

Wyoming Honor Conservation Camp



New Arrival Orientation Packet

Mailing Address
Jon Doe #00000
%WHCC
PO Box 160
Newcastle WY 82701

Welcome to WHCC

We would like to welcome you to the Wyoming Honor Conservation Camp, located on the edge of the Black Hills of Wyoming. This may be your last stop on your way to freedom and we encourage you to involve yourself in the programs, educational opportunities, and other activities that are offered here in order to prepare you for release from prison. It will take some time to make the adjustments to your new surroundings. The staff and orientation clerk are willing to answer any questions you may have and assist you in any way possible.

While at another facility you may have heard many things about WHCC, some of which may not be grounded in fact. Many of these rumors are more likely coming from people who had difficulty adjusting to our philosophy. Consider the source of your information, give yourself the chance to experience things here and then make up your own mind about WHCC.

We try to get everyone involved in the positive workings of the camp to encourage a sense of responsibility for what goes on here at WHCC. Whether you like it or not, this is your "home" for however long you are here and we encourage each person to take ownership of those responsibilities. Because of the small size of WHCC, it is very difficult to "do your own time" because anything one person does, can and usually will, directly affect everyone else in one way or another. Even though this is a prison, there is a sense of community here and will be as good or bad as we make it!

One of the most important goals of WHCC is that all residents and staff are able to live in peace and harmony, without fear. This can only be accomplished if the basic concepts of **RESPECT, COMMUNICATION, RESPONSIBILITY, and COOPERATION** are adhered to by every individual at WHCC.

RESPECT: The only thing we can give to another person no matter how we feel about them is respect. It is something we should expect to receive from everyone we deal with on a daily basis. If we have this expectation, then chances are we will treat others with respect and, in turn, we will be treated likewise. Respect is not conditional. It is given to everyone at all times simply because they have value as a human being. It does not mean we agree with the individual or what they've done to come to prison. It just means we have an environment where people are treated with respect no matter what.

COMMUNICATION: If we hope to be efficient and accomplish things in our lives, we need to let others know what we are doing and what we expect. This can be best achieved through communication, either verbal or written. However, in order to avoid misunderstandings, it is best to write things down. Therefore, any request, question, or problems should be presented to staff in writing. They will then discuss the issue and you will be given an answer in writing with the decision and the reason for the decision.

RESPONSIBILITY: If this system is to work, people must be responsible for their behaviors. This is tied to the concepts of respect and communication. Assume responsibility for the area you are in charge of, no matter how big or small. Make decisions relative to your particular area and have the respect to communicate this decision to your immediate supervisor so that he or she is informed and can give you feedback if needed. Do not simply bring your supervisor problems without including some options you feel would be effective. Do it in writing. Get suggestions from others and be sure to keep all involved people informed.

COOPERATION: This is the basis for the effective operation of WHCC and an aspect that is essential for us all to learn if we hope to be an effective operation, as well as a productive individual. Cooperation means taking an active, responsible role in what happens at WHCC and to you. Give what you expect to get from others and be a cooperating member of the Wyoming Honor Conservation Camp "community."

Who's Who

Administration

Warden: Mr. Martin
Warden's Executive Assistant: Ms. Dudzinski
Associate Warden Mr. David

AW's Admin Assistant Ms. Jerry
Correctional Unit Supervisor Ms. Steber
Admin Assistant: Ms. Butler
Records Analyst Ms. Rettinghouse
Mailroom/Reception: Ms. Carpenter

Security

Captain Cpt. Behnke
Lieutenants: Lt. Dutcher, Lt. Nelson,
Lt. Rysell
Dorm Officers Lt. Dutcher- A dorm
Sgt. Lorenz - B dorm
Sgt. Yeager - C dorm

Support Services

Programming

Caseworker - C dorm Mr. Beason
Institutional ReEntry Coordinator Ms. DeMerritt
Caseworker - B dorm Ms. Purviance
Caseworker - B dorm Ms. McVey
Caseworker - A dorm - Intake Ms. Turner
Caseworker - A dorm - Intake

Treatment Services:

WestCare Counselor Ms. Dahl
WestCare Counselor Mr. Witham

Central Services

Food Service Supervisor Ms. Gray
Kitchen Supervisors Ms. Nance

Commisary Supervisor
Warehouse Supervisor Mr. Williams
Maintenance Manager Mr. Hunter
Maintenance Supervisors: Mr. Kachelhoffer
Mr. Niemcyk
Mr. Johns

Computer Lab - IT Mr. Underberg
Financial Support/Pay Ms. Haymaker
Monetary Obligations Ms. Dickinson
Worker's Compensation
Business Manager Mr. Wilks

Education:

Education Supervisor Mr. Gettinger
G.E.D Instructor Mr. Knight
Vocational Instructor Mr. James
Activities Director Ms. Rose

Religious Services:

Chaplain Mr. Pitlick

State Forestry

Forestry Program Manager Mr. Akers
Crew Bosses Mr. Butler,
Mr. Boylan
Mr. Osland
Mr. Wood
Mr. Carr

WHCC Orientation Clerk: Aaron Ross

WCIS

You will hear of this system often, it is used by D.O.C staff to communicate your progress and such. Things you do will be logged in this. Verbal warnings and other. All staff member you have direct contact with should be making notations in this system in regards to these contacts, i.e. work supervisors, case managers, and security.

Corizon

Site Administrator	Ms. Smith, LPN
Medical Staff	Ms. Hathaway, RN
	Ms. Haley, NP
	Ms. Bair, RN
	Ms. Liggett, RN
Admin. Assistant	
Dental:	Dr. Wiley
	Ms. Smith (Assistant)
Mental Health	Ms. Pond, MS, LPC, LAT
	Mr. Lofland, LPC

NURSE SICK CALL

Monday – Friday 7:30 - 8:30 AM

LOCK-BOX MEDICATION REFILL

M-F 7:30 – 8:30

Mon, Tue, Thur. 3:00p.m.- 4:00p.m.

K.O.P. MEDICATION PICK UP

Monday, Tuesday, Thursday 3:00 - 4:00 PM

BLOOD PRESSURE, QUESTIONS, JOB CHANGE, ETC

Tuesday & Thursday 3:00 - 4:00 PM

PILL CALL

Daily 7:00 - 7:15 AM

Nightly from 6:00 PM – 6:15 PM

Administration

You must be called to the Administration Building by staff. You will need to send a 320 Form up in the mail if you are requesting to do anything in the Administration building. **If you are not called up by staff, you are not allowed in the Administration Building (This includes forestry workers).** When you come to the office – do not just walk in. Ring the bell on the counter and *wait for someone to help you.*

Drivers License – Fill out form found in the library and follow instructions.

