



DETAINEE ORIENTATION HANDBOOK

DONALD W. WYATT DETENTION FACILITY

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Mr. Daniel W. Martin, Warden



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SECTION 1

MESSAGE FROM THE WARDEN

The administration of the Donald W. Wyatt Detention Facility (DWWDF) is dedicated to providing you with a safe, secure, clean, and humane environment. We expect that you will act in a responsible manner, with respect to staff and other detainees. It is mandatory that you follow the rules and regulations of this facility. Failure to do so shall result in your removal from general population and notification to the appropriate user-agency (i.e., U.S. Marshals Service, the Federal Bureau of Prisons, the U.S. Navy, or Tribal Authorities and the court; this could impact your sentence. We encourage communication between staff and the detainee population and there exists a process to addressing grievances that you may have. There shall be no discrimination regarding administrative decisions or program access based on a detainee’s race, religion, national origin, gender, sexual orientation, or disability. If you have an issue or problem and need assistance, you are to follow the chain of command.

You will be provided with opportunities to participate in programs and activities during your stay at this facility. This Detainee Orientation Handbook is designed to provide you with specific information about the available programs and services as well as the rules, regulations, policies and procedures of the facility.

It is my sincere hope that while you are detained at the Donald W. Wyatt Detention Facility you will take advantage of opportunities available to you. The programs are in the areas of education, work assignments, recreation, religion, Alcoholics Anonymous and Narcotics Anonymous programs, Anger Management, various workshops, food service, barbershop and the opportunity to review and prepare for your case utilizing facility resources. I would prefer to provide the court with your positive conduct and program participation than report negative conduct.

In closing, I am hopeful that you will work with the staff, follow the rules of the facility, and address any issues that you may have in an appropriate manner.



Daniel W. Martin, Warden

SECTION 2**DWWDF ADMINISTRATION DIRECTORY / LIST OF ATTACHMENTS****DWWDF ADMINISTRATION DIRECTORY**

Mr. Martin, Warden	Mr. Nessinger, Chief of Security
Mr. Lepore, Chief of Support Services	Ms. Damaso, Chief of Programs
Ms. Dupont, Health Services Administrator	Ms. Devonis, Classification Manager
Ms. Staplins, Unit Manager	Ms. Caniglia, Unit Manager
Mr. Gaul, Unit Manager	Ms. Gillespie, Unit Manager
Mr. Conningford, Detainee Accounts	Ms. Rodriguez, Grievance/Evidence Coordinator

ATTACHMENTS

(1) <i>Sexual Assault Awareness Information</i>	(7) <i>Telephone Call Procedures</i>
(2) <i>Approved Publisher's List</i>	(8) <i>Privacy and Your Health Information</i>
(3) <i>Request Manager - Instructions</i>	(9) <i>Suicide Prevention Information</i>
(4) <i>Education and Programs Available</i>	(10) <i>Personal Sneaker/Footwear Approval Form</i>
(5) <i>Security Risk Group (SRG) Memorandum</i>	(11) <i>Property Matrix</i>
(6) <i>Instructions - How to Use the Tablet</i>	

SECTION 3**INTRODUCTION**

The purpose of this handbook is to explain to detainees the specific rules, regulations, policies and procedures that must be followed while in custody at this facility. The handbook will help provide you with a general overview of the programs, rules and regulations and services of the facility. You will be held accountable for your actions while in custody at this facility. Therefore, it is each detainee's responsibility to become familiar with the contents of this handbook.

A copy of this handbook will be issued to each detainee upon intake and certain sections are posted on the bulletin boards in each housing unit and other bulletin boards throughout the facility. All detainees are required to acknowledge, by signature, receipt of this handbook.

SECTION 4**COMMITMENT/ORIENTATION**

1. Upon commitment to the facility, each detainee is processed and interviewed by a correctional officer. An intake counselor or unit team member will conduct an initial intake assessment within three (3) to five (5) days of admittance to the facility (excluding weekends and holidays). During the initial intake assessment the Detainee Orientation Agenda Checklist will be completed. A PREA (Prison Rape Elimination Act) video will be shown during this time or within fourteen (14) days (excluding weekends and holidays) where attendance is mandatory.
2. Facility staff will determine that a detainee has been committed to this facility by proper legal authority and authorized officials. The staff will complete necessary forms to include personal history, etc. (this documentation is important for identification and classification purposes).
3. Upon entering or reentering the facility you will be strip searched and will be required to clear an electronic detection search. Searches will be conducted in a professional, dignified manner. If at any time you are suspected of having contraband, you may be subject to a strip search and/or search via body scanning device.
4. Each detainee will be photographed.
5. Upon intake each detainee will be issued an identification card. Detainees are required to wear their identification card anytime they exit the housing unit to attend programs, visits, medical, religious services, barbershop, or to move about the corridors. Detainees are not required to be in possession of their identification card while inside the housing unit or the recreation yard. However, detainees must present their identification card in order to receive their medication, commissary, mail, etc. or upon staff request.
6. Upon admission, detainees will be issued clothing. Sanitary conditions will be maintained during your detention by daily showers and daily cleaning of your immediate living area.

7. Personal property must be surrendered with the exception of authorized types of wedding rings, non-metallic wrist watches, and religious ornaments/medals pertinent to your beliefs, provided these items do not constitute contraband and are in your possession upon commitment. Personal property includes wallet, watch, necklace, ring, etc. The value of any item of jewelry that a detainee chooses to retain cannot exceed \$100.00. Items not authorized must either be sent home or donated within thirty (30) days from the date of commitment or it/they will be destroyed by the facility. A complete itemized inventory will be signed by both the detainee and facility staff. The detainee will be given a copy of the inventory.
8. All detainees are permitted to consult with their attorney or to seek outside help in arranging for bail (if applicable).
9. Detainees will be permitted to make one (1) telephone call during the intake process.
10. As part of a continued effort to slow and prevent the spread of the Novel Coronavirus Disease-2019 (COVID-19) the facility has taken steps, in collaboration with, and approval by, the Rhode Island Department of Health (RIDOH), that include testing and quarantining new entries into the facility. Upon entry, a new commit will be tested for SARS-CoV-2, the virus that causes COVID-19, this first test will be performed upon intake or the next business day. Detainees will be housed in an appropriate orientation unit, during this time detainees are encouraged to communicate any symptoms to a member of the Health Services Unit (HSU) and maintain good hygiene. Detainees will be tested for SARS-CoV-2 a second time, approximately 12 days after they enter the facility. After the second negative test, detainees will be eligible to move to a general population housing unit. The length of time spent in an orientation unit shall be determined by the Warden in consultation with the Health Services Administrator based on the guidance provided by RIDOH. This process could change due to revisions to the guidelines established by RIDOH and the Centers for Disease Control and Prevention (CDC). If issued a mask due to COVID-19 or any other health-related issue, it must be worn at the direction of staff.
11. A medical screening will be performed upon admission. A medical examination will be conducted within 14 days. A determination will be made by a health care professional of current illness/health problems to include observable drug/alcohol or psychiatric problems, medication taken and special health requirements. Any medication in your possession will be confiscated and examined by a licensed health care professional as to type and further use. Behavior will be observed as to state of consciousness and mental status plus a check as to body deformities/bruises/injuries.
12. Detainees are responsible for the following clothing and bedding issued by the facility and if any of the items are lost, stolen or damaged detainees will be charged accordingly.

Standard Clothing Issuance

<u>Article of Clothing (Quantity)</u>	<u>Item (Quantity)</u>
Uniform shirts (2 each)	Sheets (2 each)
Uniform pants (2 each)	Pillow (1 each)
T-shirts (7 each)	Mattress (1 each)
Undergarments (7 each)	Pillow case (1 each)
Socks (7 each)	Blankets (2 each)
Jacket (seasonal) (1 each)	Towels (2 each)
Shower shoes (1 pair)	Face cloths (2 each)
Sneakers (1 pair) (see #14 below)	Sports bras (I-Pod detainees only) (7 each)
Gym shorts (1 pair)	Nightgown (I-Pod detainees only) (2 each)
Sweatshirt (1 each)	

Additional items issued upon intake:

Laundry bag (1 each) Toilet paper (1 roll) Masks (will be distributed in accordance with CDC/RIDOH guidelines)

Hygiene kit (1 each) - Hygiene kits will consist of soap, toothpaste, toothbrush, deodorant, shampoo/shaving gel, skin lotion, and comb. In addition, I-Pod detainees shall also receive a brush and sanitary napkins/tampons.

14. Detainees will be issued a pair of facility sneakers upon admission unless they are permitted to retain their personal sneakers after a security screening. Detainees who retain their sneakers must meet all the listed criteria outlined on the Personal Sneaker/Footwear Approval Form (*see attachment at end of handbook*). Detainees are also authorized to purchase sneakers through the commissary (detainees may have two (2) pairs of sneakers).
15. No personal flip flops, shower shoes or slippers are permitted.
16. Female detainees will be issued a package of sanitary napkins; however, unless indigent, you must purchase additional packages through the commissary.

SECTION 5**INTAKE / CLASSIFICATION**

1. Detainees are processed and housed in the Receiving and Discharge area upon commitment. An intake counselor will complete an objective classification assessment to determine classification level and housing assignment. Three levels of custody will be utilized, Level 1 (Minimum): Minimal threat to security, non-violent charge(s) and a conviction history is void of violent felony convictions and institutional behavior problems. Level 2 (Medium): Moderate risk of disruption and/or escape, the current charge(s) is/are of a violent nature and a conviction history contains a violent felony conviction and/or history of institutional behavior problems. (Level 2 may not be assigned to any detainees convicted of an assault on a correctional officer). Level 3 (Maximum): Present a significant risk of disruption and/or escape, the current charge(s) is/are of a violent nature and/or a conviction history of institutional behavioral problems. May also include those detainees who have been reclassified from Level 1 and Level 2 due to institutional incidents or changes in classification.
2. Administrative Detention is specifically designed for those detainees who require separate housing from the general population. Attempts will be made to return detainees to general population when practical.
3. A detainee may be reclassified at any time and the classification level may be re-determined. The first re-assessment should occur thirty (30) days after the primary assessment. Reassessments are completed in thirty (30) day intervals. Detainees classified as Level 2 or Level 3 may appeal the decision in writing to the Chief of Programs. All appeals will be addressed within five (5) business days. The detainee will be given a decision within three (3) business days of the Chief of Programs decision. The decision will include the date and time of the review, reason(s) for granting or denying the appeal, and notification of the detainee's right to appeal to the Warden. The Warden will notify the detainee of his/her decision within ten (10) business days. The Warden's decision is final and not subject to further appeal.
4. Custody reassessment places greater emphasis on institutional conduct to reflect the detainee's actual behavior while confined. Reclassification shall be conducted when new information is obtained or as a result of a detainee's involvement in institutional incidents while in custody.
5. Detainees shall be assigned to a general population unit based on their classification assessment. Detainees may appeal their housing unit assignment to the Classification Manager via the unit kiosk or by detainee request form.
6. Detainees shall be assigned to a cell or cubicle with detainee(s) who are comparable in age, weight and height.

SECTION 6**HOUSING**

1. Detainee living areas may include housing in a dormitory cubicle, a two (2) person cell or a four (4) person cell.
2. Indoor recreation and leisure activities (i.e., walking, board games, cards, etc.) are available in these housing units.
3. Detainees are assigned living quarters by way of the facility move list. Detainees are expected to move to their assigned housing unit when instructed. Failure to comply with staff directions to move shall subject the detainee to disciplinary action and subsequent placement to the Restrictive Housing Unit (RHU).
4. A detainee's unit/cell/cubicle assignment may be changed in order to meet facility needs.
5. Detainees may request a unit/cell/cubicle change by request slip or the unit kiosk.
6. Detainee's requests to change a unit/cell/cubicle shall be reviewed by the unit manager and Classification Manager. The detainee will be notified on the status of his/her request once a decision has been made.
7. Detainees shall notify a programs staff member or security staff member if they need to be moved from their unit/cell/cubicle due to the possibility of the detainee's safety being compromised.
8. Detainees may also be housed in RHU when they need to be separated from the general population for safety or security concerns. If housed in RHU, detainees may be placed on property/privilege restriction based on negative behavior. Property/privilege restriction may result in the loss of commissary, activities, and/or property for a period of time as determined by the Warden or designee. Positive behavior can reduce the duration of, or discontinue, property/privilege restriction. This unit has only single cells and houses detainees on the following statuses:
 - **ADMINISTRATIVE DETENTION (AD)**. A non-punitive form of separation from the general population for those detainees whose presence or continued presence within general population would pose a serious threat to life, property, self, staff, other detainees, security and/or orderly operation of the facility. This housing placement is for detainees who are awaiting a review for Investigative Segregation, Preventative Segregation, or Protective Custody.
 - **INVESTIGATIVE SEGREGATION (IS)**. A short term, non-punitive restrictive housing placement of a detainee who is pending an investigation and/or hearing regarding an alleged violation of facility rules, regulations or criminal acts that may have occurred while incarcerated.

- **DISCIPLINARY SEGREGATION (DS).** A punitive restrictive housing placement, designed to discipline a detainee for violating a specific disciplinary rule, regulation or law, and is for a determinate term. DS is one of several types of punishments available in the disciplinary system along with revocation of detainee privileges and other sanctions.
- **PREVENTATIVE SEGREGATION (PS).** A restrictive housing placement designed to prevent a detainee from threatening the safety, security and orderly operation of the facility. Unlike disciplinary segregation, this form of restrictive housing is not used to punish a detainee, but instead relies on the belief that a detainee is “too dangerous” to be housed in general population. Preventative Segregation is typically for an indeterminate term, which lasts until the facility administration concludes that the detainee can be housed safely in a less restrictive setting.
- **PROTECTIVE CUSTODY (PC).** A restrictive housing placement designed to protect a detainee from a real or perceived threat within the facility. Protective Custody is typically for an indeterminate term, with the detainee being returned to general population once the threat dissipates.

SECTION 7

RHU STEP-DOWN PROGRAM

The Step-Down Program is an opportunity for a detainee housed in RHU on Preventative Segregation (PS) status to return to a less restrictive setting. The program is a three phase progression in which a detainee participates in, and successfully completes, recommended programming while complying with the rules and regulations of the facility and simultaneously correcting his/her behavior.

SECTION 8

PROTECTION

Detainees who are in fear for their safety should direct their concerns immediately to any staff member to include their unit officer, shift supervisor, unit manager, or counselor. These staff members may be reached in person when they tour the unit or by completing a detainee request using the kiosk located within your housing unit. Detainees should immediately report anytime they feel they are in fear or feel intimidated so that proper steps to maintain their safety may be taken.

SECTION 9

PREA - SEXUAL ABUSE/ASSAULT

1. The Donald W. Wyatt Detention Facility is committed to a **ZERO TOLERANCE** philosophy regarding sexual abuse/sexual assault and as such has developed and implemented a policy that supports that philosophy.
2. Sexual misconduct between detainees, whether consensual or non-consensual, will not be tolerated under any circumstances and will result in disciplinary action. Your stay at this facility should be without the fear of being sexually exploited. Sexual abuse/assaults in violation of state, local or federal law will be reported to the proper authorities. A PREA video will be shown during intake or within fourteen (14) days (excluding weekends and holidays) which is mandatory.
3. If a detainee becomes a victim of sexual advances from another detainee or threatened with such, the incident should be reported to a staff person, utilizing the telephone hotline number below, or in writing, utilizing the PREA icon on the kiosk located in the housing unit. There are protocols in place to protect the victim, fully investigate the incident, and initiate disciplinary procedures as warranted. Medical care is available for victims of sexual abuse along with programs and counseling if needed.
4. Staff sexual misconduct with detainees is prohibited and all incidents should be reported immediately by notifying a staff member, utilizing the telephone hotline number indicated below, or in writing.
5. False allegations made against a staff member or other detainees is subject to appropriate disciplinary action if warranted.
6. An internal telephone “hotline” number *9011# has been set up through the detainee telephone system and will connect you directly to a member of the facility Professional Standards Unit (facility investigative unit) during business hours or voice mail during non-business hours. The “hotline” is available for detainees to report any contact of a sexual nature with other detainees, staff, volunteers or contractors. All calls are confidential.
7. An external “speed dial line” number *8477# connects directly to the desk of the United States Department of Justice – Office of the Inspector General (USDOJ-OIG) or you may contact them by calling (toll free) 1-800-869-4499 or in writing: Office of the Inspector General, U.S. Department of Justice, 950 Pennsylvania Avenue, Room 4706, Washington, DC 20530.
8. Victim advocacy services are also available by calling Day One (the local victim advocacy/rape crisis organization) at *9070# or 1-800-494-8100; or by writing to Day One at 100 Medway Street, Providence, RI 02906-4402 (*Sexual Assault Awareness Information – see attachment at end of handbook*).

SECTION 10**EMERGENCIES**

1. In case of any emergency (fight, medical emergency, etc.), you must go to your cell/cubicle immediately and lock yourself in. Do not wait to be told to do so, failure to do so will result in disciplinary action.
2. If for some reason you are unable to get to your cell/cubicle, if there is a disturbance between you and your cell/cubicle, for example, you must move as far as possible from the disturbance area lay in the prone position (face/chest down) on the floor and wait until advised by a staff member to move to another location.
3. If you are able to get to your cell, but it is locked, you must stand by your door until it is opened.
4. All detainees in dormitories will report to their bunk area.
5. You will follow the directions of the unit officer or staff member.
6. If an incident/emergency occurs in the recreation yard, all uninvolved detainees must lie down in the prone position, all detainee movement in and out of the recreation yard shall cease until further instructions are given by security staff. Failure to do so will result in disciplinary action.
7. A slow response or failure to comply with instructions given by an officer, supervisor, Central Control (over the PA system), or a staff member will result in disciplinary action and possible loss of recreation privilege.
8. Do **NOT** attempt to assist **ANY** emergency response.

SECTION 11**FIRE EVACUATION DRILLS / FIRE EMERGENCIES**

Periodically, fire evacuation drills will be conducted at the facility. Drills can help you get out safely in a real emergency, such as fire, gas leak or other dangers. In most cases, you will not know about a drill ahead of time. The drills are not done to scare or inconvenience you. For your safety, you should learn the proper procedures to exit the building in an emergency and the location of your housing unit's emergency exits (there is a map in your unit). **IMPORTANT!** You must follow instructions during a drill or a real emergency. If you do not follow instructions, you may be disciplined.

