DETAINEE ORIENTATION HANDBOOK (USMS)

DONALD W. WYATT DETENTION FACILITY
950 High Street
Central Falls, RI 02863
Telephone: 401-729-1190

Mr. Michael Nessinger, Warden



Table of Contents:

SECTION:	SECTION TITLE:	PAGE:
1.	MESSAGE FROM THE WARDEN	2
2.	DWWDF ADMINISTRATION DIRECTORY AND LIST OF ATTACHMENTS	3
3.	INTRODUCTION / COMMUNICATING WITH FAMILY, FRIENDS AND LEGAL REPRESENTATIVES	3
4.	DETAINEE RIGHTS AND RESPONSIBILITIES	3
5.	ADMISSION TO THE FACILITY / ORIENTATION	4
6.	CLASSIFICATION	6
7.	HOUSING ASSIGNMENTS	6
8.	HOUSING RE-ASSIGNMENTS AND RELEASE	7
9.	SPECIAL MANAGEMENT UNIT STEP-DOWN PROGRAM	7
10.	PROTECTION	7
11.	DETAINEE CONDUCT	7
12.	USE OF FORCE AND RESTRAINTS	8
13.	PREA - SEXUAL ABUSE / SEXUAL HARASSMENT (ZERO TOLERANCE)	8
14.	SECURITY RISK GROUP / GANG-RELATED ACTIVITY (ZERO TOLERANCE)	9
15.	FIRE EVACUATION DRILLS / FIRE EMERGENCIES	9
16.	OTHER EMERGENCIES	9
17.	COUNTS	9
18.	SMOKING / TOBACCO / VAPING PRODUCTS	10
19.	CONTRABAND	10
20.	SEARCHES	11
21.	URINALYSIS TESTING	11
22.	DISCIPLINARY PROCESS / CRIMINAL CHARGES	11
23.	GRIEVANCES AND APPEALS	17
24.	DETAINEE NOTICES (BULLETINS AND POSTINGS)	19
25.	TOWN HALL MEETINGS	19
26.	DETAINEE REQUESTS / COMMUNICATION PROTOCOLS (FACILITY STAFF)	19
27.	SICK CALL	20
28.	MEDICATION / MEDICATION FOR OPIOID USE DISORDER (MOUD) PROGRAM	21
29.	MENTAL HEALTH CARE AND SUICIDE PREVENTION	22
30.	PERSONAL HEALTH INFORMATION	22
31.	MEALS / FOOD SERVICES / TRINITY TAKEOUT	22
32.	COMMISSARY / SECUREPAK	23
33.	DETAINEE ACCOUNTS AND DISBURSEMENT OF FUNDS	25
34.	INDIGENT DETAINEES	26
35.	CLOTHING, LINEN AND MATTRESS EXCHANGE	26
36.	PERSONAL PROPERTY	27
37.	DRESS CODE	27
38.	IDENTIFICATION CARDS	28
39.	TELEPHONES	28
40.	MAIL AND CORRESPONDENCE	29
41.	DETAINEE TABLET PROGRAM	33
42.	VISITS AND VIDEO VISITATION (via Detainee Tablet Program)	34
43.	CELL / CUBICLE AND HOUSING UNIT RULES AND REGULATIONS	38

44.	HOUSING UNIT WEEKLY INSPECTIONS	41
45.	LEAVING THE UNIT	41
46.	LAUNDRY PROCEDURES	41
47.	LEGAL RESOURCES	42
48.	DISCOVERY EVIDENCE	43
49.	COURT APPEARANCES	43
50.	PROGRAM SERVICES	43
51.	WORK ASSIGNMENTS	44
52.	PERSONAL HYGIENE / BARBERSHOP / HAIR SALON	44
53.	RECREATION	45
54.	UNIT TELEVISIONS	46
55.	LIBRARY	46
56.	RELIGIOUS SERVICES	46
57.	RECORDS	47
58.	ATTACHMENTS	48

SECTION 1 — *MESSAGE FROM THE WARDEN*

Welcome to the Donald W. Wyatt Detention Facility (DWWDF). Along with our dedicated staff, I am committed to ensuring that this facility provides a safe, secure, clean, and humane environment for all detainees. We expect you to act responsibly and respectfully towards staff and fellow detainees. Compliance with the rules and regulations of this facility is mandatory. Failure to do so may result in your removal from the general population and notification to the relevant authorities, including the U.S. Marshals Service, the Federal Bureau of Prisons, the U.S. Navy, or Mashantucket Pequot Tribal Authorities, as well as the courts, which could impact your sentence.

We value open communication between staff and the detainee population. If you have any questions or concerns, we encourage you to bring them to our attention. Should direct communication prove ineffective, a grievance process is in place to ensure your concerns are addressed. It is our policy that no detainee shall face discrimination in administrative decisions or program access based on race, religion, national origin, gender, sexual orientation, or disability. If you need assistance with any issue, please follow the chain of command.

During your stay, you will have opportunities to participate in a variety of programs and activities. This Detainee Orientation Handbook provides detailed information about available programs, services, rules, regulations, policies, and procedures. I encourage you to take advantage of the educational, recreational, and self-improvement opportunities offered, such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Anger Management, Medication for Opioid Use Disorder Program (MOUD) and case preparation resources. I would much rather provide the court with reports of your positive conduct and program participation than have to report negative behavior.

In closing, I urge you to cooperate with staff, adhere to facility rules, and address any issues appropriately. It is my hope that you will make the most of your time here and work towards a positive future.

Michael Nessinger, Warden

SECTION 2 DWWDF ADMINISTRATION DIRECTORY / LIST OF ATTACHMENTS

DWWDF ADMINISTRATION DIRECTORY

Mr. Nessinger, Warden
Mr. Lepore, Chief of Support Services
Mr. Gyamfi, Health Services Administrator
Ms. Staplins, Lead Unit Manager
Ms. Fieuth, Unit Manager
Mr. Black, Commissary Manager (Keefe) & Detainee Accounts
Mr. Ja. Sullivan, Chief of Security
Ms. Jimenez, Programs Director
Ms. Devonis, Classification Manager
Ms. Cepeda, Unit Manager
Ms. Rodriguez, Grievance/Evidence Coordinator
Mr. Cummings, Food Service Director (Trinity)

ATTACHMENTS

(1) Sexual Abuse Awareness Information
(2) Instructions - How to Use the Unit Kiosk
(3) Programmatic Opportunities
(4) Security Risk Group/Gang Related Activity
(5) Instructions - How to Use the Tablet
(6) Suicide Prevention Information
(7) Property Matrix
(8) Non-Contact Visiting Schedule

SECTION 3 INTRODUCTION / COMMUNICATING WITH FAMILY, FRIENDS AND LEGAL REPRESENTATIVES

During admission, you were issued a copy of the handbook for the purposes of familiarizing you with the facility and its personnel. In its pages you will become familiar with the rules and regulations you are expected to follow, as well as a general overview of the programs and services available to you at the facility. You will be held accountable for your actions while in custody at this facility. Therefore, it is your responsibility to become familiar with the contents of this handbook. You are required to acknowledge, by signature, receipt of this handbook.

COMMUNICATING WITH FAMILY, FRIENDS AND LEGAL REPRESENTATIVES
While detained at the facility, you will be able to communicate with the outside world. Sections 39, 40, 41 and 42 of this handbook explain how to contact your family, friends, and/or legal representatives through telephone calls, mail, tablet program, and visitors.

SECTION 4 DETAINEE RIGHTS AND RESPONSIBILITIES

1. You have the right to be informed of the rules, procedures and schedules concerning the operation of this facility.
   - **You have the responsibility to know and abide by them.**

2. You have the right to freedom of religious affiliation, and voluntary religious worship.
   - **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.
   - **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.
   - **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.
   - **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.
   - **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.
   - **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.
   - **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.
   - **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.
    - **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.

SECTION 5 ADMISSION TO THE FACILITY / ORIENTATION

1. Upon commitment to the facility, you will be processed and interviewed by facility staff. A detention counselor or unit manager will conduct an initial assessment within five (5) days of your admittance to the facility (excluding weekends and holidays). A PREA (Prison Rape Elimination Act) video will be shown to you during this time or within fourteen (14) days (excluding weekends and holidays) of admission and your attendance is mandatory.
2. Facility staff will determine that you were admitted to this facility by proper legal authority and authorized officials. The staff will complete necessary paperwork and forms that will include your personal history (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 pass through a body scanning device. Searches will be conducted in a professional and dignified manner.
4. You will be photographed.
5. During your admission to the facility, you will be issued an identification card. You are required to be in possession of your identification card anytime you exit the unit (regardless of reason). You are not required to be in possession of your identification card while inside the housing unit or the recreation yard. However, you must present your identification card in order to receive your medication, commissary, mail, etc. or upon staff request.
6. Upon admission, you will be issued clean clothing. Sanitary conditions will be maintained during your detention by daily showers and daily cleaning of your immediate living area.
7. You must surrender all valuables, funds and personal property (e.g., wallet, watch, necklace, ring, etc.). These items will be inventoried and secured. You will be given a receipt for all items secured by the facility including any processed funds. Any item you are not authorized to possess must either be sent home or donated within thirty (30) days from the date of admission or that item will be destroyed by the facility.

The following items may be authorized to be retained in your possession:

- One (1) plain wedding band (no stones);
- One (1) religious necklace (not made of gold/precious metal for security reasons), to include religious medallions (must be made of plastic and not exceed 1" in diameter);
- One (1) non-metallic wristwatch; and,
- Other items may be approved on a case-by-case basis by the Warden.

The value of any item of jewelry that you choose to retain cannot exceed $100.00. The facility is not responsible for lost personal items you elect to keep in your possession.

8. You are permitted to consult with your attorney or other legal representatives, or to seek outside help in arranging for bail (if applicable).
9. You will be permitted to make one (1) telephone call during the admission 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 of newly admitted detainees to the facility. Upon entry, you will be tested for SARS-CoV-2 (the virus that causes COVID-19) in accordance with CDC guidelines. You will be assigned to an appropriate housing unit, during this time you are encouraged to communicate any symptoms to a member of the Health Services Unit (HSU) while maintaining good personal hygiene. You must complete a routine period of observation for approximately seven (7) days. The length of time spent in observation 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. You are responsible for the following clothing and bedding issued by the facility and if any of the items are lost, stolen or damaged you may be charged accordingly.

Upon your initial admission, you will be issued the following clothing and hygiene items:

STANDARD ISSUANCE:

Articles of Clothing (Quantity)		**Other Issued Items (Quantity)**
Uniform shirts (2 each)	Uniform pants (2 each)	Mattress (1 each)
T-shirts (7 each)	Undergarments (7 each)	Sheets (2 each)
Socks (7 each)	Sneakers (1 pair) (see ***** below)	Blankets (2 each)
Sweatshirt (1 each)	Shower shoes (1 pair)	Pillow (1 each)
Gym shorts (1 pair)	Jacket (seasonal) (1 each)	Pillow case (1 each)
Sports bras (I-Pod detainees only) (7 each)		Towels (2 each)
Nightgowns (I-Pod detainees only) (2 each)		Face cloths (2 each)

****** You are authorized to possess a maximum of two (2) pairs of sneakers. One (1) facility-issued pair at admission, and one (1) personal pair you may purchase through the commissary.*

ADDITIONAL ITEMS ISSUED UPON ADMISSION:

Laundry strap (1 each)	Toilet paper (1 roll)	Masks (will be distributed in accordance with CDC/RIDOH guidelines or upon request)
Hygiene kit (1 each) - Hygiene kits will consist of soap, toothpaste, toothbrush, deodorant, shampoo/shaving gel, and comb. In addition, I-Pod detainees shall also receive a brush and sanitary napkins/tampons (feminine hygiene items are available in I-Pod at no cost to the detainee).		

(Refer to Attachment 7, titled "Property Matrix" located at end of this handbook)

INITIAL HEALTH SCREENING. You will receive an initial health screening within 12 hours of your admission to the facility. The health screening will be performed by a qualified health care professional (or health trained professional) and consist of medical, dental, and mental health questions and observation. Should you have urgent medical, dental or mental health concerns, please advise staff promptly for appropriate action. You will be afforded privacy during your health screening.

Any medication in your possession must be surrendered for examination by a qualified health care professional as to type and continued use. All findings will be documented in your health record. Within 14 days of your admission, you will receive a comprehensive health appraisal by a qualified health care professional.

DETENTION FILES. A detention file is generated for all detainees housed at this facility. The detention file contains various pieces of information related to your detention. Unless the release of information is required by statute or regulations, you must sign a Detainee Release of Detainee File Information Consent Form (refer to Policy #616 – Case Record Management/Release of Information prior to the release of any information from this file.

SECTION 6 CLASSIFICATION

1. Upon admission, you will be processed and temporarily held in the Receiving and Discharge area. A detention counselor will complete an objective classification assessment to determine your custody 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); or,
   - **Level 3 (MAXIMUM).** Presents 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. Should you require housing away from other detainees in the general population, you may be separated for an unspecified time period. Attempts will be made to promptly return you to the general population when practical.
3. You 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. If classified as Level 2 or Level 3, you may appeal the decision in writing to the Programs Director utilizing form WN 51101 – Detainee Request. All appeals will be addressed within five (5) business days. You will be provided with a decision within three (3) business days of the Programs Director's decision. The decision will include the date and time of the review, reason(s) for granting or denying the appeal, and notification of your right to appeal to the Warden. The Warden will notify you 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 your actual behavior while confined. Reclassification shall be conducted when new information is obtained or as a result of your involvement in institutional incidents while in custody.
5. You shall be assigned to a general population housing unit based on your classification assessment. You may appeal your housing unit assignment to the Classification Manager via the unit kiosk or by submitting a Detainee Request (form WN 51101).
6. You shall be assigned to a cell or cubicle with detainee(s) who are comparable in age, weight and height.

SECTION 7 HOUSING ASSIGNMENTS

1. You may be assigned to a two (2) person or a four (4) person cell or a dormitory cubicle.
2. Indoor and outdoor recreation and leisure-time activities are available in all housing units.
3. You are assigned living quarters by way of the facility move list. You are expected to move to your assigned living quarters when instructed. Failure to comply with staff directions to move shall subject you to disciplinary action and potential assignment to the Special Management Unit (SMU).
4. Your unit/ cell/cubicle assignments may change in order to meet facility needs.
5. You may request a unit/cell/cubicle change via the unit kiosk or by submitting a Detainee Request (form WN 51101).
6. Your request to change a unit/cell/cubicle shall be reviewed by the unit manager and Classification Manager. You will be notified on the status of your request once a decision has been made.
7. Notify staff immediately if you need to be moved from their unit/cell/cubicle due to the possibility of your safety being in jeopardy.
8. You may be housed in the SMU when you need to be separated from the general population for safety or security concerns. If housed in the SMU, you 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, or discontinuation, of property/privilege restriction.

This unit has only single cells and houses detainees on the following statuses:

ADMINISTRATIVE STATUS (AS).
DESCRIPTION: A form of separation from the general population administered by the multi-disciplinary staff committee when the continued presence of the detainee in general population would pose a serious threat to life, property, self, staff or other detainees or to the security or orderly operation of the facility. Unlike Disciplinary Detention, this form of special management 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. Administrative Status 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. Detainees pending investigation for trial on a criminal act or pending transfer also can be included.

PROTECTIVE CUSTODY (PC).
DESCRIPTION: A special management 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.

DISCIPLINARY DETENTION (DD).
DESCRIPTION: A special management placement designed to detain an individual for violating a specific disciplinary rule, regulation or law, and is for a determinate length of time. Disciplinary Detention is one of several types of action available in the disciplinary system along with revocation of detainee privileges and other sanctions.

SECTION 8 HOUSING RE-ASSIGNMENTS AND RELEASE

1. If being re-assigned to another housing unit, transferred from the facility, or being released, you must pack all facility-issued and personal property in your property bag(s). Any items left behind in a cell/cubicle or with another detainee will be considered contraband and confiscated. You are responsible for the items and will be charged accordingly for any facility property you cannot account for.
2. You will clean your 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 sanitation and/or damage.
4. You will report to the officer's station after the cell/cubicle inspection with all facility and personal property.
5. When transferred/released from the facility, all facility property must be returned. You may be charged restitution for any items not turned in that were issued upon admission and/or during your confinement.
6. Cost for replacement of facility property damaged or missing will be assessed and deducted from your account prior to your release.

SECTION 9 SPECIAL MANAGEMENT UNIT STEP-DOWN PROGRAM

DESCRIPTION: The Step-Down Program is an opportunity for a detainee housed in the Special Management Unit on Administrative Status (AS) to return to a less restrictive setting with the eventual goal of returning to general population. 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 10 PROTECTION

If at any time you fear for your safety, you should direct your concerns immediately to staff. You may do so verbally, or by completing a request in the kiosk located within each housing unit, or by submitting a paper Detainee Request (form WN 51101). You should immediately report to any staff member anytime you believe your safety and/or security are in jeopardy so that immediate action can be taken to ensure your safety and security at all times.

SECTION 11 DETAINEE CONDUCT

1. You are required to treat staff and fellow detainees in a courteous and respectful manner at all times.
2. You will not loiter, litter, shout or engage in horseplay in the unit or any other area of the facility.
3. You will not use racial slurs, profanity, rude gestures, or engage in name calling or swearing; doing so will result in disciplinary action.
4. You will obey all orders and/or directions given by an officer or staff member without question and to the best of your ability. Should you receive two conflicting orders, carry out the last order/direction 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 staff member, you may write the Warden.
6. You will not give or promise a gift to any staff member, contractor or volunteer of this facility, this includes sending personal letters, cards or phone calls to any staff member, contractor or volunteer (this behavior is strictly prohibited).
7. In order to stay clear of disciplinary action, you should become familiar with the facility rules and regulations along with the code of offenses; these can be found in this handbook, on the tablet system, and are available within the housing units.
8. If you forcibly assault, resist or interfere with an officer in the performance of the officer's duties, you may be subject to both administrative and criminal action pursuant to the provisions of Title 18 United States Code, Section 111 (Assaulting, Resisting, or Impeding Certain Officers or Employees).
9. You will not engage in flirtation, solicitation, making inappropriate comments or physical contact with any staff member, contractor or volunteer (this behavior is strictly prohibited).

SECTION 12 *USE OF FORCE AND RESTRAINTS*

DESCRIPTION: Staff shall use only as much force as needed to gain control of the detainee, protect the safety of detainees, staff and others, protect the public, prevent serious property damage and ensure the security and orderly operation of the facility. Staff may use force after all reasonable efforts to otherwise resolve a situation have failed. Physical force or restraining devices will not be used as punishment.