Copies: \$0.10/page for copies ⇒ \$0.50/page for copies from master file (send a 320 to Ms. Rettinghouse)

Inmate Mail – Ms. Carpenter

All incoming and outgoing mail for this facility must include all of the following:

First and Last Name, D.O.C. #

WHCC

PO Box 160

Newcastle, WY 82701

First and Last Name

123 Street A

Anytown, WY 12345

- Per policy, you are allowed to receive money from immediate family members (spouse, children, step-children, mother, father, brother, sister, grandmother, grandfather), people on your P.S.I. or visiting list, or on your phone list. The money must be in the form of a cashiers check or money order. Sender's full name and address has to be on the money order also, along with your full name and number. Cash or personal checks are NOT allowed.
- Pornography is NOT allowed.
- No Inmate to Inmate correspondence, without prior approval, or forwarding this type of correspondence through a third party – this may result in disciplinary action.
- Any packages going in or out must have an approved package request. All in-coming packages must go through the commissary supervisor or the activities director and be approved by a property officer.
- Legal Mail must be marked properly (attorney, judge, clerk, etc.) For complete information of Inmate Mail, please see Policy & Procedure #5.401

▪ **GENERAL INFORMATION**

Visiting – Ofc. Lopez

The following is a list of regular visiting hours and check in times, please make sure that your visitors are aware of these times. You have received a visiting rulebook, you will be responsible for making your visitors aware of these rules. There are extra books available in your dorms if you wish to send a copy to your visitors. If you need an extra visiting book, see the orientation clerk.

**Friday Night
Check-in Times**
4:45 to 5:15 p.m.

**Friday Night
Visiting Times**
5:00 to 7:30 p.m.

**Saturday, Sunday & Holidays
Check-in Times**
1:00 p.m. to 5:30 p.m.

**Saturday, Sunday, and Holidays
Visiting Times**
1:00 p.m. to 7:30 p.m.

Special Visits
*Regular hours or on a
case specific basis*

Jobs & Pay – Mrs. Haymaker

Inmate Accounts – Anything to do with an inmate's money is taken care of in this department. If you have any questions, please send a 320 and we will get you an answer back.

Incentive Pay – Incentive pay is paid on the 10th working day of the month. Statements will be sent to inmates by the 11th working day of the month. Placement into a job is based primarily upon the needs of the facility, while taking into account the work history and skills of the inmate. Pay will be decided by the Unit Manager and the Supervisor.

Financial Transactions – The form we use for financial transactions at this facility is a "Financial Transaction Form – form 202 revised". Money can be sent out to immediate family members, people on your visiting list, to pay bills (must be to a business, cannot be to an individual), to purchase approved magazines (must be accompanied with a completed package request signed by property), approved charitable donations, i.e. churches, cancer society, Salvation Army, etc. All requests must have an addressed, stamped envelope attached, with the exception of requests for WY Dept of Transportation; these do not need an envelope.

We have available downtown, "interest bearing" savings accounts. You must have at least \$500.00 to open an account, you can add to them at any time, but can only withdraw from them once every three months. We have available in-camp, "non-interest bearing" savings accounts. These are easy to manage and funds can be moved into and out of savings with the use of a financial transaction form.

Starting July 1, 2010, every one earning wages or fire pay will be subject to a legislative mandatory 10% savings account up to \$1000.00. This will be returned to you when you discharge your number or parole to the streets.

Workers Compensation – If you are injured while working at WHCC, Workers Compensation may pay for the medical treatment. However, it will not pay your wages while incarcerated. Workers Compensation benefits may continue to pay medical expenses related to the injury received at WHCC/WDOC upon your release.

Procedure (within 72 hours of injury):

1. Contact and inform your work supervisor.
2. Report to Medical.
3. Contact H.R. Specialist for the Workers Compensation forms.
4. Complete and return forms to Mrs. Parks and they will be submitted to Worker's Compensation.

Crime Victims Compensation, Restitution, and Child Support

Mrs. Dickinson

Everyone at WHCC pays 50% for reimbursement of court ordered assessments; unless you are paying court ordered spousal or child support, then the court ordered assessments are paid at 10% + 50% going towards spousal/Child Support. For a total of 60% of your monthly incentive pay.

If you were previously paying assessments at your previous job assignment the new cactus system will begin immediately assessing your incentive pay for these assessments.

Everyone at WHCC is responsible for having a job and will receive incentive pay for working – this is the reason we withhold 50%.

If you were previously housed at WHCC and your account was set up to withhold for child support and/or court ordered assessments, the Accounts System will start withholding for those obligations when the next incentive pay is posted.

Canteen – Ms. Scott

The Canteen is located next to the Dinning Hall and made available to you for your daily needs. You will have the opportunity to purchase special order items that are not made available through the canteen. These items can be purchased through the approved vendor catalogs made available to you in the dorms, there will be a 20% markup from the regular catalog price for these items, excluding music CD's and PS2 video game purchases, these items will have a 30% markup applied. These items can be ordered one time per month. Orders have to be in by the 9th of each month. You must have an approved package request in before your order will be placed along with the available funds. Your money will then be moved to a savings type account where it will remain until your order comes in. All package requests are subject to final approval through a monthly canteen committee.

The canteen will be closed the last working day of the month for inventory, incentive pay and statements can be done by the business office, the canteen will reopen the following day. Please make prior plans for this day. You are allowed a \$75.00 weekly spending limit that will re-up on Sunday mornings. This balance does not count towards phone time, most electronic sales, special order sales or clothing items. These items will come off of your regular account balance in the event you have more than the weekly \$75.00 on your inmate account.

Property – Sgt. Yeager

-Property Officer-

Sgt. Yeager

Purchase Items Requiring Package Request Signed By A Property Officer. Items that are sold in the Canteen cannot be special ordered.

- | | | | |
|---------------------------------|-------------------------|--|----------------------|
| 1) Bathrobe | 15) Underwear – (9) | 29) 6' Extension (Male-Male/Male-Female) | 43) Photo Album |
| 2) Belt – | 16) T-Shirts – (9) | 30) Surge Protector | 44) Playing Cards |
| 3) Hats (Cap or Stocking) | 17) Shoes – 3 Pr | 31) Beard Trimmer | 45) Sewing Kit |
| 4) Shower Shoes | 18) Sunglasses | 32) Fans | 46) Address Book |
| 5) Gloves – (2) | 19) AC Adaptor | 33) Discman/Radio and/or Stereo | 47) Colored Pencils |
| 6) Shorts – (2) | 20) Coax Cable | 34) TV | 48) Hangers |
| 7) Handkerchiefs | 21) Headphones | 35) TV Remote | 49) Shower Cap |
| 8) Socks – (9) | 22) Lamp | 36) PS2 | 50) Neck Warmer |
| 9) Sweat Pants – (2) | 23) Alarm Clock | 37) PS2 Controller | 51) Insoles |
| 10) Sweat Shirts – (2) | 24) Coffee Pot/Hot Pots | 38) PS2 Memory Card | 52) Shoe Laces |
| 11) Fingernail/Toenail Clippers | 25) Tweezers | 39) Mirror | 53) Denture Brush |
| 12) Toothbrush Holder | 26) Soap Dish | 40) Thermal Underwear | 54) Comb/Brush |
| 13) Bowls | 27) 3 Ring Binder | 41) Ruler | 55) Pencil Sharpener |
| 14) Dictionary | 28) Handball | 42) Shaker Cup | 56) Coffee Mug |

Education – Mr. Gettinger

1. ABE/GED

If you do not have a high school diploma or GED – GED will be considered a core program and will be added to your case plan.

