because of your own negligence, or did not hear the announcement, the Nurse will not be called back. When you are reporting to Med Line, you will be properly dressed and have ID badge. Med slips are available in the Wing, Dispensary and Med cart. Complete these slips and return them to medical staff at next med line. Present these in person! Do not give them to someone else to deliver. It may be necessary for the nurse to have additional information. There is no talking while in med line except to the Nurse or the supervising Officer.

### **C. Med Line Rules:**

- (1) There is no talking in Med Line.
- (2) Come when your dorm is called or you will not receive your meds.
- (3) Non-prescription medications are ordered on the store order unless you are indigent.
- (4) After receiving your meds, you will open your mouth, lift your tongue, roll both top and bottom lips so staff may determine if you swallowed your meds. You must consume your meds at med line unless your prescription allows otherwise. Hoarding your meds is a violation and subject to discipline.
- (5) Passing your meds to another inmate, or receiving another inmate's meds is a serious violation that is subject to disciplinary action.

**Bedding**

2 sheets                      1 blanket                      1 pillow & case  
1 mattress

**Cosmetics**

1 brush and 1 comb              1 soap (ISO only)              1 toothpaste              1-5oz. cup  
1 toothbrush

**Writing Materials**

1 flex pen                      1 writing pad                      10 envelopes                      1 book of stamps

**Reading Materials**

1 Bible or Koran              5 books or magazines              5 personal letters or cards  
1 cubic foot legal materials              5 pictures (5x7 max)

**Shower Articles:** Inmates are allowed to shower once a day for approximately 10 minutes. Seg inmates will be provided with their shampoo, conditioner, deodorant, razor, soap, lotion and tampax or sanitary napkins, if necessary. Once the shower is completed, the issued items will be returned before an inmate is returned to her cell. Inmates may replenish cosmetic items on Tuesdays following store order delivery.

**F. Cleaning Schedule**

SEG                      Daily 7-3 Shift

**G. Discipline Code List:** A discipline code list is available for review within DOC Policy #11.01-5 Code of Inmate Discipline, which is located in the Inmate Law Library.

**NOTE:** Any attempt, conspiracy, and/or accessory of any offense will be coded at the same level on the Discipline Severity Scale as the actual offense.

**Section II**  
**COUNTS**

**A. Definition of a Count:** Count means that each officer must count how many inmates are present in their assigned area and know who is out (some inmates may be at Court, the Hospital, etc.). All inmates must be accounted for at all times.

**B. Schedule:** Counts occur 6 times a day. Count times are currently 5:00 a.m., 10:30 a.m., 3:15 p.m., 9:00 p.m., 11:15 p.m. and 2:00 a.m. Actual times may vary slightly. Emergency and Census Counts may be taken at any time.

**C. Importance of Counts:** The purpose of Counts is to ensure that everyone is safe and accounted for.

**D. Rules and Procedures during Count Time:**

- (1) When count is called, go to your room and stand quietly by your bed. Exception for 11:15 p.m., 2:00 a.m. and 5:00 a.m. counts.
- (2) No talking is permitted during Count.
- (3) Room lights must be on during counts, except for the 11:15 p.m., 2:00 a.m. and 5:00 a.m. counts.
- (4) All TVs and radios are to be off during the count.
- (5) All inmates are to be properly dressed while standing by their beds during the counts.
- (6) When the Officer enters your room and asks, state your bed letter and last name.
- (7) May sit on your bed after the Count has been taken and the Officer leaves your room.
- (8) No moving during count.
- (9) If you are off of your wing when a count is called, follow the instructions of the Correctional Officer who is supervising you. You need not be warned of a violation to be subject to discipline.
- (10) Do not leave your room/area until the area Officer announces count clear.

### Section III

#### HOUSING RULES AND PROCEDURES

A. **General Rules and Regulations:** There are many rules and procedures to operate housing areas fairly and safely. It is important to be familiar with all the rules. You must also follow all orders given to you by the area Officer.

- 1) No inmate is allowed in a room not assigned to her.
- 2) No inmate is allowed on a bed that is not assigned to her.
- 3) No eating in the dayroom. Drinks are allowed.
- 4) Keep talking to a minimum in the Television area.
- 5) Television volume is determined by the area Officer.
- 6) Headphones are authorized in the TV area (CDORM), while using the gym equipment and during outdoor recreation
- 7) Use of phones is restricted to the area in which you reside or the yard.  
(Example if you reside in C DORM low side you are not to use the high side phones.)
- 8) Doors must remain closed when not in use.
- 9) Showers are by schedule only. Do not enter without permission. (See section G/Showers).
- 10) Loud conduct will not be tolerated. Be considerate of others. Listen to the Officer's directives.
- 11) You must be properly dressed at all times. (See uniforms).
- 12) No sitting on floors or lingering in the hallways or stairwells.
- 13) Room stops are against the rules.

#### B. Room and Room Changes:

(1) You will be assigned to a room and a bed (bunk). You will be responsible for anything found in your bunk and storage locker. To avoid charges of contraband, check your area carefully. If you find anything, turn it in to your Dorm Officer immediately. Inmates who live in the same room are all responsible for keeping the room clean. All property must fit in the provided 2 grey storage bins. Rooms must be neat and clean at all times. Clean your room before 8:00 a.m. or before you go to work; whichever comes first. Officers may search your room at any time, day or night. Female Officers may conduct strip-searches or pat downs searches at any time. You must cooperate fully with any Officer doing a search.

(16) No writing on walls or bunks. If damage is discovered, you will pay to it repaired and disciplinary time will be imposed.

(17) Empty Food trays will be handed through traps during collection folk meals.

(18) Cell window will never be obstructed.

(19) When entering, exiting or movement withing the unit, for any reason other than discharge, you will be handcuffed behind your back.

(20) You are not to sit/lay on another inmate's bunk.

(21) Talking cell to cell is prohibited.

**\*If serving Disciplinary Sanctions (DC) and you receive another class 3 booking, your sanction will be discipline in confinement. In other words, if you receive a booking when in Seg, the time received, regardless of the code, is done in Segregation.**

**Seg Store Orders:** No food items and no glass. If food is in your store on the entire order will be returned and credited to your account. You may only supplement cosmetic items to the allowable limit. Excess items will be returned to the store.

D. **Results of Discipline Action:** You will lose good time (time reducing sentence length) when you are found guilty of an infraction. You will lose one day of good time for each day of discipline. Dirty urines will result in the loss of visitation privileges – first offense, 30 days; second offense, 6 months; third offense, 1 year. You may also be required to pay restitution for damage to stolen property.

#### E. SEGREGATION Property Permitted While on Discipline:

(1) Women serving one week or more. (For fewer days, allow one set of underwear and socks per day.)

2 sets of seg uniforms	1 pr sneakers	4 pr socks	4 T-shirts
4 pr underwear	3 bras	1 robe/no tie	2 pr pajamas
1 sweater	2 towels	1 pair shower shoes	
1 plain wedding band	1 pr of prescription glasses		
1 watch – less than \$36 value			
1 religious chain less than \$35 value			

Store orders will not contain food items. Excess items purchased will be returned to the store.

- (3) All inmates will be out of bed at 6:00 am, be dressed and have your bed made by 7:00 am.
- (4) Mattresses or blankets will not be placed on the floor.
- (5) Cells will be cleaned daily including washing floors, toilets, cleaning vent covers and windowsills.
- (6) Inmates will not talk or pass items to anyone through under/through doors unless directed to do so by an Officer.
- (7) Showers for all inmates will be daily to include Weekends and holidays.

**\*CMS showers, with medical approval will be monitored by a female Officer.**

- (8) Two-nighters will not be issued for infractions while on discipline. Inmates will receive a booking for all infractions. If an inmate is found guilty of an infraction committed while serving disciplinary confinement, additional disciplinary confinement will be imposed regardless of the class of infraction.
- (9) Meals will be eaten in cells.
- (10) Inmates on discipline will be eligible for one hour of recreation after 5 days of initial discipline.
- (11) Mail will be processed daily as outline in the General Rules.
- (12) Legal Materials: Not to exceed one cubic foot. Legal materials and excess material will be stored and exchanged weekly upon inmate request. Legal books may be requested from the Law Library.
- (13) Nothing will be stored on the floor or vacant beds. Personal belongings will be stored neatly in the space provided.
- (14) Nothing will be hung on the walls or doors. Clothes will be put away when not in use.
- (15) Work boot type footwear is prohibited in the unit.

(2) **Submit requests for room or Dorm changes on a pink slip (available from officers) to the 7-3 Building Lieutenant.** Room or Dorm changes will only be made by the 7-3 shift Building Lieutenant on duty; barring an emergency. Room changes will be based on necessity not convenience. It is your responsibility to get along with your roommate(s). Do not change rooms or beds without permission from an Officer. Medical bottom bunks will be verified by a medical slip. The medical slip needs to be renewed at the discretion of the doctor. **It is your responsibility to renew the slip.** You must keep a copy of the medical slip to verify your status. When transferring to another room, do not take the pillow or mattress. When you move to another building, your belongings will be noted on a property sheet. Do not take library books out of the building from where you signed out the book. Possession of any item you did not receive on a store order, or not recorded on your property sheet is considered contraband and may be confiscated. Keep your store order receipts for proof of purchase of store items. It is up to you to make sure your inventory is correct. Possession of contraband is a disciplinary offense.

#### **D. DRESS CODE**

(1) **Uniforms:** Your uniform will consist of, but not be limited to: a khaki top and bottom (Awaiting Trial), blue issued shirt and pants (Sentenced), State issue Green (Minimum Security) No pajamas are to be worn under your uniform. Two layers of clothes are not allowed except for long underwear. Awaiting Trial inmates are issued a state sweatshirt. Bras must be worn at all times, except under bedclothes. Do not roll up or peg your pant leg. Footwear allowed: Shoes must be tied and worn between 6:00 a.m. and 8:00 p.m. Slippers may be allowed between 8:00 p.m. and 6:00 a.m. Shower shoes are restricted for use in shower only, and should not be used as slippers. Bare feet are not tolerated in order to prevent foot disease. ID tags must be worn on left side, upper chest area at all times. Loss of ID tag may cause you to be restricted to Wing and disciplined. Replacement is your responsibility. Notify Wing Officer and a money transfer slip for \$3.00 must be submitted by you to get a new ID tag.

