

 DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE	EFFECTIVE DATE:	June 4, 2013	Page 1 of 5
	SUPERSEDES:	4020.1E October 1, 2012	
	OPI:	PROGRAMS	
	REVIEW DATE:	June 4, 2014	
	Approving Authority	Thomas Faust Director	
	SUBJECT:	INMATE ORIENTATION	
NUMBER:	4020.1F		
Attachments:	Attachment A-B		

SUMMARY OF CHANGES:

Section	Change
Page 2, §1	Section #1 has been revised.
Page 3, §6	Section # 6 " Authority Section " was added to policy.
Page 3, §7	Section #7 " Standards Reference " was updated and revised.
Page 3-5, §8 (a,b,d-1), a), 4), 5), 6), 8),9))	Section #8 (a,b,d-1), a), 4), 5), 6), 8),9)) has been revised.

APPROVED:

Signature on File



Thomas Faust, Director

6/4/2013

Date Signed

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1. **PURPOSE AND SCOPE.** To provide orientation materials and outline orientation procedures for inmates entering DOC custody.
2. **POLICY.** It is DOC policy to provide inmates with an orientation of the Central Detention Facility (CDF) prior to being placed in a housing unit.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
 - b. When both males and females are housed in the same facility, all available services and programs are comparable.
4. **PROGRAM OBJECTIVE.** Inmates will be provided with an awareness of their rights and responsibilities while incarcerated, program opportunities, facility operations, rules of conduct and discipline, how to identify and report sexual assault, sexual abuse and sexual misconduct.
5. **DIRECTIVES AFFECTED**
 - a. Directives Rescinded
 - PS 4020.1E Inmate Orientation (10/1/12)
 - b. **Directives Referenced**
 - 1) PS 3350.2 Elimination of Sexual Abuse, Assault and Misconduct
 - 2) PS 3800.3 ADA: Communications for Deaf and Hearing Impaired

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- 3) PS 4030.1 Inmate Grievance Procedures (IGP)
- 4) PS 4070.1 Inmate Telephone Access
- 5) PS 4070.4 Inmate Correspondence and Incoming Publications
- 6) PP 4080.2 Video Visitation Center/Official Visits
- 7) PS 4090.3 Classification (Program Review)
- 8) TRM 4090.4 Custody Classification Instruments
- 9) PP 4110.7 Educational Services
- 10) PS 4157.1 Canteen Operations
- 11) PS 4160.4 Library Services
- 12) PP 4410.1 Religious Programs
- 13) PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures
- 14) PS 6000.1 Medical Management

6. **AUTHORITY**

- a. D.C. Code § 24-211.02, Powers; promulgation of rules
- b. D.C. Code § 2-1933, Written Language Services by covered entity.

7. **STANDARDS REFERENCED**

American Correctional Association (ACA) 4th Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-27, ALDF-2A-28, 4-ALDF-2A-29, 4-ALDF-2A-05, 4-ALDF-4C-01 and 4-ALDF-4C-02.

8. **PROCEDURES**

- a. The Chief Case Manager shall provide oversight and responsibility for the

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Orientation Program.

- b. The Chief Case Manager shall designate a Case Manager as Orientation Program Coordinator (OPC).
- c. Each inmate shall receive an orientation within three (3) days of admission.
- d. Orientation shall at a minimum include a staff presented overview and issuance of an inmate handbook and Orientation materials.
 - 1) Staff shall present an Orientation video in a group setting, unless inmates are housed in segregation units.
 - 2) Each Warden shall determine the appropriate location for the institution's Orientation Program.
 - 3) Each inmate shall be provided with an orientation to the facility, which includes at a minimum:
 - a) Orientation video and written materials describing facility rules and sanctions, as well as inmate rights,
 - b) An explanation of mail and visiting procedures to include legal and social telephone call procedures,
 - c) An explanation of grievance procedures,
 - d) An explanation of all fees, charges or co-payments that may apply,
 - e) A description of services, programs and eligibility requirements,
 - f) Information on how to access medical care,
 - g) Identification of available pretrial release options,
 - h) Admissions and release information, and
 - i) How to identify, prevent, and report sexual assault, abuse, and misconduct including treatment and counseling options.
 - 4) This information is provided in the DOC CDF Inmate Handbook that is given to each inmate as well as discussed on the orientation video.