2. Available Education Classes

- a. Safety & Construction Education (N.C.C.E.R.)
- c. Introduction to Personal Computers
- d. Computer Applications
- e. Key Train/Work Keys/Career Readiness Certificates
- f. Eastern Wyoming College Classes
 - Basic Safety, College Studies, Keyboarding, MS Word, MS Excel, MS Power Point, and Welding
- g. College/Post Secondary
- h. Horticulture by Master Gardeners* (This is done through the case workers)
- i. Nutrition* (This is done through the case workers)

**These courses are offered by volunteers on a monthly and quarterly basis. (Depends on interest of course)*

To sign up for any classes submit a 320 to education staff. You must get approval from your work supervisor, prior to signing up for classes.

3. College and Vocational Education

- b. Incarcerated Offenders Grant
- c. FAFSA

4. Education Incentive Pay Positions

(Tutors, Library Clerk, Video Clerk, Library Law Clerk, Education Aide Lead Worker)

5. Adult Learning Center Resources

- a. Library
- b. Release of information forms
- c. Drivers License, Social Security, Birth Certificate Forms

6. Library Hours

Sunday – Saturday 7:45 am – 10:45 am, 12:30 pm – 3:30 pm, 6:00 pm – 9:00 pm

7. Inter-library Loan

Mr. Gettinger works with the local library for the interlibrary loan allowing you to check out a book from the local library. This is available only the 15th through the 25th of each month from 7am to 8am. You may contact Mr. Gettinger during these times for additional information or to get your book arrangements made.

Food Service – Mrs. Gray

BREAKFAST ⇒ 6:30 to 7:00 – *Serving ENDS @ 7:00*

LUNCH ⇒ 11:30 to 12:00 – *Serving ENDS @ 12:00*

SUPPER ⇒ 4:30 to 5:00 – *Serving ENDS @ 5:00*

**BREAKFAST, LUNCH & DINNER
WILL BE AFTER COUNT HAS
CLEARED.
YOU MUST REMAIN INSIDE YOUR
DORM ROOM UNTIL YOUR DORM
HAS BEEN CALLED TO THE
DINNING HALL, EXCEPT FOR
BREAKFAST.**

Recreation – Mrs. Rose

The gym and recreation area is for your use. You will also need to sign in before using the gym or weight room.

During the week the movies played are selected from the WHCC general inventory. There are currently approx 150+ movies that are camp owned. These movies will be shown Friday night, Saturday, and Sunday.

Hobby Shop is for those with an approved hobby to enjoy their hobbies. You must have an approved Hobby before going into the Hobby Shop. To get an approved Hobby you will need to stop by Ms. Roses' office during normal daily hours and fill out the proper paperwork to.

Game Clerk Hours

Sunday → 6:00 p.m. – 9:00 p.m.

Monday through Friday

12:30p.m. – 4:00p.m.

6:00p.m. – 9:00p.m.

Saturday → Closed

You are allowed to check out 1 game for a one week period. You must have a PS2 on your property matrix to check out games. Contact the Game Clerk during regular hours for more information.

These games are from inmates donating them to the game clerk/Mrs. Rose. When you are over on your count feel free to donate your games to help build the game library

Gym & Weight Room Hours

6:30 a.m. – 8:00 a.m. C-Dorm Only

8:00 a.m. - 11:00 a.m.

1:00 p.m. - 3:45 p.m. & 6:00 p.m.-9:30 p.m.

Hobby Shop Hours

Mon.- Fri.

5:30 p.m. to 9:30 p.m.

&

Sat. and Sun.

8:00-11:00 a.m., 12:30-4:00 p.m.

5:30-9:30 p.m.

Barber Shop

Fri. Sat. Sun. Mon.

12:30-4:00, 6:00-9:00

Thursday 12:30 pm to 4:00 pm

From 2:30 p.m. – 4:00 p.m. the Boot Camp has priority use of the Gym and Weight Room. Schedule yourself accordingly

Forestry – Mr. Akers

WYOMING HONOR CONSERVATION CAMP FORESTRY INMATE INCENTIVE PAY SCALE

(Revised-9-10-2012)

PAY SCALE LEVELS-HOURLY PAY

- 1) PAY RANGES FROM \$.80/HOUR TO \$.90/HOUR
- 2) LEVEL: IV

GRADE I (UNSKILLED OR NOVICE LEVEL):\$.80/HOUR, 0-6 MONTHS
(0-180 DAYS)

GRADE II (SEMI-SKILLED/ADVANCED LEVEL):\$.85/HOUR, 6+-12 MONTHS
(181-365 DAYS)

GRADE III (SKILLED OR EXPERT LEVEL):\$.90/HOUR > 12 MONTHS
(> 365 DAYS)

- 3) WORK MERIT RAISES ARE BASED ON:

- a) WORK ATTENDANCE
- b) OVERALL ATTITUDE TOWARDS FELLOW CREW MEMBERS AND CREW SUPERVISORS
- c) ATTITUDE TOWARD WORK
- d) WORK PARTICIPATION

- 4) A \$15.00 BONUS WILL BE GIVEN FOR EACH OF THE FOLLOWING: THE SUCCESSFUL COMPLETION OF THE CHAIN SAW COURSE, WILDLAND FIREFIGHTING COURSE, AND THE PACK TEST.

Fire Pay Scale

1-5 Fires - \$1.50hr
6-10 Fires - \$1.75hr
11-15 Fires - \$2.00hr
16-20 Fires - \$2.25hr
21-25 Fires - \$2.50hr
26-30 Fires - \$2.75hr
31-35 Fires - \$3.00hr
36-40 Fires - \$3.25hr
41-45 Fires - \$3.50hr
46-50 Fires - \$3.75hr
51 + Fires - \$4.00hr

Programming and Work assignments

Caseplan Development-

It is one of the expectations of WHCC that you program. Failure to program will result in disciplinary action and transfer back to a higher custody facility *regardless of classification or points*. There are programs available at the Honor Camp that are not available at the other D.O.C. facilities so the case plan from a previous facility and/or caseworker is subject to change. Also, please remember that case plans are "living documents" and can have objectives added, deleted, amended, and/or changed. You will receive a 30 day case plan review and then your case plan will be regularly reviewed every six months but changes can be made to the case plan at any time.