(2) **Court Clothes:** No inmate uniforms will be worn to court, except Video Court (not bag and baggage). Minimum Security inmates cannot wear their state greens to court. If inmate does not have court clothes, they will be provided a state issued sweat suit. **(See Clothing and Property – Section 4)**

(a) **GM Building:** The ONLY civilian clothing allowed into the ACI for A&T (Awaiting Trial) will be court clothing. Clothing may only be dropped off with prior approval from the Committing Officer by someone on your visiting list. An outfit may be accepted during visits on the 3-11 p.m. shift. No belts or shoes with heels over 1 1/2" will be

accepted. These clothes will be stored in the Committing Office (they may be exchanged monthly).

(b) **Bernadette Building:** One court outfit (personal clothes) will remain in the facility secured in the Clothing Room. Court clothing will be transferred from the Clothing Room the night before by Minimum Property Officer and placed in Minimum Control until morning.

(c) Minimum Security inmates will not have civilian clothing except for inmates classified to Work Release.

(3) All Inmates:

- (a) Shorts will **ONLY** be worn while recreating in the yard or assigned unit.
- (b) T-shirts will be tucked in when wearing an over garment.
- (c) Anytime an inmate leaves their assigned unit for reasons other than recreation, they are to be fully dressed in the prescribed full uniform.
- (d) Inmates that are serving discipline time will wear orange uniforms.
- (e) All footwear will be worn properly and laces tied.
- (f) At no time will any hats, of any kind, or sunglasses be worn inside the facility except in kitchen (hats only).

(4) Bed Clothes:

(a) **Gloria McDonald Building (GM):** You may wear bed clothing in your dorm room after 6:00 p.m. In the day rooms after 8:00 p.m. Acceptable bed clothing consists of pajama top pajama bottom and a bathrobe. The bathrobe must be closed. If you receive a visit (NA, AA, Counselors, Lawyers, Clergy, etc.) you must be properly dressed in full uniform. If you are called to the Lieutenant's Office, you must be in full uniform. **NO** bedclothes are allowed outside of your living area. No sleeping in just a bra and underwear. (Absolutely no nudity while sleeping.)

(b) **Bernadette Building:** You may wear bedclothes on the Wings after 8:00 p.m.

E. **EVENING SCHEDULE:** You may wear bathrobes and slippers in the dayroom after 8:00 p.m. The Dayroom TV is turned off at 9:00 p.m. Evening jobs commence following the 9:00pm count. After you complete your job, check in with the Officer and return to your room. Do not start any job prior to the 9:00pm count unless you have permission from the area Officer. Collecting Dorm

Note that one or two nighters do not result in loss of good time. Formal disciplinary action (bookings) does incur loss of good time.

(3) Loss of Privileges (LOP): Loss of privileges and good time not to exceed days. You will remain in your Dorm; eat with your Dorm in the dining room and receive store orders. You will receive one hour of recreation Monday through Friday after the first five days. **No phone or visits.** No paid work. One shower per day and toilet privileges in 1.5 hour intervals. Your uniform will be orange.

If you receive a booking while on LOP status, you may be transferred to **\*Disciplinary Confinement\*** pending the Discipline Board. Minimum inmates with community jobs will be allowed to go to work. Minimum inmates will be allowed one half hour before work and after work to prepare and clean.

All inmates, while on LOP, will only be allowed to participate in programs: classes, parenting programs, worship services and classes where there is approved attendance roster. DCYF visits will be allowed.

4) Booking: This is a formal charge of a violation of the rules that will require hearing before the Discipline Board. While waiting to see the Board you stay in your Wing or be transferred to the Segregation Unit depending upon the severity of the offense and whether or not your behavior is a threat to Institutional safety and/or security.

**\*DISCIPLINARY CONFINEMENT:** A form of temporary separation from the general population for those inmates who are found guilty of serious disciplinary infractions. Time will be served in the Segregation Unit with all privileges and loss of good time equal to the time received.

C. Rules of Discipline: Daily, each shift will be responsible for ensuring only authorized items are allowed in each cell. Only items authorized by rules of the Deputy, or Warden are allowed.

(1) While on discipline you will wear an orange uniform and be restricted to your cell except for one hour daily recreation, minimum of 3 times a week, on the sixth day of confinement (Weekends and holidays excluded). Disruption to the unit will cause you to lose recreation privileges for that day.

(2) Recreation in Segregation will occur on the 7-3 shift following 5 five days of confinement. Recreation will be conducted outside in the Segregation Recreation Yard.

**Section XVII**

**DISCIPLINARY ACTION**

**Definition:** Disciplinary action is the consequence of breaking an Institutional Rule. The level of punishment is based on the seriousness of the infraction.

- (1) **Descriptions of Discipline Board and Its Operation:** The Discipline Board generally meets twice a week. It is chaired by a Superior Officer. A Counselor will assist you if needed. You may appeal the Board's decision by writing a letter to the Deputy Warden explaining why you want him/her to reconsider the Board's decision. You must appeal within 3 business days if you are an A&T inmate, 5 business days if you are a sentenced inmate. The Deputy Warden's decision regarding your appeal will be given to you within 10 days of receiving your appeal.
- (2) **Urine Samples:** You may be required to give a urine sample at any time. If you cannot give one at the time of the request, you will be segregated from the other inmates and will have up to four hours to do so. You will be provided with 8 ounces of water upon request. If, at that time, you fail to give a urine sample you will be booked. You may still be required to give a urine sample after you have been booked. (refer to Section 6)

**Types of Discipline:** Discipline at this facility can be broken down into three categories. They are verbal warnings, two-nighters, and a formal booking that will subject you to either

Disciplinary Confinement or Loss of Privileges (LOP).

(1) **Verbal Warning:** If you are found to violate a minor infraction, the staff may decide to only warn you in order to correct your behavior in the future.

(2) **One Nighter or Two-Nighter:** This is a document that authorizes the waiver of formal disciplinary procedures for minor violations of the rules. It is continuous 48-hour lock-up. Lock-up in Minimum Security may be in a designated room as determined by the issuing officer. You lose all privileges while on a one or two nighter. Only one or two-nighter per week may be incurred: the second infraction requires a booking.

You have the option to refuse a one or two nighter by signing a waiver, but the issuing officer will file a booking against you. If found guilty, the sanction will be no less than the informal discipline that you were offered.

trash is the only exception. Stay in your room so that the floors can be mopped following the 9:00 p.m. Count.

**F. WAKE UP/SLEEPING TIMES and LIGHTS OUT/BEDTIMES:**

**(1) GM Building**

- (a) Everyone will be up and dressed for 6:00 a.m. lights on.
- (b) Beds will be made neatly by 7:00 a.m.
- (c) Shoes must be worn at all times from 6:00 a.m. to 8:00 p.m.
- (d) You cannot be under bedding between 7:00 a.m. and 8:00 p.m. (See 3b)

**(2) Bernadette Building:**

- (a) Minimum and unemployed Work Release inmates will be awakened by staff at 6:00 a.m. These inmates will make their beds, shower, and be dressed by 7:00 a.m.
- (b) Work Release inmates will be responsible for waking themselves up on time, and will be allowed to sleep during the day if they worked the previous night shift.
- (c) Wing and room cleanup will be finished before you leave your Wing for work. If you do not have a job, ask your Wing Officer.
- (d) Cleanup must be finished before 9:00 a.m.

**(3) Both Buildings:**

- (a) Inmates will not be allowed to sleep between the hours of 6:00 a.m. to 8:00 p.m. unless you have a sick slip from Medical. Inmates with medical excuses must stay in their rooms and lose recreation, programs and visits for that day. Work release and kitchen workers exempt.
- (b) Lying down on your bed between 6:00 am and 8:00 p.m. is prohibited.
- (c) Lights Out, TV's off and Bedtimes will be as follows:

**Sunday through Thursday - 11:00 p.m.**

**Holidays, Friday and Saturday - 12:00 a.m.**

- (d) Playing cards, etc., will not be allowed after lights out.
- (e) Televisions in rooms are not to remain on after lights out.
- (f) No feet on the furniture.
- (g) Laying down on day room furniture is prohibited.
- (h) Lights will remain on during scheduled hours.
- (i) No cleaning supplies are allowed in inmate rooms or personal lockers.



**G. SHOWERS:**

- (1) **GM Building:** Inmates will be allowed to shower (10 minutes) during the following times:

**A-DORM**- Showers will be by room number and called by Dorm Officer. 2 inmates at a time 5:30pm.

**B-DORM**- Showers called at 5:30pm.

**C-DORM** - Showers called by high or low side 5:30pm-7:00pm.

**D-DORM**- Will shower after 7:00pm.

B,C and D Dorms 5 inmates ONLY in the shower area at a time - Sharing of a shower stall is prohibited.

- (a) Medium Security kitchen workers and designated aerobics classes will be allowed to take showers during the 7-3 shift.
- (b) Kitchen workers only will be allowed to take showers directly following the evening meal.
- (2) **Bernadette Building:** Inmates will be allowed to shower during the following times.
- (a) 6:15 a.m. until 7:00 a.m. and 4:00 p.m. until 9:00 p.m. or when an inmate returns from a job.
- (b) Inmates will not take excessive showers, (more than 10 minutes). All inmates must shower once daily.
- (c) Only ONE person per shower stall.
- (d) Work Release and Minimum inmates may shower upon return from work.
- (3) **Both Buildings:**
- (a) If an inmate abuses shower privileges, disciplinary action may be taken.
- (b) Shower shoes can only be worn when going to and returning from the shower.
- (c) You may wear slippers after 8:00 p.m. – 6:00 a.m.
- (d) Showers are limited to 10 minutes.
- (e) All inmates must shower once daily unless medically excused.