When instructed to evacuate the unit, you must do so in a calm, safe and orderly fashion. You will be evacuated by way of a primary/secondary route to a safe and secure location. As you enter the area, you will be instructed to quietly line up or stand against the wall so staff can account for everyone. You will be advised by staff as to your next actions during the emergency.

SECTION 12**SEARCHES**

1. Detainees are subject to being searched at any time and in any location. A search or "shakedown" may consist of pat searches, strip searches and/or searches by means of electronic equipment. Refusal to submit to a search will result in disciplinary action.
2. Cell/cubicle searches are a normal function of the facility. You are responsible for all items within your living space. You will be directed to leave your cell/cubicle and be seated in the dayroom while searches are being conducted. Failure to remain in the dayroom area will result in disciplinary action.
3. Detainees are required to comply with all instructions given by officers during a search and are also responsible for any items of contraband recovered on their person or in their living area.
4. Any interference with a search will result in disciplinary action.
5. If there is reasonable suspicion you may be hiding a weapon or other contraband, you may be strip searched and/or searched via a body scanning device at any time.
6. If staff have reasonable suspicion that you have ingested contraband or have concealed contraband in a body cavity, you may be placed in a "Dry Cell" until you have voided or passed the contraband or until sufficient time has elapsed to preclude the possibility that you are concealing contraband.

SECTION 13**SMOKING/TOBACCO/VAPING PRODUCTS**

This is a tobacco free/non-smoking facility. Smoking is strictly prohibited this includes **ALL** vaping products. Detainees found in possession of smoking/vaping materials and/or any tobacco product will be subject to disciplinary action.

SECTION 14**CONDUCT**

1. You are required to treat staff and fellow detainees in a courteous and respectful manner.
2. There will be no littering, shouting or horseplay permitted in the unit.
3. Racial slurs, name calling, swearing, profanity, and rude gestures are not permitted and will result in disciplinary action.
4. All orders and/or directions given by an officer or staff member **MUST** be carried out without question and to the best of your ability. Should you receive two conflicting orders, carry out the last order given.

5. If a situation warrants a correction or reprimand of you by an officer or staff member, you may not talk back, argue, or use profanity. Such action will require the officer to file a disciplinary report for insolence and disobedience. Should you have an issue with a member, you may write the Warden.
6. Making a gift or promising a gift to any officer or staff member of this facility as well as sending personal letters, cards or phone calls to staff is strictly prohibited.
7. Specific rules and regulations are listed in the code of offenses and posted unit rules. Copies are located in this handbook and are available within the housing units.
8. Anyone who forcibly assaults, resists or interferes with officers in the performance of their duties may be subject to both administrative and criminal action pursuant to the provisions of Title 18 U.S. Code, Section 111 (Assaulting, resisting, or impeding certain officers or employees).
9. Any flirtation, inappropriate comments, solicitation or physical contact with staff, contractors or volunteers is strictly prohibited.
10. Bathroom cards are issued during intake in R&D. The bathroom card is to be placed in the window of the cell door only when utilizing the bathroom. No other type of product will be allowed to block your window. When necessary, the officer may look over the top of the card to ensure you are safe. Failure to comply may result in disciplinary action.

SECTION 15

CONTRABAND

“Contraband” is defined as any item or number of items not authorized for retention by detainees, visitors or employees at the DWWDF. Any authorized items in the rightful possession of a detainee, but in excess of the authorized amount, altered from its authorized state/altered so that it poses a fire, safety or security threat, or used for any purpose other than for which it was originally intended and/or authorized.

1. Contraband items include but are not limited to:
 - a. Possession of any item to aid an escape;
 - b. Possession, manufacture or introduction of a firearm, weapon, dangerous chemical, explosive or ammunition;
 - c. Possession, manufacture or introduction of a hazardous tool or sharpened instrument;
 - d. Possession, manufacture or introduction of any narcotic, non-prescribed medication, drug paraphernalia or alcohol;
 - e. Possession of clothing belonging to an employee, contractor or volunteer or are in possession of unauthorized clothing;
 - f. Possession of tattoo paraphernalia;
 - g. Possession of body piercing paraphernalia;
 - h. Possession or introduction of smoking, tobacco or vaping paraphernalia into a tobacco-free facility;
 - i. Possession of a camera, recording device, cellular telephone and/or wireless communication device, to include components thereof;
 - j. Possession of any items that could start a fire;
 - k. Being in possession of unauthorized items;
 - l. Being in possession of items that have been altered from its original state;
 - m. Being in possession of detainee personal property, facility property or commissary items in excess of authorized amounts;
 - n. Possession of gambling paraphernalia;
 - o. Possession or misuse of authorized medication in a manner not prescribed/hoarding medication;
 - p. Possession or displaying any materials, symbols, colors or pictures of any identified security risk group.
2. Any detainee in possession of contraband is subject to disciplinary action and/or criminal prosecution;
3. Altered items, considered to be contraband, include but are not limited to the following items: headphones altered into speakers, antenna attached to a radio, clothing, uniforms, shavers, trimmers, etc.
4. Personal clothing which has been altered in any manner, cut, ripped in excess, marked with writing/drawings will be removed from a detainee’s possession and considered contraband resulting in disciplinary action. Detainees shall be charged for any property damage. Altered property identified as contraband will be discarded in accordance with policy.

SECTION 16

URINALYSIS TESTING

Detainees may be required to provide a urine sample for drug and alcohol testing. Failure to provide a urine sample within a given timeframe as directed by a staff member will be considered a positive result and shall be cause for disciplinary action. All refusals will be considered the same as a positive test for disciplinary action. Any attempts to tamper or alter a urine sample shall be strictly prohibited and will result in disciplinary action. Detainees who test positive for (2) dirty urines may be subject to disciplinary action.

SECTION 17**COUNTS**

1. Official counts shall be conducted at 3:00a.m., 7:00a.m., 11:00a.m., 3:00p.m., 6:30p.m., 10:00p.m. and 11:00p.m. The types of count are as follows:
 - 3:00a.m. Detainees can remain as they are during this count;
 - 7:00a.m. Detainees shall be required to stand, be seated at a desk or be sitting on their bunks with their legs hanging over the edge of their bunks. Detainees shall not be lying in their bunk while their cell/cubicle is being counted;
 - 11:00a.m. STAND-UP COUNT**
(Detainees shall be required to stand for count with both feet on the floor);
 - 3:00p.m. Detainees shall be required to stand, be seated at a desk or be sitting on their bunks with their legs hanging over the edge of their bunks. Detainees shall not be lying in their bunk while their cell/cubicle is being counted;
 - 6:30p.m. Detainees shall be required to stand, be seated at a desk or be sitting on their bunks with their legs hanging over the edge of their bunks. Detainees shall not be lying in their bunk while their cell/cubicle is being counted;
 - 10:00p.m. STAND-UP COUNT**
(Detainees shall be required to stand for count with both feet on the floor); and,
 - 11:00p.m. Detainees can remain as they are during count.
2. Detainees assigned to A Dorm shall report to their assigned cubicles.
3. Stand-up counts require that detainees stand up in their assigned cells at arm's length from the cell door in plain view of the counting official. During standing counts all detainees are required to stand with both feet on the floor. Standing on beds, lockers, or furniture is prohibited and any violations will result in disciplinary action.
4. Detainees may be lying down during the 11:00p.m. and 3:00a.m. counts. However, the officer **MUST** see your **living, breathing flesh**. An officer may knock on your door to ensure they see movement.
5. Ten (10) minutes prior to count time, the Control Center will announce "Recall." Recall indicates that detainees must return to their respective housing units or approved "out-count" location in preparation for the count. Only those detainees on an approved "out-count" list are permitted outside their respective housing units. When recall is announced, it is the detainee's responsibility to be ready for count or disciplinary action will be taken.
6. At recall, the detainee telephone system and televisions will be turned off.
7. The facility will be on lockdown status five (5) minutes prior to the scheduled count time. There is no movement during this five-minute period between lockdown and count.
8. The Shift Commander may conduct a count at any time.

SECTION 18**SECURITY RISK GROUP (SRG)/GANG-RELATED ACTIVITY**

1. The Donald W. Wyatt Detention Facility is committed to a **ZERO TOLERANCE** philosophy regarding gang-related activity and as such has developed and implemented a **ZERO TOLERANCE** policy. Detainees who participate in gang-related activities will be reviewed for Security Risk Group (SRG) status and may be placed in RHU.
2. Gang-related activities include but are not limited to: wearing or displaying gang colors, possessing gang paraphernalia, displaying hand signals, creating and/or possessing gang graffiti, attending gang meetings, recruiting gang members, any multiple detainee-on-detainee fights or assaults, etc.
3. Any association and/or participation in SRG/ gang-related activities shall result in disciplinary action in accordance with Policy #301 – Rules and Discipline and review for SRG status housing in accordance with Policy #203 – Security Risk Groups (SRG). *Memo is attached at the end of handbook.*

SECTION 19**DETAINEE REQUESTS**

Here, at the Wyatt Detention Facility, you will be afforded three (3) avenues in which to ask questions and/or voice your concerns. You may ask questions and/or voice your concerns in person, in writing, or by electronic request, as follows:

1. Any questions you have may be directed to the unit officer, unit counselor, shift supervisor or the unit manager (*please give the staff member ample time to address your request*).
2. If the staff member cannot solve your problem, they will instruct you to submit a request using the unit kiosk (Request Manager) located near the officer's station (*see attachment at end of handbook for kiosk request procedures*) or you may submit your questions/concerns in writing via a detainee request form. If you choose to submit a paper request form and after completing the request, keep the pink copy and place the white and yellow copies in the designated mailbox. In the event that you want to seal your request in an envelope, the unit officer shall provide you with an envelope. It is your responsibility to address the envelope to the appropriate staff member or office you want the request to go to.
3. If you choose to submit an electronic request via the housing unit kiosk, follow the directions as outlined on the attachment titled *Request Manager – Instructions*. You will have direct access to the following employees, departments and subjects:

Facility Officials/Departments Directory

Aramark;	Evidence and Grievance;	Medical Confidential;
Chief of Programs;	Food Service;	Medical Records;
Chief of Security;	Health Services Administrator;	Mental Health;
Chief of Support Services;	ICE Detainees;	PREA;
Classification;	Information Technology (IT);	Programs Services;
Commissary;	Laundry;	PSU/Investigations;
COVID-19 Topics;	Library;	Tablets;
Detainee Funds;	Mailroom;	USMS Monitor;
Disciplinary;	Maintenance Requests;	Visitation Coordinator; and,
Education;	Medical;	Warden.

4. Only one (1) request may be issued regarding a specific topic at a time. Routine requests (i.e., request for clothing, indigent supplies, or staff assistance) are answered within twenty-four (24) hours. Non-routine requests are answered within seventy-two (72) hours from the appropriate staff member.
5. Requests should be placed on an individual basis. Issues concerning multiple detainees should be properly addressed through the unit supervisor or unit manager.
6. Examples of issues that may be submitted using the Request Manager include but are not limited to:
 - Permission to speak to a member of the facility staff regarding a personal problem.
 - Permission to have personal belongings or money mailed out of the facility.
 - Permission to speak to the chaplain or clergy member.
 - Education, work program, property issues, religious meals, etc.
 - Informal grievance.
 - Detainee accounts/funds.
 - Medical requests.

7. Inmate Request Manager

- Logging on to the housing unit kiosk
 - Enter: Inmate ID / PIN press LOGON
 - OPEN the Request Manager by Clicking on the REQUEST button
 - Select Category and Type of Request (see attachment on kiosk request procedures).
 - ENTER REQUEST – Use the keyboard to enter request information, press the SUBMIT button to submit the request
- Checking Status of a Request
 - Go to REQUEST HISTORY
 - On the REQUEST HISTORY Screen use the arrow keys on the right side to scroll up and down REQUESTS
 - Click on a REQUEST to view the request information.

8. Detainees may request copies of their requests by writing to the Chief of Support Services.
9. All requests concerning staff conduct should be submitted directly to the Warden. The Warden will review the request and determine who conduct an investigation into the allegation. Any detainee fabricating or creating a false allegation shall be subject to disciplinary action.

SECTION 20**TOWN HALL MEETINGS**

Meetings to be held with the detainee population on a quarterly basis, or as needed to address detainee or staff concerns.

SECTION 21**DETAINEE NOTICES (BULLETINS AND POSTINGS)**

The facility administration frequently communicates with the detainee population by way of bulletins and postings. These bulletins and postings are posted in the both English and Spanish. Paper postings are the usual means of notification, however, these are also posted on the facility kiosk and tablet systems. It is the detainee's responsibility to be aware of and to follow the directions of all bulletins and postings. If a detainee needs clarification regarding a particular posting, the detainee should submit a request to the originator of the bulletin or posting.

SECTION 22**SICK CALL**

1. Sick call (Doctor's call) is conducted by a licensed physician, nurse practitioner or other qualified health care professional in the Health Services Unit (HSU).
2. During sick calls, detainee's health complaints are reviewed by qualified health care personnel, documented and treated.
3. Detainees with health complaints who, because of security risks cannot report to HSU for sick call will be seen by qualified health care personnel in their housing unit.
4. Sick call will be provided to detainees by a licensed physician, nurse practitioner and/or other qualified health care professional seven (7) days per week.
5. Detainees needing an appointment to see facility health care professionals must submit a health request via the kiosk which is located in your housing unit. The slips are reviewed daily by health care professionals and sent to the appropriate provider for an appointment (all requests are triaged by facility health care professionals).
6. Detainees will be received in the waiting area and will be seen by appointment whenever possible.
7. Detainees who choose to refuse their appointment will be required to sign a refusal form.
8. Detainees who are late will not be seen or will be seen at the discretion of the appropriate health care professional.
9. Health care professionals will only address the complaints of those detainees who have previously submitted a sick call slip (using the kiosk) or who are seen upon intake with chronic medical conditions.
10. You will be required to show your identification card prior to being seen, this includes when conducting med-line.
11. Should the need arise for a detainee to see a specialist (skin doctor, eye doctor, etc.) a health request (using the kiosk) must be submitted to HSU. After an examination by qualified health care personnel, a determination will be made if a need exists for an outside appointment. User-agencies (i.e., The U.S. Marshals Service (USMS), Federal Bureau of Prisons (FBOP), U.S. Navy, and the Mashantucket Pequot Tribal Nation) must approve requests for specialized care (requests for authorization from user-agencies may take a few weeks to process).
12. The dentist will do routine work during your incarceration. Approval must be obtained from the appropriate user-agency should a detainee require additional dental work (requests for authorization from user-agencies may take a few weeks to process).
13. No detainee will be refused medical care.
14. All detainees are required to have an intake physical examination within the first fourteen (14) days of admission to the facility. All initial medical concerns can be addressed at that time.
15. Medical care is free of charge. The facility does not charge fees to detainees for medical care.
16. If you are in need of emergency medical care notify any staff person immediately.
17. Detainees that have difficulty using the kiosk may submit a detainee request slip for sick call.

SECTION 23**MEDICATION**

1. Detainees should bring to the attention of the facility's health care professional any on-going health care issues.
2. You should immediately inform the correctional officer on duty of any medical emergency.
3. Medication deemed necessary by the health care professional will be provided at scheduled medication calls. Detainees must show their identification card in order to receive their medications.
4. Detainees are not permitted to carry or have any medication on their person or in their cell/cubicle unless approved by the facility health care professional.
5. Detainees are expected to take medication as it is prescribed. It is the responsibility of the detainee to respond to medication calls.

6. Health care professionals will administer medication in each housing unit seven (7) days per week at approximately 8:00a.m. and 8:00p.m.
7. Medication for detainees housed in RHU will be distributed to each cell (or any other lockdown cells).
8. Detainees observed misusing medication will be schedule to see the physician to discuss the issue and may have their medication augmented or restricted.
9. Detainees in possession of unauthorized medications will be issued a disciplinary report.
10. You have the right to refuse any prescribed medication; however, you will be asked to sign a medication refusal form.

SECTION 24

SUICIDE AND MENTAL HEALTH CARE

Detainees who suffer from mental illness or depression, or who may be at risk for suicide, will be treated with sensitivity and referred to an appropriate mental health professional. Tell your unit officer or any staff member immediately if you are depressed, think you may hurt yourself, someone else, or you want to talk to someone. You will be referred to an appropriate health care professional/mental health provider as well as psychiatry for medication if needed.

SECTION 25

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

1. The Donald W. Wyatt Detention Facility is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information. This notice of privacy practices describes how we may use and disclose our protected health information to carry out treatment, payment or health care operations and for other specified purposes that are permitted or required by law. The notice also describes your rights with respect to your protected health information. "Protected health information" is information about you including basic demographic information that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.
2. The Donald W. Wyatt Detention Facility is required to follow the terms of this Notice of Privacy Practices. We will not use or disclose your protected health information without your written permission, except as described in this notice. We reserve the right to change our practices and this notice and to make the new notice effective for all protected health information we maintain. Upon your request we will provide you with a revised notice.
3. An attachment is located at the end of this handbook that fully describes this practice.
4. All staff present during discussion of your medical information are bound by HIPAA.

SECTION 26

RECORDS

1. All requests regarding access to your facility records must be referred to your counselor on "Request Manager" or a paper detainee request form.
2. A written request is required so the proper information may be, when appropriate, returned to you.
3. All requests must be specific to the information required.