A. Programs Available at WHCC

- a. Thinking for a Change
- b. Victims Awareness
- c. Turning Point
- d. Pre-Release (Mandatory)
- e. Alcoholics Anonymous (Volunteer led)
- f. Narcotics Anonymous (Inmate led)
- g. Anger Management
- h. Courage to Change
- i. Wellness Group (Medical)
- j. Dual Diagnosis
- k. Inside/Outside Dads
- l. Getting it Right
- m. Substance Abuse Pre-Treatment
- n. Outpatient Substance Abuse treatment (WestCare)
- o. Intensive Outpatient Substance Abuse treatment (WestCare)

B. Vocational/Educational Programs Available at WHF

- a. Keytrain (Mandatory)
- b. G.E.D. (Mandatory)
- c. NCCER
- d. 1680 Micro Apps (College)
- e. 1725 Word 2010 (College)
- f. Fire Training
- g. Chainsaw

Job Assignment- You will be given the opportunity to request a job assignment, the Correctional Unit Supervisor will ultimately make the job assignments. Their decision is based on multiple factors including but are not limited to:

- a. Facility Need
- b. Medical Restriction(s)
- c. Job Skills
- d. Off-site Clearance
- e. Inmate Preference
- f. Work Supervisor Approval

Additional Information- Inmates will need to work their assigned job for a **minimum of 3 months** prior to putting in for a job change. The job change request will need to be approved by the Correctional Unit Supervisor prior to being given a job change form. All parties will need to approve the job change in order for it to become effective.

WESTCARE INFORMATION

Westcare is the contracted Substance Abuse treatment provider for the Wyoming Department of Corrections. They provide Residential treatment, Intensive Outpatient Treatment, Outpatient treatment, Relapse Prevention, and Pre-Treatment. All treatment services except for Residential treatment are available at WHCC, minimum inmates in need of residential treatment will be moved to the Wyoming Honor Farm when they are near their treatment need date. The level of treatment is determined by the inmates Addiction Severity Index Assessment (ASI). The ASI is, typically, completed at the pre-sentence level and is included in the pre-sentence investigation. The ASI has different scores which indicate what level of treatment is appropriate. The scores are as follows:

0- No treatment needed

0.5 Early Intervention/ Education

Level I- Outpatient Treatment

Level II.1- Intensive Outpatient treatment

Level III.3- Clinically Managed Medium-Intensity Residential Treatment

Level III.5- Clinically Managed High-Intensity Residential Treatment

NEW ASI's WILL ONLY BE DONE AT THE DISCRETION OF WESTCARE STAFF AND NOT BECAUSE INMATES DO NOT LIKE THEIR SCORE AND RECOMMENDED LEVEL OF CARE.

New ASI's will also be completed approximately a month after an inmate enters into a substance abuse treatment program. That ASI will determine if the inmate is receiving the appropriate level of care. The ASI levels of III or higher indicate that Residential treatment is needed. Residential treatment is provided at the Intensive Treatment Unit (ITU) in Torrington and the Therapeutic Community in Casper (TC). The vast majority of inmates housed at the Honor Farm are placed at the TC in Casper for treatment. The reasons are due to the Honor Farm's close proximity to Casper as well as classification reasons. The ITU program in Torrington accepts inmates that are Close Custody while the TC in Casper only accepts Medium and Minimum inmates. Placement in either Residential program is determined by **bed space and not inmate preference**. Inmates with a Residential treatment recommendation are not eligible to apply to an ACC program until completion of residential treatment.

SENTENCE REDUCTION/MODIFICATION

Inmates sentenced in the State of Wyoming courts are eligible to apply for sentence –reduction consideration within one year after the date of sentencing, or one year after entry of order by the Wyoming Supreme Court upholding the judgement and sentence. A request to the court for a sentence reduction must be filed within one year after the date of sentencing. Legal forms are available in the law library. The motion must be filed through the court. The Department of Corrections will not be involved in the process until there is a court order for a progress report. The progress report will be completed by your institutional caseworker and will inform the courts of the inmates progress regarding programming, employment, court-ordered financial obligations, and overall adjustment to incarceration. *It is not the policy of the Wyoming Department of Corrections to make recommendations concerning sentence reductions as the decision is completely at the Court's discretion.*

GOOD TIME ALLOWANCE

For inmates sentenced after January 1, 1974, but prior to May 10, 2004 the following shall apply:

1. Good Time allowance is a reduction of the *maximum* sentence of an inmate in the amount of 10 days per month for each month served on a sentence as the result of the inmate's proper and helpful attitude, conduct, and behavior in the institution and/or as a result of his or her adherence to the rules of the institution.
2. Special Good Time is a reduction of the *minimum* sentence of an inmate in the amount of 15 days per month for each month served on a sentence, except that special good time can begin only after an inmate has served 6 months of a sentence. Special good time is the result of the inmate's proper and helpful attitude, conduct, and behavior in the institution and/or as a result of his or her adherence to the rules of the institution.

For inmates sentenced after May 10, 2004

1. Good Time allowance is a reduction of the *maximum* sentence of an inmate in the amount of 10 days per month for each month served on a sentence as the result of the inmate's proper and helpful attitude, conduct, and behavior in the institution and/or as a result of his or her adherence to the rules of the institution.
2. Special good time allowance is a reduction of the minimum sentence of an inmate in the amount of 15 days per month for each month served on a sentence as the result of the inmate's proper and helpful attitude, conduct, and behavior in the institution and/or as a result of his or her adherence to the rules of the institution.

PAROLE GOOD TIME

Parole good time may be awarded to parolees in the amount of 15 days per month of parole served, which will reduce the parole period by one-third if all parole good time is awarded.

Common Question

Why does it only reduce the sentence by one third when 15 days is half a month?

That is because parole good time can only be awarded for months served and as parole good time reduces the amount to be served it also reduces future earning opportunities.

Take as an example a 12 month period:

Month: 1 2 3 4 5 6 7 8 9 10 11 12

With 15 days per month award capability, if 30 days are awarded in the first two months, the full sentence is reduced by one month, and the 12th month will not be served, thus:

Month: 1 2 3 4 5 6 7 8 9 10 11 ~~12~~

Similarly, as months 3 and 4 are served and another 30 days are awarded, month 11 is removed from the sentence, awards for months 5 and 6 remove month 10, and parole good time for months 7 and 8 remove month 9, thus:

Month: 1 2 3 4 5 6 7 8 ~~9~~ ~~10~~ ~~11~~ ~~12~~

Since parole good time cannot be awarded in advance, and the sentence discharges after 8 months, it is seen that the sentence discharges at two-thirds of the full sentence. This formula holds true for any length of sentence.

Convert the sentence to months and take a month off the end as each two months are "served". Try it using the above method on your sentence!

Mathematically, the same result is obtained by simply multiplying the parole period by two-thirds (.67) to determine how much time will have to be served if all parole good time is awarded.

Calculation of F date

This calculation tells how much time will be served from the date of release to parole until discharge, if no parole good time is awarded. It is calculated by subtracting inmate good time awarded up to the date of release from the full maximum sentence discharge date (paragraph E on the SID).

Calculation of G date

This calculation tells how much time will be served from the date of release to parole until discharge if all parole good time is awarded. It is two-thirds of the amount of time from release to the F date. It may be determined by multiplying the time between release and the F date by one-third (.33) and subtracting the product from the F date.