**H. TELEVISIONS and RADIOS:**

- (1) **General Rules:**

- (a) Each inmate will be allowed to have one radio, one pair of headphones, and one television. Only one television per room. Inmates may purchase these items from the Keefe Commissary only.

**Section XVI**

**INMATE GRIEVANCES:** The Department has a formal procedure for inmates wishing to file grievances against the Department or individual staff. The grievance form is available upon request. Grievances might include a range of issues such as lost property or allegations of abuse by other inmates or staff. Inmates must attempt to settle any dispute at the lowest possible level. Begin by sending a pink slip to the person responsible for handling grievances.

When an inmate makes a request for the resolution of a grievance, it must be accomplished utilizing the following procedures:

- (1) Level #1 – To the Deputy/Warden of the Women's Facility.
- (2) Level #2 – To the Director of the Department of Corrections. You must not submit a level 2 grievance until you have had your level 1 grievance completed.

\* DOC Policy #13.10-1 Inmate Grievance Procedure is available for review in the Inmate Law Library.

**The following are the three areas non-grievable:**

- (1) Decisions by the Discipline Board. Those inmates dissatisfied with the Disciplinary Board's decisions should appeal said decision through the existing disciplinary appeal procedure i.e. Deputy Warden.
- (2) Decisions made by qualified medical personnel related to an inmate's health.
- (3) Unlawful acts committed by an inmate are not grievable by the inmate.

You must have enough money in your account to pay for the store order. You may only receive a partial order – list the items you need the most – first.

**Indigent Care Packages:** The indigent inmate is defined as one who is involuntarily unemployed, has less than ten dollars (<\$10.00) in his/her active account, and has had no deposits of ten dollars or more (≥\$10.00) in the previous two months.

1. The facility/program/unit manager or designee is responsible for confirming the indigent status of inmates.
2. **Items Contained in the Indigent Kit:**

One 4 oz. bottle of shampoo	One 7 oz. can of shave cream
Two disposable razors	One 8½ x 11" writing pad
Six #10 envelopes	One 5 oz. bath soap bar
One 3 oz. tube of toothpaste	One toothbrush
Writing pen	Three two-packs of generic pain reliever
One .5 oz. deodorant stick	

**NOTE:** The indigent kit's product sizes may change based on average monthly usage. Also, items may be added or deleted as needs change.

Request kit from 7-3 Building Lieutenant. Only one kit every 30 days is authorized.

Any radio, headphones or television with an altered name or someone else's name on it will be considered contraband, will be confiscated, and will result in disciplinary action.

- (b) All rooms will be allowed one television set. Speakers are to remain in the television sets. When a television set is approved for a particular room it will remain there unless sent out for a legitimate reason. Televisions will not be sent out so that a swap can be made for another one.
  - (c) Radios and televisions will be engraved with the inmate's name upon purchase/arrival to these facilities. Radios and televisions will not be accepted if there is another person's name engraved on it. Possession of any article with another person's name engraved on it may result in disciplinary action and, if it is found that the article was loaned; the article will be confiscated and placed in the owner's traps\* (\*secure storage area) **YOU WILL NOT BE ALLOWED TO PURCHASE A REPLACEMENT FOR THE ARTICLE THAT WAS CONFISCATED.** Confiscated articles will be returned to the owner upon discharge.
  - (d) Radios may be used in rooms, recreation yard, while exercising on the gym equipment (or in TV seating area for the purpose of listening to the Television. C-DORM ONLY). Radios are not to be worn while performing details or jobs i.e. kitchen. Radios are not allowed to be worn in dayroom or hallways, bathroom/ shower areas or while working. Do not present the appearance of using a radio even though it isn't on. Inmates are not allowed to be in possession of another inmate's radio. Radios are to be used with headphones only. Upon release from the Facility, you will not be allowed to give any items to another inmate. Violations of these rules will result in disciplinary action and include a loss of the radio for a period of thirty days.
- (2) **GM Building:**
- (a) Awaiting Trial, INS Detainees, and Medium Custody inmates may order a television after serving your first 60 days. Only one television allowed per room.
  - (b) You may talk quietly in the dayroom area. The dayroom television may be turned on at 12:00 noon until 9:00 p.m. No inmates are allowed to touch the television without permission. Majority will decide as to what channel to watch. This pertains to TVs in each room and dayroom. Dorm Officer has final say.

(3) **Minimum Security:**

- (a) Minimum dayroom televisions may be turned on weekdays at 12:00 noon or after. Sunday through Thursday, all televisions will be off by 11:00 p. On Friday, Saturday and Holidays, all televisions will be off at 12:00 a.m.

I. **LAUNDRY:**

1) **New Women's Laundry Schedule**  
7-3 Shift Laundry

SUN	C DORM Sheets/Blankets	D DORM Sheets/Blankets
MON	C DORM	Kit. Clothes
TUES	Kit. Clothes	D DORM
WED	C DORM	Kit. Clothes
THUR	Kit. Clothes	D DORM
FRI	C DORM	Kit. Clothes
SAT	Kit. Clothes	D DORM

3-11 Shift Laundry

SUN	A DORM Sheets/Blankets B DORM Sheets/Blankets Segregation Sheets /Blankets	Kit. Clothes
MON	ADORM SEGREGATION	Kit. Clothes
TUES	B DORM	Kit. Clothes
WED	ADORM SEGREGATION	Kit. Clothes
THUR	B DORM	Kit. Clothes
FRI	ADORM SEGREGATION	Kit. Clothes
SAT	B DORM	Kit. Clothes

Section XV

**STORE ORDERS (Commissary)**

A. **Items for Sale:** The inmate store carries various stationery, toiletries, food items miscellaneous items. Store item lists will be posted on the Wing Bulletin Boards. **REQUIRED PURCHASES: You are required to purchase a combination lock and personal shower shoes on your first store order. Failure to do so will subject your entire order for return.**

B. **Storage of Purchases:** Store purchases are kept in your locker along with your last two month's store order receipts to verify your belongings in case of a search where you can not verify an item is yours by the receipt; it will be confiscated and discarded.

C. **Procedure For Submitting Store Orders:** Orders are made on a special Store Order Form and dropped off at Breakfast time in the Dining Room on Monday morning. Orders are usually delivered on the following Saturday. Orders are charged to your account that must have sufficient funds to cover your order. No partial orders are filled.

(1) **Standard Store Order Form is Orange:** Food, cosmetics, stamps, writing materials miscellaneous.

(a) **Receipt of Items:** When store orders are to be distributed, you will be called by an officer to receive your order. Bring a pen and your ID badge. You must check all items in bag against receipt. If you discover item(s) missing and charged, notify Keefe Commissary personnel immediately. \* Once you are signed for your order and have left the area, you will have no claim for any missing item(s). \* Commissary staff will make note of any missing item and credit your account.

(2) **Non-Standard Store Orders Form is Purple:** Clothing, radios, headphones, TV, curling irons, footwear, etc. These items can be ordered weekly.

(b) **Receipt of Non-Standard Items:** All non-standard store orders received delivered to Clothing/Property officer for review of authorization and registration. Any item(s) not authorized will be returned to store and credit issued to inmate.

(3) You may NOT exchange any store order items with other inmates nor may you receive any store order items from or for other inmates. You may not give receive from, or pass items to any other inmate. You will be disciplined for passing and/or receiving contraband.

(4) LOP status inmates may receive store orders.

(5) Disciplinary confinement inmates cannot receive food items. Only cosmetic stamps, writing materials will be allowed. If food is in your store order, the order will be returned.

D. **How Store Orders Are Charged:** Store orders will be automatically charged to your account. You must fill out the store order form completely and accurately or you will not receive a store order.

## Section XIV

### MONEY

- A. Request to Transfer Money:** Request to transfer money must be made by filling out a Money Transfer Slip. Include a self-addressed stamped envelope to the person receiving the funds. You may send money only to someone on your approved visiting list. The Deputy/Warden must approve any other purpose. You may not transfer money to any other inmate unless it is an immediately family member (one time only). No money is to be obtained directly from visitors for any reason.
- B. Inmate to Inmate:** Inmates are not to buy anything from other inmates. Using any money for gambling (card games, pool, etc.) is forbidden. Inmates are forbidden to lend money to other inmates. Doing either, will result in discipline.
- C. Minimum Security:** Minimum Security inmates are allowed to have up to \$25.00 in change or one dollar bills. Change can be ordered every other week on Sunday via a money transfer slip. Place the slip in the mailbox located by the Lieutenant's office. This change is for the use in the vending machines only. It is not for use in stores. Minimum Security inmates in possession of more than \$35.00 in change or in anything other than one-dollar bills will be subject to disciplinary action. Minimum Security inmates cannot take any money with them to job sites or visits.
- D. Work Release:** Work release inmates are allowed to have up to \$50.00 plus \$45.00 to purchase a monthly bus pass.
- (1) Money can be ordered every week via the work release payroll sheet. This money is for shopping, bus fare, and to do your laundry.
  - (2) Work release inmates in possession of more than \$100.00 will be subject to disciplinary action.
  - (3) Work release inmates can only take \$10.00 with them to work sites.

### Bernadette Facility Laundry

- (a) Laundry will be done daily or at the Correctional Officer's discretion.
- (b) E Wing laundry may not be done in the AM due to Group scheduling.
- (c) Laundry rooms will close at 11:00 p.m. every night unless you have permission from the Wing Officer for an exception.