SECTION 27

CLOTHING, LINEN AND MATTRESS EXCHANGE

1. Detainee clothing, linen and mattress exchanges will be conducted on a one-for-one basis by completing a paper detainee request form. Detainees are responsible for keeping all issued clothing, linens and mattresses in good condition. Detainees will be held responsible (deduction of money from your account) for all damaged or lost facility clothing, linen and property. Should a detainee's issued clothing, footwear, linen and/or bedding become unserviceable through normal use, the detainee may obtain serviceable items by submitting a request using the kiosk.
 - a. Unit staff must verify that the specified items are missing or unserviceable, by indicating it on the paper detainee request form.
 - b. Upon receipt, the R&D Officer will initiate replacement of the listed items.
 - c. The detainee will turn in the unserviceable items to the unit staff upon receipt of the replacement items.
 - d. Detainees shall have the opportunity to exchange linen and bedding each week. Clothing and footwear may be exchanged on an "as requested" basis.
2. Detainees must always wear appropriate clothing in the common areas of their housing unit. Appropriate clothing consists of a minimum of a t-shirt/sweatshirt or uniform top and gym shorts or uniform bottom and footwear. Gym shorts, a t-shirt and shower shoes or sneakers must be worn when going from your cell/cubicle to the shower area. No bare feet or stocking feet are permitted. Clothing must not be altered in any way, to include cutting of the material and/or written material or drawings being placed on the fabric. **NO EXCEPTIONS!**

3. Detainees are required to wear a complete uniform outside of their unit to include any visit, class attendance, meeting, medical visit or any hearing they may attend within the confines of the facility. A complete uniform will be a sweatshirt or uniform top and uniform pants, undershorts, socks and sneakers (shower shoes are not permitted to be worn outside the housing unit).
4. Upon intake each detainee will be issued an identification card. Detainees are required to wear their identification card anytime they exit the housing unit to attend programs, visits, medical, religious services, barbershop, or to move about the corridors. Detainees are not required to be in possession of their identification card while inside the housing unit or the recreation yard. However, detainees must present their identification card in order to receive their medication, commissary, mail, etc., or upon staff request.
5. Detainees shall be charged for a replacement cost of \$5.00 for lost or damaged identification cards. The replacement of a detainee identification card shall be warranted when worn, damaged, or in the event of a significant change in appearance. The issuance of replacement identification cards shall be noted in the detainee's institutional folder. When possible, the original identification card shall be confiscated and destroyed by the issuing staff member.
6. **MISUSE, LOSS OR DESTRUCTION OF IDENTIFICATION CARDS**
 - a. A detainee may be subject to disciplinary action for misuse of their own or another detainee's identification card to include but not limited to, attempt to fraudulently obtain medication, commissary goods, posing as another detainee, or any other product or services intended for another.
 - b. A detainee will be required to reimburse the facility for the cost of the identification card if they lose, mutilate, or destroy an identification card. If the circumstances appear to warrant pursuit of such action, the detainee shall be issued a disciplinary report and shall be required to reimburse the facility a fee of \$5.00 for the cost of replacing the card.
7. Clothing may be issued for certain work assignments. The supervisor of the work area will make arrangements for special clothing and/or equipment, if required.
8. Authorized religious headgear approved by the chaplain (e.g., a kufi, yarmulke, turban, etc.), may be worn outside the unit but is subject to being searched.
9. Coats shall not be worn inside the facility.
10. Detainees may retain one (1) set of personal clothing stored in the Property Room for use upon discharge from the facility.
 - a. The facility does not have sufficient storage to accommodate more than one (1) set of detainee personal clothing. Clothing in excess of this limit will be considered contraband and must be removed from the facility or destroyed within thirty (30) days of commitment.
 - b. The facility has provided a "method of disposal" space on the property receipt which is signed by each detainee during the booking process.
 - c. Court clothing will not be accepted. Court clothing must be forwarded to the detainee's attorney. It is the responsibility of the attorney to deliver the clothing to the court prior to the court date.
 - d. Sneakers will not be accepted from visitors, mail or other means.
 - e. Detainees may request to exchange clothing/personal clothing by submitting a detainee request using the kiosk to the Property Officer or in writing by completing and submitting a paper detainee request form. Exchanges may be conducted Monday – Friday.
11. Detainees are not authorized to receive or exchange clothing from outside sources.
12. Laundry services will be provided Sunday through Thursday following the laundry schedule which is posted in the housing unit.
13. Removal of any issued item belonging to the facility, to include uniforms, will result in restitution or criminal charges for larceny.

SECTION 28

PERSONAL PROPERTY

1. Detainee personal property will be retained by the facility for safekeeping for no more than thirty (30) days after incarceration. Excess items may be sent out by mail at your cost or disposed of. A request should be submitted using the kiosk located in the housing unit for this procedure.
2. Property that remains unclaimed for more than thirty (30) days will be disposed of or destroyed.
3. For lost or damaged property, a detainee must follow the detainee grievance procedure.
4. In the event a detainee is released or transferred while away from the facility (e.g., court, hospital, etc.) and the facility did not have prior notification of your release or transfer, the detainee may call the facility (401-721-0301) to arrange for pickup or mailing of his/her property and/or funds. If the detainee does not arrange for pickup or mailing of his/her

property and/or funds, the Property Officer may dispose of the property according to the detainee's instruction on the property receipt. If a detainee escapes or is deceased, the Property Officer may dispose of the property according to the detainee's instructions on the property receipt. When no instructions are documented, the property will be disposed of or destroyed, but not less than thirty (30) days from the date of the release, escape or death.

5. Detainees are not permitted to give or sell their property to another detainee.
6. Detainees are NOT authorized to store, or otherwise keep another detainee's property. Detainees are also not permitted to leave their property with other detainees when they depart the facility.

SECTION 29

COMMISSARY / FRESH FAVORITES / iCARE

1. Commissary is a privilege, which may be limited or suspended for disciplinary and/or security reasons.
2. Detainees will normally be permitted to purchase up to \$100.00 worth of commissary (i.e., food items and personal hygiene products) weekly, as long as there is sufficient funds in the detainee's account at the time of the order. Detainees are not permitted to exceed the \$100.00 weekly limit, but the limit excludes clothing items, sneakers, shower shoes, radios, electric razors, beard trimmers, prayer rugs, and prayer oils. Electric razors/beard trimmers are for PERSONAL USE ONLY. Any other use is subject to having the item confiscated and/or disciplinary action against the detainee. Any detainee found with a razor will be issued a Class A disciplinary report. Detainees with excessive commissary in their cell may have their commissary purchase suspended for a period of time.
3. Detainees on Disciplinary Segregation status will be permitted to purchase only a limited amount of personal hygiene items, stamps, paper and envelopes.
4. Detainees on Disciplinary Segregation status will be permitted to purchase the following items:
 - One (1) bar of soap;
 - One (1) bottle of shampoo;
 - One (1) tube of toothpaste;
 - One (1) deodorant;
 - Stamps, paper and envelopes; and,
 - Shaver/Trimmer, nail clippers (must be stored outside the cell).
 - (detainees will be issued a toothbrush and a RHU pencil).
5. Detainees housed in RHU may use the kiosk; however, if it is not available then you must fill out a commissary order form (bubble sheet) and return it to the officer who will place it in the appropriate box. All orders must be submitted no later than Thursday at 11:00a.m. Fill out the order scan form using a RHU pencil. Make solid marks that fill in the oval completely. The form must be completely filled out with the following information on the form or it will not be processed: *Federal identification number without the dash (-): full name, date, unit housing letter, item code and amount.* There will be **NO EXCEPTIONS!**
6. Detainees on Protective Custody status may order the same commissary items and monetary limit as general population detainees.
7. Sufficient funds must be in the detainee's account. The Donald W. Wyatt Detention Facility does not give detainees loans for commissary purchases.
8. Detainees may place a commissary order using the kiosk machine located within their housing unit. In the event that the kiosk is not working, detainees shall be provided with bubble sheets. RHU detainees must utilize a bubble sheet for all orders if the kiosk is unavailable.
9. Commissary orders are delivered to the units in accordance with the commissary schedule (unless facility needs dictate otherwise). Detainees who are at court or to an outside appointment will receive their orders the following day or other arrangements may be made.
10. Upon delivery of the commissary items to the housing unit, the following procedure shall be adhered to:
 - a. Commissary staff shall call detainees to the table one at a time. Commissary staff shall, in the presence of the detainee conduct an inventory of the bag to ensure all items ordered are accounted for.
 - b. If items are missing, a credit will be posted to the detainee's account. The detainee will then be responsible to reorder the missing item.
 - c. Detainees shall be required to sign the receipt and will then be permitted to take their commissary bag to their cell/cubicle
 - d. Once a detainee signs for their bag and walks away from the table, they are responsible for what may or may not be in the bag. Detainees must remain at the table and check their bag(s) thoroughly in the presence of commissary staff.

11. Detainees will be able to deduct funds from commissary to make phone calls. This includes both international and domestic calls. Phone time can be purchased through the commissary at any time through the kiosk as long as funds are available. Once the order has been processed it may take 24-36 hours for ViaPath Technologies to have the funds available in your phone account.
12. Clothing that may be purchased using funds from your institutional account through the commissary:

Every 60 days:

Gym Shorts	--	Two (2) pairs (not to exceed three (3) total items at a time)
Sweat Shirts	--	Two (2) items (not to exceed two (2) total items at a time)
Sweat Pants	--	Two (2) pairs (not to exceed two (2) total pairs at a time)
Thermal Top	--	Two (2) items (not to exceed two (2) total items at a time)
Thermal Bottom	--	Two (2) pairs (not to exceed two (2) total pairs at a time)

Once purchased by the detainee, the above listed clothing shall be forwarded to the property officer who shall exchange old clothing items for new clothing items on a one-for-one basis.

13. The facility will not be held responsible for replacing lost clothing items or broken shavers/trimmers. Clothing that has been altered is considered contraband and will be confiscated and disciplinary action taken.
14. **FRESH FAVORITES PROGRAM.** Through this program you will be able to order, each week, separate and above the weekly commissary limit, specific food items (i.e., hamburgers, wings, pizza, calzones, beverages, sides, etc.). The kiosk shall be utilized for ordering, (bubble sheets if the kiosk is unavailable). You are NOT permitted to purchase Fresh Favorites for other detainees. To participate in the Fresh Favorites Program, you must remain discipline free. If you receive a disciplinary report, and are found guilty, you will be suspended from the program for 30 days.

In addition, if you get locked down (for disciplinary reasons or for an investigation) and you have already placed an order, you will not be able to participate in the program and your money will be forfeited. RHU detainees on Disciplinary Segregation or Investigative Segregation status are not eligible to participate in the Fresh Favorites Program. If you have a medical issue beyond your control, your account may be credited. Menu items shall be posted on the bulletin boards and kiosks.

15. **iCARE PROGRAM.** Through this program you may have members of your family and friends purchase gift bags through the iCare website <https://shop.icaregifts.com>. You may receive one (1) iCare bag per week. Commissary staff will fill and deliver the iCare bag within 48 hours of receiving confirmation from iCare. However, there are no deliveries on Wednesdays.
16. If you are caught stealing commissary, or upon completion of an investigation that indicates you have stolen commissary, you shall be sanctioned with loss of commissary privileges (excluding personal hygiene items) in accordance with the following schedule:

OFFENSE	LOSS OF COMMISSARY PRIVILEGES
First	15 days
Second	30 days
Third	60 days

This sanction shall be in lieu of formal disciplinary action. The staff member witnessing the act of theft, or the staff member conducting the investigation which indicates the act occurred, shall complete the Voluntary Loss of Commissary Privileges form and have you sign the form. The completed form shall be forwarded to the Chief of Support Services for approval of the recommended sanction. If after the third offense, you are caught stealing commissary again, you shall be subject to formal disciplinary action in accordance with Policy #301 – Rules and Discipline.

SECTION 30

DETAINEE ACCOUNTS AND DISBURSEMENT OF FUNDS

1. Detainees may receive government-issued checks and checks from other correctional facilities through the mail for deposit into their account. PERSONAL CHECKS, MONEY ORDERS, CASHIER CHECKS AND CASH ARE NOT PERMITTED.
2. Detainees may receive funds from family and friends through the TouchPay options, as below (Donald W. Wyatt Detention Facility #202863):

- a. Internet Deposits: www.touchpaydirect.com make deposits using a VISA or MasterCard;
 - b. Toll Free Telephone Deposits: by calling 866-232-1899, and make deposits using a VISA or MasterCard;
 - c. Facility Lobby Kiosk: A kiosk is located in the facility lobby area to deposit funds for detainees by VISA, MasterCard or cash;
 - d. TouchPay Customer Service – General questions (866) 204-1603; deposit questions (866) 232-1899 or via email customersupport@touchpaydirect.com
3. No financial transactions are permitted between detainees either directly or indirectly. Any such transactions shall be subject to disciplinary action. Should a financial transaction occur between detainees, an investigation shall be initiated, and funds shall be returned to their rightful owner through the appropriate channels. The Warden shall have the authority to freeze a detainee's account pending an investigation. Any illegal use of funds shall be referred to the U.S. Marshals Service for further investigation.
 4. Detainees will always receive a receipt for all money transactions coming into the facility.
 5. If you wish to receive a printed statement of your account showing all deposits and withdrawals, you may do so by completing a request using the kiosk located in the housing unit.
 6. Detainees may request withdrawal of funds from their account with approval from the Warden. Whenever a detainee wishes to initiate the withdrawal of funds from his/her account, the detainee shall make the request by utilizing Request Manager (using the "WARDEN" button) via the kiosk located in each housing unit to have funds sent out. The request must include the amount, recipient, address, and the relation to the detainee. If approved, the request shall be forwarded to the Detainee Accounts Office to process the request.
 7. A unit team member will investigate the authenticity of the withdrawal. A unit team member will forward the envelope to the Commissary Manager who will post the check number, date and initial the completed request.
 8. The Commissary Manager will take the request and complete the following: *check the signatures, check the detainee account to determine if there are sufficient funds for the withdrawal, post withdrawal to the account and date withdrawal, post amount and balance.*
 9. The Commissary Manager will mail the check and any pertinent paperwork in the stamped, addressed envelope that the detainee provided. The Commissary Manager will post the check number, date and initial the completed request.
 10. Once the transaction is completed. The Commissary Manager will generate a receipt for the detainee as proof that the transaction was completed.
 11. Rejected withdrawals will be returned to the detainee with a brief explanation as to why it was rejected.
 12. Financial transactions are NOT permitted between detainees. Should financial transactions occur between detainees, detainees' families and other detainees, the detainees' accounts may be frozen pending an investigation.

SECTION 31

INDIGENT DETAINEES

1. An indigent detainee is defined as follows: At the time of the request, a detainee has, in all accounts to which they have access, a total amount less than, or equal to ten dollars (\$10.00) plus the cost or fees sought to be waived; and at no time for the sixty (60) days immediately preceding said request, have the detainees accounts contained more than ten dollars (\$10.00) plus the cost or fees sought to be waived.
2. Any detainee who believes he/she is eligible for an indigent commissary order must fill out a detainee request using the kiosk machine located within their housing unit
3. Twice a month the following items will be available for indigent orders: two (2) bars of soap, one (1) deodorant stick, one (1) toothpaste, one (1) bottle of shampoo and one (1) toothbrush.
4. Indigent detainees shall be permitted to mail three (3) letters, first class, weighting one (1) ounce or less each week at facility expense. Detainees must write "NF" in the right-hand corner of the envelope. In addition, an indigent detainee shall be permitted, when necessary, to send an unlimited number of letters (any weight) to any court official or attorney at facility expense (first class only, no special services (i.e., no certified, return receipt, priority, express, etc.)). A charge shall not be placed against future deposits to a detainee's account for the cost of postage and materials supplied in accordance with this section. All outgoing indigent mail/packages must remain unsealed and forwarded to a unit team member for processing.

SECTION 32

DISCIPLINE / CRIMINAL CHARGES

1. Rules and regulations have been established for detainees.
2. All rules and regulations will be strictly enforced.
3. Detainees who violate rules and regulations will be subject to disciplinary action including, but not limited to, warnings, verbal reprimands, confinement to cell/cubicle, loss of privileges, extra work details, disciplinary detention, restitution and/or criminal prosecution.
4. Disciplinary violations will be handled by the facility on a formal and/or informal basis.
5. Sanctions for violations will be based on the designation given to the infraction committed.

6. Listings of infractions are located within this booklet and are available for review within the housing unit.
7. Any detainee who tampers with, damages or activates a fire suppression device (popped sprinkler head) and thus jeopardizes the safety of this facility will be charged a minimum price of \$500.00.
8. A copy of this handbook is given to each detainee upon commitment and a plea of ignorance will not be accepted as an excuse for violations.
9. A detainee may be provided with the opportunity to serve an informal sanction. If the detainee accepts, the informal sanction will begin immediately, and the detainee may not appeal the enforcement of the sanction. If the detainee declines to accept the informal sanction, the matter will be forwarded to the Disciplinary Hearing Officer (DHO).
10. The rules of detainee conduct have been categorized into four (4) classes. The following classes are a guideline when determining if a detainee can be placed in RHU or remain in general population:
 - a. **CLASS “A” CHARGES.** A detainee is typically considered for placement in RHU for alleged Class “A” charges.
 - b. **CLASS “B” CHARGES.** A detainee is typically considered for placement in RHU for alleged Class “B” charges.
 - c. **CLASS “C” CHARGES.** If a detainee is being charged with alleged violation of a Class “C” charge, the Shift Commander or higher authority shall determine if the detainee shall be placed in RHU. When making this determination the Shift Commander or higher authority must determine whether the detainee’s presence in general population would pose a danger to the detainee, staff, other detainees or the public. In making this determination, the Shift Commander should consider the seriousness of the alleged offense, including whether the offense involved violence, involved escape, or posed a threat to institutional safety by encouraging others to engage in such misconduct. The DHO shall make every effort to impose loss of privileges rather than Disciplinary Segregation for Class “C” charges, however may impose Disciplinary Segregation for detainees who remain housing in general population pending a disciplinary hearing for a Class “C” charge.
 - d. **CLASS “D” CHARGES.** Sanctions for Class “D” charges typically result in the loss of privileges when heard by the DHO. Class “D” charges could result in Disciplinary Segregation if it is accompanied by a Class A, B or C charge. Class “D” charges may be handled informally resulting in a twenty four (24) or forty eight (48) hour lockdown in the detainee’s current cell/cubicle.
11. The following is a list of code violations or prohibited acts that may initiate disciplinary action against a detainee found committing any of these offenses.

CHARGE #	CLASS “A” CHARGES
A-1	Killing any person.
A-2	Escape/assist or plan an escape. Having knowledge of an escape plan and failing to report it.
A-3	Take any person hostage.
A-4	Assault any person with a deadly weapon or any means likely to produce bodily injury or death.
A-5	Assault any person with any weapon or any means likely to produce injury (hands or feet).
A-6	Assault any person by means of projecting any liquid/substance known or unknown to include urine, excrement any other bodily fluid, toxic or flammable fluids or substances.
A-7	Fight or have a mutual physical contact.
A-8	Resisting application of restraints by any staff member/resisting escort by any staff member.
A-9	Sexually assault any person.
A-10	Engaging in sexual activity or a physical display of intimacy (kissing, holding hands, etc.).
A-11	Indecently Exposing Oneself: Intentionally exposing one’s intimate parts or fondling/caressing such intimate body parts.
A-12	Solicit or entice any person to commit any sexual act. Harass or make any sexual related comments toward any person. Attempt to solicit a staff person, volunteer or contractor into any form of relationship. Attempt to be flirtatious with a staff person, volunteer or contractor. Making any gestures to include whistling or inappropriate comments to a staff member, volunteer or contractor
A-13	Sexual harassment or sexual abuse of any person.
A-14	Tampering, blocking, damaging or destroying any locking device trap or security device or mechanism.
A-15	Tampering, damaging or destroying any fire safety device or life saving device.
A-16	Set a fire.
A-17	Making a bomb threat.