SECTION 13 *PREA - SEXUAL ABUSE/SEXUAL HARASSMENT*

1. The Donald W. Wyatt Detention Facility has adopted a ***ZERO TOLERANCE*** philosophy regarding sexual abuse and sexual harassment 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 and/or sexual harassment in violation of local, state, or federal law will be reported to the proper authorities. A mandatory PREA video will be shown during admission or within fourteen (14) days (excluding weekends and holidays).
3. If you become a victim of sexual advances from another detainee or threatened with such, the incident should be reported immediately by verbally notifying a staff member, OR by using the telephone hotline number below, OR in writing utilizing the PREA icon on the kiosk located in each housing unit, OR by submitting a paper Detainee Request (form WN 51101). If you elect to report abuse/harassment in writing, you are NOT REQUIRED to use an official form or document to report sexual abuse or sexual harassment, you may use a piece of paper if you wish; the most important thing is that you report the abuse/harassment to authorities. These protocols are in place to protect you, to fully investigate the incident, and initiate appropriate 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 by state and federal law and ALL incidents should be reported immediately by verbally notifying a staff member, OR by using the telephone hotline number below, OR in writing as outlined in Item #3 above.
5. Do not make false allegations against any staff member, contractor, volunteer, or another detainee; doing so will subject you to appropriate disciplinary action.
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's Investigations Unit during business hours or voice mail during non-business hours. The "hotline" is available for you 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 *4011# connects directly to the Rhode Island State Police is available for you to report any contact of a sexual nature with other detainees, staff, volunteers or contractors, OR you may contact them by calling 1-401-444-1000, OR in writing to: Rhode Island State Police, 311 Danielson Pike, North Scituate, RI 02857. All calls made to the Rhode Island State Police are confidential, and not monitored or recorded.
8. 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, United States Department of Justice, 950 Pennsylvania Avenue, Room 4706, Washington, DC 20530. All calls made to the Office of the Inspector General are confidential, and not monitored or recorded.

9. Victim advocacy services are also available to you 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 (refer to Attachment 1, titled "Sexual Abuse Awareness Information" located at end of this handbook). All calls made to victim advocacy services are confidential, and not monitored or recorded.
10. These "hotline" numbers have been printed on the reverse side of your facility identification card for quick reference. If you are a victim of sexual abuse or sexual harassment by a staff member, contractor, volunteer, or another detainee you are encouraged to report the incident to anyone you are comfortable reporting it to. REMEMBER: All allegations of sexual abuse and sexual harassment are serious, will not be tolerated, and will be investigated.

SECTION 14 SECURITY RISK GROUP/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. If you participate in gang-related activities you will be reviewed for Security Risk Group (SRG) status and may be placed in the Special Management Unit.
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. If you associate and/or participate in SRG/gang-related activities you shall be subject to disciplinary action in accordance with Policy #301 – Rules and Discipline. Furthermore, you will be reviewed for SRG status housing in accordance with Policy #203 – Security Risk Groups (refer to Attachment 4, titled "Security Risk Group/Gang Related Activity" located at end of this handbook).

SECTION 15 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 housing unit 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, your safety may be jeopardized and 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 or 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 16 OTHER 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 and kneel 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. If you are assigned to a dormitory you must report to your 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, on your part, 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 in **ANY** emergency response.

SECTION 17 COUNTS

1. Official counts shall be conducted at 3:00am, 7:00am, 11:00am, 3:00pm, 6:30pm, 10:00pm and 11:00pm. The types of count are as follows:

   3:00am You can remain as you are during this count;

7:00am You are required to stand, be seated at a desk or be sitting on your bunk with your legs hanging over the edge of your bunk. You shall not be lying in your bunk while your cell/cubicle is being counted (night lights will be turned on during this count and will remain on until the conclusion of this count);

11:00am **STAND-UP COUNT** (You are required to stand for count with both feet on the floor);

3:00pm You are required to stand, be seated at a desk or be sitting on your bunk with your legs hanging over the edge of your bunk. You shall not be lying in your bunk while your cell/cubicle is being counted;

6:30pm You are required to stand, be seated at a desk or be sitting on your bunk with your legs hanging over the edge of your bunk. You shall not be lying in your bunk while your cell/cubicle is being counted;

10:00pm **STAND-UP COUNT** (You are required to stand for count with both feet on the floor); and,

11:00pm You can remain as you are during this count.

2. During the 7:00am, 3:00pm and 6:30pm counts, you are required to stand, be seated at a desk or be sitting on your bunk with your legs hanging over the edge of your bunk. During the 11:00am and 10:00pm count, you are required to stand for count with both feet on the floor. During the 3:00am or 11:00pm count you may remain as you are during count.
3. You shall report to your assigned cell/cubicle and follow the above procedures for all counts.
4. Stand-up counts require you to **STAND UP** in your assigned cell at arms' length from the cell door in plain view of the counting officer. During standing counts, you 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.
5. You may be lying down during the 11:00pm and 3:00am counts; however, the officer **MUST** see your **LIVING, BREATHING FLESH**. An officer may knock on your door to ensure they see movement to ensure your safety.
6. Ten (10) minutes prior to count time, Central Control will announce "Recall." Recall indicates that you must return to your respective housing unit or approved "out-count" location in preparation for the count. Only those detainees on an approved "out-count" list are permitted outside their respective living units. When recall is announced, it is your responsibility to be ready for count or disciplinary action will be taken.
7. At recall, showers are closed and the telephone system will be turned off.
8. 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.
9. The Shift Commander may conduct a count at any time.

SECTION 18 SMOKING/TOBACCO/VAPING PRODUCTS

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

SECTION 19 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. Should you be found in the possession of contraband you will be 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/ear buds altered into speakers; antenna attached to radios; clothing, uniforms, shavers, trimmers, etc.
4. Personal clothing which has been altered in any manner, cut, ripped in excess, marked with writing and/or drawings will be removed from a detainee's possession and considered to be contraband resulting in disciplinary action. You may be charged for any damaged property. Altered property identified as contraband will be discarded in accordance with facility policy. The facility will not reimburse detainees for personal clothing that has been altered.

SECTION 20 *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 a body scanning device. Refusal to submit to a search will result in disciplinary action.
2. 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.
3. 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.
4. Cell/cubicle searches are a normal function of the facility in an effort to keep you safe. You are responsible for all items within your living area. 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.
5. You are required to comply with all instructions given by officers/staff during a search. You are responsible for any items of contraband found on your person or in your living area.
6. Any interference with a search will result in disciplinary action.

SECTION 21 *URINALYSIS TESTING*

You may be required to provide a urine sample for drug and alcohol testing. Failure to provide a urine sample within one (1) hour 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. If you test positive for (2) dirty urines you may be subject to disciplinary action.

SECTION 22 *DISCIPLINARY PROCESS / CRIMINAL CHARGES*

It is the policy of the Donald W. Wyatt Detention Facility to establish rules governing detainee disciplinary proceedings and to specify acts prohibited within the facility and the penalties that can be imposed for various degrees of violations.

The purpose of the disciplinary process is to maintain an orderly environment with clear expectations of behavior and a system of accountability. The rules governing detainee disciplinary action shall not be inconsistent or retaliatory.

The Warden has appointed the Detainee Services Coordinator (DSC) as the Disciplinary Hearing Officer (DHO) to organize and oversee the disciplinary process. The DHO ensures that proper disciplinary procedures including due process are followed in accordance with the requirements set forth in Policy #301 – Rules and Discipline.

1. Rules and regulations have been established for all detainees.
2. All rules and regulations are strictly enforced.

3. If you violate the rules and regulations of the facility, you are subject to disciplinary action including, but not limited to, warnings, verbal reprimands, confinement to cell, loss of privileges, disciplinary detention, restitution, and/or criminal prosecution.
4. Disciplinary violations are handled by the facility on an informal and/or formal basis.
5. Sanctions for violations are based on the designation given to the infraction committed.
6. Listings of infractions are located within this handbook and are available for review within the housing unit.
7. If you tamper with, damage or activate a fire suppression device (i.e., popped sprinkler head) and thus jeopardize the safety and security of this facility, you will be responsible for repairs/restitution (estimated at $800.00) and prosecuted to the fullest extent of the law.
8. A copy of this handbook is given to each detainee upon admission and a plea of ignorance will not be accepted as an excuse for violations.
9. You may be provided with the opportunity to serve an informal sanction. If you accept the informal sanction, it will begin immediately and you may not appeal the enforcement of the sanction. If you decline to accept the informal sanction, the matter will be forwarded to the DHO for a formal resolution.
10. The rules of conduct have been classified in four (4) categories. The following categories are guidelines in determining if you can be placed in the Special Management Unit or remain in general population:

    - **CLASS "A" CHARGES.** You will be considered for placement in the Special Management Unit for alleged Class "A" charges.
    - **CLASS "B" CHARGES.** You will be considered for placement in the Special Management Unit for alleged Class "B" charges.
    - **CLASS "C" CHARGES.** If you are being charged with alleged violation of a Class "C" Charge, the Shift Commander or higher authority shall determine if you will be placed in the Special Management Unit. The DHO shall make every effort to impose loss of privileges rather than Disciplinary Detention for Class "C" Charges; however, they may impose Disciplinary Detention for you if you remain housed in general population pending a disciplinary hearing for a Class "C" charge.
    - **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 Detention if it is accompanied by a Class "A," "B" or "C" charge. Class "D" charges may be handled informally resulting in a 24-hour or a 48-hour lockdown in your current cell/cubicle.

11. The following is a list of code violations or prohibited acts that may initiate disciplinary action against you if you are found committing any of these offenses.

CLASS "A" CHARGES	
Offense #	**--- Type of Offense ---**
(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)	Fighting or engaging in 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 lifesaving device.

CLASS "A" CHARGES (continued)	
Offense #	**--- Type of Offense ---**
(A-16)	Setting a fire.
(A-17)	Making a bomb threat
(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:
	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; and/or, j. Possession of any items that could start a fire.
(A-23)	Threats of/or creating or participating in a disturbance or demonstration (e.g., 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, 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 or any other delivery carrier. Attempting to circumvent the United States Postal Service 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 or United States Postal Service.
(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)	**VIOLATION OF TABLET PROGRAM PROVISIONS.** A detainee violates program provisions when the detainee:
	a. attempts to, or actually strong-arms/controls the use of tablets; b. utilizes tablet messaging inappropriately (to include, but not limited to, harassment, threats, violating a court order, encouraging and/or assisting others in criminal activity, etc.); c. damages, defaces or tampers with a tablet; or loses an assigned tablet; and/or, d. communicates with current or former staff member.

CLASS "A" CHARGES (continued)	
Offense #	**--- Type of Offense ---**
(A-36)	Refusing a housing assignment.
(A-99)	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses (i.e., offenses A-1 through A-36, subsections inclusive). It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.
CLASS "B" CHARGES	
Offense #	**--- Type of Offense ---**
(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 ID system/alter one's 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.
(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-10)	Blocking a light fixture or window.
(B-11)	**VIOLATION OF TABLET PROGRAM PROVISIONS.** A detainee violates program provisions when the detainee: a. refuses to turn over a tablet, or causes staff to retrieve a tablet via a unit lockdown and search; and/or b. engages in inappropriate behavior during a video visit (to include, but not limited to, nudity, gang signs, violence, criminal activity, etc.).
(B-12)	Tampering with evidence, computers, or computer technology.
(B-99)	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses (i.e., offenses B-1 through B-12, subsections inclusive). It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.
CLASS "C" CHARGES	
Offense #	**--- Type of Offense ---**
(C-1)	Conducting a business, lending, purchasing, borrowing or selling anything for profit or increased return (including money).
(C-2)	Interfering 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 in 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-8)	Verbally harassing staff
(C-9)	Failure to follow safety or sanitation regulations/failure to keep one's person or living area in accordance with facility standards to include flooding one's cell with the intent to cause a disruption in the facility's 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 originally intended.
(C-15)	Possession of any photography or hand drawn material and/or unauthorized publication that depicts sexually explicit acts, and/or nudity.

CLASS "C" CHARGES (continued)	
Offense #	**--- Type of Offense ---**
(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 from 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-25)	**VIOLATION OF TABLET PROGRAM PROVISIONS.** A detainee violates program provisions when the detainee:
	a. lends their assigned tablet to another detainee (regardless of reason); b. borrows another detainee's tablet (regardless of reason); c. communicates or attempts to communicate 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); and/or, d. steals a tablet or is in possession of multiple tablets.
(C-26)	Failure to follow cell compliance/failure to maintain personal hygiene.
(C-99)	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses (i.e., offenses C-1 through C-26, subsections inclusive). It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.
CLASS "D" CHARGES	
Offense #	**--- Type of Offense ---**
(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-8)	Misuse of facility supplies.
(D-9)	Possession of any form of currency.
(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-99)	Attempt to commit, aid another person to commit or make plans with another person to commit any of the above listed offenses (i.e., offenses D-1 through D-12). It shall be no defense that an individual was prevented from completing any offenses by facility staff or any intervening circumstance.

DISCIPLINARY SANCTIONS. The duration of punishment shall be within established limits.

1. The DHO will not impose sanctions arbitrarily. Sanctions range from the withholding of privileges to placement in the Special Management Unit.
2. The maximum sanction for rule violations is no more than sixty (60) days for all violations arising out of one incident. The disciplinary report and accompanying documents will not be placed in your detention file if you are found not guilty.
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 disciplinary offense, the detainee may lose their work assignment. The detainee may be eligible for rehire after a period of sixty (60) days without any additional violations of disciplinary offenses.
4. Should you be found guilty of a Class A or B offense, you shall be referred to the Programs Director for a classification review.
5. The facility has developed the following sanctioning schedule:

CLASS A	**CLASS B**
• Disciplinary Detention for up to 60 days • Loss of any privilege(s) for up to 60 days	• Disciplinary Detention for up to 40 days • Loss of any privilege(s) for up to 40 days
CLASS C	**CLASS D**
• Disciplinary Detention for up to 20 days • Loss of (2) privileges for up to 20 days	• Disciplinary Detention for a maximum of 5 days • Loss of (2) privileges for up to 7 days

LOSS OF PRIVILEGES IS DEFINED AS:

- Visits – only legal visits will be authorized;
- Phones – only legal phone calls will be authorized to be made;
- Commissary – only personal hygiene products will be authorized to be ordered.

PLACEMENT ON ADMINISTRATIVE STATUS.

1. At the discretion of the Warden (or designee), and subject to any applicable review requirements, if you are under investigation or have been charged with a disciplinary offense, you may be placed in Administrative Status.
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. If you are under investigation for a possible disciplinary offense, you may be transferred to another facility or to an out-of-state facility prior to a classification hearing. If so transferred, you may at the discretion of the Warden (or designee) and subject to any applicable review requirements, be placed on Administrative 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. You may request that a staff member or interpreter be provided to assist you with the disciplinary process at your disciplinary hearing. A staff member or interpreter will be appointed when it is apparent that you are not capable of understanding, collecting and presenting evidence effectively on your own behalf. The DHO may recess a hearing temporarily to obtain assistance for you in appropriate situations. Detention 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 form WN 30104 - Notice of Hearing (refer to Policy #301 – Rules and Discipline).

DISCIPLINARY HEARING OFFICER'S AUTHORITY. The DHO shall be impartial. If you challenge the impartiality of the DHO, the Warden (or designee) shall determine if you have substantial reasons to support your claim. For example, 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. You are permitted, but not compelled, to make an oral statement and/or to present a written statement in your own defense or in mitigation of punishment. Your silence may be used to draw an adverse inference against you; however, your silence shall not be the sole basis for a guilty finding.

2. You shall be permitted to call and question witnesses in your defense, and/or to present other evidence as long as it does not jeopardize personal safety, institutional safety or correctional goals. Any denial for these requests will be documented in writing. You may not call the reporting staff member as a witness in your defense during the hearing. However, the DHO may question the reporting staff member without you being 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 for a good cause. You shall be given written notice of such a continuance and the new date for the hearing. If you request a continuance, it must ordinarily be made at least 24 hours prior to the scheduled time of the hearing using form WN 30103 - Notice of Continuance form (refer to Policy #301 – Rules and Discipline).

DISCIPLINARY FINDING APPEAL PROCEDURES.

1. At the hearing, you will be advised of the finding of the disciplinary hearing and that you have the right to appeal a guilty finding in writing to the Warden within 48 hours by completing and submitting form WN 30110 - Detainee Disciplinary Appeal (refer to Policy #301 – Rules and Discipline). You may choose to await the results of the appeal before accepting the sanctions imposed. Or, once you have been advised of the hearing findings, you may waive your right to an appeal and accept the sanction(s) imposed.
2. The Warden (or designee), acting as the appellate authority may uphold the finding and sanction of the DHO, order a rehearing, reduce the class of the charge, reduce or suspend the sanction, dismiss the charges or take whatever remedial action they deem appropriate. In no event shall the Warden (or designee) increase any sanction on an appeal from a decision of the DHO. The Warden shall normally decide an appeal within fifteen (15) days of its receipt and notify you in writing of his/her decision.
3. Appeals are not acknowledged on informal sanctions.

NOT GUILTY FINDS EXPUNGED. If you are found not guilty of a disciplinary offense, the disciplinary report and the DHO's decision, and all references thereto, shall be removed from your detention file, unless the disciplinary report also includes offenses on which you were found guilty.

DISCIPLINARY DETENTION.

1. You may only be placed on Disciplinary Detention pursuant to a sanction imposed by the DHO.
2. No more than sixty (60) days Disciplinary Detention shall be imposed for any one incident.
3. If you are sanctioned to Disciplinary Detention, your status shall be reviewed weekly by a multidisciplinary committee, who shall review your behavior. If you exhibit positive conduct as opposed to negative behavior, your disciplinary sanction may be reduced.

INFORMAL DISCIPLINE. If an alleged violation is considered a minor infraction (Class D), the shift supervisor may consider an informal discipline sanction in lieu of a formal discipline. Informal sanctions include a 24-hour or 48-hour lock down within the housing unit. If you accept an informal sanction, you will be entitled to one (1) hour of indoor and outdoor recreation.

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 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 23 GRIEVANCES AND APPEALS

A detainee grievance procedure is made available to you and includes one level of appeal. Staff may not harass, punish or otherwise retaliate against you for filing a grievance to include when you contact any outside agencies. If you feel you are being retaliated against, you can immediately contact the Warden through the unit kiosk, or notify any manager/supervisor through the detainee request system (unit kiosk or paper request form) or when they're conducting their rounds, or you may contact the appropriate user-agency directly.

You have the right to grieve the conditions of your confinement and to appeal decisions rendered against you. This right is not diminished by your inability to understand the English language or if you have a disability. If you have Limited English Proficiency (LEP) you ARE authorized to obtain assistance from your detention counselor or unit manager.