All Parole Good Time Awarded

If all parole good time is awarded, your sentence will discharge on the G date.

Partial Parole Good Time Awarded

If only a partial award is earned, the G date will be recalculated by adding the potential good time which was not awarded to it. If only a partial award is earned, the F date will also be recalculated by subtracting the earned parole good time from it.

No Parole Good Time Awarded

If no parole good time is awarded, of course, the F date is the discharge date.

Parolees who have 6 months or less from the date of release until the G date will not be awarded parole good time and will discharge on the F date. An exception to this rule is made for parolees in that circumstance who were sentenced prior to June 1, 2000, who will be discharged on their D dates.

If only a partial award of parole good time is given and the recalculated G date is 6 months or less from the initial G date, no additional parole good time will be awarded and you will discharge on the adjusted F date.

Inmates who are paroled to consecutive sentences will not be awarded parole good time while serving the consecutive sentence, unless they are later paroled on the consecutive.

Inmates paroled to detainers will not be awarded parole good time unless they are later released from the detainer and go to parole status as a Wyoming parolee.

Sample Calculation

Offender sentenced on January 1, 2009 for 3 to 8 years with a release to parole on January 1, 2011.

01/01/2011 A. EARLIEST PROJECTED PAROLE ELIGIBILITY DATE

Date of sentence plus term of minimum sentence, less any court awarded credit off minimum; adjusted based on potential good time earnings off the minimum sentence. This date is only a projection for planning purposes and does not constitute an award of or entitlement to any good time earnings or parole eligibility on the given date.

($2/3 \times$ minimum sentence of 3 years = 2 years to be added to the sentencing date)

01/01/2015 D. EARLIEST PROJECTED MAXIMUM DISCHARGE DATE

Date of sentence plus term of maximum sentence adjusted based on potential good time earnings off the maximum sentence, less any court awarded credit. This date is only a projection of the discharge date if the inmate remains incarcerated for the entire sentence and earns all possible good time. It is for planning purposes and does not constitute an award of or entitlement to any good time earnings or discharge date.

($3/4 \times$ 8 years = 6 years added to the sentence date)

01/01/2017 E. FULL MAXIMUM SENTENCE DISCHARGE DATE

Date of sentence plus term of maximum sentence, less any court awarded credit; date upon which sentence will expire if inmate is continuously incarcerated for the entire sentence without good time earnings.

(8 years added to the sentence date)

05/01/2016 F. PROJECTED PAROLE DISCHARGE DATE

Maximum sentence less the good time earned while incarcerated on the sentence; calculated upon release to parole to show the date of discharge from parole if no parole good time is earned and if parole is not revoked.

(E date minus (24 months served \times 10 days inmate good time) = 240 days to be subtracted from the E date)

07/01/2014 G. EARLIEST PROJECTED PAROLE DISCHARGE DATE

The potential date of discharge from parole if all potential parole good time is earned and awarded. This date is calculated upon release to parole and is only a projection for planning purposes and does not constitute an award of or entitlement to any good time earnings or discharge date. If this date is less than 6 months from the effective date of the parole good time rules (July 2, 2008) or from the date of release to parole status, no parole good time may be earned and the parole will discharge on the date shown in F above unless the parole is revoked prior to that date.

(F date minus release date = 1920 days \times $2/3$ = 1280 days to be added to the release date)

Remember !!

Parole Good Time may only be awarded based on compliance with the conditions of parole. Any violation of parole conditions will result in a decrease in award potential.

Parole Good Time is a privilege and not a right of parolees. Agents' recommendations and Board decisions to award, not award or to remove parole good time are final and not subject to appeal of any kind.

F and G dates cannot be calculated and will not be placed on the Sentence Information Document (SID) until the actual parole release date becomes known, which is usually on the day of the release. However, using the above information, you can calculate projected discharge dates on your sentence using hypothetical parole release dates for planning purposes.

ACC APPLICATIONS

There are three Adult Community Corrections (ACC) facilities located in the state. They are located in Casper, Cheyenne, and Gillette. There is a list of criteria that you have to meet in order to be eligible to apply. You have to meet *ALL OF THE CRITERIA* in order to be eligible. The only exception is if you have been paroled to an ACC facility at your parole board hearing. The list of criteria is as follows:

1. Inmate has not been convicted of first degree murder (attempted or accessory before or accessory after the fact).
2. Inmate does not have a detainer or outstanding felony or extraditable misdemeanor warrant.
3. Inmate is within 24 months of his most recent adjusted minimum sentence.
4. Inmate has been escape free during the past three calendar years.
5. Inmate's probation or parole was not revoked within the past 12 months.
6. Inmate has not been convicted of a Highest or High severity Offense in the past three calendar years. The date is from date of conviction not the date the offense was committed.
7. Inmate has begun to address those needs identified in his caseplan which are related to his crime.
8. Inmate has shown notable progress in his attitude during his confinement as reflected by the inmate's Compas re-assessment.
9. Inmate has not committed a Major Violation in the last twelve months.
10. Inmate has not committed a General Violation in the past three months.
11. Inmate is physically and mentally capable of work, educational, or vocational training.
12. Inmate has not been regressed from an ACC in the past six months.
13. Inmate has not applied to and been rejected by all the ACC programs in the past six months.
14. Inmate has a minimum or medium custody classification.
15. Inmate is a sex offender who scores three points or less on the Static 99 assessment.

ACC APPLICATION PROCESS

The ACC application involves multiple steps and information from multiple sources. The inmate portion of the application is only a small fraction of what goes into an ACC application. The ACC packets consists of: Inmate Application, ACC Summary report, Releases of Information (one for each ACC facility), ACC Criteria checklist, ACC Records Review Form, NCIC check, Judgement and Sentence forms, Revocation paperwork (if applicable), and other miscellaneous demographic information. The inmate is only responsible for completing the inmate application. The Caseworker is responsible for completing the ACC Summary report and is responsible for coordinating the rest of the information for inclusion in the ACC packet.

The ACC Summary Report is a complete institutional report which takes information from the inmate's Pre-Sentence Investigation as well as information regarding the inmate's institutional adjustment. The caseworker has to receive information from the Business office regarding restitution balances. The caseworker also has to receive information from the Medical Department regarding any pertinent medical issues as well as any pertinent Mental Health issues. All of this information is compiled into the ACC Summary Report. It is a lot of information and is very time consuming.

Once initially compiled, the ACC Summary is then sent to the casework auditor for review. Once it is reviewed and any corrections made, it is sent to the Correctional Unit Supervisor, Associate Warden and Warden for signatures. Once all signatures are completed, the ACC packet is then submitted to the records department which will then submit the packet to the inmate's first choice ACC facility. The packet is sent electronically and if denied will be automatically forwarded to the inmate's second choice ACC facility and so on.