CHARGE #	CLASS "A" CHARGES (continued)
A-18	Intoxication: Being under the influence of alcohol or any intoxicating substance, or a drug other than a drug officially prescribed or issued by staff; or when the presence of any of these substances in the body is established by an approved scientific method of analysis.
A-19	Positive drug test due to the use of any narcotics, non-prescribed medication, or drugs. Refusing to give a specimen. Refusing a direct order to provide, urine or other required specimen within one (1) hour.
A-20	Conduct likely to spread any communicable disease.
A-21	Causing a valid threat of transmission of a contagious disease to any person due to intentional or reckless action.
A-22	Contraband: Class A contraband is defined as: <ul style="list-style-type: none"> a. Possession of any item to aid an escape; b. Possession, manufacture or introduction of a firearm, weapon, dangerous chemical, explosive or ammunition; c. Possession, manufacture or introduction of a hazardous tool or sharpened instrument; d. Possession, manufacture or introduction of any narcotic, non-prescribed medication, drug paraphernalia or alcohol; e. Possession of clothing belonging to an employee, contractor or volunteer or are in possession of unauthorized clothing; f. Possession of tattoo paraphernalia; g. Possession of body piercing paraphernalia; h. Possession or introduction of tobacco, smoking or vaping paraphernalia into a tobacco free facility; i. Possession of a camera, recording device, cellular telephone and/or wireless communication device, to include components thereof; j. Possession of any items that could start a fire.
A-23	Threats of/or creating or participating in a disturbance or demonstration: (riot, group demonstration/encourage, unit disruption, detainee work stoppage, major destruction, disablement of facility property), or any other incident which causes the alert of the facility CERT team.
A-24	Any actions that require the United States Marshals Service, Immigration Custom Enforcement, Fire Department, Police Department or any other outside agencies to respond to the facility for assistance.
A-25	Falsely activate a fire pull station alarm.
A-26	Secreting Identity: Possessing false identification or wearing a hood or other garment for the purpose of concealing identity. Wearing a disguise or mask.
A-27	Participation in any security risk group related activity or behaviors uniquely or clearly associated with a security risk group.
A-28	Participation or planning an unauthorized meeting or gathering to include unauthorized contact with the public.
A-29	Violate any laws of the State of Rhode Island or the United States of America punishable as a felony.
A-30	Destroying, altering or damaging any property (valued over \$100.00).
A-31	Intentionally giving false information to staff that unduly wastes significant staff resources internally or externally (i.e., false reports of staff misconduct, etc.).
A-32	Threaten or communicate a threat towards the facility other than those of physical harm or bodily harm.
A-33	Attempting to convey contraband into or out of the facility using the United States Postal Service (USPS) or any other delivery carrier. Attempting to circumvent the USPS with the intent of conveying information from one detainee to another. Any detainee being a recipient or intended recipient of any drugs/narcotics mailed into the facility. Any detainee attempting or successfully mailing out any drug/narcotic through the facility of the USPS.
A-34	Making a verbal or written statement(s), or engaging in physical conduct which causes or is intended to cause fear in any person.
A-35	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses. It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.
A-36	Communicating with another detainee housed at the Donald W. Wyatt Detention Facility either directly (i.e., detainee-to-detainee communication); or through a third party (i.e., a person or persons acting as a go-between for the purposes of assisting/enabling communication between detainees housed at the Wyatt Detention Facility).
A-37	Refusing a housing assignment.
CHARGE #	CLASS "B" CHARGES
B-1	Not standing for count/interfering with a count or any of its procedures.
B-2	Extortion, blackmail, demand or take anything of value in exchange for protection, to avoid bodily harm or threat of informing.
B-3	Causing a Disruption: Inciting others or engaging in disruptive behavior which interferes with normal operations, for example: harassing others by taunts, name calling or pushing, kicking cell doors, rattling bars, bang utensils or other objects or in any other manner creating loud or disturbing noises.
B-4	Self-mutilation.
B-5	Tampering, altering or misusing any form of the detainee identification system/alter ones identity in any way.
B-6	Conduct which disrupts the security, orderly operation of the facility, program or service.
B-7	Unauthorized and/or inappropriate correspondence with a staff member, contractor or volunteer by mail and/or telephone.

CHARGE #	CLASS "B" CHARGES (continued)
B-8	Financial transaction between detainees directly or indirectly for any purpose.
B-9	Violate any law of the State of Rhode Island or the United States of America punishable as a misdemeanor.
B-99	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses. It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.
CHARGE #	CLASS "C" CHARGES
C-1	Conducting a business, loaning, purchasing, borrowing or selling anything for profit or increased return (including money).
C-2	Interfere with a staff member in the performance of their duties.
C-3	Climbing or attempting to climb a fence, pull-up bar or any other structure in the recreation yard.
C-4	Stealing.
C-5	Gambling.
C-6	Demonstrating, practicing, engaging or using martial arts, boxing, wrestling or other forms of a physical encounter or military exercise or drill.
C-7	Refusing to obey any order given by a staff member/refusing to work or failing to perform work instructed by staff.
C-9	Failure to follow safety or sanitation regulations/failure to keep ones person or living area in accordance with facility standards to include flooding ones cell with the intent to cause a disruption in the facilities normal operations (sink and toilet).
C-10	Unauthorized physical contact to include horseplay with a detainee.
C-11	Unauthorized reproduction of any document.
C-12	Using any equipment or machinery which is not specifically authorized.
C-13	Destroying, altering or damaging any property (valued under \$100.00).
C-14	Use of facility legal resources for any purpose other than intended for/including damage to books and/or computer system.
C-15	Possession of any photography, or hand drawn material and/or unauthorized publication that depicts sexually explicit acts, and/or nudity.
C-16	Insolence towards any staff member/using abusive or obscene language to include racial slurs.
C-17	Unauthorized physical contact with staff to include horseplay.
C-18	Tampering, damaging or destroying any facility issued identification.
C-19	Body piercing.
C-20	Offering or receiving a bribe for any purpose, illicit or otherwise.
C-21	Falsely reporting an incident/knowing the information reported to be false or baseless. Lying to staff or failure to cooperate with a facility investigation to include failing to disclose how you obtained contraband.
C-22	Interfering or obstructing the taking of a court ordered DNA sample.
C-23	Tattooing or receiving a new tattoo. Being found to have a new tattoo since being incarcerated at this facility.
C-24	Contraband: Class C contraband is defined as: a. Being in possession of unauthorized items; b. Being in possession of items that have been altered form its original state; c. Being in possession of detainee personal property, facility property or commissary items in excess of authorized amounts; d. Possession of gambling paraphernalia; e. Possession or misuse of authorized medication in a manner not prescribed/hoarding medication; f. Possession or displaying any materials, symbols, colors or pictures of any identified security risk group.
C-99	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses. It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.
CHARGE #	CLASS "D" CHARGES
D-1	Being in an unauthorized area/out of bounds.
D-2	Malingering or faking an illness or disablement for any purpose.
D-3	Failure to properly display the detainee identification card.
D-4	Assist another detainee with legal matters. Possession of a detainee's information on another detainee's thumb drive.
D-5	Unauthorized use of mail, telephone or kiosk.
D-6	Blocking a light fixture or window.
D-7	Failure to follow cell compliance/failure to maintain personal hygiene.
D-8	Misuse of facility supplies.
D-9	Possession of any form of currency.

CHARGE #	CLASS "D" CHARGES (continued)
D-10	Possession/retention of excessive fruit.
D-11	Unauthorized possession of chemicals/cleaning supplies or cleaning equipment inside a cell.
D-12	Removing a life safety device (seatbelt) during transportation.
D-13	Verbally harassing a staff member by repeatedly asking them the same question to which they have already given the answer.
D-99	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses. It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.

DISCIPLINARY SANCTIONS. The facility has developed the following sanctions schedule:

1. Based on the class of rule violation(s), the DHO may impose any, all, or combination of sanctions.
2. The maximum sanction for rule violations is no more than sixty (60) days for all violations arising out of one incident.
3. Sanctions may be suspended for a specified period of time not to exceed six (6) months. Suspended sanctions may be invoked as part of a new disciplinary proceeding by the DHO. If the detainee is found guilty of a major disciplinary offense, the detainee will lose their work assignment. The detainee may be eligible for rehire after a period of sixty (60) days without any violations of disciplinary offenses.
4. Detainees found guilty of a Class "A" or "B" offense shall be referred to the Chief of Programs for a classification review.

The facility has developed the following sanctioning schedule:

<u>CLASS A</u>	<u>CLASS B</u>
<ul style="list-style-type: none"> • Disciplinary Segregation for 60 days • Loss of any privilege(s) for 60 days 	<ul style="list-style-type: none"> • Disciplinary Segregation for 40 days • Loss of any privilege(s) for 40 days
<u>CLASS C</u>	<u>CLASS D</u>
<ul style="list-style-type: none"> • Disciplinary Segregation for 20 days • Loss of (2) privileges for 20 days 	<ul style="list-style-type: none"> • Disciplinary Segregation for a maximum of 5 days • Loss of (2) privileges for 7 days

5. Loss of Privileges is defined as:
 - a) Visits – only attorney visits will be allowed;
 - b) Phones – only attorney phone calls will be allowed to be made; or,
 - c) Commissary – only personal hygiene products will be allowed to be ordered.

PLACEMENT ON ADMINISTRATIVE DETENTION STATUS.

1. At the discretion of the Warden or designee, and subject to any applicable review requirements, a detainee under investigation, or who has been charged with a disciplinary offense may be placed in Administrative Detention.
2. Such status, which may include restrictive confinement as deemed appropriate by the Warden or designee, will be reviewed within twenty four (24) hours, including weekends and holidays.
3. A detainee who is under investigation for a possible disciplinary offense may be transferred to another facility or out-of-state facility prior to a classification hearing. A detainee so transferred may, at the discretion of the Warden or designee and subject to any applicable review requirements, be placed on Administrative Detention status at the receiving facility. Such status may include more restrictive confinement as deemed appropriate by the Warden or designee.

ASSISTANCE PROVIDED IF NECESSARY DURING DISCIPLINARY PROCEEDINGS.

1. A detainee may request that a staff member or interpreter be provided to assist them with the disciplinary process at his/her disciplinary hearing. A staff member or interpreter will be appointed when it is apparent that the detainee is not capable of understanding, collecting and presenting evidence effectively on his/her own behalf. The DHO may recess a hearing temporarily to obtain assistance for the detainee in appropriate situations. Classification counselors, staff and/or the use of an interpreter service may be utilized to assist in such situations.
2. Requests for staff assistance and/or interpreters shall be made in accordance with the Notice of Hearing form (refer to Policy #301 – Rules and Discipline).

DISCIPLINARY HEARING OFFICER'S AUTHORITY. The DHO shall be impartial. If the detainee challenges the impartiality of the DHO, the Warden or designee shall determine if the detainee has stated substantial reason to support his/her claim (e.g., the reporting officer or a witness to the offense shall not act as the DHO). If the DHO is removed by the Warden or designee, a replacement shall be designated as soon as practicable.

FACT FINDING ASPECTS OF A HEARING BEFORE THE DISCIPLINARY HEARING OFFICER.

1. The detainee shall be permitted, but shall not be compelled, to make an oral statement and/or to present a written statement in his/her own defense or in mitigation of punishment. A detainee's silence may be used to draw an adverse inference against them, but his/her silence shall not be the sole basis for a guilty finding.
2. The detainee shall be permitted to call and question witnesses in his/her defense, and/or to present other evidence, when permitting him/her to do so will not be unduly hazardous to personal safety, facility safety or correctional goals. Any denial for these requests should be stated in writing. The detainee may not call the reporting staff member as a witness in his/her defense during the hearing. However, the DHO may question the reporting staff member without the detainee present.
3. The DHO, at his/her discretion, may call and question witnesses. The DHO may continue or postpone a hearing at his/her discretion and for a good cause. The detainee shall be given written notice of such a continuance and the new date for the hearing. A detainee requesting a continuance must ordinarily be made at least 24 hours prior to the scheduled time of the hearing using the Notice of Continuance form (refer to Policy #301 – Rules and Discipline).

DISCIPLINARY FINDING APPEAL PROCEDURES.

1. At the hearing, a detainee will be advised of the finding of the disciplinary hearing and that he/she has the right to appeal this finding in writing to the Warden within 48 hours by completing and submitting the Detainee Disciplinary Appeal Form (refer to Policy #301 – Rules and Discipline). The detainee may choose to await the results of the appeal before accepting the sanctions imposed. Or, once the detainee has been advised of the hearing findings, the detainee may waive his/her right to an appeal and accept the sanction(s) imposed.
2. The Warden acting as the appellate authority may sustain the finding and sanction of the DHO, order a rehearing, reduce the designation from “major” to “minor,” reduce or suspend the sanction, dismiss the charges or take whatever remedial action he/she deems appropriate. The Warden shall normally decide an appeal within fifteen (15) business days of its receipt and notify the detainee in writing of the decision.
3. Appeals are not acknowledged on informal sanctions.

NOT GUILTY FINDINGS EXPUNGED. If a detainee is found not guilty of a disciplinary offense, the disciplinary report and the DHO's decision and all references thereto shall be removed from the detainee's file, unless the disciplinary report also includes offenses on which the detainee was found guilty.

DISCIPLINARY SEGREGATION.

1. A detainee may only be placed on Disciplinary Segregation pursuant to a sanction imposed by the DHO.
2. No more than sixty (60) days Disciplinary Segregation shall be imposed for any one incident.

CRIMINAL CHARGES. While you are at the facility, you must follow applicable laws. If you disobey any local, state or federal law, you may be notified and charged by the local, state or federal law enforcement authorities and tried in local, state or federal court. Local, state or federal charges may also be processed at the facility as disciplinary matters.

You may be subject to criminal charges for destruction of, or damage to, facility property. After an internal investigation is conducted regarding the destruction/damage to facility property, you shall receive a disciplinary hearing. If found guilty, you will be sanctioned in accordance with facility policy. Your actions shall be reviewed and a determination will be made if criminal charges will be sought.

SECTION 33

GRIEVANCES AND APPEALS

Detainees have the right to grieve the conditions of their confinement and to appeal decisions rendered against them. This right is not diminished by a detainee's inability to understand the English language or if the detainee has a disability. Detainees who have Limited English Proficiency (LEP) ARE authorized to obtain assistance from their unit counselor or unit manager. In cases where assistance from a unit counselor or unit manager is not available, detainees may request assistance from another detainee or outside sources including family members or legal representatives. Detainees with disabilities shall have equal opportunity to access and participate in the grievance process by allowing for effective communication which includes provisions of auxiliary aids and services throughout the process.

During orientation, all detainees shall be issued three (3) grievance forms. Detainees shall acknowledge by signature that they have received the three grievance forms and that the forms are to be used only to file a grievance. When a detainee files a grievance, the Grievance/Evidence Coordinator will issue the detainee another blank grievance form. This will ensure that each detainee has three blank grievances at any given time. In the event that a detainee misplaces their grievances, they shall obtain a Grievance Form from the grievance box located in each of the housing units.

All grievances and appeals shall be free of obscene or vulgar language and/or content.

INFORMAL GRIEVANCES.

1. You should attempt to resolve your issue with staff verbally. If you are unable to resolve your issue verbally, you are encouraged to submit an informal grievance by utilizing the Detainee Request Manager System or by requesting a detainee request form and submitting it.
2. There is no time limit in regards submitting an informal grievance.
3. You must clearly state the issue and may request a course of action to remedy the informal grievance.
4. A designated staff person shall respond to your informal grievance within three (3) business days. In the event you are not satisfied with the results of the informal grievance process, you may file a formal grievance.
5. You are free to bypass or terminate the informal process at any time and move directly to a formal grievance stage.

FORMAL/MEDICAL GRIEVANCES.

1. There is no time limit in submitting a formal grievance to include an allegation of sexual abuse.
2. You may take the step of filing a formal grievance (medical/non-medical) because you are not satisfied with the outcome of the informal grievance process or wanted to bypass the informal process altogether. You have the responsibility to use this process in good faith and in an honest and straightforward manner.
3. Check the "FORMAL" or "MEDICAL" box on the Grievance Form, as appropriate. You must clearly state the issue and may request a course of action to remedy the formal grievance.
4. All grievances shall be legible and all requested information required on the form shall be provided.
5. Only one grievance shall be filed on a single issue and no grievance shall be accepted which is filed on behalf of a group of detainees.
6. A designated staff person shall respond to your formal grievance within three (3) business days.
7. You may withdraw a grievance or appeal by contacting the Grievance/Evidence Coordinator in writing and completing a Detainee Grievance Withdrawal Form (refer to Policy #302 – Detainee Grievance System).
8. Grievance Forms must **ONLY** be used for filing a grievance, they are **NOT TO BE USED FOR SCRAP PAPER, COVERING FOOD IN THE MICROWAVE OR WINDOW COVERINGS** this will result in disciplinary action.

EMERGENCY GRIEVANCES. You may file an emergency grievance if you feel a threat to your health, safety, welfare or in the event of staff misconduct or sexual abuse. You should mark the grievance form "EMERGENCY" and give it directly to a staff member or supervisor for immediate action. All emergency grievances should be legible and shall contain all requested information. The Grievance/Evidence Coordinator, or in his/her absence the Shift Commander, shall provide an initial response within forty-eight (48) hours of receipt of the emergency grievance. The Grievance/Evidence Coordinator shall issue a final decision within three (3) business days.

APPEAL PROCESS.

1. You may appeal any grievance to the Warden by completing a Detainee Grievance Appeal Form (refer to Policy #302 – Detainee Grievance System) and providing all required information.
2. You will have five (5) business days to file an appeal. Failure to appeal the grievance within the five (5) business days will result in the completion of the grievance process.
3. The Warden will respond to your appeal within fifteen (15) business days from receipt of your appeal.
4. The Warden's decision is the final step in the grievance process.

ABUSE OF THE GRIEVANCE PROCESS. Punishment or disciplinary action shall not result from you filing a complaint or grievance unless you demonstrate a pattern of abuse of the process by filing clearly frivolous, repetitious, or knowingly false documents. If you establish a pattern of filing nuisance complaints or otherwise abusing the grievance system, the Warden may identify you, in writing, as one for whom not all subsequent complaints have to be fully processed. If you feel you are being retaliated against, you can immediately contact the Warden or any manager/supervisor through the detainee request system or when they're conducting their rounds or contact the appropriate user-agency.