In cases where assistance from a detention counselor or unit manager is not available, you may request assistance from another detainee or outside sources including family members or legal representatives. If you are disabled, you will have an 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.

You may obtain a Grievance (form WN 30201) 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. An informal grievance resolution offers you the opportunity to quickly resolve your complaint before resorting to a more time-consuming formal procedure. Staff shall make every effort to resolve your complaint or grievance at the lowest level possible in an orderly and timely manner. 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 using the electronic request system or by completing a Detainee Request (form WN 51101) and submitting it:

1. There is NO TIME LIMIT in regards submitting an informal grievance;
2. You must clearly state the issue and may request a course of action to remedy the informal grievance;
3. 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;
4. You are free to bypass or terminate the informal process at any time and move directly to a formal grievance stage.

FORMAL GRIEVANCES. If you are unable to resolve your concern verbally or informally, you are encouraged to file a formal grievance. You may file a formal grievance at any time during, after, or in lieu of lodging an informal complaint including medical grievances.

1. There is NO TIME LIMIT in submitting a formal grievance to include an allegation of sexual abuse and/or sexual harassment (see section titled "*Grievances Involving Sexual Abuse and/or Sexual Harassment*").
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 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. The Warden may approve an extension of time to respond if the normal time period for response is insufficient to make an appropriate decision. The Grievance/Evidence Coordinator shall notify you in writing of any such extension and shall provide you with a date by which a decision will be made.
8. You may withdraw a grievance or appeal by contacting the Grievance/Evidence Coordinator in writing and completing a form WN 30206 - Detainee Grievance Withdrawal Form (refer to Policy #302 – Detainee Grievance System).
9. 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, DO NOT place it in the grievance box. All emergency grievances must be legible and contain all requested information. The Grievance/Evidence Coordinator, or in his/her absence the Shift Commander, shall initiate prompt action (as appropriate) and/or provide an initial response within forty-eight (48) hours of receipt of the emergency grievance.

GRIEVANCES INVOLVING SEXUAL ABUSE AND/OR SEXUAL HARASSMENT.

1. You may submit a grievance regarding an allegation of sexual abuse and/or sexual harassment at any time. There shall be NO TIME LIMIT imposed regarding a grievance related to sexual abuse and/or sexual harassment.
2. If you allege that you have been the victim of sexual abuse and/or sexual harassment, you may submit the grievance without submitting it to the staff member who is the subject of your complaint.
3. Any staff member named in your grievance shall be excluded from participating in any capacity of the grievance process.
4. The Grievance/Evidence Coordinator shall provide you with a written response, barring extraordinary circumstances, within three (3) business days and any proposed resolutions or corrective action.

5. The Warden may approve an extension of time to respond if the normal time period for response is insufficient to make an appropriate decision. The Grievance/Evidence Coordinator shall notify you in writing of any such extension and shall provide you with a date by which a decision will be made.
6. In the event that you appeal the grievance decision, the Warden shall respond to you regarding the appeal, in writing, within fifteen (15) business days of receipt of the appeal.
7. Third parties, including fellow detainees, staff members, family members, attorneys, and outside advocates, shall be permitted to assist you with filing grievances relating to allegations of sexual abuse and/or sexual harassment, and shall also be permitted to file such requests on your behalf.
8. If a third party files such a grievance on your behalf, the facility may require as a condition of processing the request that you agree to have the request filed on your behalf, and may also require you to personally pursue any subsequent steps in the grievance process.
9. If you decline to have a grievance processed on your behalf, the Grievance/Evidence Coordinator shall document your decision to decline such assistance.
10. You may file an emergency grievance if you believe that you are at substantial risk of eminent sexual abuse and/or sexual harassment. These grievances should be marked "EMERGENCY" and given directly to a staff member or supervisor for immediate action.
11. Emergency grievances of this nature shall be immediately forwarded to the Shift Commander and/or Grievance/Evidence Coordinator. The Shift Commander and/or Grievance/Evidence Coordinator shall review the grievance and take immediate action to ensure your safety.
12. You will be provided with an initial response within forty-eight (48) hours of receipt of the emergency grievance. You will receive the final decision within three (3) business days.
13. You may be disciplined for filing a grievance related to alleged sexual abuse and/or sexual harassment only when it has been demonstrated that you filed the grievance in bad faith.

APPEAL PROCESS.

1. You may appeal any grievance to the Warden by completing form WM 30204 - Detainee Grievance Appeal (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.

SECTION 24 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 both English and Spanish. Paper postings are the usual means of notification; in addition, notices are uploaded to the facility's kiosk and tablet systems for review by the detainee population. It is your responsibility to be aware of and to follow the directions of all bulletins and postings. If you need clarification regarding a particular posting, you should submit a request to the originator of the bulletin or posting.

SECTION 25 TOWN HALL MEETINGS

The Warden and designated department heads will hold quarterly meetings or as needed with the detainee population to address detainee or staff concerns.

SECTION 26 DETAINEE REQUESTS/COMMUNICATION PROTOCOLS (FACILITY STAFF)

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, detention counselor, unit manager, or shift supervisor (*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 an electronic request using the unit kiosk located near the officer's station or you may submit your questions/concerns in writing via a Detainee Request (form WN 51101). If you choose to submit a paper Detainee Request (form WN 51101) 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 outlined in Attachment 2, titled "Instructions - How to Use the Unit Kiosk" located at end of this handbook. You will have direct access to the following employees, departments and/or subjects:

Facility Officials/Departments Directory

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

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

SECTION 27 *SICK CALL*

1. Sick call (i.e., doctor's call) is conducted seven (7) days a week by a licensed physician, nurse practitioner or other qualified health care professional in the Health Services Unit (HSU).
2. During sick call, any health concerns or complaints you have will be reviewed by qualified health care personnel, documented and treated.

3. Should security risks prevent you from reporting to the HSU for sick call, you will be seen by qualified health care personnel in your housing unit to address any health concerns you may have.
4. If you need an appointment to see facility health care professionals you must submit a health request via the kiosk located in your housing unit. The requests 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).
5. You will be received in the waiting area and will be seen by appointment whenever possible.
6. If you choose to refuse your appointment, you will be required to sign form WN 40703 – Refusal of Treatment (Release of Responsibility).
7. If you are late for your scheduled appointment, you will not be seen or you will be seen at the discretion of the appropriate health care professional.
8. 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 admission with chronic medical conditions.
9. You will be required to show your identification card prior to being seen, this includes prior to receiving your meds at the medication line (med-line).
10. Should the need arise for you to see an outside specialist after an examination by a qualified health care professional, a determination will be made if a need exists for an outside appointment. If the need exists, a request will be made to the appropriate user-agency (i.e., The United States Marshals Service (USMS), Federal Bureau of Prisons (FBOP), United States Navy, and the Mashantucket Pequot Tribal Nation) for specialized care. The user-agency must authorize all requests for specialized care (requests for authorization from user-agencies may take a few weeks to process).
11. The dentist will perform routine work during your incarceration. Approval must be obtained from the appropriate user-agency should you require additional dental work (requests for authorization from user-agencies may take a few weeks to process).
12. You will not be refused medical, mental health, or dental care.
13. You are required to have an initial physical examination within the first fourteen (14) days of admission to the facility. All initial medical concerns can be addressed at that time.
14. Medical care is free of charge. The facility does not charge fees to you for medical, mental health, or dental care.
15. If you are in need of emergency medical, mental health, or dental care notify any staff person immediately.
16. If you have difficulty using the unit kiosk, you may submit a Health Services Request (form WN 40303) for sick call.

SECTION 28 MEDICATION / MEDICATION FOR OPIOID USE DISORDER PROGRAM

1. You 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 to you at scheduled medication calls. You must show your identification card in order to receive your medications.
4. You are not permitted to carry or have any medication on your person or in your cell/cubicle unless approved by a facility health care professional.
5. You are expected to take medication as it is prescribed. IT IS YOUR RESPONSIBILITY TO REPORT TO MEDICATION CALLS.
6. Health care professionals will administer medication in each housing unit seven (7) days per week at approximately 8:00am and 8:00pm.
7. Medication for detainees housed in the Special Management Unit will be distributed to each cell (or any other lockdown cells).
8. If you are observed misusing your medication, you will be scheduled to see the physician to discuss the issue and may have your medication adjusted or restricted.
9. Should you be found with unauthorized medications, you will be issued a disciplinary report.
10. You have the right to refuse any prescribed medication; however, you will be asked to sign form WN 40607 – Refusal of Medication (Release of Responsibility).
11. The facility operates a Medication for Opioid Use Disorder (MOUD) Program for the continuation of care for detainees verified as already participating in an established Opioid Use Disorder (OUD) Program at the time of their incarceration. The facility DOES NOT induct detainees into the MOUD Program.

SECTION 29 MENTAL HEALTH CARE AND SUICIDE PREVENTION

If you suffer from mental illness or depression, or you believe you are at risk for suicide, please inform staff so a referral can be made on your behalf so that you can speak with an appropriate mental health professional. Tell your unit officer or any staff member right away if you are depressed, think you may hurt yourself, someone else has threatened to hurt themselves, or you want to talk to someone. Your request for help will be treated with the utmost sensitivity and confidentiality. You will be referred to an appropriate health care professional/mental health provider. If you or someone you know is exhibiting signs of depression, please notify staff immediately so appropriate assistance can be provided (refer to Attachment 6, titled "Suicide Prevention Information" located at end of this handbook).

SECTION 30 PERSONAL HEALTH INFORMATION

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 (DWWDF) maintains the privacy of your personal health information. "Personal 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. DWWDF will not use or disclose your protected health information without your written permission, except as allowed or required by law.
3. DWWDF will comply with all applicable laws governing the security and privacy of your personal health information.

SECTION 31 MEALS / FOOD SERVICES / TRINITY TAKEOUT

The facility serves meals three times every day. You are permitted one meal at each meal time. The meals are nutritionally balanced and approved by a dietitian. Food will NOT be used to punish/reward you.

If you need a special diet for religious reasons, make a request to the Programs Director. If you need a special diet for medical/dental reasons, make a request to the Health Services Unit. A doctor and/or dentist will evaluate your request and render a decision. Your request must be approved before you can receive special meals. **IMPORTANT!** It is up to you to ask for a special diet if you need it.

1. This facility provides pork free meals.
2. Meals provided by the facility must be eaten at the tables provided in the housing unit or inside the cell if you are secured therein. Food and meal service items must not be removed from eating areas. Any facility food (to include kosher/halal boxed meals) found in a cell/cubicle will be considered contraband and subject to immediate disposal and disciplinary action.
3. Commissary items are the only food items permitted in a cell/cubicle unless authorized by a staff member.
4. No facility meal service trays, cups, utensils, etc. are permitted to be stored in cells/cubicles.
5. You 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. You will follow the unit officer's directions in obtaining and returning meal trays and utensils.
9. You will be dressed properly and may be required to produce your identification card in order to obtain a meal.
10. You must produce your identification card if you are receiving a special diet tray.
11. You are required to be seated at a table during the meal period.
12. You will be permitted 20 minutes to consume your meal. Staff will remove food trays at the completion of the 20-minute time frame.
13. Facility food and beverages are NOT permitted in the recreation yards at any time.
14. Approximate meal times are: breakfast (7:30am), lunch (12:15pm), and dinner (5:45pm). You must return to your cell/cubicle after each meal for unit cleaning and sanitation.
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 correctional 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. You may request common fare meals through the Programs Director. Your request will be referred to an appropriate chaplain of your faith. The chaplain shall interview you and based on religious beliefs, approve or deny your request. If you wish to be removed from a religious diet, you must submit a request to your unit manager. The request shall be signed by the unit manager and placed in your detention file.

19. **TRINITY TAKEOUT PROGRAM.**
    a. Through this program you will be able to order each week, separate from weekly commissary limit, specific food items (i.e., hamburgers, sandwiches, burritos, beverages, sides, etc.). The kiosk shall be utilized for placing your order (bubble sheets if the kiosk is unavailable).
    b. You are NOT permitted to purchase Trinity Takeout for other detainees.
    c. To participate in the Trinity Takeout 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.
    d. In addition, if you are placed on 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 credited back to your account. SMU detainees on Disciplinary Detention status are not eligible to participate in the Trinity Takeout Program. If you have a medical issue beyond your control, your account may be credited.
    e. Menu items shall be posted on the bulletin boards and kiosks.

SECTION 32 COMMISSARY/ SECUREPAK

1. Commissary is a privilege, which may be limited or suspended for disciplinary and/or security reasons. You are permitted to order commissary on a weekly basis as follows:

a. Commissary Order Schedule.

i. A, B, C, D, E, F-Pods and HSU will be processed and charged weekly on Fridays at 5:00am. The ordering cycle for these units will be from Friday at 5:00am thru to the following Friday at 5:00am. Orders for these units will be delivered on Mondays and Tuesdays.
ii. G, H, I, J1, J2, K and L-Pods will be processed and charged weekly on Tuesdays at 5:00am. The ordering cycle for these units will be from Tuesday at 5:00am thru the following Tuesday at 5:00am. Orders for these units will be delivered on Wednesdays and Thursdays.

b. Commissary Ordering.

i. Commissary orders can be placed directly from your tablet or by use of the housing unit kiosk. The ordering application is viewable on your tablet (under the FREE side).
ii. You can place your commissary order ALL week. There are no blackout periods for ordering. The limit is $70.00 per week.
iii. You will be able to add/change/delete items regarding your commissary order the entire ordering cycle (Friday thru Friday, or Tuesday thru Tuesday, depending on your housing unit as outlined in the "Commissary Order Schedule" above). Items will sit in your order cart on your tablet or kiosk. Orders will be combined if placed in both the tablet and kiosk.
iv. Your account will only be charged once per week at the cutoff time. You must have sufficient funds in your account (the facility does not provide loans to detainees for commissary purchases).
v. The cutoff for commissary orders will be either Friday at 5:00am or Tuesday at 5:00am (depending on your housing unit as outlined in the "Commissary Order Schedule" above).
vi. You WILL BE CHARGED for any items in your cart at the cutoff time.
vii. You will only be charged for items that are in stock while your order is being processed at the warehouse.
viii. Please contact the Commissary Manager if you need your PIN reset to access the commissary software on your tablet.

c. Commissary Order Delivery.

i. Keefe's commissary service includes a scanning system at our warehouse that will verify each order is 100% accurate prior to shipping the orders to the facility.
ii. Orders are scanned and put inside a clear, sealed bag to ensure they are not tampered with after verification.
iii. As this process will take place at the warehouse, there will be no need for commissary staff to open bags and audit items one by one.

iv. Prior to commencement of commissary distribution, the housing unit will be locked down and no more than 10 detainees at a time will be released to retrieve their commissary bag.
v. Commissary staff shall call detainees to the delivery area one at a time.
vi. You will be given your order and at that time if you think something may be missing, you can bring it to commissary staff's attention for review. If items are missing, a credit will be posted to your account. You will then be responsible to reorder the missing item.
vii. Once you sign the receipt and leave the delivery area with your bag, there will be no credits given for claims of missing items.

d. <u>Vending Machines</u>.

i. Vending machines are available for instant access to commissary items throughout the week.
ii. This is a direct-debit machine which is integrated with your commissary account. There are no vending cards or vending tokens needed.
iii. You will login with your ID number and your PIN.
iv. Please contact the Commissary Manager if you need your PIN reset to access the vending machine.
v. Please direct all vending questions and inquiries to the Commissary Manager.
vi. If an item is vended and does not successfully dispense, a charge and then a credit will show on your commissary account.
vii. The charges and credits for vending will be visible on the vending machine screen as well as your tablet and the kiosk.

2. You will normally be permitted to purchase up to $70.00 worth of commissary (i.e., food items and personal hygiene products) weekly, as long as there is sufficient funds in your account at the time of the order. You are not permitted to exceed the $70.00 weekly limit, but the limit excludes the following items: clothing, sneakers, radios, electric razors, beard trimmers, prayer rugs, and prayer oils. Electric razors/beard trimmers are for PERSONAL USE ONLY! If you are observed using your personal electric razor/beard trimmer for any other purpose, your electric razor/beard trimmer shall be confiscated and/or disciplinary action taken against you. Should you be found with a razor, you will be issued a Class A disciplinary report. If you accumulate excessive commissary in your cell/cubicle, you may have your commissary purchasing privilege suspended for a period of time.
3. Should you be placed on Disciplinary Detention status, you will be permitted to purchase only a limited amount of personal hygiene items, stamps, paper and envelopes.
4. If on Disciplinary Detention status, you 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).
  (you will be issued a toothbrush and a SMU pencil).

5. Should you be housed in the Special Management Unit, 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 Tuesday at 5:00am. Fill out the order scan form using a SMU pencil. The form must be completely filled out with the following information on the form or it will not be processed. There will be **NO EXCEPTIONS!**
6. Should you be placed on Protective Custody or Administrative Status, you may order the same commissary items and monetary limit as general population detainees.
7. Should you be at court or an outside appointment at the time commissary is delivered, you will receive your order the following day or other arrangements may be made.
8. You 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.

9. Clothing that may be purchased using funds from your institutional account through the commissary:

Every 60 days:

Gym Shorts	--	Not more than two (2) pairs at a time
Sweat Shirts	--	Not more than two (2) items at a time
Sweat Pants	--	Not more than two (2) pairs at a time

Every four (4) months:

Sneakers	--	Not more than one (1) pair at a time

If you purchase any of the above listed clothing items, those items will be forwarded to the Property Officer who shall exchange your old clothing items for new clothing items on a one-for-one basis.

(Refer to Attachment 7, titled "Property Matrix" located at end of this handbook)

10. 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.

11. **SECUREPAK FAMILY PACKAGE PROGRAM.**
DESCRIPTION: Through this program family members and friends may place orders through the Securepak website (www.accesssecurepak.com!) or may place orders by phone (1-800-456-6283). There are no set packages; family members/friends can choose the specific items they want to purchase for you. The spending limit for Securepak is $60.00 per week. There will only be one Securepak delivery per week (your package will be delivered on the same day you receive your commissary order).