### **J. HOUSING RULES:**

- (1) You are responsible for the condition and contents of your room. Contraband found in your room/bunk area is your responsibility. **Search your room/bunk area thoroughly when you move in. If you find contraband or damaged property, notify the Wing Officer immediately.**
- (2) No writing or placing articles on walls. You will be held financially responsible for damage to your area for reconstructing/painting costs.
- (3) All personal and state property must fit in 2 provided grey storage bins.
- (4) You are not permitted to enter any room or dorm other than the one you are assigned to.
- (5) You must keep your room cleaned and mopped. Trash will be removed daily; discarding it in the trash bins. All food products must be properly stored. You bed must be made by 7:00 a.m. each day.
- (6) Room doors will remain closed when not in use.
- (7) You are not permitted to obstruct the door or windows from closing or opening or latching in any way. Do not obstruct the door window.
- (8) You are not permitted to rig an antenna, or to project an authorized antenna. into any passageway.
- (9) You are not permitted to hang a clothesline, nor your clothes on anything include your bed in your room.
- (10) You must store your pictures in your storage bin. No obscene, sexually explicit pictures or drawings may be displayed anywhere.
- (11) You are not permitted to cover your bed in a tent fashion. Nothing may be affixed to any part of the bunk.
- (12) You are not permitted to cover light fixtures or hang drapery over the front of your room door or window or to obstruct an open view into your room.
- (13) You are not permitted to tamper with, block, remove or alter the vents in your room.
- (14) You are not permitted to remove, damage, or tamper with facility equipment in the Housing Unit/Wing or in any other part of the facility.
- (15) The audio of the Day Room televisions may not exceed moderate volume. The Dorm Officer will determine the appropriate volume level. You may talk quietly in the TV area while the TV is on, but if you are more interested in conversation, rather than television, move to another area of the day room so your talking does not interfere with those who are trying to listen to the television. Be considerate of

others on the phones as well.

- (16) You are not allowed on any other bed but your own.
- (17) Housekeeping jobs and chores will be assigned by Wing Officer. In order for you to get paid, inform Officer when your job is done. All cleaning supplies will remain secured until issued. Cleaning supplies can not be stored except in approved storage areas.

*\*Room cleaning and area jobs are to be completed by 9:00 a.m. (or earlier at the discretion of Wing Officer).*

- (18) **Use of Mop Buckets:** With permission of Wing Officer; you will fill, use, dump and replace the bucket you use. Mop heads go in the bucket in the laundry room. All other equipment goes in the Utility Room.
- (19) You must maintain a fire-safe condition in your room. You are not permitted to have flammable materials or an excessive amount of papers.
- (20) You are not permitted to tamper with electrical wiring, fixtures, or appliances in any way.
- (21) All items when not in use must be placed in your storage bin (not left lying around). Any items left lying around will be confiscated and either put in your traps or discarded.
- (22) Shower shoes will be worn only while showering.
- (23) There is no eating in the dayroom. Drinks are allowed.
- (24) If you reside on the "low side" you should not be on the "high side" for any other reason but to attend medication line or doing a wing job. The same applies on the High Side.
- (25) Do not use the phones on high side if you reside on the low side and vice versa.
- (26) Submit request slip if you need a counselor.
- (27) Use the **chain of command** if you have an issue to be addressed. Speak with your Area Officer/Counselor first before addressing your concerns with a Lieutenant, Captain, Deputy/Warden. Bringing matters that the Dorm Officer or Counselor can address to persons in a higher authority is very likely to slow down your response. Example: if you ask the Deputy Warden for a bed assignment change, your request will be passed down to the Captain, who will pass it on to the Lieutenant, who is the person designated to approve all bed assignment changes. You would probably receive an answer to your question several days earlier if you sent it to the right person in the first place. Adherence to the chain of command helps staff to address your concerns efficiently. When you do make a request of someone in higher authority, be sure to state who you spoke to on the matter previously and what their response was.

if you are being discharged on a weekend or holiday, you may submit an Inmate Money Transfer Form to Inmate Accounts prior to your discharge date. Indicate on that form you want to close your account due to discharge. If your discharge is actually on a weekend or holiday, Inmate Accounts will close your account and send the balance of your account in cash and a check to the facility. It will be held in the Operation's Office and made available to you when you are discharged.

**Section XIII**

**INMATE ACCOUNT and DEPOSITS**

**A. How to Have Cash Deposited Into Your Account:** Every inmate has her own account that is like a bank account. However, monies are generally not available for 3-5 business days. Deposits can only be made by individuals on your visiting list going directly to the Inmate Accounts Office located by Medium Security, between 9:00 a.m. until 11:00 a.m. and 1:00 p.m. until 3:00 p.m. Monday through Friday (except Holidays). The first 30 days you are here, anyone may make a deposit into your account by visiting Inmate Accounts and utilizing JPay Personal checks or money orders may be mailed directly to Inmate Accounts, 51 West Road., Building #138, Cranston, RI 02920. It is requested that the inmate's name and ID number be on the check and the check is to be made out to the Rhode Island Department of Corrections. Persons making deposits must be listed on your visiting list or have special approval from the Warden.

The RIDOC also has contracts with two companies through which family and friends may deposit money in your account:

JPay at telephone # 1-800-574-5729 or [www.JPay.com](http://www.JPay.com)

Western Union at telephone # 1-800-634-3422 or [www.westernunion.com](http://www.westernunion.com)

Additionally, there is a kiosk located outside of the Pinel Building on Wilma Schesler Lane and one in the lobby of the Intake Service Center where friends and family can deposit money into an inmate's accounts using a credit or debit card.

**B. JPAY:** (See #9 Telephone instructions).

**C. How Pays Are Deposited:** Any money you earn while will be directly deposited into your account. Pays go in one month behind. For example, December pays goes in on January 29th, etc. Pay rates do not change in the middle of the month. Payrolls are from the 1st to the 31st of the month. **NOTE:** You are not allowed to work while on discipline so you do not get paid. If you have a sick slip you do not get paid. If you go to Court you do not get paid.

**D. How To Close Your Account:** If you are discharged at court or released from the building Monday through Friday, you must go to Inmate Accounts during their business hours 9-11 a.m. and 1-3 p.m. (see section 13A).

**Section IV**

**CLOTHING and PROPERTY**

**A. General:**

- 1) All of your possessions, except court clothes and money will be mailed home upon commitment. The only property accepted at the Facility is Court Clothes. All other items are provided or may be purchased through the Commissary. All clothing must be kept neatly folded in the storage space in your room. All issued clothing will be marked as Property of the ACI. Issued clothing or equipment shall be worn any time you leave the room. You shall be held liable for any loss or damage, except for normal wear and tear. This includes your ID tag. Do not alter, damage, trade or dispose of any clothing or equipment from the ACI. When an article is lost or no longer usable; report it to your Officer. When you move to another building when sentenced, your belongings will be inventoried and itemized on an inventory sheet. When you are released from the ACI, you will ensure that all state issued clothing and equipment is accounted for. Damaged or missing items of the State will be charged to your account.
- 2) Any awaiting trial inmate who is scheduled for court will pack up all their belongings in two bags; 1) state clothes/items, 2) personal items, and bring the items to the Committing Room the morning of court.
- 3) If the inmate returns from court, both bags will be returned. If the inmate is released at court, she has 30 days to retrieve her items or they will be discarded.
- 4) Any Awaiting Trial inmate reporting for court without property bags may be disciplined.
- 5) Any requests for state issued clothing must be approved by the GM Building's Property Clothing Officer on a Request Form. You must not exceed the maximum number of clothing items allowed. The request form contains 3 copies. You will receive 1 copy. The others are for your inventory file. You should receive a response within one week.
- 6) When authorized, white t-shirts and/or boxer shorts will be allowed to be worn as pajamas only. White t-shirts are not authorized to be used in day room or wings.

**B. Awaiting Trial - Maximum Amount Allowed:**

Bedding

1 blanket (2 in winter)	2 bed sheets	1 pillow/case
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Clothing

1 jacket, State issued	2 smocks
2 pair pants	2 bras (including sports bras)

7 pair underwear (white cotton)  
7 socks

**Purchase a lock!!!! Keep your property locked!!!!**

1 pair shower shoes  
1 pair sneakers (less than \$50 value)                      1 sweater/sweatshirt  
2 pair pajamas (2 piece tops & bottoms long/cotton or flannel)  
3 t-shirts (blue only, round neck, no muscle shirts)  
\* t-shirts are not allowed for A&T inmates.  
Porters and kitchen workers only.

Toiletries

1 plastic comb      1 toothpaste      5 razors      1 denture cup  
1 plastic brush      1 shampoo      2 soap dishes      1 toothbrush  
1 conditioner      1 skin cream      4 bars soap      1 chap stick  
1 talcum powder      1 mouthwash      4 box tampons      1 box douche  
1 fingernail clipper      2 small box tissues      4 towels      2 face cloths  
1 denture adhesive      1 mirror (unbreakable)  
6 hair items: combs and scrungies - total of six items, no metal.

Reading Materials

1 Bible or Koran      Educational books from programs as needed  
1 dictionary (soft cover)      5 books  
2 newspapers      5 magazines

**Purchase a lock!!!! Keep your property locked!!!!**

Stationery Items

1 address book      1 calendar      2 pens      2 pencils  
1 journal or diary      2 writing tablet      1 box blank greeting cards  
1 photo album      1 large manila envelope  
1 plastic binder, no larger than 8x11, no more than 15 pages with maximum  
of 15 photos  
2 books stamps (detached stamps are considered contraband)

**Purchase a lock!!!! Keep your property locked!!!!**

Jewelry

1 watch (less than \$35 value)  
1 plain wedding band  
1 religious medal and chain (must be worn under clothing (less than \$35  
value)

**Purchase a lock!!!! Keep your property locked!!!!**

- Second degree child molestation
- Child pornography

However, you can continue to earn sentence reduction credit under the existing Meritorious Good Time Law (RIGL §42-56-24), as long as you are not serving a sentence and reserving a total sentence of one year or more. Under this law, you cannot earn more than three days per month, and there is no program completion credit.

(2) Industrial Good Time: Industrial Good Time is awarded for working 15 d a month or more. You will be eligible to earn industrial time for the following calendar month and every calendar month after. Industrial time is not awarded based on the hours an inmate actually works but rather on the number of days an inmate works. Time generally awarded by the 10<sup>th</sup> of every month.

**Will the 5-30 amount be the amount earned for any program I participate in?**  
**NO**

The amount any particular program can provide will depend on how often the program meets, for how many hours, and for how long a period. The Department has set a specific maximum amount for each program, and, at your first session, the teacher or program leader can tell you what the allowance is for that particular program.