SECTION 34 CELL/CUBICLE AND HOUSING UNIT RULES AND REGULATIONS/DETAINEE DRESS CODE

CELL/CUBICLE RULES AND REGULATIONS.

1. Detainees are assigned a cell/cubicle number upon commitment.
2. Detainee living areas (cells, bunks, dormitories) will be uniform in appearance (refer to the posted picture of a standard cell/cubicle).
3. Detainees are expected to clean their living quarters and keep their cells/cubicles clean and ready for inspection by 9:00a.m. daily, which includes beds made in a neat and orderly fashion in accordance with the posted picture in the unit, desks orderly and the floor cleaned and free from obstruction. Each detainee is permitted one cup, one bowl, one religious text (e.g., Bible, Koran, etc.), and one shaver/trimmer on the desk.

4. Detainees are responsible for the items assigned to their cell/living area. Mattresses must be kept on the bed.
5. Detainees are expected to help maintain cleanliness throughout the facility. Any infraction of this rule is considered a serious violation. This facility provides regular pest/vermin control using a professional exterminator. Detainees are responsible to assist in these ongoing efforts by limiting the amount of commissary items, personal materials kept in the living area. You are expected to report to staff if any pest or vermin are found. Detainees are not permitted to keep food served from the kitchen in their cells/cubicles. All food served at meal time must be consumed, to include fresh favorites.
6. Specifically assigned detainees will clean the housing unit common areas and showers.
7. All extra clothing, bed linens, towels, etc. must be folded and kept in a neat fashion and at no time are they to be hung off the cell door or window or lying in front of the door.
8. A shelf is provided in each cell. Nothing is to be placed in or on the windows or sills.
9. You must **NOT** enter another detainee's cell/cubicle, and must **NOT** allow other detainees in your cell/cubicle.
10. Clothing and/or linens are not permitted to be draped over cubicle walls or hung on bed frames.
11. "Pin-ups" are not permitted. Nothing can be pasted or affixed to any cell/cubicle wall, window, vent, locker, bunk or light. Appropriate family photographs may be displayed in the picture square near each bunk. **ONLY AUTHORIZED ITEMS ARE PERMITTED POSTED IN THE PICTURE SQUARE, AND MUST NOT BE DISPLAYED ON ANY OTHER SURFACE. NO NUDITY OR PARTIAL NUDITY, NO GANG PARAPHERNALIA, NO DRUGS, NO WEAPONS, NO MAGAZINE PICTURES OR ANY PICTURE DEEMED INAPPROPRIATE.**
12. Any writing, scratching or digging holes in or on any walls or surfaces in the facility will be considered destruction of property.
13. Literature, approved by the Warden, may be kept in the cell/cubicle but must be limited to four (4) books, two (2) magazines (weekly current up to 3 weeks old; monthly up to 3 months old) and/or two (2) newspapers (no more than 7 days old) per detainee. Excess or unauthorized literature will be considered contraband and confiscated.
14. At **NO** time will any item be hung from the cell/cubicle lights.
15. No window covering will be permitted.
16. No rugs or floor covering will be permitted in the unit or in cells/cubicles. Prayer rugs will be authorized for religious needs when approved by the chaplain or appropriate religious leader.
17. Tampering or blocking of any locking device, door, gate or window is prohibited.
18. No vents in the ceiling or housing unit will be covered at any time.
19. Paper products are not permitted to be stored between the mattress and bunk.
20. Cosmetics are to be stored in the locker or on the shelf provided.
21. Magazines, books and any other approved combustible items must fit into the provided footlocker along with other property. Detainees shall be issued sufficient property bags to store their legal materials within their assigned cell/cubicle.
22. Any materials which do not fit into the provided footlocker, due to being in excess of authorized amounts, will be considered contraband and/or a fire hazard and will be removed.
23. It is the responsibility of each detainee to remove and/or dispose of items in excess of authorized limits from the cell/cubicle, prior to receiving new items.
24. No more than four (4) detainees at a table at any time (standing or seated).
25. **FAILURE TO COMPLY WITH ANY CELL/CUBICLE RULES AND REGULATIONS MAY RESULT IN DISCIPLINARY ACTION AND/OR FINANCIAL RESTITUTION, AS APPROPRIATE.**

HOUSING UNIT RULES AND REGULATIONS.

1. Wake up time is at 7:00a.m. when **ALL** detainees shall be required to either stand, be seated at a desk or be sitting on their bunks with their legs hanging over the edge of their bunks (lights on for 7:00a.m. count). After count time, breakfast, and medication line, detainees will make their beds and prepare for cell/cubicle inspection.
2. The common area will be open during designated hours for use. At this time, you may utilize the telephones, recreation yard, showers and televisions. Showers are closed and televisions are turned off during meal times.
3. No loitering permitted near detainee cell/cubicle, on the tier, near the sallyport, stairways, showers, any doorway or officer's station. The officer's station is strictly **OFF LIMITS** to detainees. Detainees must not go near the officer's station, unless directed to do so by the unit officer.
4. Detainees must **NOT** enter into a cell/cubicle/tier other than their own. **NO EXCEPTIONS!**
5. Detainees are only permitted to be in a housing unit other than the detainee's own when work assignments require it and is authorized by a staff member.
6. Common area lights are to remain on at all times.
7. All furniture will remain in the common area. Furniture is not to be moved or used in a manner not intended for its use. Common area furniture is not permitted inside cells/cubicles.

8. Detainees must clean up common areas. Detainees are responsible for keeping the common area neat. Failure to do so may result in the common area being closed and/or use limited.
9. **DETAINEE DRESS CODE:** Detainees must be properly clothed when outside their cell/cubicle or leave their bunk area. You will wear gym shorts with a t-shirt or complete uniform with sneakers or shower shoes. You will not be permitted to wear head-wraps (self-made head coverings, hats, etc.), with the exception of doo rags purchased through the facility commissary and authorized religious headgear as outlined under "Clothing." Females – no nightgowns are to be worn in the day room after 9:00a.m.
10. Detainees will sit on one (1) chair at a time.
11. Feet are not permitted on chairs, tables or walls.
12. Detainees shall avoid any loud, boisterous behavior and respect the rights of other detainees.
13. Throwing objects, using profanity and any other disorderly practice is not permitted.
14. Gambling will not be tolerated in the facility.
15. Horseplay is strictly prohibited.
16. Radio headsets are only authorized for use in the housing units and recreation yards.
17. No articles may be hung from hand railings in the housing unit.
18. Alterations to tier, cell/cubicle or stairwell lighting is prohibited.
19. Plumbing fixtures (sink, toilet, etc.) and furnishings (bed, desk, wall hooks, etc.) cannot be painted or altered in any way unless authorized by staff. Cell/cubicle décor will remain the same for all cells/cubicles.
20. Detainees are prohibited from placing or hanging anything in front of or on the cell door.
21. Detainees are expected to maintain a high level of sanitation and dispose of trash in the designated barrels (trash barrels need to be *covered* at ALL times). Trash barrels are only to be utilized as trash barrels.
22. Makeshift clotheslines are strictly prohibited.
23. Only authorized recreational activities will take place in the units (push-ups, sit-ups and walking will be allowed as long as unit operations are not interfered with).
24. Lights out in all units at 12:00a.m. (midnight).
25. Any maintenance deficiencies must be reported to the unit officer or submit a work request using the unit kiosk.
26. Detainees should consult with the unit officer for any questions about any rule or regulation.
27. **FAILURE TO COMPLY WITH ANY HOUSING UNIT RULES AND REGULATIONS MAY RESULT IN DISCIPLINARY ACTION AND/OR FINANCIAL RESTITUTION, AS APPROPRIATE.**

OUT OF BOUNDS AREAS.

1. Detainees are not permitted in or near the areas listed below unless authorized by a staff person:
 - All office space and/or rooms;
 - Storerooms, freezers and walk-in refrigerators unless supervised by staff;
 - Attorney's interview room unless attorney is present;
 - Examination rooms unless health services staff is present;
 - Intake area unless with a staff member;
 - Any cell/cubicle other than the one assigned to you;
 - Central Control/housing unit officer's station;
 - Boiler room;
 - Electrical room;
 - Receiving and Discharge area unless with a staff member; or,
 - Counselor/Unit team member office unless with a staff member.
2. A detainee caught in any of the above out-of-bounds areas without direct supervision from a staff member will be charged with misconduct of the rules and regulations.
3. Detainees must remain in their housing units at all times unless authorized by an officer to leave. Any detainee who is found in an area that they have not been assigned or released to is subject to disciplinary action.

SECTION 35

HOUSING UNIT WEEKLY INSPECTIONS

1. Weekly inspections will be conducted on the same day each week.
2. High levels of sanitation and cell/cubicle compliance is expected throughout the week.
3. Unit managers and/or unit sergeants will conduct weekly inspections.
4. All detainees must be out of their cells/cubicles and sitting in the dayroom. Detainees who are sleeping during the time of inspection will be given a 24-hour loss of tablet privileges.

5. If a cell/cubicle has two or more discrepancies (i.e., window, vent, bunk, shelf, sink, toilet and floor) you will be given a warning and staff conducting the inspection will explain why your cell/cubicle failed and what steps are necessary to have your cell/cubicle pass inspection.
6. Continued failure will result in progressive disciplinary (i.e., a second warning resulting in a 48-hour lockdown, a third warning resulting in a 48-hour lockdown **AND** loss of tablet privileges for that week). Subsequent weeks will result in formal disciplinary action and possible re-classification.
7. Graffiti on wall and door is unacceptable and excessive property is unauthorized and may be confiscated.

SECTION 36

LEAVING THE UNIT

1. When participating in any activity in which you have to leave the unit, you must be in full uniform and must **WEAR** your identification. Being in full uniform is defined as wearing a t-shirt, sweatshirt, or uniform top along with the uniform pants, underwear, and socks with sneakers on (shower shoes and “doo rags” are not permitted to be worn outside the unit).
2. You must be ready and on time for the program/activity you are attending or you will lose the privilege of participating in that program/activity.
3. When leaving the unit, detainees will walk in single file and stay to the right-hand side of the corridor.
4. There will be no conversation, physical contact or note passing between detainees during movement in corridors. Such actions will result in termination of the privilege and/or disciplinary action.

SECTION 37

HOUSING ASSIGNMENTS/RE-ASSIGNMENTS AND RELEASE

1. Detainees will place all facility and personal property in their property bag. Any items left behind in a cell/cubicle or with another detainee will be considered contraband and confiscated. Detainees responsible for the items will be charged accordingly for any items they cannot account for.
2. Detainees will clean their cell/cubicle and remove all items from the cell/cubicle prior to vacating it.
3. The cell/cubicle will be inspected by the unit officer for cleanliness and/or damage.
4. Detainees will report to the officer’s station after the cell/cubicle inspection with all facility and personal property.
5. When released from the facility, all facility property must be turned in. Detainees will be charged restitution for any items not turned in that were issued upon and/or during confinement.
6. Cost for replacement of facility property damaged or missing will be assessed and deducted from the detainee’s account prior to his/her release.

SECTION 38

LAUNDRY PROCEDURES

1. A laundry bag is assigned to each detainee upon intake.
2. All laundry bags are to be placed outside your cell door prior to locking in at 9:50p.m. If the bags are not outside the cell doors the laundry bag will not be collected (the unit officer will not open any cell doors after 9:50p.m. for the collection of laundry bags).
3. Any laundry which is not in accordance with the laundry schedule will result in the bag being returned unwashed or the items confiscated.
4. A detainee who has laundry issues, such as missing bags and/or clothing, must address the Laundry Officer utilizing the kiosk under “LAUNDRY.”
5. Laundry bags are provided to each detainee for use during laundering services provided by the facility. Detainees are required to maintain and turn in this item in the condition it was originally issued.
6. The laundry schedule is as follows:

For personal items (e.g., t-shirts, underwear, socks, etc.).

Collection Day	Type	Delivery Day
Sunday	dark laundry (non-white items)	Monday
Monday	light laundry (white items only)	Tuesday
Tuesday	dark laundry (non-white items)	Wednesday
Wednesday	light laundry (white items only)	Thursday
Thursday	dark laundry (non-white items)	Friday

For linen exchange. Linen consists of the following items: sheets, pillow cases and towels.

Each unit has a weekly linen exchange day scheduled as outlined below:

Monday	A Dorm	D-Pod	E-Pod
Tuesday	H-Pod	K-Pod	
Wednesday	B-Pod	C-Pod	G-Pod
Thursday	L-Pod	I-Pod	F-Pod
Friday	J1-Pod	J2-Pod	

Sheets, pillow cases and towels shall be exchanged on a one-for-one basis.

For blanket exchange. Each unit has a bi-weekly blanket exchange day scheduled as outlined below:

Monday	A Dorm	D-Pod	E-Pod
Tuesday	H-Pod	K-Pod	
Wednesday	B-Pod	C-Pod	G-Pod
Thursday	L-Pod	I-Pod	F-Pod
Friday	J1-Pod	J2-Pod	

Blankets are exchanged on a one-for-one basis.

SECTION 39

LIBRARY

1. Specific requests should be made by completing a request through Request Manager in the housing unit kiosk (Please select "LIBRARY" from the options in Request Manager).
2. A book cart is brought to the units according to a weekly schedule (see schedule posted on the unit bulletin board). Detainees may borrow two (2) books at a time from the book cart. Books may be exchanged on a one-for-one basis.
3. Audio books are available for detainees with impairments, or who experience difficulty with reading (see the Education Department for further information).

SECTION 40

LEGAL SERVICES

1. A designated staff member is available to detainees to notarize documents for legal needs (be advised, notaries have the right to refuse if presented with improper documents or lack of valid identification).
2. Detainees needing a notary public may submit a request using the kiosk located in the housing unit. A staff member will report to your housing unit within 72 hours (excluding weekends and holidays) to witness your signature and notarize your document.
3. Programs staff will honor reasonable requests for photocopies.
4. A computer "Law Library" (i.e., LexisNexis) is located in every housing unit (LexisNexis is also available to you on your tablet). The Law Library is open seven (7) days a week. Detainees are responsible for conducting their own legal searches after logging in to the kiosk, which is located and accessible in the units. The Law Library computer is available in one (1) hour increments. **THE SAVING OF DOCUMENTS TO THE COMPUTER IS NOT ALLOWED.**
5. Pro se detainees shall have maximum access to the law library if available to include legal materials, electronic discovery, viewing equipment, and to prepare and print documents.
6. Detainees may request legal reference materials not maintained in the Law Library through education staff and/or unit manager.
7. Documents may be viewed and/or printed if a copy is needed.
8. Copies of legal materials may be obtained with a completed request using the kiosk, description of documents and authorization to deduct money from account. Indigent detainees will receive free envelopes and stamps for any mail related to legal matters through their respective classification counselor.
9. Detainees may receive up to fifty (50) free printed/photo copies per month for motions, briefs and court letters. If a detainee requires more than fifty copies, the request must be approved by the Chief of Programs or designee.
10. There may be restrictions on what may be printed and/or copied as well as the quantity (detainees shall be permitted fifty (50) pages of printing/copies at no cost; however, after the initial 50 pages, the cost is \$.10 per page).
11. No personal use of law library equipment is permitted.
12. No food or drinks are authorized in the computer area.
13. A pre-determined list of facility policies which are accessible to detainees is available by submitting a request using the kiosk or by completing a paper detainee request form to the Programs Department.

SECTION 41**THUMB DRIVE PROGRAM**

1. You may purchase and maintain in your possession, one (1) thumb drive from the facility for the purpose of developing legal documents and/or letters of a legal nature. The Thumb Drive Program is not for correspondence of a personal nature. You are not authorized to transfer evidence to the thumb drive.
2. All detainees participating in the Thumb Drive Program shall be required to review and sign the Word Processing/Thumb Drive Program Guidelines.
3. Thumb drives may be purchased by completing a Thumb Drive Purchase Request and Receipt and submitting it to the Programs Department. Programs staff shall review the form and forward it to the Detainee Accounts Department to have the funds deducted from your account. Detainee Accounts shall notate the deduction on the form and return it along with the thumb drive to programs staff.
4. Upon receipt of the thumb drive, programs staff shall label the thumb drive with your identification number. Programs staff shall then log the thumb drive into your property inventory in the Offender Management System.
5. Programs staff shall hand deliver the thumb drive to you. You will be required to sign the Thumb Drive Purchase Request and Receipt acknowledging receipt of the thumb drive. The completed form shall be forwarded to the Records Department for inclusion in your detention file.
6. You may borrow one from the facility.
7. If the thumb drive is full, you must delete documents from it in order to create space for new ones. If you report that your thumb drive is broken, a new thumb drive will be issued and/or purchased at a 1 for 1 exchange.
8. Staff shall reserve the right to review all documents stored on a detainee personal and/or facility-owned thumb drive to ensure that the documents are legal in nature, pertain to the specific detainee's current open case, and do not contain inappropriate/illegal language or subject matter, to include but not limited to documents, photographs, etc.
9. Any information deemed to be inappropriate and/or illegal shall be forwarded to the Professional Standards Unit for review with the appropriate law enforcement agency.
10. You will not be permitted to possess a thumb drive belonging to another detainee.
11. Once the document(s) have been completed and saved to the thumb drive, you must submit a request to the Programs Department through the Request Manager System for the document(s) to be printed.
 - a. Within forty-eight (48) business hours (not counting weekends, holidays and/or facility emergencies) a programs staff member shall report to the housing unit to obtain the thumb drive.
 - b. The Thumb Drive Printing Request and Receipt must be completed and retained by programs staff.
 - c. Programs staff shall print the requested document(s) and return the thumb drive and printed documents to you.
12. Any items found by staff on a thumb drive that are not legal documents written by you to whom the drive belongs shall be deleted by programs staff, and based on what is found, disciplinary action and/or removal from the program may be taken.
13. There may be restrictions on what may be printed and/or copied as well as the quantity (detainees shall be permitted fifty (50) pages of printing/copies at no cost; however, after the initial 50 pages, the cost is \$.10 per page).
14. You shall be required to sign the Thumb Drive Printing Request and Receipt acknowledging receipt of the printed document(s) and return of your thumb drive. The completed form shall be forwarded to the Records Department for inclusion in your detention file.