12. Should you be 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 theft occurred, shall complete form WN 50201 - Voluntary Loss of Commissary Privileges 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 33 DETAINEE ACCOUNTS AND DISBURSEMENT OF FUNDS

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

   a. Internet Deposits: **www.touchpaydirect.com** to make deposits using a VISA or MasterCard;
   b. Toll Free Telephone Deposits: by calling 866-232-1899 to 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; or,
   d. TouchPay Customer Service – General questions (866) 204-1603; Deposit questions (866) 232-1899 or via e-mail: **customersupport@touchpaydirect.com**

3. You are NOT permitted to engage in any financial transactions with another detainee or another detainee's family, either directly or indirectly. Any such transactions shall subject you to disciplinary action. Should you participate in a financial transaction with another detainee, an investigation shall be initiated and any transacted funds will be returned to their rightful owner through the appropriate avenues. The Warden has the authority to freeze your account (along with any other detainee suspected of being involved) pending an investigation. Any illegal use of funds shall be referred to the appropriate law enforcement agency for further investigation and possible prosecution, if warranted.
4. You will receive a receipt for all money transactions coming into the facility.
5. You are able to view your account activity on the kiosk. If you wish to receive a printed statement of your account showing all deposits and withdrawals, you may do so by completing a request to Detainee Accounts (Commissary Manager) using the kiosk located in your housing unit or a paper Detainee Request (form WN 51101).
6. If you want to initiate the withdrawal of funds from your account, you need to request such action through the Warden. Using the kiosk located in the housing unit (select the "WARDEN" option), you can request the Warden authorize the transaction to have funds sent out. The request must include the amount, recipient, address, and your relationship with the recipient. You will be permitted one (1) financial transaction per calendar month.
7. A designated staff member will investigate the authenticity of your request for transaction.
8. If confirmed, the Commissary Manager will process your request. The Commissary Manager will mail the check and any pertinent paperwork in the stamped, self-addressed envelope that you provide. The Commissary Manager will post the check number, date and initial the completed request.
9. Once the transaction is completed, the Commissary Manager will generate a receipt for you as proof that the transaction was completed.
10. Rejected withdrawals will be returned to you with a brief explanation as to why the funds were rejected.

SECTION 34 — *INDIGENT DETAINEES*

1. YOU QUALIFY AS INDIGENT, IF: at the time of your request, you have in all accounts to which you 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 your request, have your account(s) contained more than ten dollars ($10.00), plus the cost or fees sought to be waived.
2. If you believe you are eligible for indigent status, you should submit a request to the Programs Director by using the kiosk in your housing unit or by completing a paper Detainee Request (form WN 51101). In the request section write or type "INDIGENT."
3. If you are indigent, you will be provided with a pen, writing paper and envelopes for letter writing. You will be permitted to mail three (3) letters (first class) each week at facility expense. Letters must weigh one (1) ounce (i.e., one ounce is approximately five sheets of paper) or less. You must write "NF" in the right-hand corner of the envelope. In addition, you will 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, and/or international mail)). Place your outgoing mail in the proper mailbox (if you are indigent mailroom staff will process your mail, if you are not indigent mailroom staff will return your mail to you). A charge shall not be placed against future deposits to your account for the cost of postage and materials supplied in accordance with this section.
4. Twice a month the following items will be available for indigent orders: two (2) bars of soap, one (1) bottle of shampoo, one (1) deodorant stick, one (1) toothbrush, one (1) toothpaste, and one (1) shaver.
5. Requests for indigent supplies shall be made to the Programs Director using the kiosk in your housing unit or by completing a paper Detainee Request (form WN 51101).

SECTION 35 — *CLOTHING, LINEN AND MATTRESS EXCHANGE*

Clothing, linen and mattress exchanges will be conducted on a one-for-one basis by completing a paper Property Request (form WN 40106) and placing it in the appropriate request box which is located in each housing unit. You are responsible for keeping all issued clothing, blankets, linens and mattresses in good condition. You may be held responsible monetarily for all damaged or lost facility-issued clothing, blankets, linen and property. Should your clothing, footwear, linen and/or bedding become unserviceable through normal use, you may obtain replacement items by submitting form WN 40106 - Property Request, to the Property Officer.

1. Unit staff will verify that the specified items are missing or unserviceable by indicating it on the paper Property Request (form WN 40106).
2. Upon receipt, the Property Officer will initiate replacement of the listed items.
3. You will turn in the unserviceable items to the unit officer/counselor upon receipt of the replacement items.
4. You will have the opportunity to exchange linen each week, blankets every two weeks, and bedding every 60 days. All linen and blankets will be exchanged a one-for-one basis. Clothing and footwear may be exchanged every 60 days, as needed.

SECTION 36 *PERSONAL PROPERTY*

1. Your personal property will be retained by the facility for safekeeping for no more than thirty (30) days after admission to the facility; however, you may retain one (1) set of personal clothing stored in the Property Room for use upon your 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. You may send out excess items by mail at your cost or choose to have the items disposed of. Personal property must be mailed through the R&D Officer and shall require the detainee to complete form WN 40105 – Outgoing 30-Day Property Return.
    b. The facility has provided a "method of disposal" space on the property receipt which is signed by you during the admission process.
    c. Court clothing will not be accepted. Court clothing must be forwarded to your attorney. It is the responsibility of your 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. You are not authorized to receive or exchange clothing from outside sources.
    f. You may request to exchange clothing by submitting a request using the kiosk to the Property Officer or in writing by completing and submitting a paper Detainee Request (form WN 51101).

2. You are not permitted to give or sell your property to another detainee. You are NOT permitted to leave your property with other detainees when you depart the facility. You are also NOT permitted to store, or otherwise keep another detainee's property.
3. Removal of any issued item belonging to the facility, to include uniforms, will result in the facility seeking restitution or pursuit of criminal charges for larceny.
4. In the event you are 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, you may call the facility (401-721-0301) to arrange for pickup or mailing of your property and/or funds.
5. Should your property remain unclaimed for more than thirty (30) days after your discharge, your property will be disposed of or destroyed according to your instructions as documented on the property receipt. Should you escape or become deceased, the Property Officer may dispose of your property according to your instructions as documented 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.

CLAIMS FOR LOST/DAMAGED PROPERTY. If you (being transferred or released) have missing or damaged personal property, you will be permitted to initiate a claim through the grievance process before leaving the facility. The facility does not arbitrarily impose a ceiling on the amount to be reimbursed for a validated claim. Claims are paid after the conclusion of the investigation. The Warden (or designee) will forward the results of the claim to the address you provided upon admission or as specified in your claim).

SECTION 37 *DRESS CODE*

You are required to wear appropriate clothing in the common areas of your housing unit at all times. 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. Jackets (when issued) shall not be worn inside the facility. 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. There are **NO EXCEPTIONS!**

You are required to wear a complete uniform when outside of your unit for any reason, there are **NO EXCEPTIONS!** A complete uniform is defined as a sweatshirt or uniform top, uniform pants, undergarments, socks and sneakers (shower shoes are not permitted to be worn outside the housing unit).

You may be issued specialized clothing for certain work assignments. The supervisor of the work area will make arrangements for specialized clothing and/or equipment if required.

You may wear AUTHORIZED religious headgear as approved by the chaplain (e.g., a kufi, yarmulke, turban, etc.). You may wear AUTHORIZED religious headgear outside the housing unit; however, your headgear is subject to being searched.

SECTION 38 *IDENTIFICATION CARDS*

Upon admission, you will be issued an identification card. You are required to be in possession of your identification card during med-line within the units or anytime you exit the unit for any reason. You are not required to be in possession of your identification card while inside the housing unit. However, you must present your identification card upon staff request or to utilize the outdoor recreation yard. Lost identification cards must be reported immediately to a staff member.

The replacement of an identification card shall be warranted when worn, damaged, or in the event of a significant change in appearance at no cost to you. The original identification card will be confiscated and destroyed by the issuing staff member. The issuance of a replacement identification card shall be noted in your detention file.

You will be subject to disciplinary action for misuse of your 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.

You will be required to reimburse the facility for the cost of replacing an identification card should you lose, mutilate, or destroy an identification card. If circumstances appear to warrant pursuit of such action, you will 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. If the detainee is indigent, a "hold" will be placed on the detainee's account until such time the fee can be deducted.

SECTION 39 *TELEPHONES*

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

When you first arrive at the facility, you will be given access to a telephone. Later you may make phone calls from your housing unit.

1. Telephones are located in each housing unit.
2. Telephone service will normally be on from 8:30am until 9:50pm with the exception of meal times and count times. The detainee telephone service will automatically be turned off during any facility emergency.
3. There is no debit card system. You are required to use your assigned SID (which is received during the admission process) in order to use a telephone. Your booking number will be your SID number. You should be able to access your SID number within 24 hours of admission.
4. Telephones are programmed to make collect calls only. All non-privileged calls are recorded and subject to being monitored.
5. Outside telephone calls will not be accepted for you. Emergency calls will be verified by the facility and forwarded to the Programs Director or Shift Commander. The Programs Director or Shift Commander will determine if the circumstances surrounding the call constitute an emergency. A message will be delivered to you, if applicable. If there is an urgent situation, such as an illness or death in your family, you may ask to use the phone even when the phone is usually off limits. You may ask for help from the unit officer, detention counselor, unit manager, or supervisor. Routine calls to your lawyer are usually not considered emergency calls.
6. Each call is limited to 20 minutes to permit all unit detainees the opportunity to place their calls. It's recommended that you make calls when the demand is low.
7. Telephones will not be used during meal, count or cleaning times or other activities as identified by the facility.
8. You must complete form WN 50801 - Designated Telephone Numbers Request (refer to Policy #508 – Detainee Telephone Access) and give it to your detention counselor. 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). Any need to change names of attorneys must be addressed through a member of the programs unit team.
9. If you need to update your personal telephone number list, submit a request to your detention counselor with the names and numbers you are adding and/or dropping. You cannot exceed a total of 25 numbers. You may only make one (1) change per calendar month. Changes are generally completed within five (5) business days of your request.
10. Persons approved as attorneys or law firms will be exempt from being recorded once the numbers are confirmed.

11. The following guidelines must be followed in order to use the detainee telephone system:

    a. Enter your SID 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. You cannot use the telephone for any illegal activities or to violate facility regulations.
    f. Threatening, profane, abusive language; the use of call forwarding or three-way calling; or illegal use of PINs will be cause for termination of your 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 you shall be cause for disciplinary action and loss of privileges.
    g. Should you violate these rules, you will face disciplinary action and possible suspension of telephone privileges
    h. If you are having problems with a blocked number, you may have your family call ViaPath Technologies at 866-230-7761.
    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 the detention counselor for more information). A family member may make the inquiry for you as toll-free numbers cannot be dialed from the detainee telephone system: 866-230-7761, email **www.Viapath.com**, fax 251-473-4588 or you 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 ARE RECORDED and subject to being monitored consistent with Rhode Island General Law.
    l. All non-privileged detainee telephone conversations via the Non-Contact Visiting Room telephones ARE RECORDED and may be monitored.
    m. An internal telephone "hotline" number *9011# has been set up to report instances of sexual abuse and/or sexual harassment through the detainee telephone system. The "hotline" will connect you directly to a member of the facility's Investigations Unit during business hours or voice mail during non-business hours (see section on PREA - Sexual Abuse/Sexual Harassment for additional information).

12. You will be able to deduct funds from your commissary account 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 in your account. Once the order has been processed, it may take 24-36 hours after processing for the telephone service provider (ViaPath Technologies) to have the funds available in your telephone account.

NON-MONITORED LEGAL TELEPHONE CALLS.

1. You must contact a unit team member assigned to your unit and provide your attorney's office telephone number(s).
2. All attorney telephone numbers will be verified by staff prior to any calls being made.
3. Calls will be entered into the Non-Monitored Call List. You will be notified when this has been completed.
4. Once you have been notified that the lawyer's telephone number has been entered into the system, you will be able to make a non-monitored legal call to that number from your unit.

SECTION 40 MAIL AND CORRESPONDENCE

You may send and receive mail, unless it threatens the safety, security or orderly operation of the facility. It is up to you to know and follow the rules about mail, and to explain these rules to anyone who writes to you. There is no limitation on the number of persons with whom you may correspond with or the number of letters received or sent. If there is reason to believe you are not following the mail rules, your mail privileges may be limited. No employee may read your mail unless authorized to do so by the Warden.

You are advised in accordance with Section 274.96 of the United States Postal Service's (USPS) Administrative Support Manual, mail delivered to the institution by the USPS becomes the property of the institution, not the detainee. Outgoing mail is also the property of the institution until it is handed over to the USPS.

ALL DETAINEE OUTGOING MAIL MUST BE ADDRESSED AS FOLLOWS

(SEE ILLUSTRATIONS PROVIDED)
Your full name, (i.e., first AND last name) and your ID number
Your housing unit and cell/cubicle number
D.W.W.D.F.
950 High Street
Central Falls, RI 02863

All mail must include the sender's full name (FIRST and LAST NAME) and complete return address.

Example #1 – OUTGOING MAIL

Your Full Name (first & last) and ID #
Housing Unit and Cell/Cubicle #
D.W.W.D.F.
950 High Street
Central Falls, RI 02863

Full Name
Address
City, State, Zip Code

Example #2 - INCOMING MAIL

Full Name (first & last)
Address
City, State, Zip Code

D.W.W.D.F., RI
Detainee's full name and ID number
PO Box 247
Phoenix, MD 21131

OUTGOING MAIL that is not properly addressed, as shown in Example #1 – OUTGOING MAIL, (with your return address and full name and detainee number) will not be mailed out of the facility and will be opened and returned to you for proper addressing.

1. All outgoing correspondence must contain the name and mailing address of the intended recipient, your full name and detainee number with the facility return address (see Example #1 – OUTGOING MAIL). Outgoing correspondence must have the proper amount of postage (unless you're indigent or you request postage via kiosk). Only stamps sold from the Commissary are authorized, detainees may possess no more than twenty (20) stamps at one time.
2. You must seal all outgoing mail and deposit it in the housing unit mailbox prior to 9:30pm.
3. Mail which does not fit in the unit mail box must be brought to the unit officer unsealed.
4. Your mail will be picked up daily from the housing unit and forwarded to the mailroom for processing by mailroom staff.
5. All outgoing mail shall be delivered to the USPS within one (1) business day of it entering the internal mail system (excluding weekends, holidays and emergency circumstances).
6. The USPS will pick up outgoing mail from the facility Monday through Saturday (excluding holidays).
7. Any mail returned to the facility due to improper addressing, insufficient postage, cannot be properly mailed out for any reason, or is marked "RETURN TO SENDER" will be searched and copied. The detainee shall be provided with a copy of the original mail.
8. Certified Mail – Should the need arise for certified mail; you must request certified mail service through the kiosk to mailroom staff.
9. Mail that exceeds 13 ounces in weight is handled by the USPS 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 USPS). Should the need arise for priority mail, please contact your detention counselor for assistance.

INCOMING MAIL must contain the sender's full name (first and last), residence number, street, city, state and zip code on the outside of the envelope. Mail that does not contain the aforementioned information will be returned to the USPS for appropriate handling. Incoming mail that contains some but not all of the required information will be returned to sender if possible. Mailroom staff shall complete the Returned/Rejected Mail Notice (form WN 50401) whenever mail is returned or rejected and forward it to the addressee (i.e., detainee).

1. All incoming mail will be processed Monday through Friday (except holidays).
2. Non-privileged correspondence MUST be sent to the facility's Mail Processing Center (ViaPath) at P.O. Box 247, Phoenix, Maryland, 21131.
3. All non-privileged correspondence (e.g., letters, pictures, drawings, etc.) received by the Wyatt Detention Facility will be returned to the sender with instructions to mail to correspondence to the facility's Mail Processing Center. Mailroom staff will photocopy the envelope and forward the copy to you as notification.

4. The Mail Processing Center will scan and upload all incoming personal correspondence to the facility tablet system for review. Once approved, the mail shall be forwarded to the appropriate detainee via tablet under the "MESSAGES" function.
5. Visitors shall not be allowed to drop off any correspondence or packages for detainees. Third party mail is not authorized.
6. All packages received for detainees must be processed through the mailroom. Packages for detainees must have received prior approval of the appropriate department head. All packages arriving without prior approval shall be returned to the sender at the detainee's expense. Packages previously authorized must be opened, searched for contraband and must be passed through the X-ray machine.

READING OF NON-PRIVILEGED CORRESPONDENCE. 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. The Warden may authorize the reading of non-privileged mail when in the Warden's 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. The Warden (or designee) may disapprove for mailing or receipt by a detainee non-privileged correspondence the contents of which falls as a whole or in significant part into any one of the following categories:

1. 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;
2. Threats of blackmail or extortion;
3. Materials, publications or correspondence that contain:

    a. Threatening messages, plans for escape or other criminal activity or plans for criminal activity;
    b. Creates a substantial danger to the emotional or mental health of the receiving detainee;
    c. Gang related materials including, but not limited to, hand signs, hand gestures, symbols, codes, insignia, gang paraphernalia or images that have been altered;
    d. Sexual behavior, these materials include, but are not limited to, pictures, drawings, or images 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;
    e. Obviously coded messages or messages written in such a incomprehensible format that the message appears coded;
    f. Obscene drawings, pictures and materials;
    g. Strong scented envelopes and articles of clothing, bodily fluids, unknown substances, or hair;
    h. Maps or illustrations of the facility or other governmental agency floor plans or maps; and/or,
    i. Publications that have hardback covers.

4. Plans for activities in violation of facility regulations, order or policies;
5. Descriptions of the making of any weapon, explosive, poison, or destructive device, drugs or chemicals;
6. Mail received or sent from one correctional facility to another, without prior approval from both facility administrators;
7. Mail received or sent from one detainee to another while housed in this facility;
8. Correspondence that concerns and/or attempts to send contraband into or out of the facility;
9. 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;
10. 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. Detainees shall be subject to discipline in accordance with Policy #301 - Rules and Discipline;
11. THE FOLLOWING VISUAL ITEMS SHALL BE PROHIBITED:

    a. Images that contain nudity, exposure of female or male genitalia or other sexually explicit subject matter (i.e., ALL people in any image must be dressed);
    b. Images that display drugs and drug paraphernalia;
    c. Images that depict acts of violence or promote illegal activity against another person(s), to include gang related materials, gestures and insignia;
    d. Images that display weapons, weapons in use against others, showing weapons aimed in the direction of another person;
    e. Images that depict or imply physical violence, terrorist activity or physical resistance to governing authorities;
    f. Images of crime scenes unless through legal mail;
    g. Images of current or former employees; and/or,
    h. Images that have been altered with emojis.

12. Greeting cards to include music cards shall not be allowed and shall be returned to sender.
13. Mail containing decorative stickers, white out, paint, glitter, glitter paints, perfume, lipstick, crayons 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. You will be informed in writing regarding any removed items.