***Note- Inmates who have a Victim Notify in place will have their ACC packet sent to the Department of Victim Services pending victim notification and response. This extra step may delay the ACC application process by a couple of weeks. Victim Notifications are confidential and the inmate will not be informed of this possible delay.

***As of March 1, 2014, you **MUST** have all 3 forms of identification (social security card, birth certificate and state ID/driver's license) on file, in the facility to apply to ACC.

ACC BOARD MEETINGS

The inmate's ACC packet is reviewed by various members of that particular community. The board members may consist of police officers, judges, church members, business owners, and/or other members of the community. The ACC boards only meet once a month. The meeting times are:

Casper- 3rd Thursday of the Month

Cheyenne- 3rd Wednesday of the Month

Gillette- 2nd Monday of the Month (Full Board)
2nd & 4th Wednesday of the month (regular board)

IDENTIFICATION

The Wyoming Honor Conservation Camp strives to assist inmates with re-entering back into society. One step that casework staff and inmates work towards is obtaining important personal identification cards such as Drivers Licenses, Social Security Cards, State ID's, and Birth Certificates. The process for obtaining each is as follows:

1. Driver's License and State ID's- The Wyoming Honor Conservation Camp currently has an arrangement with the Department of Transportation to assist inmates in renewing their driver's licenses. There are escorted trips to the Department of Transportation located in Newcastle to fill out the necessary paperwork and to pay the fee. The fee for the Driver's License must be paid by the inmate. The inmate must have the necessary funds in his account prior to receiving approval to be taken to the Department of Transportation. To begin this process for a Driver's License or State ID, submit a Driver's License Request form (found in the library) to the Records Department. You will receive a memo back stating what is required, per the DMV, for you to obtain your Driver's License or State ID, and the WDOC Form 408 "Request for Wyoming Identification."
 - a. Expired License- Inmates will be given the opportunity to take the written portion of the Driver's License, however, they will **not** be furnished a vehicle for the driving portion of the test. Inmates will need to arrange to take the driving test after they are released from the facility.
 - b. Commercial Driver's License (CDL) Inmate will be responsible for the cost of the physical. The contracted medical provider for the Wyoming Honor Farm will not conduct the physicals needed for a CDL. The physical will need to be paid by the inmate and the inmate will also need to receive prior approval from the Security Captain to go offsite for a physical.
2. Social Security Cards- The process is entirely free and all that is needed is for you to fill out the necessary forms. You will need to fill out the Release of Information form (form 3288), Social Security Application. These forms can be obtained from any caseworker. Obtaining a social security card now is beneficial as there is approximately a 6 week waiting period to obtain one.
3. Birth Certificates- The forms and fees vary by state. Meet with your caseworker to assist you in obtaining the necessary form(s).

You will not be able to keep your identification cards on your person. When your card is received in the mail it will be removed and placed into a locked filing cabinet located in the records office in accordance with ACA standards, you will receive a memo in the mail stating which identification document has arrived. If, for whatever reason, you are transferred to another facility your cards will be forwarded to that facilities records office. When you discharge you will be issued the cards prior to your departure from the Department of Corrections.

GRIEVANCE PROCEDURE (#3.100)

** The entire policy and procedure is available in the law library.

1. General Guidelines

i. WDOC Form #321, *Inmate Grievance Form*, and WDOC Form #322, *Inmate Grievance Appeal Form*, shall be readily available to inmates from the inmate's housing unit officer, counselor or case manager, and/or from supervisors.

ii. If an inmate is unable to resolve an issue through informal communications by speaking with appropriate staff through face to- face communication or by use of a WDOC Form #320, *Inmate Communication Form*, or if the situation is such that it would have been inappropriate to do so, he/she may seek resolution of the issue/dispute by submitting a written inmate grievance using WDOC Form #321, *Inmate Grievance Form*, in accordance with this policy. Inmate grievances shall be submitted in a civil and respectful tone and manner.

iii. An inmate grievance must include a complete description of the incident, action, or application of the policy being grieved, including the date and approximate time of the occurrence, and a summary of any attempts at informal resolution made using the communication continuum. If the inmate has any referenced documents, such as inmate communications, etc., it is recommended that copies of those documents also be attached to the grievance for reference.

a. The grievance documents that the inmate submits with the initial grievance (or with the first level appeal to the correctional facility CEO) will be returned to the inmate along with the written response; and

b. The inmate will be provided with the original and one (1) copy of the written response to the grievance (or the written response to the first level appeal of the grievance). The original documents are for the inmate's records and the copy is for use in furtherance of the grievance process should the inmate decide to do so.

c. The grievance documents submitted with the second level appeal to the Director will not be returned to the inmate.

iv. Grievances will not be accepted or processed if they are not on the approved WDOC Form #321 *Inmate Grievance Form* or WDOC Form #322 *Inmate Grievance Appeal Form*. Further, grievances will not be accepted or processed if they exceed the space authorized by the forms.

a. An inmate who attempts to grieve an issue by any written communication other than WDOC Form #321 or WDOC Form #322 shall have his/her communication returned to him/her with instruction that the inmate resubmit the grievance or appeal on the department's approved form.

b. Failure to use the required forms shall not serve to extend the timeframes for filing at each step of the inmate grievance process.

v. Impaired or handicapped inmates needing assistance in utilizing the inmate grievance process may obtain reasonable assistance from their assigned counselor or case manager, unless the counselor or case manager is the subject of the complaint, in which case, any needed assistance shall be provided by the inmate's unit supervisor.

vi. An inmate grievance may request review of just one (1) matter/action/incident per inmate grievance form.

vii. An inmate grievance may request review of only one (1) staff member's actions/decisions on a single grievance form.

viii. Only one (1) grievance per incident per inmate will be allowed.

ix. An inmate may not submit a group grievance that represents other inmates, or act as a spokesperson for other inmate(s).

x. An inmate may not submit more than three (3) inmate grievances in any one week, or eight (8) in any calendar month, unless a valid justification exists. Grievances submitted in excess of these limitations shall be returned to the inmate without further processing, noting that the continued filing of excess grievances may constitute abuse of the grievance system.

a. If an inmate believes there is a valid justification for submitting a grievance in excess of the numbers permitted, the inmate must clearly and concisely state in writing the reasons for submitting the additional grievance.

b. If the grievance manager determines that these reasons are not clear, concise, or valid for submission of an additional grievance, the grievance will be returned to the inmate without processing, noting the reason for the return.

xi. Once an issue is grieved, the same issue may not be raised in future grievances at the same step in the grievance process, unless there is a new incident and new information is available about the issue. Repetitive grievances on an issue which has already been addressed will not be accepted or processed.

xii. No staff member who appears to be directly involved in the matter, nor an immediate family member of that person, shall be assigned primary responsibility for investigation of a grievance appeal concerning that matter. Persons who appear to be directly involved may, however, be asked about the incident during the investigation or processing of the grievance or grievance appeal.