SECTION 42**DISCOVERY EVIDENCE**

1. Discovery evidence may be sent to the facility for a detainee's review from his/her attorneys, either hand-delivered to the facility mailroom, via United States Postal Service (USPS), FedEx, UPS or may come in the possession of a detainee upon returning from court or upon admission to the facility. All discovery evidence will be retained by R&D upon arrival and forwarded to the Programs Department to be processed for viewing.
2. All other discovery evidence must be processed through the facility mailroom.
3. The Grievance/Evidence Coordinator will notify you via kiosk that you have evidence for review.
4. Detainees may be scheduled to review discovery evidence from 9:00a.m. – 12:00p.m. or 1:00p.m. - 4:00p.m. unless otherwise noted on the Detainee Discovery Evidence Schedule.
5. Detainees shall be required to remain with their evidence until the Grievance/Evidence Coordinator or programs staff designee returns to pick it up. Except in emergency situations, detainees will not be allowed to leave the area prior to their evidence being collected by the Grievance/Evidence Coordinator or programs staff designee.
6. Each detainee shall be required to sign a Discovery Evidence Compliance Agreement form (refer to Policy #509 – Detainee Discovery Evidence) which details the process and rules with regard to reviewing discovery evidence.
7. All detainee discovery evidence must be reviewed in a supervised setting (i.e., computer room, classroom, housing unit computer, or other appropriate area as approved by the Grievance/Evidence Coordinator or higher authority).

- Discovery evidence shall not be retained in a detainee's cell/cubicle unless otherwise approved in writing by the Grievance/Evidence Coordinator or higher authority.
8. Strict rules of confidentiality shall apply to all detainee discovery evidence (refer to the Discovery Evidence Compliance Agreement). No one may review another detainee's discovery evidence unless specified by the attorneys with agreement by all parties in writing.
 9. If necessary, arrangements may be made by an attorney to review discovery evidence with his/her detainee client in the Contact Visitation Room or by Zoom video-conference.

SECTION 43

COURT APPEARANCES

1. Detainees scheduled for court must be ready to leave the housing unit in accordance with the court schedule. Unit officers will ensure that detainees are awakened in time to be ready.
2. All detainees going to court must be in possession of their identification card to the Receiving & Discharge (R&D) area and are responsible to pack-up their belongings and bring them to R&D before traveling to court.
3. An officer will search the cell/dormitory area for any damage prior to escorting the detainee to R&D. The detainee will be financially responsible for any damage to the cell/dormitory area.
4. Detainees are permitted to take only legal papers with them to court. All legal papers will be searched by an officer.
5. Court clothing shall be forwarded to your attorney so they can deliver the clothing to the courthouse. The facility does not accept court clothing.
6. Detainees housed in Administrative Detention or Disciplinary Segregation may be required to be processed for court in designated clothing, determined by facility needs and/or as behavior dictates.

SECTION 44

MEALS/FOOD SERVICES

1. This facility provides pork free meals with the exception of Fresh Favorites.
2. Meals provided by the facility must be eaten at the tables provided in the unit or inside the cell if the detainee is secured therein. Food and meal service items must not be removed from eating areas with the exception of one (1) piece of fruit. Any facility food (to include kosher boxed meals) found in living areas will be considered contraband and subject to immediate disposal and disciplinary action other than one (1) piece of fruit per day.
3. Commissary items are the only food items permitted in living areas unless authorized by a staff member.
4. No facility meal service trays, cups, utensils, etc. are permitted to be stored in detainee cells/cubicles.
5. Detainees are permitted to take only one (1) tray at each meal time and one (1) cup of ice.
6. Meal lines must be orderly with no line jumping permitted.
7. Quiet talking is permitted while dining.
8. Detainees will follow the unit officer's directions in obtaining and returning meal trays and utensils.
9. Detainees will be dressed properly and may be required to produce their identification card in order to obtain a meal.
10. Detainees receiving special diets must produce their identification card.
11. Detainees will be expected to finish their meal in a timely manner (each detainee will be permitted twenty (20) minutes to consume his/her meal). Staff will remove food trays at the completion of the 20 minute time frame.
12. Detainees are required to be seated at a table during the meal period.
13. Facility food and beverages are NOT permitted in the recreation yards at any time.
14. Approximate meal times are 7:15a.m. – 8:00a.m., 12:15p.m. – 1:00p.m. and 5:45p.m. – 6:15p.m. All detainees must lock in after each meal for unit cleaning.
15. The regular menu is planned by a registered dietician to meet the nutritional requirements of the population with consideration for acceptability, cost containment and constraints of the corrections environment.
16. Many individuals exhibit intolerance, either by gastrointestinal or allergic symptoms to a food product. Generally these sensitivities require no therapeutic modification of the person's diet. Usually the individual simply avoids the food they know causes them distress.
17. Due to the large variety of foods which one or more detainees may be unable to tolerate, providing therapeutically modified diets for all possible offending substances is not feasible.
18. Medically necessary diets are prescribed by the facility physician and/or dentist.
19. Vegetarian based entries shall be used for all religious meals Lacto-Ovo.
20. Any detainee may request Lacto-Ovo meals through the Chief of Programs. The request will be referred to an appropriate chaplain of that detainee's faith. The chaplain shall interview the detainee and based on religious beliefs, approve or deny the request. Detainees wishing to be removed from a religious diet shall submit a request to their unit manager. The request shall be signed by the unit manager and placed in the detainees detention file.

SECTION 45**PROGRAM SERVICES**

1. Program services including academic and vocational education, religious services, counseling, etc. will be posted in the housing unit and announced prior to starting.
2. There is no discrimination regarding administrative decisions or program access based on a detainee's race, ethnicity, religion, national origin, color, gender, sex, age, sexual orientation, disability, or political beliefs.
3. If you sign up for a program/service you are responsible to be in uniform and on time.
4. Detainees interested in participating in substance abuse programs and/or drug and alcohol services should see the housing unit bulletin board for specific information.
5. Decisions regarding program participation will be determined by programs staff.
6. Detainees interested in programs must submit a detainee request using the unit kiosk. Detainee eligibility will be reviewed and/or interviewed by the staff member responsible for the program(s).
7. The following programs are offered at the facility: Anger Management/Substance Abuse Program, Alcoholics Anonymous, Substance Abuse Class, education programs, religious programs, work programs, library, law library, indoor and outdoor recreation, and leisure time activities.
8. If a detainee was not initially recommended for a program but wishes to participate, they may send a request to his/her unit team member or the person administering the program of choice by utilizing the Request Manager.
9. Should detainees be found guilty of using programs or activities for illicit purposes, they will be suspended from attending.

SECTION 46**WORK ASSIGNMENTS**

1. Participation in detainee work programs shows the courts that you have a positive attitude which could aid you in court appearances
2. Detainees who are interested in working may volunteer to work by filling out a request via the unit kiosk or by submitting a detainee request form to the Chief of Programs. Detainees must be housed at the facility thirty (30) days prior to a job assignment.
2. Detainees shall be permitted to only work one (1) job at a time.
3. Detainees shall be provided with safety equipment that meets OSHA and other standards associated with the task performed.
4. Staff shall provide reasonable accommodations and modifications to policies, practices, and/or procedures to ensure that detainees with disabilities have an equal opportunity to access, participate in, and benefit from the volunteer work program.
5. The detainee shall undertake no assignment before signing a Detainee Job Orientation form.
6. All pod runners will be hired by the unit manager.
7. Workers will be responsible to clean all areas as assigned or be subject to termination from their job.
8. Detainees who fail to perform their job assignments in accordance to facility standards may be issued a poor work evaluation and be removed from their job. Detainees who are terminated, who quit their job, or, refuse to start a job assignment once the hiring process has started, will not be eligible for another job assignment for sixty (60) days. Detainees who have been issued a disciplinary report will be suspended from their job pending the outcome of the disciplinary hearing. Documentation may be in the form of informal or formal discipline. A detainee who loses his/her job due to a disciplinary report will not be eligible to work for sixty (60) days.
9. Any detainee assigned to meal service duties must be medically cleared prior to a job assignment.
10. Detainees will be required to wash their hands prior to any food service related job and must wear hairnets, beard nets and gloves.
11. Detainees assigned to positions other than a pod runner will be housed in the workers' unit.
12. Detainees may apply for a job change after they have performed their current job for a period of 60 days.
13. Captains Crew Qualifications: Must be housed at the facility for six (6) months. Must be infraction free for sixty (60) days prior to assignment. Must be approved through the classification process and review by the Shift Commander of the potential shift assignment. Must be a level 1 or level 2 detainee. No significant history of violence, escapes or attempted escapes. No gang affiliation/no high security status detainees. No "keep separates." Positive institutional history (i.e., programming, minimal disciplinary history, no "A" or "B" charges). Also, must be housed in the workers' unit, be reviewed and approved by the Warden.

14. Work assignments and corresponding daily pay rates:

Work Assignment	Pay Rate	Work Assignment	Pay Rate
Housing Unit Runners	\$1.00	Laundry Worker	\$1.25
Barber	\$3.50 - \$4.00	R&D Janitor	\$1.25
Barbershop Janitor	\$1.00	Health Services Unit Janitor	\$1.25
Captain's Crew	\$1.50	Maintenance Worker	\$1.50
Teacher Aide/School	\$1.50	Cook/ Kitchen Worker	\$1.25 - \$5.25
Visitation Worker	\$1.25	Step-Down Worker (RHU)	\$1.00
Library Clerk/Cleaner	\$1.50	BioHazard Workers	\$5.00 per incident
A Dorm Utility Workers (Kitchen)	\$2.25		

15. Working is a privilege, you may be terminated from a work detail for unsatisfactory performance; misconduct, disruptive behavior or security threats; failure to perform; or, loss of work privilege due to disciplinary sanctions.

SECTION 47

PERSONAL HYGIENE/BARBERSHOP

1. Detainees are permitted freedom in personal grooming except when a valid interest justifies otherwise.
2. It is recommended that detainees keep themselves clean and shower daily.
3. Two (2) sets of showers are available for use anytime the common area is open; however, showers will shut off 30 minutes prior to count times, and no showers are authorized during meal periods.
4. You must enter and exit the shower area fully clothed.
5. You are required to wear sneakers or shower shoes any time you are not in your cell/cubicle including going to and from the shower.
6. You are responsible to leave the shower clean and free of debris when you are finished.
7. Detainees assigned to custodial or other work assignments (kitchen, laundry, property, etc.) will be required to present themselves in a clean and orderly manner and are subject to a visual inspection by the work supervisor. Fingernails must be kept clean and at a reasonable length.
8. A barbershop is available for the detainee population between the hours of 9:00a.m. – 4:00p.m. The number of days that the barbershop is open per week shall be determined by the Chief of Programs. The facility count shall be a factor when determining the number of days that the barbershop is open. The detainee barbers provide basic haircuts and shaves to the detainee population free of charge approximately every five (5) weeks. Chief of Programs or designee shall generate a rotating schedule for the housing units. Detainees must take the first available barber. There will be no selection of barbers. Any detainee who elects not to have a haircut/shave will not be given another opportunity until the next time the unit is scheduled. For sanitary reasons the cutting of hair in a housing unit is strictly prohibited and the possession of hair clipping is strictly prohibited and will result in disciplinary action. The unit manager or unit counselor shall provide a sign-in sheet at least two (2) days in advance. Detainees shall print their name on an open slot in the two (2) days leading up to their haircut. On the day of the haircut, detainees shall be required to be ready for their required time slot.

SECTION 48

RECREATION

1. Use of the outdoor recreation yards is offered to all detainees. A schedule has been established and is posted in each housing unit. Detainees have access to recreation activities outside the housing unit at least one (1) hour daily seven (7) days a week, when weather permits.
2. Generally, the recreation yards will be open during daylight hours. Recreation yards will be closed at dusk, during adverse weather and/or as determined by the Shift Commander.
3. It is a privilege to use the recreation yards and its use may be limited or closed at the Shift Commander's discretion.
4. Recreation equipment will only be used as intended.
5. Only a radio with headphones and one cup of water is authorized in the recreation yard.
6. Dayroom furnishings (chairs, tables, etc.) and any type of linens (blanket, sheets, pillows, pillowcases, etc.) will not be permitted in the recreation yards.
7. Detainees must be properly clothed when using the recreation yards. Sneakers must be worn.
8. Practicing drilling or marching is prohibited throughout the facility including the recreation areas.

9. Any damages to a recreation yard will result in the closing until repairs are complete. Detainees deemed responsible will receive disciplinary action up to, and possibly including criminal prosecution.
10. Indoor recreation and leisure activities are also permitted in the housing unit common area (e.g., walking, board games, cards, reading). Push-ups, sit-ups and walking are allowed as long as unit operations are not interfered with.
11. Indoor recreation is available any time detainees are not locked in their cell/cubicle.

SECTION 49

UNIT TELEVISIONS

1. Television use/watching is a privilege and is controlled by the unit officer and its use may be restricted/limited at the unit officer's discretion.
2. Television operation is the responsibility of the unit officer. **Detainees are not permitted to touch televisions, the remote controls or remove the televisions from their stands.**
3. Television channel selection will be monitored and controlled by the unit officer.
4. Televisions will be turned OFF during counts, meal time, and facility emergencies.
5. All televisions will be turned OFF at 12:00a.m. unless approved by the Warden for special events.
6. The volume on the televisions is programmed to mute in an effort to control noise levels in the housing units. Access to the volume of the television is through a radio. Detainees must purchase a radio through the commissary.
7. Television sets are the property of the Donald W. Wyatt Detention Facility. Any damage to the sets will require removal from the housing unit and the detainee will be held financially responsible for the damage.
8. Where three (3) televisions are available, one (1) in each unit will be designated as Spanish; one (1) as African-American; one (1) as Caucasian/other. Where two (2) televisions are available, one (1) will be designated Spanish and one (1) will be "majority rules." Spanish televisions are not restricted to only Spanish channels. As with all televisions, programs will be based on majority rule.
9. Indigent detainees may receive a radio and headset on loan through the facility. To qualify for the radio loan program, you must have a total less than or equal to ten dollars (\$10) for a period of sixty (60) days immediately preceding your request. You may request a radio through your unit manager.
10. Indigent detainees may exchange batteries twice a month by submitting a request to your unit team.
11. Any abuse to the equipment may result in disciplinary action and loss of the radio. Accounts will be checked monthly to verify continued indigent status. If an account exceeds the ten dollars (\$10.00), the radio, headset and batteries must be returned to Receiving and Discharge.

SECTION 50

RELIGIOUS SERVICES

1. Religious services are offered to detainees in order to meet with their spiritual needs. Access to the chaplains and/or religious leader may be requested through your unit manager or Chief of Programs.
2. Religious Programs are available in the following faiths: Catholic (English and Spanish), Protestant, Baptist (English and Spanish), Muslim, Pentecostal, Spanish Baptist, Native American, Santeria, Jewish, Rastafarian, Jehovah Witness, Buddhist, and Hindu. Please refer to the unit housing bulletin board for specific information.
3. Clergy from recognized denominations will be permitted to visit with detainees in the non-contact area. Contact visits will not occur unless approved by the Warden.
4. Religious services/meetings for varied denominations are offered on a regular basis. Detainees will only be permitted to attend meetings of their declared belief. To have your name added to the list to attend religious services, please place a request using the Request Manager in the kiosk located in the unit, stating which service you would like to attend.
5. Detainees are not authorized to attend religious services unless clergy is present. Detainees are not authorized to conduct their own religious services.
6. The Donald W. Wyatt Detention Facility does not permit detainees to marry while housed at the facility.

SECTION 51

DETAINEE MAIL

ALL DETAINEE OUTGOING MAIL MUST BE ADDRESSED AS FOLLOWS

(SEE ILLUSTRATION PROVIDED)

Your full name, (i.e., first name and last name)

Your Detainee ID #

Your Unit & Cell Number


950 High Street


Central Falls, RI 02863

Outgoing mail that is not properly addressed, as shown below, (with your return address and full name) will not be mailed out of the facility and will be opened and returned to you (when possible), for proper addressing.

Incoming mail that is not properly addressed will not be processed by the facility. It will be marked return to sender and returned to the post office. Incoming personal mail is photocopied prior to distribution to the detainee to whom it is addressed to and the original mail will be held for 30 days then it must either be sent home or shredded as the detainee dictates.

All mail must include the sender's full name (FIRST and LAST name) and complete return address. ALL INCOMING NON-PRIVILEGED MAIL MUST BE SENT IN A NON-SECURITY WHITE ENVELOPE.

OUTGOING MAIL	
Your Full Name (<u>first & last</u>) & ID # Unit & Cell # D.W.W.D.F 950 High Street Central Falls, RI 02863	
Full Name Address City, State, Zip Code	

INCOMING MAIL	
Full Name (<u>first & last</u>) Address City, State, Zip Code	
	Your Full Name & ID # D.W.W.D.F 950 High Street Central Falls, RI 02863

1. In accordance with Section 274.96 of the U.S. Postal Service's Administrative Support Manual, mail delivered to the facility by the U.S. Postal Service becomes the property of the facility, not the detainee. Outgoing mail is also the property of the facility until it is handed over to the U.S. Postal Service.
2. Detainees must place all outgoing mail in the housing unit mailbox prior to 9:30p.m.
3. Detainee mail will be picked up from the housing units and forwarded to the facility mailroom for processing by facility staff and picked up by the United States Postal Service Monday – Friday except holidays.
4. All detainee correspondence received at the Donald W. Wyatt Detention Facility must be sent via the U.S. Postal Service (USPS), Federal Express (FedEx), or United Parcel Service (UPS). Visitors shall not be permitted to drop off any correspondence or packages for detainees. Third party mail is not authorized. Forwarded mail will only be accepted if it is coming from another correctional facility.
5. All incoming non-privileged detainee mail and authorized packages will be examined through the X-ray machine, opened by the mailroom staff and inspected for contraband but will not be read unless authorized by the Warden. No packages received for detainees shall be accepted in the facility without the prior approval of the appropriate department head. All packages arriving without prior approval shall be returned to the sender at the detainee's expense.
6. Any mail returned to the facility due to improper addressing, postage, cannot be properly mailed out for any reason or is marked "RETURN TO SENDER" will be searched prior to being returned to a detainee.
7. All incoming detainee mail will be distributed to detainees daily in the afternoon except for Saturdays, Sundays and holidays.
8. The mail shall be delivered to detainees within twenty-four (24) hours of its receipt at the facility, excluding weekends, and holidays, or emergency situations and packages (if permitted) will be delivered within forty-eight (48) hours.
9. All postage, stickers, white out, return address labels, paint, glitter, excessive amount of perfume, excessive amount of lipstick or other substances, that may be considered contraband may be removed or may be returned to sender.
10. Cash on Delivery/Collect on Delivery (C.O.D.) letters are prohibited and will not be accepted for a detainee.
11. Any unauthorized items including but not limited to, whole or modified Polaroid pictures, stamps and greeting cards with audible devices, personal checks, money orders, cashier checks, cash or photographs that contain nudity, etc. will be considered contraband and processed per policy or returned to the sender at the detainee's expense. Music cards shall not be permitted and shall be returned to sender. Detainees shall not be permitted to receive property through the mail with the exception of authorized photographs, books, magazines and newspapers from approved publishers.
12. Security envelopes, colored envelopes, nylon envelopes, cardboard envelopes, bubble envelopes/plastic, and envelopes larger than 8-1/2" x 11" are not permitted. The mailroom staff shall photocopy the envelope and document on the photocopy why the envelope was not allowed. The contents that were inside the envelope shall be placed inside of the photocopy. The original envelope shall be discarded or seized as evidence if it's believed to be contraband.
13. Third party mail to include newspaper articles and material printed from the internet that is not related to the detainee's case is not authorized. Detainees will be notified in writing that these items need to be either destroyed or mailed out at their expense.