PRIVILEGED CORRESPONDENCE. You are permitted to receive and mail letters to the following persons:

- 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;
- The President of the United States, Governor of the State of Rhode Island, or the governor of the state having jurisdiction over the detainee;
- 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;
- The Attorney General of the United States, Attorney General of the State of Rhode Island, or of the state having jurisdiction over the detainee;
- The director or agents of any federal law enforcement agency;
- The Warden of the Donald W. Wyatt Detention Facility;
- Any member of the United States Parole Commission;
- Any approved agency of the state which has jurisdiction of the detainee, such as the Parole Board;
- The attorney of record;
- Foreign nationals shall have access to the diplomatic representative of their country of citizenship.

Mail to detainees from above list of correspondents may be opened only to inspect for contraband and only in the presence of the detainee, unless waived in writing, or in circumstances which may indicate potential contamination, if the envelope contains one of the following phrases: "Special Mail - Open Only in Presence of Detainee"; "Confidential Legal Mail"; or, "Privileged Mail - Open Only in Presence of Detainee." All envelopes that do not contain a notice of confidentiality will be processed as non-privileged mail.

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.

DETAINEE LEGAL MAIL SHALL BE PROCESSED AND DISTRIBUTED AS FOLLOWS:

1. Housing units will be called one unit at a time. When your unit is called, you will proceed to the legal mail area.
2. You must be positively identified prior to receiving your legal mail. If positive identification cannot be made, you will not receive any legal mail.
3. Once positively identified, you will be shown the envelope in order to ensure that the name on the envelope and your identification card match.
4. The staff member will open the legal mail in your presence. The staff member shall ensure the removal of all contraband to include but not limited to paper clips, binder clips, funds, etc.
5. Once open and cleared of contraband, the staff member will count the number of papers/items contained in the envelope in your presence, then you will verify the paper/item count.
6. Once you have verified the paper/item count, the staff member shall copy all the legal documents (without reading the documents) and the envelope (two copies) while you observe the process. You will then sign the copy of the envelope verifying your receipt of the legal mail. The staff member shall sign the copy of the envelope and document the date and time you received the legal correspondence.
7. Once the copying is complete, the staff member and the detainee shall again verify the paper/item count.
8. The staff member will give you the copied documents/envelope. At the completion of the verification and distribution process, you will have the option to have your legal documents mailed out of the facility at your expense OR destroyed in your presence, as follows:

   OPTION #1: If you choose to have your legal documents mailed out of the facility, the following shall take place:
   1. Staff will place the legal mail in a manila envelope (You are NOT PERMITTED to add any other items to the envelope aside from your legal mail);
   2. Staff will seal the envelope in your presence;
   3. You will fill the envelope address out (IN FULL) and return to staff;
   4. You will fill out a Postage Request (form WN 50404) to have funds deducted from your account; and,

5. Staff will attach the form to the envelope and forward the packet to the mailroom for processing.

OPTION #2: If you choose to have your legal mail destroyed, the staff member shall shred the original documents and envelope in your presence.

You and individuals with whom you 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.

Envelopes from attorney's offices must be on company or government printed envelopes stating that it is an attorney-at-law. Representatives of the news media may initiate correspondence with you. However, this will be treated as privileged 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.

SECTION 41 DETAINEE TABLET PROGRAM

Participation in the Detainee Tablet Program is a privilege, not a right. This privilege can be suspended, modified or even revoked 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, you must electronically complete form WN 51001 - Notification and Acknowledgement for Tablet Use prior to using the tablet; failure on your part to sign this form shall prevent you 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 8:00am thru 11:00pm. 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 IS recorded and subject to monitoring. The facility retains the right to set limits on the number of visitors participating in video visitation.

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. borrowing another detainee's tablet (regardless of reason);
5. engaging in inappropriate behavior during a video visit (to include, but not limited to, nudity, gang signs, violence, criminal activity, etc.).
6. 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.);
7. damaging, defacing or tampering with a tablet; or losing an assigned tablet;
8. 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);
9. Communicating with a current or former staff member; and/or,
10. Stealing a tablet or is in possession of multiple tablets.

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

	VIOLATION	**SANCTION**
You violate program provisions when you:		
1.	refuse to turn over a tablet, or causes staff to retrieve a tablet via a unit lockdown and search.	1st offense - 6 months 2nd offense - indefinite
2.	attempt to, or actually strong-arm/control the use of tablets.	Indefinite loss of tablet privileges
3.	lend your assigned tablet to another detainee (regardless of the reason).	1st offense - 3 months 2nd offense - 6 months 3rd offense - indefinite

4.	borrow another detainee's tablet (regardless of the reason).	1st offense - 3 months 2nd offense - 6 months 3rd offense - indefinite
5.	engage in inappropriate behavior during a video visit (to include, but not limited to, nudity, gang signs, violence, criminal activity, etc.).	1st offense - 6 months 2nd offense - indefinite
6.	utilize tablet messaging inappropriately (to include, but not limited to, harassment, threats, violating a court order, encouraging and/or assisting others in criminal activity, etc.).	Indefinite loss of tablet privileges
7.	damage, deface or tamper with a tablet; or loses your assigned tablet.	Loss of privileges until restitution is made at the current replacement value
8.	communicate or attempt to communicate 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).	1st offense - 3 months 2nd offense - 6 months 3rd offense - indefinite
9.	communicate with a current/former staff member.	Indefinite loss of tablet privileges
10.	steal a tablet or is in possession of multiple tablets.	1st offense - 3 months 2nd offense - 6 months 3rd offense - indefinite

YOU SHOULD BE AWARE IF YOUR VISITORS LOSE THEIR VISITING PRIVILEGES AND ATTEMPT TO USE ANOTHER NUMBER TO CIRCUMVENT THE PROVISIONS OF THIS POLICY, THEN YOU SHALL BE PENALIZED ACCORDINGLY.

If there is reasonable suspicion that you are using your 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. Your tablet shall remain off until the completion of the ensuing 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 Attachment 5, titled "Instructions/How to Use the Tablet" located at end of this handbook).

SECTION 42 VISITS AND VIDEO VISITATION (via Detainee Tablet Program)

You can have visitors. All social visits shall be non-contact. You may have contact visits with your attorney/legal representative and clergy. Visitors must follow facility visitation policy and procedures. It is your responsibility to ensure your visitors know the visitation rules.

All visitors must wear appropriate clothing and behave in an orderly way. 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. If your visitors are disruptive, they will be asked to leave, and the facility may limit your visits in the future. Visitors and anything they bring to the facility are subject to being searched. Visitors may be asked to put their property in a locker or in their vehicle.

The following visiting rules and regulations are posted in each housing unit in English and Spanish and are available on the facility's web site and in writing to you and your visitors upon request. You and your visitors **MUST** utilize the visitation telephones to communicate (no communicating through the glass). ***ALL NON-CONTACT TELEPHONES ARE RECORDED AND MAY BE MONITORED.***

1. You are permitted to have two (2), one (1) hour visiting periods per week. The time period will start when you sign into the Non-Contact Visiting Room.
2. Visiting days and times are subject to change. Visiting hours will be in accordance with the visitation scheduled posted in the main lobby and in each housing unit (refer to Attachment 8, titled "Non-Contact Visiting Schedule" located at end of this handbook).
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 shall conduct their visits in the secured booths located within the Non-Contact Visiting Room.

5. All visits are conducted in the Non-Contact Visiting Room, except attorney and approved clergy visits.
6. You are not required to see a visitor and may refuse the visit.
7. You 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 you 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, age seventeen (17) years or younger, may not visit unless accompanied by a parent, legal guardian or authorized adult, or in the absence of a parent, legal guardian or authorized adult, a visit may be granted with the written approval of the Warden.

    a. The child must be an immediate family member of yours (ONLY your 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 (form WN 50702). 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 who is on the approved visiting list, a legal guardian, an adult properly authorized by the Department of Children, Youth and Families, or other adult approved by the Warden). The authorized adult must produce the child's original birth certificate to the Lobby Officer each time the child visits.
    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. Visitors, unwilling or unable to control children under their supervision will be asked to leave facility property and will not be permitted to 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 their child to visit you 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 shall 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 the time of each visit.

10. 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.). If your visitor produces an expired form of identification, the visitor shall not be permitted to visit you.
11. A criminal history and warrant check will be conducted on all potential visitors. All approved visitors will undergo a criminal history and warrant check at least annually.
12. Individuals who have pending criminal charges (offender) and individuals who have been previously convicted of a crime (ex-offender) shall be precluded from routine placement on a detainee's visiting list. However, a current or ex-offender may request permission to visit by completing form WN 50703 (Offender/Ex-Offender Visiting Application) and forwarding it to the Warden for consideration.
13. Visitors must conduct themselves appropriately at all times. Any visitor who is uncooperative, disruptive, under the influence, or otherwise unsuitable for admission to the facility shall be denied entry and required to leave the building. The visitor shall not be allowed to visit until their visiting privilege status has been reviewed by the Warden.
14. If you are disruptive or cause any type of disturbance, you will have your visit immediately terminated and will be subject to disciplinary action including loss of visiting privileges.
15. You will not engage in physical contact with your visitor that is, or could be construed to be, excessive or inappropriate for a public place.
16. Electronic recording (audio and/or video) equipment of any type is 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).
17. Personal property (e.g., cell phones, jewelry, money (paper and/or coin), wallets, purses, etc.) belonging to your visitor shall not permitted beyond the lobby. For your visitor's convenience, a kiosk is located in the facility lobby area that allows your visitors to deposit funds for you by VISA, MasterCard or cash.

18. **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).

19. Visitors, after admission to the facility, are required to proceed directly to their assigned visiting area. Any visitor found in an area other than the one assigned is in violation of facility rules. The visit will be terminated and the visitor will be required to leave the facility.
20. Upon entering and before being searched and clearing a metal detector scan, each visitor is required to disclose to the Lobby Officer any article or item 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 or item without the consent of the Visiting Room Officer and Shift Commander is subject to 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. You may only take in or out of the visiting room legal materials after approval from the Visiting Room Officer and Shift Commander.

21. 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.
22. Upon completion of a contact legal visit, you will be escorted to the Receiving and Discharge area where you will submit to an electronic body scan search. Should you fail the search OR staff have reasonable suspicion that you are concealing contraband, you shall be subject to a strip search. All items of clothing worn by you will be thoroughly searched before and after visiting.
23. Violation of any visiting rules, regulations and or procedures of the Donald W. Wyatt Detention Facility will result in your visitor being removed from the facility and any further visiting privileges may be denied.
24. To assist visitors and for their convenience, driving directions to and from the facility along with contact information for commercial transportation services will be available in the lobby as well as on the facility's website (under "Visitation").

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

1. If you anticipate receiving social visits, you must provide your prospective visitor's name, address and date of birth on the Visitor Request (form WN 50701) that was provided to you during your admission/orientation.
2. You will be permitted to list up to seven (7) social visitors (not including children) on your visiting list. Legal and/or professional visitors will not count against the authorized number on your approved visiting list.
3. You must complete the Visitor Request (form WN 50701) and return it to your detention counselor. The detention counselor will provide you with the corresponding number of visiting applications not to exceed seven (7) plus the necessary amount for children under the age of eighteen (18).
4. Up to two (2) adult visitors from your immediate family may be permitted one (1) courtesy visit per week prior to approval of the visiting application. These visitors must be listed on your Visitor Request (form WN 50701), if not, they will not be permitted to visit you. Persons with a criminal history (ex-offenders) and/or individuals with pending legal cases (offenders) shall not be allowed a courtesy visit. All requests for courtesy visits must be authorized by the Warden or designee.
5. It is your responsibility to mail visiting applications to the prospective visitors or instruct them to print out the Visiting Application (form WN 50702) from the facility web site **www.wyattdetention.com** and instruct them to complete the application and return it by United States Postal Service to the Visitation Coordinator or they may place completed forms in the box marked "VISITING APPLICATIONS ONLY" located in the main lobby.
6. The facility will only process Visiting Applications (form WN 50702) for the individuals listed on your visiting list.
7. Any visitor with an active warrant or pending criminal case(s) will be excluded from routine placement on your visiting list.
8. You will be notified in writing of the approval or denial of your visitation requests within thirty (30) days of receipt of the completed application. It will be your responsibility to notify the proposed visitors of their visiting status.
9. 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) business days of receipt by the Warden whose decision will be final.
10. Additions and deletions to your approved visiting list may be requested as the need arises. Modification to the visitation list shall not normally occur more frequently than every thirty (30) days. All requests for visitation list modifications must be submitted to Programs Department staff.

EXTENDED VISITS.

1. You may be permitted an extended visit on a case-by-case basis. All extended visits must be pre-approved. All requests for extended visits must be submitted via kiosk (or by completing and submitting form WN 51101 - Detainee Request) 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 recognized holidays.
5. The following holidays shall be recognized:

New Year's Day	**Victory Day**
Martin Luther King Day	**Labor Day**
Presidents' Day	**Columbus Day**
Memorial Day	**Veterans Day**
Juneteenth	**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 WN 51101)) to the Visitation Coordinator for review and action. All requests for special visits must be authorized by the Warden (or designee).

BUSINESS VISITS. You are not permitted to engage actively in a business or profession. Should you be involved with a business or profession prior to commitment, you will be expected to assign authority for the operation of such business or profession to a person in the community. Even though you may have 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 for such purpose.

CONSULAR VISITS. 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. This privilege may not be withheld even if the detainee is housed on any type of special management status unless the safety, security and orderly operation of the facility is jeopardized.

ATTORNEY VISITS. Visits shall be permitted by appointed attorneys and by attorneys retained by you or your family in contemplation of prospective legal representation. In recognition of the fact that the number of visits necessary is dependent upon the nature or urgency of the legal issues 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 9:00am until 9:00pm daily (including holidays).

When you or your attorney needs to exchange legal documents and/or audio/video recordings during a visit, they must request permission in advance from the Visitation Coordinator 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. You and your attorneys are encouraged to send this material through the mail. Your attorney must receive authorization from the Programs Director to have legal recordings mailed in or dropped off. The Programs Director or designee will make arrangements for you to review the recordings. You will not be permitted to retain any recordings in your cell.

VISITS FROM REPRESENTATIVE OF COMMUNITY GROUPS. 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. The requirement for the existence of prior established relationship may be waived under this section. The visits will be held in the Non-Contact Visiting Room.

VISITS TO DETAINEES NOT HOUSED IN GENERAL POPULATION.

1. **Detainees Admitted to Outside Hospital.** Should you be admitted to an outside hospital, you are not authorized to receive visits 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 the Health Services Administrator to receive visits.
2. **Detainees Assigned to the Special Management Unit.** Should you be assigned to the Special Management Unit for disciplinary reasons, your visiting privileges will be suspended until which time you are released from Disciplinary Detention status. Should you be assigned to the Special Management Unit for Administrative Status or Protective Custody reasons, you will continue to receive visits in the non-contact visitation area.

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 restrictions 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 Programs Director.

SECTION 43 CELL/CUBICLE AND HOUSING UNIT RULES AND REGULATIONS

CELL/CUBICLE RULES AND REGULATIONS.

1. You will be assigned to living quarters upon your admission to the facility.
2. Your living area (cell/cubicle and bunk) will be uniform in appearance (refer to the posted picture of a standard cell/cubicle).
3. You are expected to maintain clean and sanitary living quarters, which shall be free of clutter and excessive property, and ready for inspection by 8:30am daily. Your bunk shall be made in a neat and orderly fashion as depicted in the posted picture in the unit, your desk shall be orderly, and your floor clean and free from obstructions. Your desk is not a shelf, the only items you are authorized to store on the desk will be bowls, cups and books (neatly stacked). Food (opened or unopened) and trash shall not be kept on the desk.
4. You are responsible for the items assigned to your cell/living area. Mattresses must be kept on the bed at all times.
5. You are expected to help maintain cleanliness throughout the unit and the facility. Any infraction of this rule is considered a serious violation. This facility provides regular pest/vermin control using a professional exterminator. You are responsible to assist in these ongoing efforts by limiting the amount of commissary items and personal materials kept in the living area. You are expected to report to staff if any pest or vermin are observed. You are not permitted to keep food served from the kitchen in your cell/cubicle. All food served at meal time must be consumed; this includes any Trinity Takeout or boxed meals.

6. Assigned detainee workers will clean the housing unit common areas and showers.
7. All extra clothing, 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, window, bunk or lying on the floor or in front of the door. These items shall be stored either in your storage bag or under your mattress.
8. A shelf is provided in each cell for hygiene items. 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 hung on bed frames or draped over cubicle walls.
11. "Pin-ups" are not permitted. Nothing can be pasted or affixed to any cell/cubicle wall, window, vent, locker, bunk or light. **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 and/or a security violation.
13. At **NO** time will any item be hung from the cell/cubicle lights or sprinkler heads.
14. No window covering will be permitted.
15. 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.
16. Tampering or blocking of any locking device, door, gate or window is prohibited.
17. No vents in the ceiling or housing unit will be covered at any time.
18. Paper products are not permitted to be stored between the mattress and bunk. They must be stored in your storage bag.
19. Cosmetics are to be stored in the locker or on the shelf provided.
20. Reading materials and any other approved combustible items must fit into the provided storage container along with other property.
21. Reading materials will be limited to four (4) items consisting of two (2) magazines, and two (2) newspapers from an approved publisher. Non-religious/non-legal books will not be accepted and shall be returned to the sender. Reading material, approved by the Warden, may be kept in the cell/cubicle but must be limited to two (2) magazines (if the magazine is delivered weekly - up to 3 weeks old; if the magazine is delivered monthly - up to 3 months old) and two (2) newspapers (no more than 7 days old) per detainee. Excess or unauthorized literature will be considered contraband and confiscated.
22. Facility-owned books shall be made available to you from the book cart. You may retain up to two (2) facility-owned books in your cell at any given time. Exceeding the two (2) facility-owned book limit will lead to confiscation.
23. You will be issued sufficient property bags to store your legal materials within your assigned cell/cubicle. Legal materials will be limited to two (2) cubic feet (24" x 12" x 12"). You will be required to remove materials in excess of two (2) cubic feet from the facility unless authorized by the Warden.
24. Any materials which do not fit into the provided storage bags will be considered contraband and a fire hazard and will be removed.
25. It is your responsibility to remove and dispose of items in excess of authorized limits from the cell/cubicle, prior to receiving new items.
26. No more than eight (8) detainees at a table at any time (standing or seated).
27. **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 7:00am, you are required to stand, be seated at a desk, or be sitting on your bunk with your legs hanging over the edge of the bunk. After count time, breakfast, and medication line, you will make your bed and prepare for cell/cubicle inspection.
2. The common area will be open during designated hours for you to use. At this time, you may utilize the telephones, recreation yard (refer to recreation schedule), showers and televisions. Showers are closed and telephones are turned off during meal times, count times and during an emergency.
3. You are not permitted to loiter near any cell, the tier, near the sallyport, stairways, showers, any doorway or officer's station. The officer's station is strictly ***OFF LIMITS*** to all detainees. You must not go near the officer's station, unless directed to do so by the unit officer.
4. You must NOT enter 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. Night lights will be turned on for the 7:00am count then turned off at the conclusion of count. After the 7:00am count, night lights may be turned on at the discretion of staff until 12:00am (midnight).