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- 5) DOC supplies the handbook in English and Spanish, and will provide a translation of the handbook in other languages required by the District of Columbia language access statutes
- 6) The Orientation video was produced to explain the Orientation process to all inmates as well as those inmates who cannot read. The video was produced in English and Spanish.
- 7) Inmates who do not speak English shall receive interpretive services, through the language line telephone program. The use of the TTY telephone will be provided to deaf inmates as needed.
- 8) Staff shall present information and inmates shall sign indicating they have received information described in the DOC Orientation Program Checklist (Attachment B).
- 9) Case Managers shall scan the checklist into the inmate's electronic file (Paper Clips).

Attachments

Attachment A Inmate Handbook
Attachment B Orientation Program Checklist



D.C. Department of Corrections

INMATE HANDBOOK

EFFECTIVE DATE: June 4, 2013

A handwritten signature in black ink, appearing to read 'Thomas Faust'.

**Thomas Faust
Director**

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INTRODUCTION

The DC Department of Corrections (DOC) Central Detention Facility (CDF also popularly called the DC Jail) is a multi-custody level facility located at 1901 D Street SE, Washington, DC 20003. CDF is the point of entry after arraignment and commitment by DC Superior Court, U.S. District Court or US Marshal detainment. CDF houses pretrial detainees, misdemeanants, un-sentenced felons, as well as convicted and sentenced felons pending transfer to another facility, jurisdiction or release.

It is DOC policy to provide a safe, secure and orderly environment for employees, inmates and the surrounding community.

This handbook explains facility rules, regulations and procedures that you must follow. Security and safety are in place for everyone's protection and will not be compromised.

DOC will post policy or rule changes that might affect you, on housing unit bulletin boards, make them available in the library and otherwise communicate them to you via housing unit staff.

If you have questions concerning any matter, ask the employee stationed in your housing unit, you may contact your case manager or send an Inmate Request slip to the department that is responsible for your particular concern.

INMATE RIGHTS. It is DOC policy to ensure that you are treated fairly and your legal rights are respected. You have the following rights:

- (1) To access legal assistance (courts, attorney, law materials, diplomatic representation, grievance procedures);
- (2) To be protected from personal abuse, corporal punishment, personal injury, property damage or harassment;
- (3) To be protected from other inmates having power over you;
- (4) Freedom in personal grooming as outlined in DOC policy;
- (5) Access to adequate health care;
- (6) Adequate food/nutrition;
- (7) Freedom from discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of

income, status as a victim of an intra-family offense, or place of residence or business and any other prohibited discrimination provided in DC law when determining housing and program participation;

(8) Access to uniform procedures at disciplinary and housing hearings;

(9) Access to programs, services and activities (except when participation presents a threat to the security, safety, or orderly operation of the facility).

If you cannot attend a program because of administrative reasons, DOC will attempt to make reasonable accommodations. You cannot participate in programs while you are in disciplinary segregation.

(10) If you are a foreign national, the right to contact your country's embassy or consulate.

ADMISSION AND ORIENTATION

While in R&D you will be asked basic personal information; you must submit to a strip search; shower and change into a CDF issued uniform; you will be fingerprinted and photographed; and a wristband ID will be placed on you.

You must surrender all unauthorized personal belongings (See "Personal Property" section). You will sign a property receipt of items taken and items you were allowed to keep. DOC will store your ID (ex: Drivers license) until you are released. CDF will allow family to pick up your personal property within 15 days. Personal property (except jewelry) is destroyed after 15 days.

Medical Screening

You will receive a medical, dental and mental health screening. Health care providers will discuss any applicable treatment plan with you. They will advise you on important health precautions and how to access health care services.

Medical Hold

To protect you and others from communicable diseases, you may be held in restricted housing if you do not submit to medical screening.

Communications Assistance

Translators or the Language Line will help if you do not speak English.

DOC provides signing or related communications devices to assist if you have a hearing impairment.

Intake Unit

You will be placed in an intake unit or other appropriate housing. You may be housed in Intake for several days during which time your case manager will interview you. Initial classification will be held to determine your custody and where you will be housed. You will receive information about the facility to

include programs, services and activities, rules, housing and discipline procedures.

PERSONAL PROPERTY

You may keep the following items when you are admitted:

One plain wedding band (no stones, gems) valued at \$50 or less

Prescribed medical devices: (prescription glasses, dentures, medical alert bracelet/necklace, hearing aids, artificial limbs, brace, etc)

One religious medallion or rosary valued at \$50 or less. It must not be a size or shape that can be used as a potential weapon or escape device

One approved religious headgear

Legal documents about your current case

CDF will issue the following items to you. You must sign for and are responsible for proper care of all items that CDF issue to you.