**Can I sign up and earn credit for any program?**

According to the law, the program must address "that prisoner's individual needs that are related to his/her criminal behavior." Preference for acceptance into any program will be given to those whose sentence or assessment indicates that the program will meet a specific need. Additionally, many programs or classes will have qualifications as to who can take the program (for instance, you have to have a high school diploma or GED in order to take a post secondary academic course. Last, some programs or courses may have waiting lists.

**How will it work?**

You will not have to submit a request for earned time. The monthly allowance and completion credit will be submitted by the person who led the program.

**When will earned credit be posted to my record?**

Earned credit will be posted on the 24<sup>th</sup> of each month for the monthly completion earnings of the prior month.

**Special rules for earned sentence reduction for sentenced sex offenders.**

If your current incarceration includes a sentence for one of the following sex offenses, you are not eligible for the earned credit for program participation under the new law:

- First degree sexual assault
- Second degree sexual assault
- Third degree sexual assault
- Assault with intent to commit sexual assault
- First degree child molestation

Miscellaneous Items

1 Handbook                    1 Identification Badge (ID)    6 hair items (same color)  
2 mesh bags                    1 pair sunglasses                1 plastic bowl  
1 plastic drinking cup    4 batteries                        2 combination locks  
1 plastic coffee mug    1 pair prescription glasses    1 manila envelope (large)

1 mirror (plastic)            1 curling iron                    1 hairdryer  
1 radio with head set    1 TV (ordered after serving 60 days/one TV per room)  
Value of food items possessed by inmate must not exceed \$65 in value

**Purchase a lock!!!! Keep your property locked!!!!**

C. Medium Security - Maximum Amount Allowed

1 Rulebook                    1 ID badge

Bedding

2 sheets                        1 pillowcase                    1 blanket (2 winter)

**Purchase a lock!!!! Keep your property locked!!!!**

Clothing

7 pairs of socks (white) 1 pair of shower shoes  
1 jacket, State issued            1 pair of slippers  
3 shirts, pants (navy blue)        2 shorts (navy blue)  
1 black knit winter hat            3 white shirts (kitchen workers)  
3 white pants (kitchen workers) 3 hairnets (kitchen workers)  
1 pair work boots (approval needed)  
1 white baseball cap (kitchen workers)  
1 pair winter gloves (black woven or Thinsulate)  
1 robe (knee length or longer/cotton or terry cloth)  
2 sets sweats (navy blue only, no pockets)  
7 pair underwear (white cotton only/no French Cut or thong)  
2 pair of pajamas (2 piece tops & bottoms long/cotton or flannel)  
2 pair sneakers (no zippers/pockets) (less than \$50 value)  
5 t-shirts (navy blue, round neck)  
1 pair long johns (navy blue, winter season only)

\*If tags fall off clothing, inmates are responsible for putting in a pink slip to the Clothing Officer to have tags replaced.

\*Sentenced inmates are responsible for all State clothing. When discharged, all clothes will be returned with tags.

**Purchase a lock!!!! Keep your property locked!!!!**



Toiletries

- 4 towels            2 shampoo        5 razors            2 soap dish
- 4 face cloths      2 conditioner    1 mouth wash    4 bars soap
- 1 plastic comb    2 skin cream     1 chap stick      5 boxes tissues
- 1 plastic brush    4 boxes tampons                    1 denture cup
- 1 talcum powder 1 box douche    1 denture adhesive
- 1 toothbrush      1 fingernail clipper                    1 tooth paste
- 1 hair dryer      1 curling iron                    1 mirror (unbreakable)
- 6 hair items: combs, scrungies, banana clips, six items only, no metal, all the same color)

Stationery Items

- 1 address book    1 calendar 5x7            2 pens (plastic insert)
- 2 standard pencils 2 writing tablets            2 boxes envelopes
- 1 manila envelope 1 legal size envelope    15 miscellaneous letters/cards
- 2 books stamps - detached stamps will be considered contraband
- 1 photo album (plastic binder no larger than 8x11) or 15 personal photos no nudity

**Purchase a lock!!!! Keep your property locked!!!!**

Correspondence

Correspondence will be limited to what can be stored in one shoebox size container.

Legal Materials will be limited to a reasonable amount determined by the Warden. Excess legal material will be stored and exchanged upon inmate written request.

Reading Material

- 1 Bible or Koran    1 Dictionary (soft cover)    5 soft bound books
- Educational book from Program 2 newspapers 5 magazines-current issues

**Purchase a lock!!!! Keep your property locked!!!!**

Jewelry

- 1 watch (\$35 value)                    1 wedding band, no stones
- 1 religious medal & chain (Chain must be worn under smock) (Less than \$35 value)

Miscellaneous

- 1 thermal mug, plain type, not to exceed 16 oz.    1 spork
- 1 box laundry soap    4 batteries
- 2 combination lock    1 pair sunglasses

**H. Good Behavior/good Time Credits Under 42-56-24:**

1. All inmates except those listed in section 2 and 3 below:
  - Serving a sentence of more than one month;
  - not serving for life or as a sex offender;
  - not disciplined for the month;
  - can earn 10 days per month off their sentence.
2. Lifers:
  - No credit
3. Sex offenders receive exactly what they got before the new statute. They do not get the additional benefits of the new law. Therefore, sex offenders
  - Serving 6 months or more;
  - For first degree sexual assault, second degree sexual assault, third degree sexual assault, assault with intent to commit first degree sexual assault, first degree child molestation, second degree child molestation, and child pornography.
  - and not disciplined for the month;
  - earn the number of days per month that there are years in their sentence, up to 10 days per month maximum.

**Meritorious Good Time:** The Legislature passed a law (RIGL 542-56-24) which expands the amount of days that you can reduce on your sentence if you participate in programs that will help you to stay a law-abiding member of your community once you are released. The following questions and answers will explain what you can earn and how the process will work:

**How much time can I earn?**

The new law allows you to earn up to 5 days in sentence reduction per month, and up to 30 days for completion of a program.

**Is everybody eligible under the new law? NO**

- Only sentenced inmates are eligible
- You must be serving a total sentence of more than 1 month
- You are not eligible if you are serving a life sentence
- You are not eligible if you are serving time for certain sexual assault offenses; persons in this category will still be able to earn some time under the Meritorious Good Time Statutes.

Under no circumstances are inmates to bring back food from any furlough, job furloughs or otherwise. The Work Release Supervisor or designee will escort inmates to job interviews.

F. **Work Details:** All inmates assigned to Minimum Security are required to work unless medically excused. If an inmate is assigned to a work detail she is expected to be ready when transportation arrives or the work crew is ready to leave. When you leave this facility, you must turn your ID tag in at the Reception desk and sign out. No inmate will be permitted to be absent from work unless she obtains a sick pass in writing from the Nurse during Med Line. If an inmate does not work due to illness she will lose visiting privileges for that day and may be confined to her room. This does not pertain to DCYF visits.

G. **Work Release:** Inmates approved for Work Release will receive a separate Work Release Handbook.

- |                                   |                   |
|-----------------------------------|-------------------|
| 1 pair eyeglasses with case.      | 1 radio w/headset |
| 1 plastic bowl                    | 1 handbook        |
| 1 plastic drinking cup with cover |                   |
| 1 TV                              |                   |
- Value of food items possessed by inmate must not exceed \$65 in value.

**Purchase a lock!!!! Keep your property locked!!!!**

D. **Minimum Security - Maximum Amount Allowed**

(1) **General:**

- (a) Any requests for state issued clothing must be approved by the Minimum Security Property Officer. You must make sure that you will not be exceeding the maximum number of clothing items allowed.
- (b) All other clothing requests must be submitted to the Minimum Security Clothing Officer on a Request Form so that she may respond in writing with either an approval or denial. Do not approach her once you have submitted the proper form unless you do not receive a response from her within one week. The proper form contains 3 copies. You will receive one copy. The others are for your inventory file.
- (c) Inmates that receive new jobs, have court dates, or have a parole hearing must submit a request form to the Minimum Security Building Clothing Officer three business days prior to that date to receive clothing.

(2) **What Can Be Brought In By Visits and When**

- (a) Visitors may bring some types of clothing in from home to include clothing to be worn to Court and to Parole Board only. The Minimum Security Building Clothing Officer must pre-approve all clothing brought in by visitors. If you do not have an approval for an item brought in by a visitor it will not be allowed and will be sent back out during visits. **Clothing is only accepted during the (Mon – Fri 6:00-8:00 p.m.) visit period with prior approval by Minimum Security Property officer.**

(3) **Clothing**

**NOTE:** If you have a job working in the Community, you may have up to 5 personal outfits and 2 State Greens. Your total outfits cannot exceed 7.

3 State Pants/Shorts	7 T-Shirts	7 Pair Underwear
7 Pair Socks	7 Bras	1 Coat (seasonal)
2 Pair Pajamas	1 Bathrobe	2 State short
1 Pair Slippers	1 Pair Shower Shoe	2 Facecloths

3 Pairs Shoes	2 Sweatshirts	3 State shirts
2 Sweatpants	4 Towels	
2 Thermal Tops/Bottoms (Seasonal)		
1 Blazer/Short Jacket (Only if working in the Community)		

(4) Linens

2 Pillow Cases	2 Sheets	1 Blanket (2 winter)	1 Pillow
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(5) Toiletries

1 Plastic Comb	1 Plastic Brush	5 Razors	
1 Denture Cup	1 Denture Adhesive	1 Toothbrush	2 Toothpaste
2 Shampoo	2 Conditioner	2 Skin Cream	4 Bars Soap
1 Talcum Powder	1 Mouthwash	2 Douche	Tampons as needed
1 Finger Nail Clipper	2 Tumblers	2 Thermal Mugs	1 Shaving Crème
1 Toenail Clipper	1 Hair Gel/Mousse	1 Body Wash	2 Soap Dishes

(6) Personal Items

1 Mirror	1 Watch (≤ \$35)	1 Wedding Ring	1 Blow Dryer
1 Curling Iron	1 Scarf (Seasonal)		
1 Hat (Seasonal)	1 Gloves (Seasonal)	1 TV	1 Radio
1 Headphones	1 Sunglasses	1 Fan	1 Glasses/Contacts
1 Religious Medallion and Chain			
7 Plastic Bowls (able to store food) WORK RELEASE ONLY			
7 Hair Items, no metal, all one color			

(7) Reading Materials

1 Bible/Koran	1 Dictionary
5 Books	5 Magazines – current issues
Education Books & Supplies As Needed	

(8) Stationery Items

1 Address Book	1 Calendar	2 Personal Journals
2 Pens	2 Pencils	2 Writing Tablets
2 Boxes Envelopes	1 Large Manila Envelope	
Letters/Cards (Must fit in 1 small shoe box)		
Photo Album (No larger than 8x11.5 15 pages, or 15 photos)		

**Section XII**  
**INMATE JOBS**

**A. How to Get a Job:**

- (1) **GM Building:** You may be assigned a job on the Wing by your Wing Officer. You must request a job off the Wing to the designated Job Assignment Officer via request form.
- (2) **Bernadette Building (except Work Release):** The 7-3 Minimum Lieutenant will assign all jobs in the Building and community.