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 or outdoor recreation areas.
8. You must clean up after yourself while using the common areas. You are responsible to keep the common area clean and organized. Failure to do so may result in the common area being closed and/or use limited until such time it is considered acceptable.
9. You must be properly clothed when outside your cell or leave your bunk area. You must 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 commissary and authorized religious headgear. Nightgowns shall not be worn in the I-Pod dayroom after 9:00am.
10. You will sit on one (1) chair at a time.
11. You are not permitted to place your feet on any chairs, tables or walls.
12. You shall avoid any loud boisterous behavior and respect the rights of your fellow detainees.
13. You are not permitted to throw objects, use profanity or any other disorderly practice.
14. Gambling will not be tolerated in the facility.
15. Horseplay is strictly prohibited.
16. You may use radio headphones/ear buds in the housing units and recreation yards. These items are not authorized outside the housing unit and are subject to being confiscated by security staff.
17. You may not hang and item or article from the hand railings, telephones or common area furniture 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.) shall be painted or altered in any way unless authorized by staff. Living area décor will remain the same for all cells/cubicles.
20. You are prohibited from placing or hanging anything in front of or on the cell door.
21. You are expected to maintain a high level of sanitation and dispose of trash in the designated trash barrels (trash barrels need to be *covered* at ALL times). Trash barrels are only to be utilized for trash.
22. Makeshift clotheslines are strictly prohibited.
23. "LIGHTS OUT" in all units (cells/cubicles) will be at 12:00am (midnight).
24. Any maintenance deficiencies must be reported to the unit officer.
25. You should consult with unit staff if you have any questions about any rule or regulation.
26. **FAILURE TO COMPLY WITH HOUSING UNIT RULES AND REGULATIONS MAY RESULT IN DISCIPLINARY ACTION AND/OR FINANCIAL RESTITUTION, AS APPROPRIATE.**

OUT OF BOUNDS AREAS.

1. You 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/Admission 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;
    - Counselor/Unit team member office unless with a staff member; and/or,
    - Detainees housed on lower level of housing unit are not authorized to be on the upper level.

2. If you are caught in any of the above out-of-bounds areas without authorization and direct supervision from a staff member you will face disciplinary action.
3. You must remain in your housing unit at all times unless authorized by an officer to leave. If you are found in an area that you have not been assigned or released to, you are subject to disciplinary action and may be reported as an "ATTEMPTED ESCAPE" to the appropriate agency (i.e., USMS, FBOP, US Navy, or Tribal Authorities, as appropriate).

SECTION 44 *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. Facility personnel will conduct and document weekly inspections.
4. You must vacate your cell/cubicle and take a seat in the dayroom. Should you be sleeping during the inspection, you will be given a 24-hour lockdown.
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). 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 45 *LEAVING THE UNIT*

1. When participating in any activity in which you have to depart 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 housing 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, you 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 the corridors. Such actions will result in termination of the privilege and/or disciplinary action.

SECTION 46 *LAUNDRY PROCEDURES*

1. A laundry strap has been issued to you during the admission process.
2. The laundry strap is provided to you for use during laundering services provided by the facility. You are required to maintain and turn in the laundry strap in the condition it was originally issued. The washing and drying of clothing is prohibited within the housing units.
3. All laundry straps are to be placed outside cell doors prior to locking in at 9:50pm. If the straps are not hung on the rack, laundry will not be collected (the unit officer will not open any cell doors after 9:50pm for the collection of laundry).
4. Any laundry which is not in accordance with the laundry schedule will result in the strap/laundry being returned unwashed or the items confiscated.
5. If you have laundry issues, such as a missing strap and/or clothing, you must address the Laundry Officer utilizing the kiosk under "LAUNDRY."
6. Do not place blankets, sheets, pillowcases, towels or face cloths with your laundry. These items will be laundered during linen exchange on the scheduled days below:

FOR PERSONAL ITEMS (E.G., T-SHIRTS, UNDERWEAR, SOCKS, ETC.).

Days	Drop-off 1st Shift	Pick-up 2nd Shift
Sunday	N/A	Dark Laundry (Old Side)
Monday	Dark Laundry (Old Side)	Dark Laundry (New Side)
Tuesday	Dark Laundry (New Side)	Light Laundry (entire facility)
Wednesday	Light Laundry (entire facility)	Dark Laundry (Old Side)
Thursday	Dark Laundry (Old Side)	Dark Laundry (New Side)
Friday	Dark Laundry (New Side)	N/A
Old Side (A Dorm; B, C, D, E and F-Pods)		New Side (G, H, I J1, J2, K and L-Pods)

FOR LINEN EXCHANGE. Linen consists of the following items: sheets, pillow cases and towels. Sheets, pillow cases and towels shall be exchanged on a one-for-one basis. 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	

FOR BLANKET EXCHANGE. Blankets are exchanged on a one-for-one basis. 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	

The laundry, linen and blanket exchange schedule is subject to change based on operational needs. If you are unable to complete your linen exchange due to conditions beyond your control, the unit manager will ensure that you receive a linen exchange upon request in a timely manner.

SECTION 47 *LEGAL RESOURCES*

1. A designated program staff member is available to you 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. Should you require the services of a notary public, you may submit a request to the Programs Department using the kiosk located in each housing unit or a paper Detainee Request (form WN 51101) to the Programs Department. A designated programs staff member will report to your housing unit within three (3) business days to witness your signature and notarize your document.
3. Programs staff will honor reasonable requests for photocopies.
4. A LexisNexis computer is located in every housing unit and available for detainee use seven (7) days a week. This software lets you find legal materials on a computer. Access to the LexisNexis computer is available daily from 9:00am to 10:00pm except during meals, lock-down time or a facility emergency. You are responsible for conducting your own legal searches. The LexisNexis computer is available in one (1) hour increments. You are authorized at least five hours each week to work on your case. If you need more time, make a request through the kiosk, a paper Detainee Request (form WN 51101) or talk with your detention counselor in the event of an urgent need or special circumstance. **THE SAVING OF DOCUMENTS TO THE COMPUTER IS NOT ALLOWED.** LexisNexis is also available to you on your assigned tablet. LexisNexis is available 24 hours a day, seven (7) days a week.
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. Notify your detention counselor for any reference material not maintained in the law library. In addition, if there is any missing or damaged library material notify the detention counselor.
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 detention 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 Programs Director 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 $.20 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 you is available by submitting a request using the kiosk or a paper Detainee Request (form WN 51101) to the Programs Department.

SECTION 48 *DISCOVERY EVIDENCE*

1. Discovery evidence may be sent to the facility for your review from your attorney(s), either hand-delivered to the facility mailroom via United States Postal Service (USPS), Federal Express (FedEx), United Parcel Service (UPS), or in your possession 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. You may be scheduled to review discovery evidence from 9:00am thru 12:00pm or from 1:00pm thru 4:00pm unless otherwise noted on the Detainee Discovery Evidence Schedule.
5. You shall be required to remain with your evidence until the Grievance/Evidence Coordinator or programs staff designee returns to pick it up. Except in emergency situations, you will not be allowed to leave the area prior to your evidence being collected by the Grievance/Evidence Coordinator or programs staff designee.
6. You will be required to sign form WN 50901 - Discovery Evidence Compliance Agreement (refer to Policy #509 – Detainee Discovery Evidence) which outlines the process and rules with regard to reviewing discovery evidence.
7. Your 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 your cell/cubicle unless approved in writing by the Grievance/Evidence Coordinator or higher authority.
8. Strict rules of confidentiality apply to all detainee discovery evidence (refer to form WN 50901 - Discovery Evidence Compliance Agreement). You may not 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 you in the Contact Visitation Room or by Zoom video-conference.

SECTION 49 *COURT APPEARANCES*

If you are scheduled for court, you must be ready to leave the housing unit in accordance with the court schedule. Unit officers will ensure that you are awakened in a timely fashion. If you are going to court you must be in possession of your identification card prior to going to the Receiving and Discharge (R&D) area.

You are responsible to pack-up your belongings and bring them to R&D before departing for court. An officer will search your cell for any damage prior to escorting you to R&D. You will be financially responsible for any damage to the cell area.

You are permitted to take only legal papers with you to court. All legal papers will be searched by an officer for contraband (not content). If you are housed in the Special Management Unit for Administrative Status or Disciplinary Detention, you may be required to be processed for court in designated clothing, determined by facility needs and/or as behavior dictates.

Court clothing shall be forwarded to your attorney so they can deliver the clothing to the courthouse. The facility does not accept court clothing.

SECTION 50 *PROGRAM SERVICES*

1. The facility offers a range of programmatic opportunities for you, whether you are looking to improve yourself through various classes or just keeping yourself occupied through leisure-time activities (refer to Attachment 3, titled "Programmatic Opportunities" located at end of this handbook for a list of current program offerings).
2. Program services will be posted in the housing unit and announced prior to starting.
3. There is no discrimination regarding administrative decisions or program access based on your race, ethnicity, religion, national origin, color, gender, sex, age, sexual orientation, disability, or political beliefs.
4. Should you be interested in participating in programming, refer to the housing unit bulletin board for specific information required for sign up. Complete and submit a detainee request using the unit kiosk. Your eligibility will be reviewed and/or you may be interviewed by the staff member responsible for the program(s).
5. Decisions regarding program participation will be determined by programs staff.
6. If you are not initially recommended for a program but still wishes to participate, you may send a request to your unit team member or the person administering the program of choice by utilizing the housing unit kiosk.
7. If you sign up for a program/service you are responsible to be in uniform and on time.
8. Should you be found guilty of using programs or activities for illicit purposes, you will be suspended from attending.

SECTION 51 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. Should you be interested in working, you may volunteer to work by submitting a request to the Programs Director via the kiosk or a paper Detainee Request (form WN 51101). You must be housed at the facility thirty (30) days prior to a job assignment.
3. You are only permitted to work one (1) job at a time.
4. You will be provided with safety equipment that meets OSHA and other standards associated with the task to be performed.
5. Should you require and accommodation, staff shall provide reasonable efforts 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 work program.
6. You shall not undertake any assignment prior to signing form WN 50502 - Detainee Job Orientation.
7. All pod runners will be hired by the unit manager.
8. Detainees assigned to positions other than a pod runner will be housed in the workers' unit.
9. You will be responsible to clean all areas as assigned or be subject to termination from your job.
10. Should you fail to perform your job in accordance to facility standards, you may be issued a poor work evaluation and removed from your job. Should you be terminated from your job, quit your job, or, refuse to start a job assignment once the hiring process has started, you will not be eligible for another job assignment for sixty (60) days. If you have been issued a disciplinary report, you will be suspended from your job pending the outcome of the disciplinary hearing. Documentation may be in the form of informal or formal discipline. Should you lose your job due to a disciplinary report, you will not be eligible to work for sixty (60) days.
11. Prior to being assigned to meal service duties, you must be medically cleared prior to assignment.
12. If assigned to meal service duties, you will be required to wash your hands prior to any food service-related job and must wear a hairnet, beard net and gloves.
13. You may apply for a job change after you have performed your current job for a period of sixty (60) days.
14. CAPTAINS CREW QUALIFICATIONS: You must be housed at the facility for six (6) months. You must be infraction free for sixty (60) days prior to assignment. You must be approved through the classification process and reviewed by the Shift Commander of the potential shift assignment. You must be a level 1 or level 2 detainee. You must not have any significant history of violence, escapes or attempted escapes. You must not have any gang affiliations or be high security status. You must not have any "keep separates" from other detainees. You must have a positive institutional history (i.e., programming, minimal disciplinary history, no "A" or "B" charges). Also, you must be housed in the workers' unit, and be reviewed and approved by the Warden.

15. Work assignments and corresponding daily pay rates:

Work Assignment	Pay Rate	Work Assignment	Pay Rate
Housing Unit Runners	$1.50	Laundry Worker	$1.75
Barber	$4.00 - $4.50	R&D Janitor	$1.75
Barbershop Janitor	$1.50	Health Services Unit Janitor	$1.75
Captain's Crew	$2.00	Maintenance Worker	$2.00
Teacher Aide/School	$2.00	Cook/ Kitchen Worker	$1.75 - $5.75
Visitation Worker	$1.75	Step-Down Worker (SMU)	$1.50
Library Clerk/Cleaner	$2.00	Biohazard Workers	$5.50 per incident
Utility Workers (Kitchen Detail)	$2.75	Hairdresser (I-Pod)	$2.75

16. 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 52 PERSONAL HYGIENE/BARBERSHOP/HAIR SALON

Poor hygiene and unsanitary habits can affect the health and safety at the facility. If you do not obey the dress and grooming rules, it could cause conflicts with others and the staff may counsel and discipline you. The facility will accommodate your religious preferences about your grooming to the extent possible. You must keep yourself neat and clean and always wear appropriate clothing and footwear.

You will be issued personal care items when you arrive, including shampoo, soap, toothpaste, a toothbrush, comb or brush, and other items for personal care. If you run out of these items, ask your unit officer for more. Females can ask the unit officer for feminine hygiene products when needed.

You are permitted freedom in personal grooming except when a valid safety and/or security interest justifies otherwise. It is recommended that you keep yourself clean and shower daily. Showers are available for use anytime the common area is open. However, showers will shut off one-half hour prior to count times, and no showers are authorized during meal periods. You must enter and exit the shower area fully clothed. 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. You are responsible to leave the shower area clean and free of debris when you are finished.

Should you be assigned to custodial or other work assignments, you are required to present yourself in a clean and orderly manner and are subject to a visual inspection by the unit officer prior to their work assignment. Your fingernails must be kept clean and at a reasonable length.

A barbershop is available for the detainee population between the hours of 9:00am – 4:00pm. The number of days that the barbershop is open per week shall be determined by the Programs Director. The facility count shall be a factor when determining the number of days that the barbershop is open. The Programs Director (or designee) shall generate a rotating schedule for the housing units. A barbershop schedule is posted in each housing unit. Detainee barbers provide basic haircuts (no special cuts or designs) and shaves to the detainee population free of charge approximately every five (5) weeks. The Barbershop Manager will select detainees according to a detainee cell/cubicle list for the particular housing unit. You will be given an opportunity to receive a haircut/shave on your scheduled day. You are required to take the first available barber (there will be no selection of barbers). Should you decline your haircut/shave, you will not be given another opportunity until the next time your housing unit is scheduled.

Please note that the barbershop schedule is subject to change based on the detainee census. The unit manager or detention counselor shall provide a sign-in sheet at least two (2) days in advance. If interested, you shall print your name on an open slot in the two (2) days leading up to the haircut/shave opportunity. On the day of the haircut/shave, you must be ready for your designated time slot. You may request to receive a haircut/shave prior to attending court. The request shall be made to the Programs Director. All requests will be verified and approved by programs staff prior to you receiving a haircut/shave. If assigned to I-Pod, you will have the opportunity to use the unit's hair salon on a schedule determined by the Programs Director.

For sanitary purposes, the cutting of hair in a housing unit is strictly prohibited and the possession of hair clippings is strictly prohibited and will result in disciplinary action.

SECTION 53 *RECREATION*

The facility provides both indoor and outdoor recreational opportunities on a daily schedule. A schedule has been established and is posted in each housing unit.

INDOOR RECREATION: You will have access to indoor recreation and leisure-time activities in the common area of the housing unit on a daily basis. Recreational and leisure-time opportunities include television, telephones, tablets, cards, and various board games from 8:00am to 9:50pm on a daily basis (except during meals, lock-down time or in the event of an emergency). Push-ups, sit-ups and walking will be allowed on the lower-level area only as long as unit operations are not interfered with. No exercising will be permitted on the stairs or the upper level. Running/jogging in the housing unit is not permitted.).

OUTDOOR RECREATION: You will have access to outdoor recreation in the adjacent outdoor recreation area on a daily basis (weather permitting). Recreational opportunities include basketball, soccer, handball, walking, calisthenics and a pull-up bar. Outdoor recreation (weather permitting), will be offered at least one (1) hour daily seven (7) days a week, when weather permits.

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 or higher authority. Recreation equipment shall only be used as intended. Dayroom furnishings (chairs, tables, etc.) and any type of linens/towels (blanket, sheets, pillows, pillowcases, towels, etc.) are not authorized in any outdoor recreation area. Listed below are the items that are authorized in the recreation yard:

a. Jacket (seasonal);
b. A drink in a clear cup;
c. A radio with headphones/ear buds;

d. Clothing includes:

- (1) t-shirt
- (1) pair underwear
- (1) pair socks
- (1) uniform top
- (1) pair shorts
- (1) uniform bottom
- (1) pair sneakers

You must be properly clothed when using the outdoor recreation area. Sneakers shall be worn at all times. At no time shall you be authorized to wear two of any item. **ABSOLUTELY NO LAYERING OF CLOTHING**

The practice of drilling or marching is prohibited throughout the facility including the recreation areas.
Any damages to a recreation area will result in the closing of the recreation area until repairs are complete. If you are deemed responsible, you may receive disciplinary action up to and possibly including monetary compensation and/or criminal prosecution.

SECTION 54 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. **YOU ARE NOT AUTHORIZED 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 are turned ON at 8:30am.
5. All televisions will be turned OFF at 12:00am (midnight), 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. In order to hear a television program, you must have a radio/headset. Radio/headsets will be provided to you by the facility for your personal use. If you wish, you may purchase a radio/headset through the commissary.
7. Television sets are the property of the Donald W. Wyatt Detention Facility. Should you damage the facility's television sets, the television will be removed for repair or replacement and you will be held responsible for restitution.
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.

SECTION 55 LIBRARY

Specific requests for reading material should be made through the housing unit kiosk (using the "LIBRARY" button) or by completing and submitting a paper Detainee Request (form WN 51101). Audio books are available for detainees with impairments, or who experience difficulty with reading (contact program staff for further information).

SECTION 56 RELIGIOUS SERVICES

The Programs Director coordinates all religious activities for detainees. You will have opportunities to practice your religious faith. These opportunities will only be limited if you present a specific threat to the safety, security and orderly operation of the facility. You will be able to observe the major "holy days" including any fasting or dietary requirements of your religious faith. Clergy from recognized denominations will be permitted to visit with you upon request in the non-contact visitation area. Contact visits need to be approved by the Warden in advance. Participation in all religious faiths is voluntary. A schedule of religious services is maintained on the unit's bulletin board. Please contact your detention counselor with questions or concerns.