2. Fixed Time Limits

i. All grievances and grievance appeals must be processed within the time limits fixed herein, unless a grievant agrees, in writing, to an extension of time for a fixed period, or unless the grievant has been notified in writing of an extension of time for a response.

Grievance (Cont.)

ii. All grievances shall be processed from initiation through final disposition as quickly as the circumstances and complexity of the issue/dispute permit. Generally, final disposition of the inmate grievance shall occur within one hundred eighty (180) days, inclusive of any extensions.

iii. Failure of WDOC staff to respond by a time limit established by this policy and procedure at any stage of the process shall entitle the grievant, at the grievant's option, to move to the next stage of the process, unless the grievant has agreed, in writing, to an extension of the time for response or has been notified in writing of an extension of time for a response.

iv. Failure of WDOC staff to respond by a time limit established by this policy and procedure, with or without written notification to the grievant, at any stage of the process shall not be grounds for the filing of a separate grievance.

Issues That Can Be Grieved Using the Inmate Grievance Procedure.

The inmate grievance procedure may be utilized to complain about a broad range of matters, so long as the issue affects the complainant personally. An inmate may file a grievance concerning issues that include, but are not necessarily limited to, any one of the following:

- i. A dispute concerning the misapplication of a policy or practice, within the jurisdiction of the correctional facility or the WDOC, for which no other separate appeal or review process exists;
- ii. A dispute concerning the lack of a policy or practice;
- iii. A dispute concerning a condition of the inmate's confinement that is within the jurisdiction of the correctional facility and WDOC;
- iv. A dispute concerning the inmate's health care that has not been resolved through the medical department's own resolution process; (ACA 4-4394)
- v. A dispute concerning an unprofessional behavior or action directed toward an inmate by a correctional employee, volunteer, or staff member;
- vi. A dispute concerning the actions of another inmate toward the inmate who is filing the grievance;
- vii. A dispute concerning any oversight or error affecting the inmate who is filing the grievance;
- viii. A dispute concerning other incident(s) occurring within the correctional facility that directly and personally affected the inmate who is filing the grievance, including the loss or destruction of the inmate's approved personal property; and/or
- ix. A dispute concerning action or threat(s) of action against an offender for good faith use of or good faith participation in the grievance procedure.

Grievance (Cont.)

5. Non-Grievable Issues. The following issues cannot be grieved through the inmate grievance procedure:

- i. Any incident(s) or action(s) for which there exists a separate internal appeal or review process; for example, classification proceedings and decisions, including custody designation and facility and cell assignment;
- ii. Misconduct reports, investigations leading to or arising from misconduct reports, or disciplinary hearings, findings and sanctions;
- iii. Complaints relating to actions or decisions not within the jurisdiction of the WDOC (*e.g.*, decisions and procedures of the courts, the Board of Parole, or other non-WDOC agencies);
- iv. Incident(s) or problem(s) to which the grieving inmate was not a party or which do not involve or affect the grievant personally;
- v. Claims or issues that the inmate is pursuing in pending or ongoing litigation in state or federal courts; Actions taken against an inmate who has abused the inmate grievance process under guidelines of this policy and procedure; and/or
- vii. Errors or failure of staff to respond to inmate concerns or complaints within the timelines established by this policy and procedure alone shall not be grounds for a separate grievance.

6. Available Remedies Under Inmate Grievance System

- i. Requested remedies may be given in full, in part, or may be denied as a result of the grievance procedure.

ii. Valid and justified grievances shall receive a meaningful remedy reasonably necessary to correct the problem complained of. As such, the grievance procedure shall afford a successful grievant a meaningful remedy to include, but not be limited to:

a. Modification of correctional facility policy or practice;

b. Restoration of or restitution for personal property;

c. The assurance that deprivation of necessary care or other abuse will not recur; and /or

d. Such other remedies that will meaningfully solve the problem presented, to include the discipline of or other corrective action for staff that willfully or unknowingly violate correctional facility policy.

7. Reasoned, Written Responses to Inmate Grievances

i. Each inmate grievance shall be responded to in writing at each level of decision and review.

ii. The response shall state the reasons for the decision reached and shall include a statement that the inmate is entitled to further review, if such is available, and shall contain simple directions for obtaining such review.

ESCAPE

Wyoming Statutes Title 6 (2005)

6-5-206. Escape from Official Detention: penalties

(a) A person commits a crime if he escapes from official detention.

(i) A felony punishable by imprisonment for not more than (10) years, if the detention is the result of a conviction for a felony

ESCAPE AND PAROLE ELIGIBILITY

An inmate who has escapes, attempted to escape, or assisted other to escape from an institution while on inmate status, on probation, on parole, or pre-release status, will not be eligible for parole on the sentence for which he escaped, attempted to escape, or assisted other to escape.

ADDRESSES

D.O.C. Central Office
1934 Wyott Drive Suite 100
Cheyenne, WY 82002
Phone 307.777.7208

Wyoming State Penitentiary
2900 S. Higley Road/P.O. Box 400
Rawlins, WY 82301-0400
Phone: 307.328.1441

Wyoming Women's Center
1000 West Griffith/P.O. Box 300
Lusk, WY 82225
Phone: 307.334.3693

Wyoming Honor Farm
40 Honor Farm Road
Riverton, WY 82501-9411
Phone: 307.856.9578

Wyoming Honor Conservation Camp & Boot Camp
40 Phippen Road/P.O. Box 160
Newcastle, WY 82701-0160
Phone: 307.746.4436

Wyoming Medium Correctional Institution
7076 Road 55F
Torrington, WY 82240
Phone: 307.532.3198

University Wyoming
College of Law
1000 E. University Ave.
Dept. 3035
Laramie, WY 82071
Phone: 307.766.6416

Public Defender
Ellery Building, 2nd Floor
1712 Carey Ave.
Cheyenne, WY 82002

COURT ADDRESSES

1st District

Laramie County Complex
309 W. 20th Street Room 3205
P.O. Box 787
Cheyenne, WY 82003
Phone: 307.633.4270

2nd District

Albany County Courthouse
525 Grand Ave, Suite 305
Laramie, WY 82070
Phone: 307.721.2508

2nd District

Carbon County Courthouse
415 West Pine Street
P.O. Box 67
Rawlins, WY 82301

3rd District

Lincoln County Courthouse
925 Sage Ave.
P.O. Drawer 510
Kemmerer, WY 83101

3rd District

Sweetwater County Courthouse
80 West Flaming Gorge
P.O. Box 430
Green River, WY 82935
Phone: 307.872.3820

3rd District

Uinta County Complex
225 9th Street
P.O. Box 1906
Evanston, WY 82930
Phone: 307.783.0456

4th District

Johnson County Judicial Center
620 W. Fetterman Street, Suite 208
Buffalo, WY 82834
Phone: 307.684.7271

4th District

Sheridan County Courthouse
224 Main St., Suite B11
Sheridan, WY 82801
Phone: 307.674.2960

5th District

Big Horn County Courthouse
420 West C Street
Basin, WY 82410
Phone: 307.568.2381

5th District

Hot Springs County Courthouse
415 Arapahoe Street
Thermopolis, WY 82443

5th District

Park County Courthouse
1002 Sheridan Ave.
P.O. Box 1960
Cody, WY 82414

5th District

Washakie County Courthouse
1023 Big Horn Ave.
P.O. Box 862
Worland, WY 82401
Phone: 307.347.4821

6th District

Campbell County Courthouse
500 South Gillette Ave, Suite 2600
P.O. Box 817
Gillette, WY 82716
Phone: 307.682.3424

6th District

Crook County Courthouse
309 Cleveland P.O. Box 406
Sundance, WY 82729
Phone 307.283.2523

COURT ADDRESSES (Cont.)