**B. Pay Scale:** Most jobs begin at \$1.00 a day to \$3.00 a day. All jobs have a p assigned to them.

**C. How Pay Gets Processed:** Your pay will be directly deposited into your account on the 28th day of the following month. Example: January's pay is posted to your account on the 28th of February. Any inquiries about pays must be made within 10 days of posting and given to the 7-3 shift Clerk.

**D. Bernadette Building Job Code Restrictions:** All inmates classified to Minimum Security will be evaluated and placed into one of three Job Code Restriction Categories:

- (1) Inmates receiving a **100 Category Code** will be restricted to the facility a **will not be allowed to work outside the facility. (RED TAG)**
- (2) Inmates receiving a **200 Category Code** will be permitted to work outside of the facility with **Correctional Officer Supervision only. (YELLOW TAG)**
- (3) Inmates receiving a **400 Category Code** will be permitted to work outside of the facility with supervision by staff not employed by the Department of Corrections. Inmates will not generally be placed in a community job until they have been at Minimum Security for at least 30 days. However they may work outside of the facility with Correctional Officer Supervision such as ground crew. If an inmate is "restricted to the building" she may request a review by submitting a request to their assigned counselor. The Deputy Warden, Captain, Minimum Lieutenant, Adult Counselor and Wing Officer will review the request if appropriate. The Deputy/Warder can upgrade/downgrade the job code if appropriate. **(GREEN TAG)**

**E. Job Interviews:** Unemployed Work Release inmates are allowed to go on job interview furloughs.

**Section XI**

**YARD**

**A. Yard Rules:**

- (1) The Yard will be open at different times of the day and evening. Schedules are posted in all Dorms. Yard may be cancelled without notice if unforeseen circumstances arise or during inclement weather.
- (2) No blankets, pillows or towels are allowed in the yard at any time.
- (3) Shoes and socks must remain on.
- (4) Playing cards and radios are allowed.
- (5) No lying down or sitting on top of the picnic tables. Sunbathing is allowed; you may roll up shirt sleeves, shorts or pants while sunbathing only. No midriff. **No grease or lotion to be applied. Do not oil your skin with vitamin oil or similar substance.**
- (6) Do not get any closer to the fence than the yellow painted line.
- (7) No gymnastics, cartwheels, back flips, etc.
- (8) Do not talk, wave or communicate in any way to anyone in the adjacent yard.
- (9) Do not talk, wave, or communicate in any form to anyone outside the security fences.
- (10) No sexual contact at all. No public display of affection.
- (11) No books, pads, paper or writing utensils, or drinking cups
- (12) No horseplay of any kind. Horseplay is considered fighting and you may be booked for this offense.
- (13) Do not bring any unauthorized items into or in from the yard. Any attempt to bring unauthorized items into the building from the yard will be considered conveying contraband, confiscated and discarded. You will not get it back. You will be booked.
- (14) Absolutely no roughhousing, pushing, shoving when engaged in a basketball game or other activity.
- (15) When walking or jogging the circumference of the Yard, do so in a counterclockwise direction.

**B. Recreation Schedule: Posted in Dorms.**

**C. Littering: Porters are assigned to clean the corridors and the recreation areas. Respect their work and clean up after yourself. Failure to do so may result in disciplinary action.**

**E. Work Release Clothing - Maximum Amount Allowed:**

(1) Only Work Release Inmates who do not receive ANY visits may request in writing on a request form to shop in the Marshall's Shopping Plaza or any other area designed by the Work Release Supervisor for work clothes. Inmates may use this privilege twice a year, once in the spring and once in the fall unless otherwise offered by the Work Release Supervisor.

- Pants/Shorts/Skirts
- 2 State Greens/5 Personal
- 2 Thermal Tops/Bottoms (Seasonal)
- 7 Pair Socks      7 Bras      7 Pair Underwear
- 2 Pair Pajamas    1 Bathrobe    1 Coat (Seasonal)
- 1 Pair Slippers    1 Pair Shower Shoes    2 Sweatshirts
- 2 Sweaters      3 Pairs Shoes      2 Facecloths
- 2 Sweatpants    4 Towels      7 T-Shirts

3 pairs of earrings – no hoops exceeding 1/8 inch, no precious metals, no precious stones.

Panty hose/knee highs within reasonable limits as determined by the Dorm Officer.

**F. Unauthorized Clothing:**

At **NO** time, will the following items be allowed:

- Sweatshirts that are not a solid color
- Hooded Sweatshirts
- Drawstring Clothing
- Colored undergarments
- See through undergarments
- Black boots
- Solid black sneakers
- Personal sheets or blankets
- No open toed shoes
- No sandals
- No metal combs or brushes
- No jewelry with value over \$35.00
- No hoop earrings (exception WR)
- No metal hairpieces
- No tank tops or sleeveless shirts
- No clothing that you can see through
- T-Shirts with logo's
- No white or orange T-shirts.
- Shoes with more than a two inch heel
- Spandex or any other type of stretch material
- Shorts must be Bermuda style, not to exceed two inches above the knee
- Any clothing not considered appropriate by the Clothing Officer

\*Blow dryers or alarm clocks must be ordered through a catalogue.

\*Radios, televisions, sneakers and curling irons must come from Keefe Commissary.

**G. Court Clothing**

Generally, inmates will wear the civilian clothing they were committed in when going to court. If needed, some supplementary state clothing may be available.

Inmates wishing to have additional court clothing, such as a sweater or jacket, or inmates who want to exchange civilian clothing, must complete and submit into facility mail a Clothing Request Form.

Approved court clothing may only be brought in by a person on existing visiting list during any 3-11 visit period. Articles are generally exchanged one for one. Clothes must be appropriate for courtroom.

**CLOTHING RESTRICTIONS:** NO heels over 3 inches. NO steel toe footwear. NO underwire bras. NO thongs. NO sleeveless or tank tops. NO shorts. NO leather jackets

**Section V**

**MEALS**

**A. General Rules:**

- (1) **Schedules:** Meals are scheduled 3 times a day, breakfast is mandatory. Inmates failing to report to the Dining Area will not have special trays sent to their unit unless there are circumstances beyond the inmate's control and a Superior Officer approves the meal.
- (2) **Special Diet:** If you require a special diet of any kind (to include food allergies), send a request to the Medical Staff for approval and the departmental Dietician will be notified.
- (3) **Dining Room Rules:**
  - (a) You will report in the complete prescribed uniform with your name tag displayed properly.
  - (b) There is no talking in the Meal Line.
  - (c) You will proceed through the Meal Line taking anything that is available and allowed. After completing the line you cannot return for any forgotten items without permission.
  - (d) After receiving your meal you will sit in the next available seat as directed.
  - (e) There will be no passing of food.
  - (f) You may talk quietly to persons at your table. *If you are warned more than once to speak quietly, you may be subject to dismissal from the area by the supervising Officer for disrupting and delaying the meal schedule.*

- (4) All paperwork associated to the certified mail is to be filled out and attached to a self-addressed stamped envelope by the inmate.
- (5) Bar code tag with certified numbers is applied to the top center of the envelope leaving enough room on the right for the postage to be affixed.
- (6) Indigent inmates are limited to 1<sup>st</sup> class mail only – no special handling authorized.

**Note that it is also a violation of the mail policy to send letters to people in the community and have them forward unauthorized correspondence to inmates with whom you do not have permission to correspond.**

- (7) **Common Law:** In order to recognize another as a common law spouse, documented support demonstrating the "common law" marriage status must be submitted to the Mail Officer and approved by the Warden/Deputy Warden. (See Common Law Criteria in Section 7 under Visits.)

After the documentation has been reviewed, a decision will be rendered and the inmate will be advised whether they qualify for "common law" marriage status for the DOC purposes, i.e. visits, mail, etc.

**C. Purchase of Writing Material and Stamps:** Writing material, envelopes and books of stamps may be purchased from Keefe commissary. Your incoming mail will be opened and checked for contraband. Outgoing mail may be read. Legal mail is considered confidential and is opened by the Mail Officer in the presence of the inmate. Packages to be sent out will be checked by an Officer for contraband before being sealed.

Do not circumvent mail. It is against prison policy to write to others who are incarcerated unless you receive approval to do so by the Warden/Deputy Warden.

**D. Catalogue and Subscription Purchases:**

- (1) You can only order blow dryers from J. Marcus.
- (2) Work Release inmates may order alarm clocks from J. Marcus
- (3) Bras and underwear may be ordered from Hanes.
- (4) Odd size sneakers.
- (5) All other purchases must come from the inmate commissary.

**E. Outgoing Certified Mail:**

- (1) Inmate must have money in their account to pay for outgoing certified mail.
- (2) Money transfer slip with a Deputy/Brass approved signature.
- (3) Inmate must affix the green return receipt card on the Back of the envelope.

- (g) After eating your meal remain in your seat until your unit is called to clear, at which time you will empty your tray and return to your seat until your housing area is cleared.
- (h) Follow proper traffic route to the food line, when returning your tray at the conclusion of the meal, as well as when exiting the dining room.