A variety of religions are available to the detainee population by contract and volunteers from the local communities. 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 housing unit bulletin board for specific information. The facility has a chapel for religious programs and services. The Chapel provides ample space and equipment adequate for conducting and administering religious programs and services.

If you wish to attend religious services you must submit a request through the kiosk or a paper Detainee Request (form WN 51101) at least 48 hours in advance of the scheduled service not including weekends and holidays. Whenever "keep separates" request the same service, arrangements will be made to have them attend on alternating weeks. You are not authorized to attend religious services unless clergy or a designated staff member is present. You are not authorized to conduct your own services that are not chaperoned. Should detainees be found guilty of using programs or activities for illicit purposes, they will be suspended from attending.

You may possess beads that are religious in nature (Christian [rosary], Muslim, Santeria, or Buddhist). They will not be multi-colored. They are to be worn under your shirt when not in religious services. Any specific requests for religious items must be submitted in writing (by unit kiosk or paper Detainee Request) to Programs Director. If your request is approved, the items will be distributed in a timely manner.

The Warden (or designee) has the right, without notice, to cancel, postpone, restrict, or limit your participation in any religious activity or the fulfillment of any religious requirement. They shall exercise this responsibility if the activity, or your participation in the activity, might jeopardize the safety, security or orderly operation of the facility.

NOTE: The Donald W. Wyatt Detention Facility does not permit federal detainees to marry while housed at the facility.

SECTION 57 *RECORDS*

If you would like a copy of a document(s) from your detention file contact your detention counselor via the unit kiosk or a paper Detainee Request (form WN 51101). You are not permitted to obtain a copy of your entire detention file. Please be specific in your request as to the information you require.

Your DETENTION FILE contains your:

- Booking record;
- Classification worksheet;
- Discipline records from the facility;
- Behavior reports;
- Receipts for your money and other property;
- Written requests, complaints and other issues;
- Grievances filed;
- United States government documents; and,
- Special housing unit records.

If you would like a copy of a document(s) from your health record write a request to the Health Services Unit via the unit kiosk or a paper Detainee Request (form WN 51101). Please be specific in your request as to the information you require.

Your HEALTH RECORD contains:

- Medical, dental, and mental health care you received;
- Any medical, dental, and mental health paperwork;
- Summary of the healthcare you received;
- Medications and vaccinations received; and,
- Instructions or referrals for follow-up care for medical, dental, and mental health conditions.

If you want another individual to get a copy of those documents, you will need to provide written consent.

HANDBOOK ATTACHMENTS

(1) **Sexual Abuse Awareness Information**

(2) **Instructions - How to Use the Unit Kiosk**

(3) **Programmatic Opportunities**

(4) **Security Risk Group (SRG) Memorandum**

(5) **Instructions - How to Use the Tablet**

(6) **Suicide Prevention Information**

(7) **Property Matrix**

(8) **Non-Contact Visiting Schedule**

PRISON RAPE ELIMINATION ACT (PREA)
REPORTING INFORMATION
Donald W. Wyatt Detention Facility

SEXUAL ABUSE AWARENESS: This document is required to be posted in each housing unit bulletin board at all service processing centers and contract detention facilities and by intergovernmental service agreement providers that house detainees.

ICE DETAINEES: While detained by the Department of Homeland Security, Immigration and Customs Enforcement, Office of Detention and Removal, you have a right to be safe and free from sexual abuse and sexual harassment. Report all abuse and attempted abuse to your housing unit officer, a supervisor, the officer-in-charge, to the Rhode Island State Police at *4011# (or 1-401-444-1000), or directly to the DHS Office of the Inspector General at 518# (or 1-800-323-8603). You may also report sexual abuse to the ICE Detention Reporting and Information Line (DRIL) at 9116# (or 1-888-351-4024).

NON-ICE DETAINEES: While detained by the United States Marshals Service you have a right to be safe and free from s sexual abuse and sexual harassment. Report all abuse and attempted abuse to your housing unit officer, a supervisor, the officer-in-charge, to the Rhode Island State Police at *4011# (or 1-401-444-1000), or directly to the DOJ Office of the Inspector General at *8477# (or 1-800-869-4499).

DEFINITIONS.

1. **Detainee-on-Detainee Sexual Abuse:** Sexual abuse of a detainee by another detainee includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

   a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
   b. Contact between the mouth and the penis, vulva, or anus;
   c. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and,
   d. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

2. **Staff-on-Detainee Sexual Abuse:** Sexual abuse of a detainee by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the detainee:

   a. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
   b. Contact between the mouth and the penis, vulva, or anus;
   c. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
   d. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
   e. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
   f. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above in paragraphs a-e of this definition;
   g. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of a detainee; and,
   h. Voyeurism by a staff member, contractor, or volunteer.

3. **Sexual Harassment:** (1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one detainee toward another; and, (2) Repeated verbal comments or gestures of a sexual nature to a detainee by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

4. **Staff Sexual Misconduct:** Any verbal, physical or offensive conduct of a sexual nature by an employee, contractor, or volunteer, directed toward a detainee under the care, custody, and supervision of the facility. All sexual contact between a detainee and an employee, contractor, volunteer, shall be considered sexual misconduct.

Prohibited Acts: A detainee who engages in inappropriate sexual behavior with or directs it at others, can be charged with prohibited acts under the detainee disciplinary policy.

PRISON RAPE ELIMINATION ACT (PREA)
REPORTING INFORMATION
Donald W. Wyatt Detention Facility

Detention as a Safe Environment: While you are detained, no one has the right to pressure you to engage in sexual acts or engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Regardless of your sexual orientation, you have the right to be safe from unwanted sexual advances and acts.

Confidentiality: Information concerning the identity of a detainee victim reporting a sexual abuse, and the facts of the report itself, shall be limited to those who have the need to know in order to make decisions concerning the detainee victim's welfare and for law enforcement/investigative purposes.

Avoiding Sexual Abuse: Here are some things you can do to protect yourself against sexual abuse:

- Carry yourself in a confident manner. Many detainees choose victims who look like they would not fight back or who they think are emotionally weak.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another detainee to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns. Report concerns!
- Do not use drugs or alcohol; these can weaken your ability to stay alert and use good judgment.
- Avoid talking about sex. Other detainees may believe you have in interest in a sexual relationship.
- Be clear, direct and firm. Do not be afraid to say "NO" or "STOP IT NOW!"
- Stay in well-lit areas of the facility.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, work opportunities, or counseling groups. Get involved in these activities yourself.
- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it does not feel right or safe, leave the situation. **IF YOU FEAR FOR YOUR SAFETY, REPORT YOUR CONCERNS TO STAFF.**

REPORT all Abuse and Harassment: If you become a victim of a sexual abuse or harassment, you should report it immediately to ANY staff member you trust, to include housing officers, deportation officers, chaplains, medical staff or supervisors. Staff members keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis. If you are not comfortable reporting the abuse or harassment to staff, you have other options:

- Write a letter reporting the sexual misconduct to the Warden, United States Marshals Service (for non-ICE detainees), Assistant Field Office Director (for ICE detainees), or Field Office Director (for ICE detainees) to ensure confidentiality, use special mail procedures.
- File an EMERGENCY DETAINEE GRIEVANCE - If you decide your complaint is too sensitive to file with the Warden, you can file your grievance directly with the United States Marshals Service (for non-ICE detainees) or Field Director (for ICE detainees). You can get the forms from your housing unit officer, deportation staff or a facility supervisor.
- Write to the Rhode Island State Police, which investigates allegations of staff misconduct, the address is:

For ALL detainees >>>

Rhode Island State Police
311 Danielson Pike
North Scituate, RI 02857

- Write to the Office of Inspector General, which investigates allegations of staff misconduct, the address is:

FOR NON-ICE DETAINEES

Office of the Inspector General (USDOJ)
950 Pennsylvania Avenue, Room 4706
Washington, DC 20530

FOR ICE DETAINEES

Office of the Inspector General (USDHS),
245 Murray Lane, SW
Building 410/Mail Stop 0305
Washington, DC 20528

- Call at no expense to you the Office of Inspector General. The phone number is posted in your housing unit.

Individuals who sexually abuse or harass detainees can only be disciplined or prosecuted if the abuse or harassment is reported.

PRISON RAPE ELIMINATION ACT (PREA)
REPORTING INFORMATION
Donald W. Wyatt Detention Facility

Next Steps after Reporting Sexual Abuse: You will be offered immediate protection from the assailant and you will be referred for medical examination and clinical assessment. You do not have to name the detainee(s) or staff member who abused you to receive assistance, but specific information may make it easier for staff to help you. You will continue to receive protection from the abuser, whether or not you have identified your abuser or agree to testify against them. It is important that you do not shower, wash, drink, change clothing or use the bathroom until evidence can be collected.

The Medical Exam: Medical staff will examine you for injuries, which may or may not be readily apparent to you and will gather physical evidence of the abuse. Bring the clothes and underwear that you had on at the time of the abuse to the medical exam with you. You will be checked for the presence of physical evidence, which supports your allegation. With your consent, a medical professional will perform a pelvic and/or rectal examination to obtain samples of or document the existence of physical evidence such as hair, body fluids, tears or abrasions, which remain after the abuse. This physical evidence is critical in corroborating the sexual abuse occurred and in identifying the abuser; trained personnel will conduct the exam privately and professionally.

Understanding the Investigative Process: Once the misconduct is reported, the appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and extent of the misconduct. You may be asked to give a statement during the investigation. If criminal charges are filed, you may be asked to testify during the criminal proceedings. Any detainee who alleges that he or she has been sexually abused shall be offered immediate protection and will be referred for a medical examination.

Protection from Retaliation: All detainees who report sexual abuse or sexual harassment or cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation by other detainees and/or staff. Reporting sexual abuse or sexual harassment shall not negatively impact a detainee's immigration proceedings.

The Emotional Consequences of Sexual Abuse: It is common for victims of sexual abuse to have feelings of embarrassment, anger, guilt, panic, depression, and fear even several months or years after the attack. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns. Emotional support is available from the facility's mental health and medical staff, and from the chaplains. Also, many detainees who are at high risk to sexually abuse others have often been sexually abused themselves. Mental health services are available to them also so that they can control their actions and heal from their own abuse.

Sexual abuse can happen to anyone: any gender, age, race, ethnic group, socioeconomic status, sexual orientation, or disability. Sexual abuse is not about sex; it is about POWER and CONTROL. All reports are taken seriously. Your safety and the safety of others is the most important concern. For everyone's safety, incidents, threats, or abuse must be reported.

Report all abuse and attempted abuse to your housing unit officer, a supervisor, the Warden, to the Rhode Island State Police, or directly to the Office of the Inspector General.

HOW TO USE THE KIOSK IN THE HOUSING UNIT:

Step 1. Login to the kiosk by entering your ID number.

Step 2. Next, enter personal identification number (PIN) and press "LOGIN." For your first login this will be your ID number once again. After the initial login, the system will ask you to create an individual PIN specific to you. DO NOT share this number with anyone in order to protect your account.

Step 3. After changing your PIN, you will be required to login again with your new PIN.

Step 4. Once logged in, you may select the appropriate category to continue, as follows:

A. Transaction History. This option displays details about your account (including charges to the account, deposits, and balance). You cannot transfer funds from your account to the account of another detainee, it is not permitted and the system is not configured to process such transactions.

B. Orders. You will use this option to order commissary (order information will be displayed on the left, and categories and items on the right).

C. Change PIN. This option allows you to change your PIN.

NOTE: The PIN for the kiosk is separate from the commissary vending machine PIN. Therefore, changing one PIN doesn't automatically change the other.

D. Messages. This option allows you to communicate directly with various officials and departments within the facility regarding any issues or concerns you may have, or for submitting comments. This option will also display the current status of any communication you have submitted.

E. Order History. This option will allow you to view copies of your commissary receipts.

Step 5. Once you have finished using the kiosk system, you are strongly encouraged to logout in order to prevent unauthorized access to your account.

AVAILABLE PROGRAMMING AT THE WYATT DETENTION FACILITY

RELIGIOUS PROGRAMS. This facility provides religious programs to meet the needs of the following denominations: Protestant, Catholic, Muslim, Jewish, and Jehovah Witness. Onsite staff chaplains representing the Protestant and Catholic faiths (in English and Spanish), an Imam (Muslim), and a Rabbi (Jewish) as well as Spanish Pentecostal. Hindu and Buddhist services are offered and are overseen by facility staff. The following is a brief description of some of the services provided:

- **Catholic Services.** The Catholic Diocese offers a variety of services reaching out to you both emotionally and spiritually. Mass and confession are offered in both English and Spanish to all detainees on a weekly basis (see bulletin for exact days and times).

- **Protestant Bible Studies.** The Protestant Chaplain offers detainees the opportunity to participate in a meaningful Christian program (see bulletin for exact days and times).

- **Muslim Services.** The Muslim community are believers and followers of Allah and follow the leadership of the Imams. We offer weekly Jumma Service, Islamic literature, and video tapes about Islam (see bulletin for exact days and times).

- **Judaism.** Rabbi is available to provide the teachings of Jewish rites, ceremonies and practices. The detainees who are interested must submit a request to the Programs Director

- **Santeria.** The detainees are allowed to meet in the chapel once a week for religious prayer with the Chaplain present.

- **Baptist Bible Study.** This program is offered in the Special Purpose Unit (J2) and I-Pod (female unit).-

EDUCATIONAL PROGRAMS.

- **Basic Literacy.** Classes in basic reading and writing are designed for detainees with reading problems who require individualized attention because they possess a 3rd grade reading capability or below. A number of these students may have learning disabilities. These students are provided with computer assisted instruction or direct individualized instruction that is geared toward their learning capabilities.

- **Mathematics.** A number of mathematics courses are offered including basic math, fractions, and Algebra I for those needing to review skills. A placement test will be utilized to determine readiness.

- **World History.** This course will present information from science and social studies content areas utilizing a number of video series produced by the History Channel "Mankind: The Story of all of Us."

- **GED Program.** Classes and educational material are available to help detainees to prepare for the GED exams. The General Educational Development (GED) tests are a group of four subject tests which, when passed, provide certification that the test taker has high school-level academic skills in English language arts, mathematics, science and social studies.

Khan Academy (Tablet App). Khan Academy, through GTL, offers practice exercises, instructional videos, and a personalized learning dashboard to empower learners to study at their own pace. Khan Academy has thousands of courses, in a wide variety of compelling formats. Their programs offer a wide range of academic subjects, including math, science, computer programming, history, economics, and more. Their math missions guide learners from addition/subtraction to calculus using state-of-the-art, adaptive technology that identifies strengths and learning gaps.

AVAILABLE PROGRAMMING AT THE WYATT DETENTION FACILITY

English as a Second Language (ESL). English Connect: This program is designed to address the needs of diverse cultures whose primary language is not English with communication, comprehension, reading and writing in English.

Greek Mythology. This course provides an introduction to classical Greek Mythology. It explores the creation of the gods, heroes and legends that are the basis of adventure stories created by early civilization to explain natural phenomenon.

Short Stories. Readings and discussions of short stories ranging from classics to contemporary award winners.

Shakespeare in Film. Viewing Movies with both traditional and modern interpretations of Shakespeare's classic works. Some are direct from the text and some are inspired by the works of the bard of Avon.

Adult Basic Education (ABE). This program is designed to provide instruction and skill development in fundamental math, reading, writing and grammar skills for those students whose basic skill levels are substantially below secondary level.

Contemporary Issues. The pros and cons of issues and events in the news on a daily basis. Evaluating perspective and developing an understanding of bias and impartiality.

Vocational. Within the facility, there are a number of institutional jobs that provide experiential learning opportunities that foster work habits and promote gainful employment upon release. Students also receive vocational guidance and employment counseling regarding re-entry into the community. A number of courses are designed to provide information and assistance with interpersonal skills, resume preparation, and career planning:

- Laundry Worker
- Barber
- Culinary Assistant
- Law Clerk
- Library Clerk
- Maintenance
- General Maintenance
- Pod Runner

Tutorial. Additional tutorial assistance is offered for detainees in reading, mathematics and English provided through community volunteers.

Special Programs. Programs related to life style changes, civic responsibilities, parenting and self-concepts:

- Stress Management
- Domestic Violence
- Substance Abuse
- Anger Management/Substance Abuse
- Interpersonal Communication
- Parenting
- Violence in Society
- Life Skills

GROUPS AND PROGRAMS.

Alcoholic Anonymous (AA) and Narcotic Anonymous (NA). The A.A. and N.A. programs use similar recovery approaches by sharing their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

AVAILABLE PROGRAMMING AT THE WYATT DETENTION FACILITY

Domestic Violence Workshop. The Domestic Violence Workshop is a six (6) week program designed to help the offender accept responsibility for his/her actions and teach the necessary skills to cope with problems in a nonviolent manner. The goal of the group is to identify problems, improve communications, teach positive interpersonal problem solving and understand conflicts.

Living with Others. A six (6) week program that concentrates on skills that will help detainees adjust to incarceration; including learning to communicate effectively, managing anger and building healthy relationships.

Criminal Lifestyles. Encourages participants to examine their thinking and behavior and how it has harmed them and their victims. They will explore criminal thinking error and learn how to change thinking and behavior in positive ways.

Parenting Group. Learning objectives is to discover how past and present attitudes and emotions affect parenting behavior; learning basic techniques that will help the individual be an effective parent; improving communication and listening skills. This program is offered once a week for eight (8) weeks.

Violence in Society. A 4 week program focusing on violence in the media, domestic violence, violence against children. The intent of this class is to stimulate and challenge ones thinking about addressing perceptions and behaviors relating to various forms of violence.

Life Skills. An 8 week program to help individuals deal effectively with demands/challenges of everyday life. This class will mainly focus on life after incarceration, paying bills, resume writing and mock interviews.

Adjustment to Incarceration. An 8 week program to help individuals deal effectively with demands/challenges of being incarcerated. This class will mainly focus on life while incarceration.

Rational Thinking. An 8 week program to help individuals deal effectively with Rational Thinking in everyday life. This class will mainly focus on thinking rationally in everyday situations.

Additional programming is facilitated by programs staff, these change quarterly based on the needs and interests of specific units.

Attachment 4

CENTRAL FALLS
DETENTION FACILITY CORPORATION

MEMORANDUM

DATE: November 28, 2023

TO: Detainee Population

FROM: Michael Nessinger, Warden

RE: **Security Risk Group/Gang Related Activity**

The Donald W. Wyatt Detention Facility is committed to a zero tolerance policy regarding gang related activity. Detainees who participate in gang related activities will be reviewed for Security Risk Group (SRG) status and may be placed in Administrative Segregation.

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, etc.