14. Detainee legal mail shall be processed and distributed as follows:
 - a. Housing units will be called one unit at a time to the legal mail area where detainees assigned to that unit will receive their legal mail. Upon arrival, all detainees shall be placed briefly in a holding cell until all legal mail has been distributed for that particular unit.
 - b. Each detainee will be positively identified prior to receiving his/her legal mail. If positive identification cannot be made, the detainee shall not receive any legal mail.
 - c. The detainee will be shown the envelope in order to ensure that the name on the envelope and the detainee's identification card match.
 - d. Once identification is verified, the staff member shall open the legal mail in the detainee's presence. The staff member shall ensure that he/she removes all contraband to include but not limited to paper clips, binder clips, funds, etc.
 - e. Once open and cleared of contraband, the staff member will count the number of papers/items contained in the envelope in the presence of the detainee, who shall verify the paper/item count.
 - f. Once the count is verified by the detainee, the staff member shall copy all the legal documents (without reading the documents) and the envelope (two copies) with the detainee observing the process. The detainee shall sign the copy of the envelope (copy #1) verifying his/her receipt of the legal mail. The staff member shall also be required to sign the copy of the envelope (copy #1) and document the date. The envelope photocopy (copy #1) must be returned to the mailroom and shall be logged into the bound ledger or computer spreadsheet when they are returned. The signed photocopy shall be kept in a file folder.
 - g. Once the copying is complete, the staff member and the detainee shall again verify the paper/item count.
 - h. At the completion of the verification and distribution process, the detainee will be given the option of having the legal mail destroyed in his/her presence OR having the legal documents mailed out of the facility at his/her expense. The staff member will give the copied documents/envelope (copy #2) to the detainee.
 - i. **OPTION #1:** If the detainee chooses to have the legal mail destroyed, the staff member shall shred the original documents and envelope in the presence of the detainee.
 - j. **OPTION #2:** If the detainee chooses to have his/her legal documents mailed out of the facility, the following shall take place:
 1. Staff will place the legal mail in a manila envelope;
 2. Staff will seal the envelope in the detainee's presence;
 3. The detainee will fill the envelope address out (IN FULL) and return to staff;
 4. The detainee will fill out a postage request form to have funds deducted from his/her account; and,
 5. Staff will attach the form to the envelope and forward the packet to the mailroom for processing and mailing.
 - k. Detainees will not be permitted to add any other items to the envelope aside from the legal mail.
15. Written materials (books, periodicals, newspapers, etc.) must be received from an approved publisher/distributor. Detainees will be required to arrange for payment for these items by completing a detainee request using the kiosk located in the housing unit. Hardcover books are not permitted. Publications pertaining to firearms, chemical agents, weapons, explosives, sexually explicit magazines that exhibit genitals, bestiality, sodomy or any type of victimization or degradation of an individual, etc. (e.g., Source, XXL, Maxim, Felon, Dona Diva and Penthouse are not permitted).
16. Any materials sent to a detainee which are deemed pornographic by policy will not be accepted by the facility and will be returned to the sender. This will include depictions in magazines or photographs.
17. Photographs shall only be accepted from authorized publishers (i.e., Amazon, Freeprints, Pelipost, and Shutterfly). Photographs that are not sent into the facility by a publisher shall be returned to the sender. The detainee shall be notified using the Returned/Rejected Correspondence Notice (refer to Policy #504 – Detainee Correspondence and Mail). Photographs that contain prohibited subject matter as outlined in Section 1(k) on page 36 will be considered contraband and will not be forwarded to the detainee. Photographs approved for retention will be forwarded to the detainee (the photographs must be no larger than 8" x 10" of dressed family members and/or friends). You are permitted to retain up to 96 photographs (equivalent to one photo album) as long as the photos meet the requirements of this section. Appropriate photographs may be displayed in the picture square near each bunk. Only authorized items are permitted and must not be displayed on any other surface.
18. Reading materials will be limited to eight (8) items consisting of: four (4) books, two (2) magazines, and two (2) newspapers from an approved publisher. Books which are hard bound/hard covered will not be accepted and shall be returned to sender.
19. Legal materials will be limited to two (2) cubic feet. Detainees are required to remove more than this from the facility.

20. Any gang-related materials found in the mail will be confiscated, treated as contraband and may subject you to Security Risk Group (SRG) designation.
21. Mail which does not fit in the unit mail box must be brought to the unit officer unsealed. The mail will be check by the unit officer for contraband, prior to being placed in the outgoing mail. Books and personal property must be mailed through prescribed procedures as outlined.
22. There is no limitation on the number of persons with whom a detainee corresponds or the number of letters received or sent.
23. No employee may read detainee mail unless authorized to do so by the Warden.
24. Any piece of mail over thirteen (13) ounces in weight is handled by the U.S. Postal Service as "Priority Mail." The price for mailing priority mail is based on the size, weight and the destination. Do not put stamps on the priority mail (prices subject to change by the U.S. Postal Service).
25. Certified Mail – Detainees must fill out a request using the kiosk indicating to send the correspondence certified mail. The correspondence can be placed in the housing unit mailbox where it will be forwarded to the mailroom for processing.

PRIVILEGED CORRESPONDENCE.

1. Detainees shall be permitted to receive and mail letters to the following persons:
 - a. Any officer of a court of the United States or from the State of Rhode Island, (judge, attorney, clerk) of the state having jurisdiction over the detainee;
 - b. The President of the United States, Governor of the State of Rhode Island, or the Governor of the state having jurisdiction over the detainee;
 - c. Any member of Congress of the United States or any member of the Rhode Island State Legislature or of the state having jurisdiction over the detainee;
 - d. The Attorney General of the United States, Attorney General of the State of Rhode Island, or of the state having jurisdiction over the detainee;
 - e. The director or agents of any federal law enforcement agency;
 - f. The Warden of the Donald W. Wyatt Detention Facility;
 - g. Any member of the United States Parole Commission;
 - h. Any approved agency of the state which has jurisdiction of the detainee, such as the Parole Board;
 - i. The attorney of record;
 - j. Foreign nationals shall have access to the diplomatic representative of their country of citizenship.
2. Detainees and persons with whom detainees may correspond as provided above shall not use or permit others to use authorized privileged mail for personal, non-legal or non-official correspondence, the transmission of contraband or the transmittal of communications to be given or forwarded to persons not specified above. Persons receiving unauthorized mail should submit communications or materials to the Warden of the Donald W. Wyatt Detention Facility.
3. Envelopes from courts or an attorney's office will NOT be considered as privileged legal mail unless the envelope contains a statement "Special Mail - Open only in presence of inmate or detainee," "Confidential Legal Mail," or "Privileged Mail - Open only in the presence of inmate or detainee," or "Confidential Attorney - Client Correspondence." All envelopes that do not contain a notice of confidentiality will be processed as non-privileged mail.
4. Legal mail shall be processed as outlined in Item #14 on page 33.
5. Envelopes from attorney's offices must be on company or government printed envelopes stating that it is an attorney at law.
6. Representatives of the news media may initiate correspondence with a detainee. However, this will be treated as special correspondence only if the envelope is properly labeled with the name, title and office of the media representative, clearly indicating that its "privileged" in nature.

IDENTIFICATION AND PROCESSING OF PRIVILEGED CORRESPONDENCE.

1. Outgoing privileged mail shall not be opened for inspection or any other purpose or otherwise impeded in its transmission if it meets the requirements outlined under "Privileged Correspondence and Facility Mail" under "Outgoing Mail" in this handbook.
2. A locked mailbox is located in each unit where detainees may deposit such letters.
3. Incoming privileged mail will be opened by a staff member in the presence of the addressed detainee for the sole purpose of ascertaining that its contents are free of contraband and it is from one of the individuals or courts listed under "Privileged Correspondence" above.
4. The purpose of the inspection will be to receive and receipt any funds enclosed for the detainee, to verify and record receipt of permitted personal property and to prevent the transmission of contraband to the detainee. The processing of

- funds, permitted personal property and contraband found in mail shall be in accordance with the facility policy on personal property.
5. Detainees will not be permitted to retain clips, unauthorized envelopes, postage from privileged mail envelopes or any other item deemed to be contraband.

READING OF NON-PRIVILEGED CORRESPONDENCE.

1. It is the policy of the Donald W. Wyatt Detention Facility not to read or censor incoming or outgoing mail, except for reasons of safety and security.
2. The Warden may authorize the reading of non-privileged mail when in their opinion such action is necessary to maintain security or order in the facility or to protect the physical safety of an individual.

DISAPPROVAL OF NON-PRIVILEGED CORRESPONDENCE.

1. The Warden or designee may disapprove for mailing or receipt by a detainee non-privileged correspondence whose contents fall as a whole or in significant part into any one of the following categories:
 - a. Information and materials which would create a significant threat to the security or order of the facility or to the physical safety of an individual.
 - b. Threats of blackmail or extortion.
 - c. Materials, publications or correspondence that contain:
 - i. Threatening messages, plans for escape or other criminal activity or plans for criminal activity;
 - ii. Creates a substantial danger to the emotional or mental health of the receiving detainee;
 - iii. Gang-related materials including, but not limited to, hand signs, hand gestures, symbols, codes, insignia, gang paraphernalia or photographs that have been altered;
 - iv. Sexual behavior, these materials include, but are not limited to, pictures, drawings or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bondage, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography;
 - v. Obviously coded messages or messages written in such an incomprehensible format that the message appear coded;
 - vi. Obscene drawings, pictures and materials;
 - vii. Strong scented envelopes and articles of clothing, bodily fluids, unknown substances, or hair;
 - viii. Maps or illustrations of the facility or other governmental agency floor plans or maps;
 - ix. Publications that have hardback covers.
 - d. Plans for activities in violation of facility policies or regulations.
 - e. Descriptions of the making of any weapon, explosive, poison, drugs, chemicals or destructive device.
 - f. Mail received or sent from one correctional facility to another, without prior approval from both Wardens.
Mail received or sent from one detainee to another while housed in this facility.
 - g. Email/internet materials (printouts of pages from websites such as Facebook, Myspace, yahoo, etc.)
 - h. Correspondence that concerns and/or attempts to send contraband into or out of the facility.
 - i. Correspondence from detainees that concerns and/or attempts to send, receive, solicit or contain money orders or any other items of value from other detainee or from relatives or visitors of other detainees.
 - j. Mail containing a foreign substance which prevents an effective search or which contains an unknown substance. If the substance is suspected of being a controlled substance, the mail shall be turned over to the Professional Standards Unit (facility investigations unit). Detainees shall be subject to discipline in accordance with Policy #301 - Rules and Discipline.
 - k. Photos are prohibited as follows:
 - i. Polaroid or other photos that contain plastic or any other synthetic backing;
 - ii. Photographs that contain/portray nudity, exposure of female or male genitalia or other sexually explicit subject matter;
 - iii. Photographs that display cash, alcohol, drugs and drug paraphernalia;
 - iv. Photographs that depict acts of violence or promote illegal activity against another person(s), to include gang-related materials, gestures and insignia;
 - v. Photographs that display weapons, weapons in use against others, showing weapons aimed in the direction of another person;
 - vi. Photographs that depict or imply physical violence, terrorist activity or physical resistance to governing authorities;

- vii. Photographs of crime scenes unless through legal mail;
- viii. Photo negatives/slides;
- ix. Photos of current or former employees;
- x. Photos that are glued, taped, stapled or otherwise affixed to a page;
- xi. Greeting cards to include music cards shall not be allowed and shall be returned to sender; and,
- xii. Mail containing decorative stickers, white out, paint, glitter, perfume, lipstick, crayons, glitter paints, with glitter or other substances that may be considered contraband may be removed or returned to sender at the discretion of mailroom staff. Copies of such contraband shall be made and given to the detainee. Detainees shall be informed in writing regarding any removed items.

SECTION 52

TELEPHONES

ALL NON-PRIVILEGED TELEPHONE CALLS FROM THE FACILITY ARE SUBJECT TO BEING MONITORED AND RECORDED

1. Telephones are located in each housing unit.
2. Telephone service will normally be on from 8:30a.m. until 9:50p.m. with the exception of meal times and count times. The detainee telephone service will automatically be turned off during any facility emergency.
3. Detainees are required to use their assigned TID (which is received during the booking process) in order to use a telephone. The detainee's booking number will be his/her TID number. Detainees should be able to access their TID number within twenty-four (24) hours of admission.
4. Telephones are programmed to make collect calls only. All non-privileged calls are subject to being recorded and monitored.
5. Outside telephone calls will not be accepted for detainees. Emergency calls will be verified by the facility and forwarded to the Chief of Programs or Shift Commander. The Chief of Programs or Shift Commander will determine if the circumstances surrounding the call constitute an emergency. A message will be delivered to the detainee, if applicable.
6. Each call is limited to twenty (20) minutes to allow all unit detainees the opportunity to place their calls. It's recommended that detainees make calls when the demand is low.
7. Telephones will not be used during meal services, group meetings, laundry services, canteen services or any other program service.
8. All detainees must complete a Designated Telephone Numbers Request form (refer to Policy #508 – Detainee Telephone Access. This form will designate the numbers which may be telephoned (up to twenty-five (25) personal phone numbers). Attorney/Consulate information will be required in the space provided (up to five (5) attorney and/or consulate phone numbers).
9. If you need to update your personal telephone number list, submit a request to your unit counselor with the names and numbers you are adding and/or dropping. You cannot exceed a total of 25 numbers. Changes are generally completed within five (5) business days of your request.
10. Any need to change names of attorneys must be addressed to your counselor for changes or corrections to be completed.
11. Persons approved as attorneys or law firms will be exempt from being recorded once the numbers are confirmed.
12. The following are guidelines for use of the detainee telephone service:
 - a. Enter your TID number when prompted to do so by the automated operator.
 - b. Calls may be made "collect" to the party legally responsible for the telephone charges incurred. No collect calls to coin telephones will be permitted.
 - c. Information calls are not authorized. You must have the telephone number of the person you are calling.
 - d. Each call attempt must be dialed by the detainee. If the initial attempt is unsuccessful (i.e., busy, not answered, not accepted), requests for the operator to dial an alternative number will not be honored.
 - e. Telephones cannot be used for any illegal activities or to violate facility regulations.
 - f. Threatening, profane, abusive language and use of call forwarding or three-way calling may be cause for termination of the call. The telephone company is authorized by law to withdraw telephone services completely if verbal abuse or profane language is directed to their personnel or subscribers. Any abuse of telephone usage by a detainee shall be cause for disciplinary action and loss of privilege.
 - g. Local calls are charged a minimum charge for the 1st three (3) minutes and another charge for each additional three (3) minutes.
 - h. If a detainee is having problems with a blocked number, he/she may have his/her family call the 866-230-7761 telephone number posted on the bulletin board in the housing unit.

- i. A prepay system (ADVANCE PAY) is also available for individuals who wish to use a cell phone or to call your telephone without restrictions of standard billing (refer to the housing unit bulletin board or your unit counselor for more information) for ViaPath Technologies billing questions. A family member may make the inquiry for a detainee as the toll free numbers cannot be dialed from detainee phones: 866-230-7761, email www.Viapath.com, fax 251-473-4588 or a detainee may write to: Advance Pay Service Dept. P.O. Box 911722, Denver, CO 80291-1722.
 - j. VIAPATH TECHNOLOGIES CELL PHONE POLICY: Family members are permitted to set up pre-paid accounts for cell phones at their own risk. Delivery of correctional calls to any cell phone is not guaranteed. If calls to a cell phone are dropped, disconnected or of poor quality, ViaPath Technologies will not issue credit for those calls.
 - k. All non-privileged detainee telephone conversations will be monitored consistent with Rhode Island General Law.
 - l. All non-privileged detainee telephone conversations via the non-contact visiting room telephones will be recorded and may be monitored.
 - m. An internal telephone "hotline" number *9011# has been set up through the detainee telephone system and will connect directly to a member of the Professional Standards Unit (facility investigative unit) during business hours or voice mail during non-business hours (see section on PREA - Sexual Abuse/Assault for additional information).
13. Detainees will be able to deduct funds from their commissary accounts to pay for phone calls. This includes both international and domestic calls. The same commissary rules apply, the detainee must enter his/her order into the kiosk system by Sunday and/or Wednesday, no later than 10:00p.m. Once the order has been processed on Mondays and Thursdays it may take 24-36 hours after processing for ViaPath Technologies to have the funds available in the detainee's phone account.

NON-MONITORED LEGAL TELEPHONE CALLS.

1. Detainees must contact a unit team member assigned to their unit and provide their lawyers' office telephone numbers.
2. Calls will be entered into the Non-Monitored Call List. The detainee will then be notified.
3. Once the detainee has been notified that the lawyer's telephone number has been entered into the system, he/she will be able to make a non-monitored legal call to that number from his/her housing unit.

SECTION 53

DETAINEE TABLET PROGRAM

Participation in the Detainee Tablet Program is a privilege, not a right. This privilege can be suspended, modified or even revoked at the Chief of Support Services' discretion based on your conduct. In order to participate in the Detainee Tablet Program, you will be required to log into the tablet. After logging into the tablet, each detainee must electronically complete the Notification and Acknowledgement for Tablet Use form prior to using the tablet; failure to sign this form shall prevent the detainee from participating in any aspect of the Detainee Tablet Program.