**You may at random receive a pat down search before or following meals. During the search you are to say nothing unless the Officer performing the search questions you. Improper behavior during the search, or as you pass by, as a search is being conducted, will warrant disciplinary action for interfering with the search.**

- (i) **No food is to leave the Dining Room.** Removing food from the dining area is a violation and subject to discipline.
- (j) **Sporks\*** – A spork will be issued to you upon commitment. If you lose it or forget to bring it to meal; you will be charged \$1.00 for another one. (\*spork is a spoon/fork combination utensil)

**Section VI**

**HAIRCUTTING, PERMS, BRAIDING, ETC.**

**\*Braiding or Styling of Hair\*:** Due to sanitary reasons, inmates may only style or braid another inmate's hair in the Barber Shop or at outdoor recreation.

Be advised that significant changes to hair length/color will require you to purchase a new inmate I.D.

- A. No hair cuts may be given on the dorm or any area other than the Barbershop.
- B. One hair cut offered once every 30 days.
- C. Hair must be washed before a hair cut is given
- D. **Types of Hair Cuts**
  - (1) Barber apprentices may cut hair unsupervised.
  - (2) There is an apprentice program in barbering and hair cuts may not always meet your personal satisfaction.
  - (3) **NO FADES, NO MOHAWKS, NO SHAVED HEADS.** No major changes unless authorized by Deputy.
- E. Hair may be permed or relaxed once every 90 days.
  - (1) Barbershop/Salon manager must be present for all applications.
  - (2) Perms and relaxers may be ordered every week of every month on non-standard order forms.

- (3) Perms and relaxers will be brought into each building by the Hair Salon Manager and kept in a secure place by the Program Utility Officer in the GM Building and in the E-Wing Officer's work station.

F. Hair color – Minimum Security ONLY

- (1) To have your hair colored you must have it as close to your natural color as possible. No color changes or highlights.
- (2) Six options are available.
 

(a) Black	(d) Auburn
(b) Dark Brown	(e) Medium Auburn
(c) Medium Brown	(f) Cherry
- (3) You must make an appointment one week before you want your color.
- (4) All hair color is purchased on a non-standard slip for Keefe Commissary.

G. Money Transfer Slips

- (1) A money transfer slip must be signed prior to the service.
- (2) Inmate IDs are necessary for verification of money order.

H. Salon Hours:

- (1) GM Building
  - (d) Request slips must be submitted to the 7-3/3-11 shift Programs Officer.
  - (e) Haircuts are Monday-Friday 12:00pm to 2:00pm and 6:00pm to 8:00pm per request slip and appointment.
  - (f) All perms/relaxes are done on Wednesday from 8:00am to 10:15 am with supervision of the Hair Salon Manager/Barber Instructor.
- (2) Bernadette Building
  - (g) The schedule for salon services is posted on common bulletin boards.

Section X

MAIL

- A. **Delivery:** Mail will be distributed Monday through Saturday. Mail will only be handed out by the area officer. Inmates cannot handle another inmate mail.

Outgoing: GM Bldg. - Central mail box in entrance to Dining Room. Seg is unit.  
Bernadette Bldg. - Central mail box In Front hall.  
Mail Officer will pick up Segregation Mail.

B. **Restrictions:**

- (1) Mail that has been dropped into the mailbox cannot be returned.
- (2) Magazines, books and newspapers will not be allowed unless they are pre-paid through the mail from the publisher, someone on your approved visiting list or are approved by the Lieutenant via a Request Form.
- (3) Make sure your return address (P.O. Box 8312, Cranston, RI 02920) is all mail with your name.
- (4) Artwork belongs on the back or inside of your mail - not on the front per RIDOC policy and United States Postal Service regulations.
- (5) If you are indigent (do not have any money or have not had a store order) sign a Money Transfer Slip and attach. You are allowed 3 letters per week. If you send more than one letter at a time, use one transfer slip. Awaiting trial inmates are not required to submit a transfer slip.
- (6) You are not allowed to send or receive mail from anyone who is incarcerated in a prison facility in or out of state unless you share one of the following relationships with that person: Marriage, validated Common Law Marriage, Blood Related, or a Co-Defendant without an attorney. In such cases you must request an "Inmate to Inmate Correspondence Form" from the Mail Officer. The Mail Officer will forward the completed form to the Warden or designee for review. If you have permission to write to another inmate follow the directions that the Mail Officer sends to you. **If you do not have permission to write to other inmates - then don't. You will be booked for this violation.**

- Caller provides inmate's name and Id number and amount they wish to send. The transaction fee is based on the amount sent (Maximum amount allowed to be determined by provider).
- Caller gives JPay their credit/debit card number and JPay completes the transaction.

To send funds by Internet Log on to [www.jpav.com](http://www.jpav.com).

- Sender registers on the website and then follows the on-line prompts. Sender inputs credit/debit card information and JPay completes the transaction.

## Section VII URINE SAMPLES AND DRUG TESTING

### A. General:

- (1) You may be required to give a urine sample at any time. If you cannot give one at the time of the request, you will be segregated from the other inmates, and will have up to four (4) hours to do so. If at that time you fail to give a urine sample you will be booked. You may still be required to give a urine sample after you have been booked. You will be provided with 8 oz. of water. Dirty urines may result in discipline time, loss of good time, and loss of visiting privileges. If your urine sample comes back positive for unauthorized drugs, you will be given the opportunity to have the urine tested by an outside agency at your own expense (approximately \$125.00). An inmate accounts transfer slip for the requisite amount must be submitted at the time you request the independent confirmation. You will be placed on normal status until the sample returns. If the sample is still positive, you will be responsible for paying for the test. You will be booked and receive disciplinary sanctions. If the test returns negative, the state will pay for the test and you will not be booked. If found guilty, the following sanctions will apply:
  - (2) The first offense results in 21-23 days disciplinary confinement and 30 days loss of visiting privileges and increased frequency of drug testing.
  - (3) The second offense results in 24-26 days disciplinary confinement and 6 months loss of visiting privileges. Recommended downgrade.
  - (4) The third offense results in 1 year loss of visiting privileges. 27-30 Disciplinary Confinement. Recommended downgrade. Mandatory urine testing each week.
  - (5) Loss of visiting privileges does not apply to DCYF visits with children or attorney visits.
  - (6) Minimum and Work Release inmates will be transferred to the GM Building pending possible discipline when they are booked for the above infractions. You will be transferred to Segregation if your appeal is denied. A & T and Medium Security Inmates will be secured in Segregation at the time of the discipline report pending appeal.



\* First Offense: 21-23 days LOP plus 30 days loss of visits. If agree to participate in substance abuse program, no downgrade. If program participation is declined, sanction is 21-23 days disciplinary confinement and downgrade.

**A Special Note on No Contact Orders and Restraining Orders**

The following sections of this handbook pertain to Visits, Telephone Usage, and Mail. If there is a no-contact order or any other court order prohibiting you from contacting a person or persons, any attempt to receive a visit from them, telephone them, or correspond with them will be a violation of that court order and will subject you to disciplinary action as well as possible State charges for violating an order of the court. Only when the issuing court removes or modifies an order prohibiting contact is it lawful for you to communicate with the parties involved. You are strongly urged to consult with your legal counsel before attempting to contact persons named in no contact orders.

If you have a no contact order or restraining order against another party, that person is prohibited from writing to you or visiting you unless the issuing court retracts or modifies the order.

**GM BUILDING**

- (1) Superior officers may approve calls for emergency circumstances and ba
- (2) **Bail Calls:** New commitments that have bail per court paperwork will be allowed to make Bail calls from the A Dorm bail telephone with permission from the area Lt. In the event that there is a block on the telephone another call will be allowed or a request must be put in to the assigned Counselor and/or Superior Officer during non-business hours  
**Public Defender's Office** – 222-3492  
Providence Superior Court - 222-3250  
Providence District Court – 458-5400  
Washington County - 782-4131  
Newport County - 841-8350  
Kent County – 822-1771

- (4) Other phone numbers available on the Inmate Pay Phones:

Special Investigations Unit 462-2282  
Office of Inspections 462-2551  
RI State Police 462-2650

- D. **Electronic Fund Transfers to Offenders:** Money deposits made to inmate accounts from family members and/or friends can be sent by electronic transfer. This change will make it more convenient for family and/or friends to send money to offenders.

To send funds by Electronic Fund Transfer (EFT) with JPAY Correctional Payment Service, there are three ways to deposit funds:

- (1) In person or by mail to Inmate Accounts
- (2) Via the internet through a personal computer using a credit card or debit card
- (3) Via phone by using a credit or debit card.

The cost for an Electronic Fund Transfer varies depending on the method of payment such as internet or by phone. The sender/caller will be charged the payment amount plus the fee. Before JPay charges the credit/debit card, the sender/caller will see and approve the final amount.

To send funds by Telephone:

- Contact JPay at 1-800-574-5729 and request the send funds to a Rhode Island Department of Corrections inmate.

## Section IX

### Telephones

With the exception of attorney calls, all telephone calls are recorded.