The following groups have been identified as Security Risk Groups:

Aryan Brotherhood	**Banditos**	**Black Panthers**
Bloods	**Crips**	**Gangster Disciples**
Hells Angels	**La Familia**	**Latin Kings**
Los Solidos	**MS-13**	**NETA**
Outlaws	**Organized Crime**	**Pagans**
Sovereign Citizens	**Terrorist Group**	**Trinitarios**
18th Street		

Other: Miscellaneous street gangs that may affect safety and/or security.

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.

MN/ab

cc: J. Sullivan, Chief of Security
L. Jimenez, Programs Director
D. Tomasso, Director of Professional Standards
D. Dalpe, Director of Compliance

Instructions - How to Use the Tablet

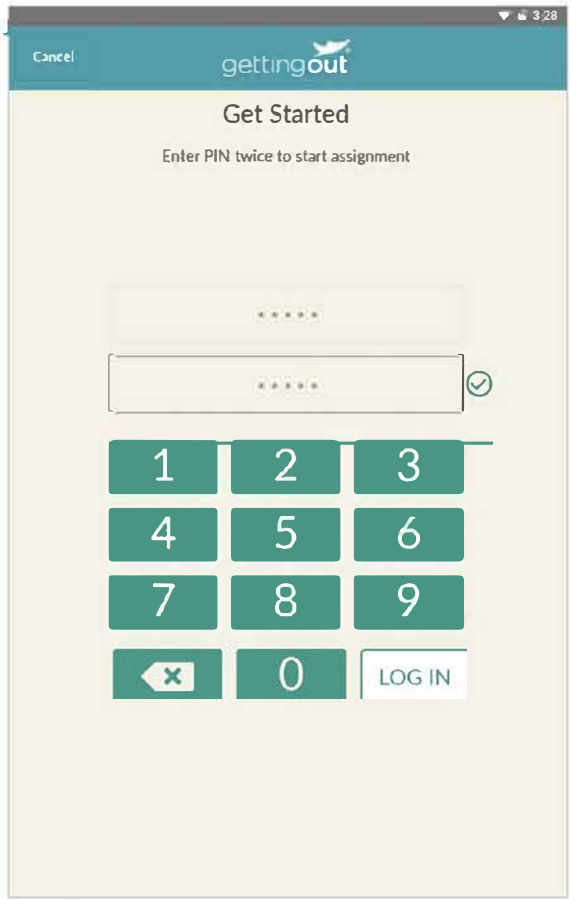
This feature allows facilities to have the option to let detainees assign tablets to themselves. This also allows facility staff the ability to see assigned tablet information, including the ability to transfer or remove a tablet assignment. This ensures the detainee can only assign one tablet to themselves.

Assigning a Tablet

Follow these steps to see how an detainee assigns a tablet to themselves.

1. Detainee finds an unassigned tablet , visible by the orange background and assign tablet button.
2. Detainee taps **ASSIGN TABLET**. The Get Started screen displays.
3. Detainee is prompted to enter their PIN twice.



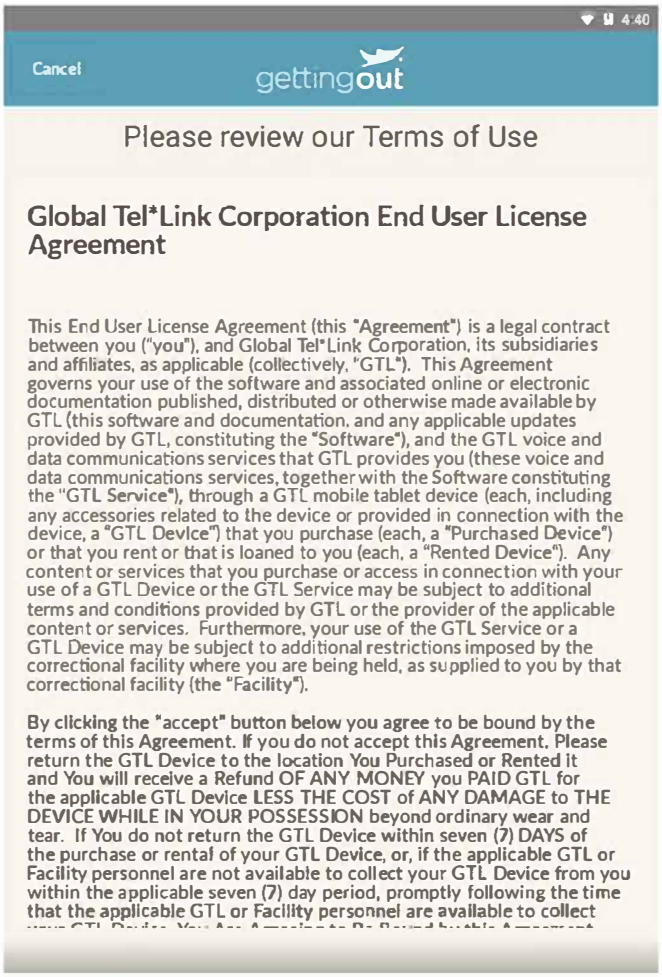


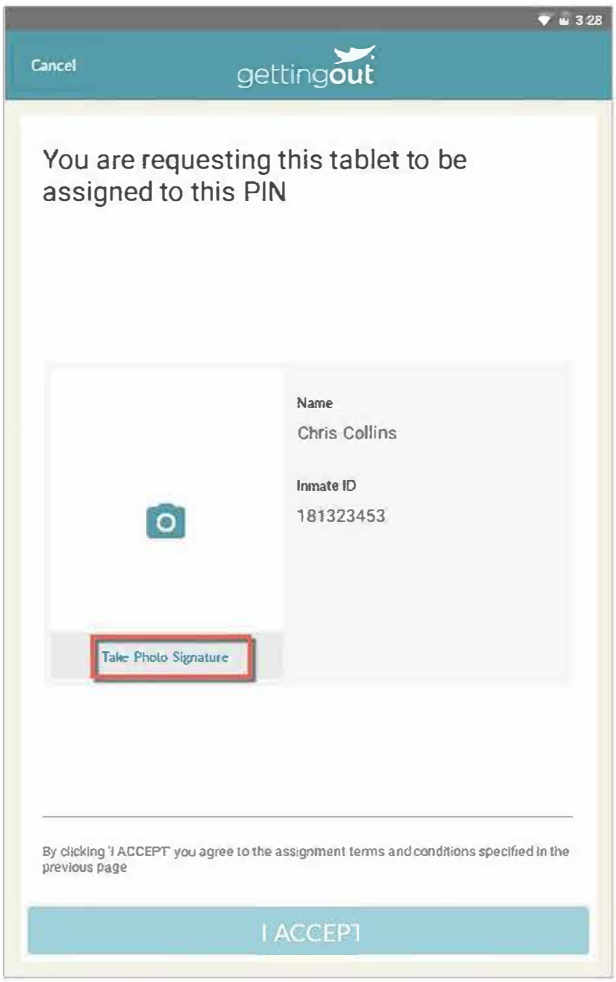
4. If the Facility Setting is set on Lease Only, then an error will display when trying to log in. You will have to tap the “Assign Tablet” button to proceed
5. Once the “Assign Tablet button is tapped, Inmate enters PIN twice to ensure an incorrect PIN isn’t used.

   When the PINS match, a checkmark displays next to the PIN box.
6. Inmate taps LOG IN.

The Terms of Service screen displays.

7. Detainee reads the Terms of Service, and taps **START** to proceed.
8. Detainee taps **Take Photo Signature**.

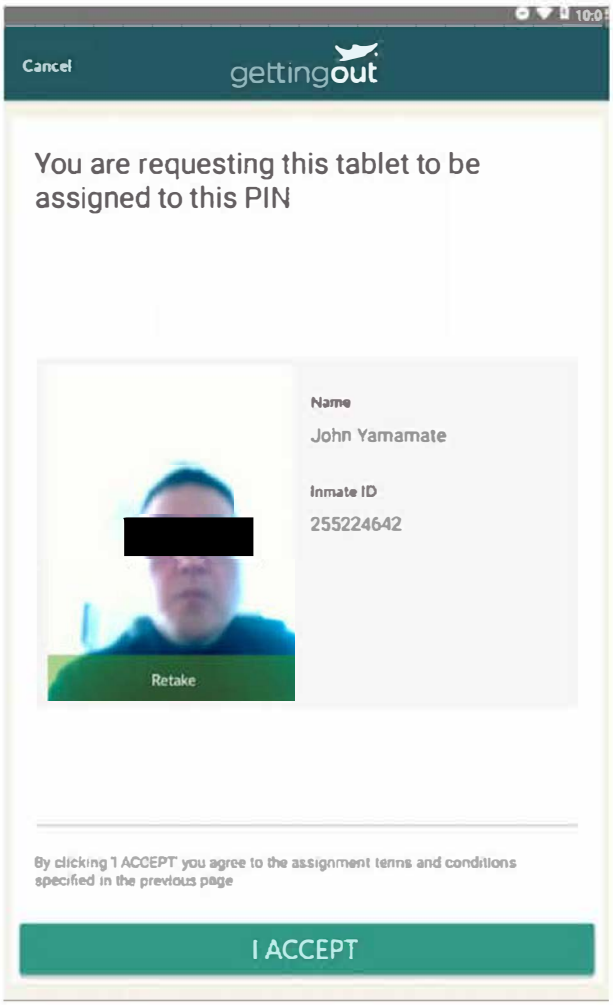




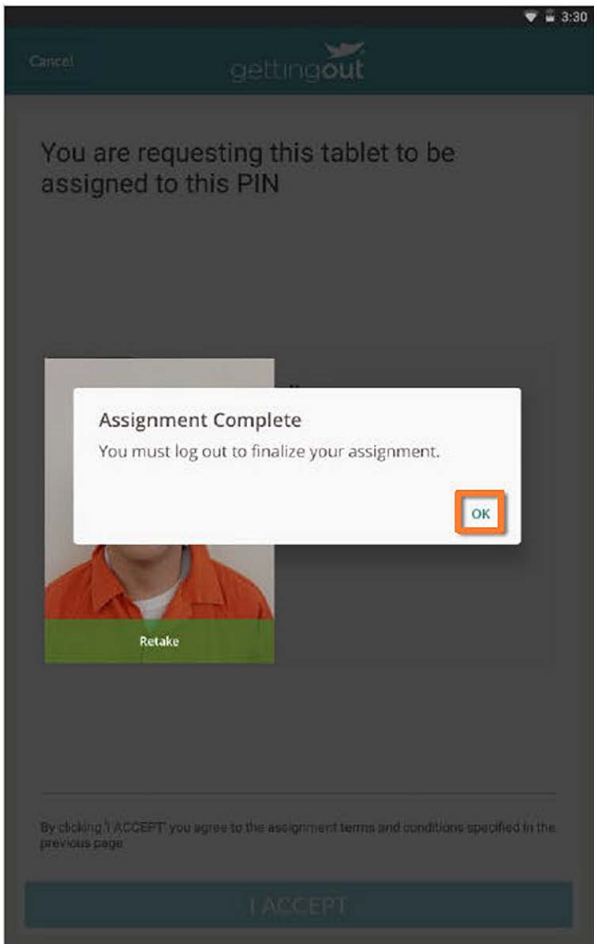
9. Once the camera has detected the detainee's face, the camera takes a photo. The detainee has the option to use this photo or take another by tapping "Retake"

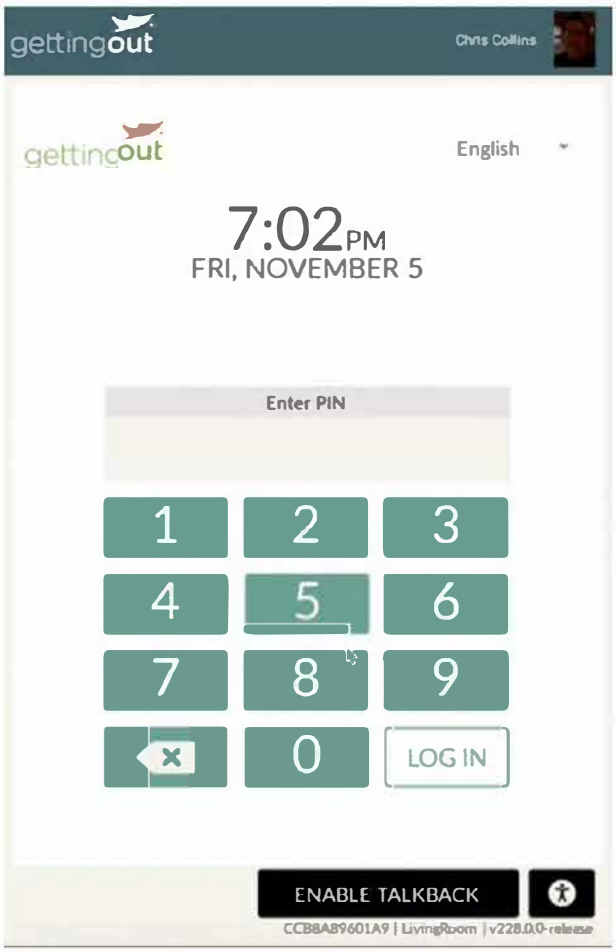
10. Detainee taps I Accept to acknowledge the Terms of Use of the tablet being assigned to them.





11. Detainee taps **OK** to complete the tablet assignment and the detainee is logged out.
12. When the detainee logs back in, the tablet will display a different background color pattern as visible verification the tablet is assigned. The detainee's name and photo are displayed in the upper-right corner of the tablet screen. The tablet is now assigned to the detainee.
13. NOTE: If the screen does not change color DON'T WORRY! The backend knows the tablet is assigned and will only let the PIN assigned to the tablet log in. After the detainee logs in the first time, the correct screen usually appears.
14. If Face Detection is enabled at the facility, it will appear after entering the PIN number





DO YOU RECOGNIZE ANY OF THESE SIGNS?

- ❖ Sadness
- ❖ Anger
- ❖ Depression
- ❖ Change in mood or behavior
- ❖ Helplessness
- ❖ Aggression
- ❖ Talking or thinking about self-harm
- ❖ Isolation
- ❖ Negative thinking
- ❖ Hopelessness
- ❖ Giving away personal belongings
- ❖ Anxiety
- ❖ Weight gain or loss

Separation from family, friends and familiar surroundings would be hard for anyone. Some people may experience detention as emotionally stressful and painful. If you feel you need help or assistance or you recognize these signs in yourself or someone else, you should immediately talk to a staff member or the medical staff.

Property Matrix

You will be provided with two storage bags/bins for commissary storage.
All commissary items must be stored in those two bags/bins.
Excessive commissary may be confiscated and you may have your commissary purchasing privilege suspended for a period of time.

Clothing items should be stored under your mattress.
No other items (food, paper, etc.) should be under your mattress.

The following facility items will be issued to you upon admission:

- **Uniform Shirts (2 pair)**
- **Uniform Pants (2 each)**
- **T-shirts (7 each)**
- **Undergarments (7 each)**
- **Socks (7 each)**
- **Sneakers, facility-issued (1 pair)**
- **Sweatshirt (1 each)**
- **Shower Shoes (1 pair)**
- **Gym Shorts (1 each)**
- **Jacket (1 each – seasonal, will be provided as weather dictates)**
- **Sports Bras (7 each – I-Pod detainees only)**
- **Night Gowns (2 each – I-Pod detainees only)**
- **Mattress (1 each - will receive upon arrival to housing unit)**
- **Sheets (2 each)**
- **Blankets (2 each)**
- **Pillow (1 each - will receive upon arrival to housing unit)**
- **Pillow Case (1 each)**
- **Towels (2 each)**
- **Face Cloths (2 each)**
- **Laundry Strap (1 each)**
- **Toilet Paper (1 roll)**
- **Face Masks (2 each - based on facility need)**
- **Hygiene Kit (1 each)**
- **Sanitary Napkins/Tampons (1 pack - I Pod detainees)**

In addition to facility items, you may purchase the following clothing items:

Every 60 days:

Gym Shorts	--	Not more than two (2) pairs at a time
Sweat Shirts	--	Not more than two (2) items at a time
Sweat Pants	--	Not more than two (2) pairs at a time

Every four (4) months:

Sneakers*	--	Not more than one (1) pair at a time

If you purchase any of the above listed clothing items, those items will be forwarded to the Property Officer who shall exchange your old clothing items for new clothing items on a one-for-one basis.

**** You are authorized to possess a maximum of two (2) pairs of sneakers. One (1) facility issued pair at admission, and one (1) personal pair you may purchase through the commissary.***

In addition to above clothing items, you may purchase the following commissary items:

Weekly:

- **Toilet Paper - 2 rolls**

Every 3 months:

- **Bowls - 2 (not to exceed 2 total at a time)**
- **Cup – (not to exceed 1 total at a time)**

Delivery will follow the same procedure as commissary clothing items

NON-CONTACT VISITING SCHEDULE

Donald W. Wyatt Detention Facility

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00a.m. - 10:15a.m.	J2						A and G
10:30a.m. - 11:45a.m.	B and F						K and J1
1:00p.m. - 2:15p.m.	C and E	I and L				D-Pod / ICE* (ICE - Holidays Only)	H
2:30p.m. - 3:45p.m.	D and H	A and G				C and E	I and L
4:15p.m. - 5:30p.m.		K and J1				B and F	
5:45p.m. - 7:00p.m.		H / ICE* **(ICE - Holidays Only)**				J2	

- Visits shall be conducted each week on Sunday, Monday, Friday and Saturday in accordance with this schedule.
- Detainees shall be authorized two (2), one (1) hour visiting periods per week.
- H-Pod workers shall be authorized three (3), one (1) hour visiting periods per week, and are permitted to have visits on Saturdays and/or Sundays.
- A maximum of two (2) adults and two (2) children at a time are allowed in the visiting room per detainee.
- Detainees on restrictive housing or protective custody status; or, detainees with "keep separate(s)"; or, detainees residing in the ICE or female units, will conduct their visits in the secured rooms of the Non-Contact Visiting Room, thus remaining separate from the general population.
- All visits will start when the detainee signs into the Non-Contact Visiting Room. The one (1) hour timeframe starts then as well.
- Visitors will not be processed within 30 minutes of their detainee's visiting block start time (refer to the above start times).
- All conversations on non-contact visitation telephones are recorded and may be monitored.
- Detainees housed in HSU shall be authorized two (2), one (1) hour visiting periods per week. These visits shall take place during regular visiting hours on Sunday, Monday, Friday and Saturday. These visits shall take place in the secured rooms of the Non-Contact Visiting Room.
- 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.
- ***(ICE Detainees Only)** Monday and Fridays may be used for holiday visitation to meet the requirements of **NDS,5.5,II,F,1**

Attachment 8