A bedroll containing one blanket, 1 towel, 2 sheets and a hygiene kit.

Males. 2 pairs of under shorts, 2 pairs of socks, 2 undershirts, and 2 jumpsuits (clean, properly fitted and in good condition). 1 pr. of thermal underwear—issued October 15-March 30 upon your written request. You may request replacement underclothing using the Inmate Request Slip every 60 days. Hygiene kits are available to inmates who have no money to purchase them.

Females. Female offenders are housed at the Correctional Treatment Facility (CTF). Female inmates will be issued one (1) jumpsuit (clean, properly fitted and in good condition). CTF will provide clothing for female inmates. You will be able to exchange your soiled clothing and linen including towels for clean items at least once a week. You may request replacement underclothing using the Inmate Request Slip every 60 days. Hygiene kits are available to inmates who have no money to purchase them. You may purchase underclothing and hygiene items from canteen. You are limited to the number of clothing articles as listed below.

Personal Clothing Limits

Males: 1 pr. tennis; 1 pr. shower shoes; 1 religious headgear; 6 pr. each of socks, under-shorts and T-shirts.

Females: 1 pr. tennis; 1 pr. shower shoes; 1 religious headgear; 7 pr each socks, bras and panties.

Other Approved Items:

Toiletries (1 each), pens/pencils, writing paper, stamps, legal papers, 10 photos (no nudity, swimsuits or exotic poses), and prayer rug.

You must be able to store all items, including legal material, in your storage container. You may store books and toiletries on your desk. You can only store your shoes and prayer rug on the floor.

You cannot sell or trade your personal property. You are subject to discipline if another inmate's property is found in your possession. DOC shall seize unauthorized/excess property and either release it to someone you designate or destroy it.

Claims for Lost/Stolen Property

You may file an Inmate Request Slip (IRS) regarding property that is lost, stolen or damaged through no negligence of your own. You will not be compensated for property loss when the items are not listed on the property receipt.

Release of Property to Law Enforcement Officials

While in custody, your personal effects and clothing may be turned over to law enforcement officials with or without a warrant or subpoena.

HOUSING UNIT RULES

CDF has single and double cell housing.

All inmates are expected to respect others when sharing common equipment such as telephones, television, chairs, tables, recreational games and equipment and all inmates must respect others property. Television is for everyone's use. Only staff shall control programs that are viewed.

Inmates shall not be verbally or physically abusive to staff or each other.

No shouting, running, horse playing or other loud or disorderly behavior.

You shall not bang on windows, cell bars/doors or tables.

You shall not loiter or stand around the cell of any inmate who is on lockdown.

You cannot loiter on the tiers or stairs between the upper and lower tiers.

You shall not crowd around the control bubble or exit doors. You must stay at least 5 ft away from exit doors.

You shall not loiter around program offices unless authorized when awaiting services.

You shall not deface, tamper with or destroy DOC issued property.

You shall help keep common areas clean.

You shall place trash in provided trashcans. You shall not stand or sit on trashcans.

You are responsible for damage to DOC property. The Officer in Charge (OIC) or other correctional staff will inspect your cell before you are placed in it.

You must report any broken items to the OIC within 24 hours, Only a supervisor or the Compliance Officer can change your cell or bed assignment.

You must ensure that staff secures your cell when you exit.

You must keep your cell area clean and your property neatly stored in your storage container. You will be issued cleaning supplies for this purpose.

You shall not sleep in the nude or on the floor.

You shall make your bed by as illustrated by 8 am and it must remain made until 10 pm.

You shall not hang clothes or covers on cell doors or the tier and you shall not cover the windows.

You shall not cover vents, light fixtures, cell doors or cell bars. You shall not clog toilets and sinks.

You shall be fully clothed when exiting your cell to included going to and returning from the shower area.

You shall not attempt to hang photographs or other items on cell walls.

You can not bring your pillow, blanket, and wash cloth/towel into the dayrooms, dining area or gym.

You shall eat in the designated area unless you are on restricted status.

You cannot take uneaten food to your cell.

You must tightly cover and store canteen food items so they will not attract pests.

PERSONAL HYGIENE/LAUNDRY AND GROOMING SERVICES

You must maintain an acceptable level of personal hygiene. Showers, laundry, linen & clothing exchange, barber and shaver are regularly made available. You are subject to discipline for failure to keep yourself and your cell clean and sanitary.