6th District
Weston County Courthouse
1 West Main
Newcastle, WY 82701
Phone: 307.746.4778

7th District
Natrona County Courthouse
115 North Center Street, Suite 100
Phone: 307.235.9243

8th District
Converse County Courthouse
107 North 5th Street
P.O. Box 189
Douglas, WY 82633

8th District
Goshen County Courthouse
2125 East A Street
P.O. Box 818
Torrington, WY 82240

8th District
Niobrara County Courthouse
424 S. Elm
P.O. Box 1318
Lusk, WY 82225

8th District
Platte County Courthouse
800 9th Street
P.O. Box 158
Wheatland, WY 82201

9th District
Fremont County Courthouse
450 North 2nd Street
P.O. Box 370
Lander, WY 82520

9th District
Sublette County Courthouse
21 South Tyler P.O. Box 764
Pinedale, WY 82941
Phone: 307.367.4376

9th District Court
Teton County Courthouse
180 South King Street
P. O. Box 4460
Jackson, WY 83001
Phone: 307.733.2533

Wyoming Supreme Court
2301 Capitol Ave.
Cheyenne, WY 82002
Phone: 307.777.6129

Rules To Remember

- ☺ **Count Times** - Stay in your assigned room until they announce that Count is clear, and or your dorm is called to chow, if you have to use the restroom you have to ask permission from the Dorm Officer as he/she is conducting count. You must be in your room or assigned work place when count is announced. **Standing I.D. Count** is at 4:00p.m. and you will be required to stand and show your I.D.

Count times in your room

12:00 P.M.

2:00 A.M.

4:00 A.M.

6:00 A.M. IN ROOM

11:00 A.M. IN ROOM

4:00 P.M. Standing I.D.

7:00 P.M. IN ROOM *OR WORK AREA*

10:00 P.M. IN ROOM

Dorm A Curfew

10:00 PM- IN ROOM

Dorm B Curfew

11:00 PM- IN ROOM

Dorm C Curfew

12:00 PM- IN ROOM

Census count is done at the Staff station

Census Count

9:00 A.M.

2:00 P.M.

5:30 P.M.

Between the hours of 10:00 P.M. and 6:00 A.M., you can only be out of your room to use the bathroom, get ice, or hot water. The microwave CANNOT be used after 10:00 PM. No showering from 10:00 P.M. until after the 6:00 A.M. count has cleared.

- **You need to be in full uniform anytime you leave the Dorm.** You must be in full uniform to be in the **LIBRARY, COMPUTER LAB, MEDICAL, EDUCATION, AND ALL MEETINGS**. Uniforms are defined as shirts that correspond with your custody level, pants and shoes. **T-Shirts** may be worn inside the dorm without being tucked in, **but when you leave the dorm you must have your shirt tucked in and be dressed in your proper uniform (Red or Orange Shirt)**. You can wear **Shower shoes** in the day room as long as you wear socks with them. You CANNOT wear your shower shoes on the yard.
- ☺ **Room to Room Visiting** is not allowed. You are not allowed in anyone else's room. When talking to others you must stay outside the doorway and are allowed to do so only long enough to ask them to come to the dayroom. There is no loitering allowed in the hallways or doors of rooms.
- You must be dressed in pants, gym shorts, or sweat pants as well as some type of shirt **when going to and from the Restroom Facilities**.
- ☺ The janitors are not here to clean up after you. When you have finish shaving, brushing your teeth or using the bathroom for any reason, clean up after yourself! Please do not throw paper towels in the toilets.
- **Room Damage** - Make sure all damage in your room is documented and recorded with a Dorm Officer upon moving into and out of a room. Otherwise, you may be held responsible for the cost of the damages.
- ☺ **Room Inspection** is DAILY after 9am. Keep your room cleaned daily and floor buffed once per month. There is a Floor Maintenance employee for each Dorm. There is also a sheet to sign your name and room number to so that the floor buffer knows who wants their room done
- Staff requires that **the cupboard** in your rooms **is locked at all times**.

Rules To Remember

- ☺ **Please keep the noise levels down** inside the dorm, especially in the mornings and evenings. Many people work at odd hours and may be trying to sleep.
- **Dorm Rules** are located at the podium under the TV in the day room of your dorm. You also have a copy you received during orientation.
- ☺ **Dorm to Dorm travels**, you are not allowed in another Dorm unless you have business in that Dorm; such as dropping off your laundry, meeting your case manager, going to group meetings. If you go into another dorm let the Dorm officer know you are there and what you are doing, take care of the business at hand and then leave. Going to see your friend in the other dorm is not viewed as business. If you want to talk to someone who lives in another Dorm, ask another resident of that Dorm to tell the person you would like to see that you want to talk to them.
- Don't talk to anyone through the windows.
- ☺ **Segregation recreation area** is between Central Control and the southwest wing of A Dorm. You **cannot** visit with anyone in that area and don't talk to anyone through the windows in segregation.
- You must remove your **Hats and Sunglasses** when inside any building.
- ☺ If you are **missing any property** contact **Sgt. Yeager**.
- There is no food allowed in the **Program Building**. However, you may take your drink in as long as your cup or bottle has a lid.
- ☺ You cannot use the **Computer Lab** until you get your password. Don't use anyone else's Password.
- The **Re-issue/Repair** is located in the programming building. For repairs, tagging or clothing issue and/or exchange you must have the proper paper work filled and signed by a Property Officer.
- ☺ **Pill Call** is at 7:00 Am to 7:15 AM Daily and from 6:00 Pm to 6:15 PM Daily. Lock Box Med refill is every Wednesday from 7am until 8am, Or Mon. Tue., and Thur. from 3:00 p.m.-4:00 p.m.
- The area **WEST OF C-DORM** and **SOUTH OF THE SEWING TRAILER** is for C-Dorm residents only.
- ☺ When security is moving anyone into or out of segregation they will announce, **"STOP MOVEMENT ON THE YARD."** At that time stop right where you're at and in a few minutes they will announce, **"MOVEMENT MAY RESUME"** and you may continue to wherever you were heading.

Boot Camp

STAY AWAY from **Boot Camp!** **DO NOT talk to anyone in Boot Camp!** If they are coming towards you on the sidewalk, let them pass and don't make any comments!

☺ Enjoy your time here ☺