With the Advance Pay Telephone System there are three ways that an inmate can make a call:

- 1) Make a collect call. This is the most expensive option and the phone carrier must accept this type of call.
  - 2) Make a person to person call; the person being called must have established an ADVANCE PAY Pre-paid Account.
  - 3) Make a pre-paid call using money placed in the Telephone Debit Account. Calls to Puerto Rico, Canada, Virgin Islands, and the Caribbean are considered Interstate calls.
- A. **Locations:** telephones are located in Day Rooms on every dorm and in recreation yard. Phones are on at 8:30 a.m. and off at 8:45 p.m.
- B. **Pin Numbers:** You must apply for and receive a PIN (Personal Identification Number) before you can activate the collect telephone. To obtain a PIN fill out the Inmate Telephone System Number Request Form that you can request from your Wing Officer. It is important to fill out this form completely. It may take several days for the PIN form to be returned to you. You will have ten (10) people you can call and five (5) attorney numbers. Make sure the information is correct before submitting the form. You may make changes to your telephone list by submitting a new PIN number change form. If you need to make an emergency call before this, you may make a request to your counselor.
- C. **Rules for Use:** Calls are limited to 10 minutes. You will not be allowed to make a call to someone who has a block on their telephone unless it is a verified emergency and a staff member verifies that the party being called wishes to speak with you. Inmates on Discipline may make emergency calls verified by their assigned counselor or a Superior Officer; calls to their attorneys, DCYF, social workers or a call to arrange for pickup prior to release. Special needs must be addressed to a Superior Officer, Deputy or Warden. **Letting another inmate use your PIN or using another inmate's PIN is a violation and subject to disciplinary action. Do not share your phone call.**

## Section VIII

### VISITS

#### A. **How to get family and friends on your visiting list.**

(1) You may request visitor application forms (BCI Forms) from the area Officer. Up to 9 adults may be on your list. Mother/Father jointly count as one. Provide the person's full, legal name and an accurate date of birth. Nick names and inaccurate d.o.b.'s can not be processed. Eligibility for visiting privileges for persons with criminal records will be determined in accordance with the RIDOC Visiting Policy, available in its entirety in the Library. If you have a special request pertaining to a particular visitor, submit it along with the BCI form. Do not submit a separate letter to the Warden or Deputy Warden. Special requests will automatically be reviewed by an administrator. After filling out the form, put it in the mailbox and you will receive an answer within a week from the Correction Officer Clerk.

In addition you may request to designate one "Clergy of Record" in order to have your pastor or spiritual advisor added to your visiting list. Requests to establish a "Clergy of Record" are to be forwarded to the Program Services Coordinator (PSC) in the Dix Building via interdepartmental mail. The PSC oversees chaplaincy services for the RIDOC.

#### B. **Who is eligible to be on your visiting list?**

(1) Any person who does not have a criminal record may be on your list. They will be checked through the Bureau of Criminal Identification (BCI) and the National Crime Information Center (NCIC). If you want permission to receive visits from immediate family members with a criminal record, attach a request to the completed BCI form explaining why you re requesting special permission. The request will automatically be reviewed by the Warden or Deputy Warden upon completion of the background check. Visiting privileges may be allowed for immediate family members only with a misdemeanor or felony or drug charge older than 3 years.

(2) In order to prove the existence and validity of a common law marriage, the DOC considers the definition of a "domestic partner" consistent with RIGL 36-21-1 as follows:

- A personal affidavit stating when and where you and your common law spouse mutually agreed to become husband and wife; whether you were ever married, ceremonially or otherwise, to anyone else, and the details surrounding the end of any previous marriages (how they were ended, when and where); and any other details that will help to establish the existence of a husband and a wife relationship.
- Affidavits from other persons who know you and are familiar with your relationship, setting forth particulars such as the length of time you lived together, your address(es); whether there was any public announcement of your marriage; and whether your friends, neighbors, and relatives regard you as married.
- Deeds showing title to property held jointly by both parties to the common law marriage.
- Bank statements and checks showing joint ownership of the accounts.
- Insurance policies naming the other party as beneficiary.
- Birth certificates naming you and your common law spouse as parents of your child (ren).
- Employment records listing your common law spouse as an immediate family member.
- School records listing the names of both common law spouses as parents.
- Credit card accounts in the names of both common law spouses.
- Loan documents, mortgages, and promissory notes evidencing joint financial obligations of the parties.
- Mail addressed to you and your common law spouse as "Mr. and Mrs."
- Any documents showing that the wife has assumed the surname of her common law husband.
- Church records indicating familial status, including membership information, baptismal certificates of the parties' child(ren), Sunday school registration forms, etc.

In order to establish the existence of a common law marriage, spouses are required to present two (2) different examples of the above-listed documents.

- (19) Food will be consumed in the visiting area during the visit. No food will be dropped off for later consumption. Nothing will be allowed to be removed from the visiting area.
- (20) In the event the visiting room is full, as long as the 1<sup>st</sup> visit has had 30 minutes, they will be asked to leave to make room for arriving visits.
- (21) Bathroom privileges will be offered for visitors. However, visitors must be reprocessed before resuming visits.
- (22) Children may sit on their mother's lap.
- (23) Clothing must be appropriate.

H. **Hospital Visits** There will be no visiting in the hospital except under the following circumstances:

- (1) After you have been in the hospital for two (2) weeks or more
- (2) If you are terminally ill
- (3) If you deliver a baby you may have one (1) visit at the hospital after the baby is born.  
*(\*Immediate family or by permission per Deputy)*  
*(\*\*With prior approval, you may have a birthing coach, immediate family member or baby's father assist you in the delivery room if they are on your pre-approved visiting list.)*  
*Total of 2 people.*

- (5) A pocketbook, handbag, backpack, or school bag are not allowed and will not be held at the desk. They are to be secured in the lockers provided.
- (6) A brief closed-mouth kiss and embrace will be limited to the beginning and end of your visit.
- (7) Hand holding during visits is allowed but must be above the table in plain view.
- (8) Visitors will be in control of their children at all times. Failure to do so will result in the termination of that visit. The area is small please respect others visit privileges.
- (9) Visitors will be dressed properly as per the Visitor's Dress Policy. No hats, bandanas, sleeveless shirts, tank tops, low cut tops, skirts or shorts above mid thigh, cargo pants, hooded sweatshirts, open toe shoes.
- (10) Inmates are to remain in the visiting room for the duration of your visit.
- (11) Loud, abusive, or obscene language is not allowed and will result in the termination of your visit.
- (12) Nothing is to be taken from visitors while in the Visiting Room.
- (13) Inmate is to remain seated at table when visitor exits visiting room.
- (14) Upon entrance to the Visiting Room, only visitors may purchase soda and snacks from the vending machines. **Sharing vending machine food and drinks between inmate and visitor is prohibited.**
- (15) Visitors who are under the influence of alcohol or drugs will not be allowed into the building.
- (16) Talking to visitors, other inmates, or Officers through the windows of this Facility is prohibited and will result in disciplinary action.
- (17) Minimum Security inmates will be allowed to bring change to the Visiting Room but change will not be allowed to leave the Visiting Room.
- (18) All inmates will be strip-searched prior to returning to their living quarters.

- (3) Once per month for immediate family with felony less than 3 years old.
- (4) Courtesy Visit: Immediate family members only. 1 Courtesy Visit per family member until list is generated. Inmate has 5 days to generate list.

**C. Visits with Minor Children:**

- (1) Each inmate who has minor children must fill out the Visitor's List form with your assigned counselor in order for your children to visit you.
- (2) Your biological/adopted/step minor children may only be able to come in under the following procedures:
  - (a) Family members/significant others who are on your visiting list and are taking care of your children while you are incarcerated. The address of the caretaker and the child (ren) must be the same. These names will be established through the Visitor's Children list form. Forward to the CO Clerk for processing.
  - (b) If someone other than the biological/adoptive parent or the established primary caretaker wishes to bring up your minor children, you must fill out the minor permission slip form. This form does not have to be notarized. However, a staff member must verify your signature.
  - (c) With their biological father or adoptive parents.
  - (d) Legal guardians must establish proof of guardianship through court documentation. Once proof is established, it will be noted in the computer for subsequent visits.
  - (e) Those children whose mothers are participating in the Parenting Program.
  - (f) Children must remain with their assigned guardian.
  - (g) **Authorized Items that can be brought in for children are: 1 diaper, 1 clear bottle, 1 pacifier and clear plastic bag with wipes for infant.**
- (3) Other than DCYF visits or visits through the parenting program, an original or notarized birth certificate must be provided for all minors for **each and every visit**. Minors must be accompanied by their legal guardian, and must present a birth certificate at each visit. A Minor Child Consent Form is to be completed properly for an adult other than the parent or legal guardian. Children must be on your visiting list but will not be counted as part of the authorized 9 people allowed.

D. **Out of State Visitors:** Out of state visitors who are not on your visiting list will only be allowed in under the following conditions:

- (1) Visit requests made from out of state visitors shall be verified with the inmate in question in order to determine the inmate's wishes for a visit with that person.
- (2) The visit must not be routine in nature.
- (3) No visit will be considered out of state unless the distance that is traveled is at least 75 miles from Cranston (Boston is not considered long distance).
- (4) All visitors must show proper identification. The only valid IDs allowed are state issued Driver's licenses, state identification cards, military ID, passport, or DOT identification Card. Identification must be current.
- (5) Out of state visitors must fill out a BCI form on their first visit. If the visitor is not cleared through BCI, future visits will not be allowed unless approved by the Deputy Warden.

E. **Schedules:** Schedules of visits vary depending on your classification. Everyone has at least 3 visiting periods per week. Visiting schedules may change and are accessible at the front of both buildings.

F. **What Can be Brought in by Visits and When:**

- (1) **GM Building:** Up to \$10.00 in change. NO folding money. Pre-approved clothing.
- (2) **Bernadette Building: Food will be allowed in with the following restrictions:**
  - (a) No beverages including milk shakes or banana splits, etc. will be allowed in to the visiting area.
  - (b) Food items from outside restaurants, store bought or home made are allowed provided it is easy to inspect and does not delay the processing of visits.
  - (c) All food items must be in paper, plastic, or cardboard containers.
  - (d) Deserts, ice cream, pastries and cakes that is pre-packaged and sealed.
  - (e) All cutleries must be plastic.
  - (f) Drinks are not allowed but vending machines are available.

(3) **Visitor's Lockers:** No personal locks will be placed on visitor lockers.

G. **Conduct in Visiting Areas:** The following will be strictly enforced in the Visiting Room:

- (1) Smoking is prohibited in all areas and within 50 feet of the facility per State law.
- (2) Cigarettes/tobacco products are not allowed in the building. This will result in the termination of the visit and removal from the visiting room.
- (3) One pill of life sustaining medication may be given to the officer to hold during visit.
- (4) Cell phones, electronic devices, beepers and pagers are not allowed and will not be held at the desk.