You may use the tablet 24 hours a day for movies, games and law library (i.e., LexisNexis). Communication activities (i.e., video visits, calls, and emails/messaging) are only authorized from 8:00a.m. thru 11:00p.m. You shall be permitted to video visit with the authorized individuals on your visiting list via the tablet program. Video visitation shall be conducted in a respectful manner. Video visitation may be monitored.

YOU ARE PROHIBITED FROM:

1. refusing to turn over your tablet, or causing staff to retrieve your tablet via a unit lockdown and search;
2. attempting to, or actually strong-arming/controlling the use of tablets;
3. lending your assigned tablet to another detainee (regardless of reason);
4. engaging in inappropriate behavior during a video visit (to include, but not limited to, nudity, gang signs, violence, criminal activity, etc.).
5. utilizing tablet messaging inappropriately (to include, but not limited to, harassment, threats, violating a court order, encouraging and/or assisting others in criminal activity, etc.);
6. damaging, defacing or tampering with a tablet; or losing an assigned tablet; and/or,
7. communicating with another detainee housed at the Donald W. Wyatt Detention Facility either directly (i.e., detainee-to-detainee communication); or through a third party (i.e., a person or persons acting as a go-between for the purposes of assisting/enabling communication between detainees housed at the Wyatt Detention Facility).

Failure to comply with the provisions of the detainee tablet program shall result in progressive sanctions, as outlined below:

<u>OFFENSE</u>	<u>LOSS OF ALL TABLET PRIVILEGES FOR:</u>
First	10 days
Second	20 days
Third	30 days
Fourth	Removal from tablet program

If after the third offense, a detainee continues to engage in inappropriate behavior, he/she shall be reviewed for removal from the Tablet Program by the Chief of Support Services.

In the event a detainee damages, defaces or tampers with a tablet, or loses his/her assigned tablet, restitution shall be sought and the detainee's tablet privileges suspended until restitution is made. All damaged tablets shall be forwarded to the Chief of Support Services.

If there is reasonable suspicion that a detainee is using his/her tablet to engage in criminal activity all tablet privileges shall be suspended immediately, and all information shall be forwarded to the appropriate user-agency and/or law enforcement agency for investigation and criminal charges, if warranted. The detainee's tablet shall remain off until the completion of the investigation.

Any suspension, modification or revocation of tablet privileges may be appealed to the Warden.

For your convenience, instructions have been provided with this handbook (refer to the instructions at the end of the handbook).

SECTION 54

VISITS AND VIDEO VISITATION (via Detainee Tablet Program)

The following visiting rules and regulations are posted in each detainee housing unit, in English and Spanish, and are available in writing to detainees and visitors upon request. Detainees and visitors **MUST** utilize the visitation telephones to communicate (no communicating through the glass). **All conversations on non-contact phones are recorded and may be monitored.**

1. Detainees are permitted to have two (2), one (1) hour visiting periods per week. Assigned H-Pod workers shall be permitted to have three (3), one (1) hour visiting periods per week. Assigned H-Pod workers are also authorized to have visits on Saturdays and/or Sundays. The time period will start when the detainee signs into the Non-Contact Visiting Room.
2. Visiting days and times are subject to change (refer to the visiting schedule posted in the housing unit for the most up-to-date schedule).
3. Each visitor is only permitted to visit ONE (1) detainee at the facility. Visitors must request the Warden's approval to visit more than one (1) detainee.
4. Female detainees will conduct their visits in the secured rooms within the Non-Contact Visiting Room.
5. All visits are conducted in the Non-Contact Visiting Room, except attorney and approved clergy visits.
6. A detainee may refuse to see a visitor.
7. A detainee may receive a designated number of visits per day, excluding official visitors (refer to the posted visiting schedule in the housing unit).
8. Two (2) adults and two (2) children may visit one detainee at the same time, provided they register together with the Lobby Officer. The children must stay with the parent or legal guardian and are not permitted to wander.
9. Children, under the age of eighteen (18), may not visit unless accompanied by a parent or legal guardian or in the absence of a parent or legal guardian, a visit may be granted with the written approval of the Warden.
 - a. A child visitor must be an immediate family member of the detainee being visited. Only the detainee's children, grandchildren and/or siblings may be considered for a child visit, these categories shall include step/foster relationships. Child visits shall **NOT** include nieces, nephews, cousins and other non-immediate family members unless approved by the Warden.
 - b. A child visitor must have their respective parent or legal guardian complete and sign their Visiting Application. The parent or guardian shall also submit a Visiting Application.
 - c. A child visitor must be accompanied to the visit by an authorized adult (i.e., an adult immediate family member or a legal guardian who is on the approved visiting list, or an adult authorized by the Department of Children, Youth and Families, or other adult approved by the Warden.
 - d. The adult must produce the child's original birth certificate to the Lobby Officer each time the child visits.

- e. Children shall remain under the supervision of the adult visitor at all times while on facility property and during the visit.
 - f. In the absence of a parent or legal guardian, a visit for a minor child or sibling may be granted. Prior to a visit being granted, the parent or legal guardian must submit a letter granting permission for his/her child to visit a detainee at the facility along with the child's birth certificate or proof of guardianship. The letter shall specify the person(s) authorized to bring the minor child to the facility and the detainee to be seen at a visit. The letter must be notarized by a notary public and submitted to the Warden for review and approval. The notarized letter must be presented by the visitor at time of each visit.
10. Visitors must conform to the dress code approved by the Warden. The visitor dress code is posted on the facility's website www.wyattdetention.com and is available in the main lobby in both English and Spanish; this information is also posted in each housing unit in English and Spanish. Improperly dressed visitors will not be permitted access and will be asked to leave the premises.
 11. Approved forms of picture identification for visitors include a current driver's license, state identification card or other official identification with picture (e.g., current passport, military identification card, etc.).
 12. Any visitor with a prior felony conviction is not permitted to visit without the prior written approval of the Warden or designee prior to the visit. Criminal convictions are defined as persons who have been convicted of a felony and/or sentenced to a penal facility. The existence of a criminal conviction alone does not preclude visits.
 13. Any visitor who has been confined at the Donald W. Wyatt Detention Facility during the previous year must have permission from the Warden or designee prior to visiting.
 14. Any person thought to be under the influence of alcohol or a controlled substance or visitors who are disruptive or cause any type of disturbance are not permitted to visit. When staff is suspicious that a visitor is conducting such activity, they will contact the Shift Commander who will speak with the individual to determine eligibility to visit at that time. The visitor's conduct must be appropriate at all times.
 15. Detainees who are disruptive or who cause any type of disturbance will have their visit immediately terminated and are subject to a loss of visiting privileges.
 16. Visitors and detainees will not engage themselves in physical contact that is or could be construed by facility staff to be excessive or inappropriate for a public place.
 17. Video and/or audio equipment are not permitted on the property (e.g., cameras, tape recorders, video cameras, lap top computers, cell phones, etc.), except with the approval of the Warden or designee.
 18. Materials and/or equipment needed for programs, services and/or in conjunction with contracted services must be pre-approved by the Warden or designee prior to entering the facility.
 19. Personal property (e.g., cell phones, jewelry, money (paper and/or coin), wallets, purses, etc.) belonging to a visitor who is visiting a detainee, shall not be permitted beyond the lobby.
 20. It is a felony in Rhode Island for any person to:
 - a. Deliver any article whatsoever to a detainee without the permission of the Warden or designee;
 - b. Procure an article to be delivered, to possess it, with intent to deliver it;
 - c. Deposit or conceal it anywhere with the intent that a detainee will obtain or receive it;
 - d. Receive from a detainee any article with the intent to convey it out of the facility without the permission of the Warden or designee.
 21. Visitors, after admission to the facility, are required to proceed directly to their assigned visiting area. Any visitor found in an area other than one assigned is in violation of facility rules. The visit will be terminated, and the visitor will be required to leave the facility.
 22. Upon entering and before being searched, each visitor is required to disclose to the Lobby Officer any article they are carrying on their person except the clothing that they are wearing.
 - a. Anyone who carries, or attempts to carry, in or out of the facility any article without the consent of the Visiting Room Officer and Shift Commander or designee is liable for arrest, prosecution and loss of visiting privileges.
 - b. A child's parent or adult guardian is responsible to make such disclosure for the minor.
 - c. Detainees may only take in or out of the visiting room legal materials after approval from the Visiting Room Officer and Shift Commander.
 23. Any and all visitors who are in the facility for a visit are subject to being searched prior to being permitted to visit and/or before being permitted to leave the facility.
 24. All items of clothing worn by a detainee will be thoroughly searched before and after visiting. All detainees will be searched when exiting the Contact Visiting Room via body scanner. If staff have reason to believe that a detainee is in possession of contraband, that detainee may be subject to a body scan **AND** a strip search.

25. Violation of any visiting rules, regulations and or procedures of the Donald W. Wyatt Detention Facility will result in the visitor being removed from the facility and any further visiting privileges will be denied.
26. All visitors on the Donald W. Wyatt Detention Facility property are subject to having a warrant check initiated as verification of information provided by the visitor.
27. Standardized directions from Boston, New York, Hartford and Providence are available from a unit team member. Visitors may obtain this information from the automated telephone operator or facility web site.
28. Directions to and from the facility and posted telephone numbers for commercial transportation and pay phone service will be available in the lobby to assist visitors.

PRE-APPROVAL VISITATION (in addition to the rules above).

1. Detainees and visitors **MUST** utilize the visitation telephones to communicate (no communicating through the glass). Telephones utilized for social visits are monitored and recorded.
2. A detainee who anticipates social visits must provide his/her prospective visitor's name, address and date of birth on the Visitor Request Form which will initially be given to the detainee by a programs counselor during the detainee's intake period.
3. Detainees will be permitted to list up to seven (7) social visitors (not including children) on their visiting list. Legal and/or professional visitors will not count against the authorized number on an approved visiting list.
4. The detainee must complete the Visitor Request Form and return it to the programs counselor. The programs counselor will provide the detainee with the corresponding number of Visiting Applications not to exceed seven (7) plus the necessary amount for children under the age of eighteen (18).
5. Up to two (2) adult visitors from the detainee's immediate family and listed on the detainee's Visitor Request Form may be permitted one (1) courtesy visit each per week prior to approval of the visiting application. Persons with a criminal history (ex-offenders) and/or individuals with pending legal cases (offenders) shall not be allowed a courtesy visit.
6. All approved visitors will undergo a criminal history and warrant check at least annually.
7. It will be the detainee's responsibility to mail the Visiting Applications to the prospective visitor(s) or instruct them to print out the Visiting Applications from the facility web site www.wyattdetention.com and instruct them to complete the application and return it via U.S. Postal Service (USPS) to the Chief of Programs or place it in the designated box located in the facility lobby. Visitors will not be permitted to hand deliver their application to the Lobby Officer or other staff member
8. The facility will only process Visiting Applications for the individuals listed on the detainees visiting list.
9. Any visitor with an active warrant or pending criminal case(s) will be excluded from routine placement on a detainee's visiting list.
10. Detainees will be notified in writing of the approval or denial of their visitation requests within thirty (30) days of receipt of the completed application. It will be the responsibility of the detainee to notify the proposed visitor of their visiting status.
11. A proposed visitor may appeal the denial of a request to be placed on a visiting list in writing to the Warden within ten (10) days of notification of denial. The appeal will be answered within fifteen (15) days of receipt by the Warden whose decision will be final.
12. Modification to the visitation list may be made every ninety (90) days. All requests for visitation list modifications must be submitted to the Programs Department staff.

EXTENDED VISITS.

1. Extended visits may be permitted on a case-by-case basis AND must be pre-approved. All requests for extended visits must be submitted via kiosk (or by detainee request form) to the Visitation Coordinator for review and action. All requests for extended visits must be authorized by the Warden or designee.
2. The extended visiting period shall be recorded as a second visiting period.
3. An extended visiting period shall only be permitted when there is adequate seating in the visiting room to accommodate the visit.
4. Extended visiting periods shall not occur on legal holidays.
5. The following legal holidays shall be recognized:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

SPECIAL VISITS.

1. A special visit is defined as a “visit which allows for exceptions to a detainee’s authorized: (1) visiting list; (2) number of visitors; (3) visit schedule (i.e., day and/or time); (4) length of visit; and/or, (5) for reasons of extenuating circumstances (e.g., death in the family, a family crisis, or a visitor who traveled more than 400 miles one way to the facility, etc.).”
2. A special visit may be permitted on a case-by-case basis AND must be pre-approved. All requests for special visits must be submitted via kiosk (or by detainee request form) to the Visitation Coordinator for review and action. All requests for special visits must be authorized by the Warden or designee.

BUSINESS VISITS.

1. No detainee is permitted to engage actively in a business or profession.
2. A detainee who is engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community.
3. Even though the detainee has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business in which case the Warden may approve a special visit.

CONSULAR VISITS.

1. Whenever it is determined that a detainee is a citizen of a foreign country, the Warden shall permit the consular representative of that country to visit on matters of legitimate business.
2. This privilege may not be withheld even if the detainee is housed in the RHU.

ATTORNEY VISITS.

1. Visits shall be permitted by appointed attorneys and by attorneys retained by the detainee or his/her family in contemplation of prospective legal representation.
2. In recognition of the fact that the number of visits necessary is dependent upon the nature or urgency of the legal problems involved, no specific regulations pertaining to the frequency of visits will be established. Visiting by the attorney of record is unlimited between the hours of 9:00a.m. until 9:00p.m. (Sunday through Saturday).
3. When a detainee or his/her attorney wishes to exchange legal documents, and/or recordings during a visit, they must request permission in advance from the Visiting Room Officer with the approval of the Shift Commander. The staff supervising the visit will be notified of the authorization, and they shall visually inspect the material for contraband and not for content. Detainees and their attorneys are encouraged to send this material through the mail. A detainee’s attorney must receive authorization from the Chief of Programs to have legal recordings mailed in or dropped off. The Programs Department staff person will make arrangements for detainees to listen to the recordings. Detainees will not retain recordings in their cell/cubicle.

VISITS FROM REPRESENTATIVE OF COMMUNITY GROUPS.

1. Representatives from community groups, civic and religious organizations or other persons, whose interest and qualifications for this kind of service are confirmed by staff, may be approved by the Warden as regular visitors for one or more detainees.
2. The requirement for the existence of prior established relationship may be waived under this section.
3. The visits will be held in the Non-Contact Visiting Room.

VISITS TO DETAINEES NOT HOUSED IN GENERAL POPULATION.

1. Hospital Patients: Visits for detainees housed at an outside hospital are not authorized unless prior approval is received from the Warden and the appropriate contracting agency. Detainees housed in the facility Health Services Unit for medical reasons must receive prior approval from the Warden and Health Services Administrator to receive visits.
2. Visiting privileges will be suspended when a detainee is on Disciplinary Segregation status.
3. Detainees on Preventative Segregation status will receive video visitation only.
 - a. Visits by attorneys, consular, business or other special visits will be handled on a case-by-case basis.
 - b. The Shift Commander will be notified and coordinate all visits for detainees in the RHU.

LEGAL VISITS VIA VIDEO VISITATION PROGRAM (JURISLINK). This service will provide you and your legal representatives the ability to communicate in real time via video visits through the Jurislink Program. The service also provides you the ability to share, view and even sign documents. All video sessions through Jurislink are confidential.

The schedule will be posted in each housing unit and made available on the kiosk as well. The following rules and restriction will apply when using this service:

- Your attorneys shall follow the preset schedule when reserving sessions; the schedule is available at the following link: http://www.wyattdetention.com/Visitation/Visiting_Hours. Attorneys can verify detainee housing unit assignments by calling the facility at 401-729-1190. Sessions can be scheduled by visiting www.jurislink.com.
- Sessions scheduled by your attorney will start at 30 minute intervals, but may be scheduled up to two hours per video session.
- You will be placed on the docket for your Jurislink session. You will be escorted to the Jurislink Unit that your session will take place on.
- If you are on the facility move list your session will be accommodated if the session has been previously scheduled.
- Detainees are to report to their assigned area 10 minutes before their session is scheduled to start.
- Facility staff members are unable to schedule Jurislink calls, as this is done through the website.
- You will be required to use the handset during your session. At no time shall you attempt to view another detainee's screen, this applies to co-defendants as well.
- You must be appropriately dressed for your session and may be required to wear a mask.
- If there are issues connecting a session, inform the officer immediately. Do not attempt to correct the issue.
- If you refuse to attend a scheduled session, you will be required to sign a refusal form. This document will be forwarded to the scheduling attorney.
- Once a session is complete, you shall ensure all of your information has been cleared from the screen and exit the area as directed by the officer.
- Jurislink has preset time frames. The call will automatically disconnect at the end of each session and you will not be allowed to make another call without it being previously scheduled.

Questions regarding Jurislink should be directed through the kiosk to the Visitation Coordinator or the Chief of Programs.

SECTION 55

DETAINEE RIGHTS AND RESPONSIBILITIES

1. You have the right to be informed of the rules, procedures and schedules concerning the operation of this facility.
 - a. **You have the responsibility to know and abide by them.**
2. You have the right to freedom of religious affiliation, and voluntary religious worship.
 - a. **You have the responsibility to recognize and respect the rights of others in this regard.**
3. You have the right to health care which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment.
 - a. **It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, and to seek medical care as needed.**
4. You have the right to have family members and friends visit with you in keeping with the facility rules and schedules.
 - a. **It is your responsibility to conduct yourself properly during visits, and to not accept or pass contraband.**
5. You have the right to unrestricted and confidential access to the courts by correspondence.
 - a. **You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.**
6. You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to the United States Government.
 - a. **It is your responsibility to obtain the services of an attorney.**

7. You have the right to have access to reading material for your own enjoyment. These materials may include approved magazines.
 - a. **It is your responsibility to seek and utilize such material for your personal benefit, without depriving others of the same benefit.**
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
 - a. **It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other detainees to the use of the material.**
9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the publishers.
 - a. **It is your responsibility to seek and utilize such material for personal benefit, without depriving others of their equal right to the use of this material.**
10. You have the right to participate in a work program, as far as opportunities are available, and in keeping with your interest, needs and abilities.
 - a. **You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the facility and in the community. You will be expected to abide by the regulations governing the use of such activities.**

FOR FURTHER INFORMATION ON ANY TOPIC DISCUSSED IN THIS DOCUMENT, CONTACT THE UNIT OFFICER. THE UNIT OFFICER WILL ANSWER YOUR QUESTION(S), OR INSTRUCT YOU ON HOW TO OBTAIN THE INFORMATION.