SMOKE FREE FACILITY. No one can smoke in the CDF. Tobacco products, matches and cigarette lighters are contraband.

INPECTIONS

Searches

DOC shall search inmates, inmate housing units, individual cells, program and work areas. Most searches (shakedowns) are randomly conducted. Narcotics detection dogs are also used during searches. You do not have the right to be present during the search. If you are present during the inspection, you must cooperate with staff. Staff will confiscate contraband and excess property during searches.

You are subject to regular and random pat searches.

You are subject to a strip search when (1) there is reason to believe that you are concealing contraband on your person; (2) before placing you in a special housing unit; (3) before and after contact visits, escorted trips, or when returning from a community status; and (4) when you are first admitted. Only medical staff are authorized to conduct inspections of body cavities. Generally you will be placed in a dry cell for detection and release of concealed contraband.

Counts

Inmates must return to their housing unit and individual cell for counts. You will not be released from your cell, housing unit or the facility until the count has cleared. TV's and radios shall be turned off. You must remain in plain view, in full uniform and you must be prepared to display your armband to staff. You must be silent and shall not attempt to talk to or distract staff who are conducting the count.

Lockdown

You shall be locked in your cell at night, during counts and at other times as authorized. When lockdown is announced, you must immediately return to your cell and doors will be secured.

Emergency lockdowns may be ordered at any time.

Sanitation

Each morning or afternoon the Housing Unit supervisor will conduct an inspection to make sure everything is clean and orderly. Your bed must be made; you must be in full uniform and standing by your bunk. Cell inspections shall include checking plumbing lights, vents and your general living area. The Zone Lieutenant may also regularly inspect housing units.

Emergency Drill Inspections

You may be required to participate in mock lockdown and evacuation drills. You must move quickly and quietly and obey officers and Fire Safety staff's orders.

Warden's Inspection

The Warden, Deputy Warden, correctional supervisors and other managers shall regularly inspect the facility and conduct other mass inspections.

STAFF CONTACT

Your case manager and housing unit staff are your primary contact to address issues. You may obtain a request slip from the housing unit officer to request assistance from the Chaplain, Chief C&P, Law Library, Records Officer, Deputy Wardens or the Warden.

MOVEMENT

Inmates move through the facility to authorized areas with passes or correctional escort. You must move quickly and quietly and go directly to your approved destination. You must obey instructions from staff along the way. You are subject to searches before, during and after movement.

ESCORTED TRIPS

DOC provides armed transports for court appearances; outside medical care and institutional transfers. You may be considered for escorted local trips to private viewing of a deceased relative or to visit a dying immediate family member in accordance to DOC policy.

EMERGENCY PROCEDURES

You must immediately report any signs of fire or smoke to staff. In emergencies, staff may direct you to move to another area in the unit, take cover in your cell or evacuate the unit/facility. Evacuation routes are posted in your housing unit and throughout the facility.

Should a riot or disturbance occur, inmates not involved will be given a chance to leave the area of trouble. You must follow staff instructions.

USE OF FORCE

Correctional Officers will use force and apply restraints when necessary to protect a person from injury, to prevent property damage, prevent escapes or to enforce rules and regulations. Force will be applied as necessary to maintain control of the situation.

SEPARATIONS

You may be separated from another inmate (s) when needed. The court may order your separation from the entire population. You may request protective custody (PC) or DOC may place you in involuntary PC when there is evidence of safety or security issues. You will receive regular reviews to determine if it is appropriate to remove the separations.

MEALS

DOC serves 3 nutritionally balanced meals daily. Pork and pork by-products are not used. A physician may place you on a medical diet. You may request a religious diet through the Chaplain. General population inmates may as appropriate eat in the dayroom; segregated inmates eat in their cell. You will receive a bag lunch when you are at Court or are out of the facility for medical care.

MEDICAL SERVICES

DOC does not charge inmates a co-pay fee for medical treatment.

At Medical Screening and Orientation, you will learn how to access health care and basic health precautions you should follow.

Medical Records, Your medical records are confidential. Information is only shared with appropriate staff on a need-to-know basis.

Types of Medical Care: Health screening and assessment; medical clearance for work details; sick call to receive medication or routine, chronic and emergency care and hospitalization; detoxification; eye glasses; dental; pharmacy; specialty clinics and OB-GYN (females).

Refusing Medical Care. You may refuse medical, dental and mental health care services. Your refusal must be in writing, the refusal must be signed by at least two (2) witnesses. When you refuse, medical staff may explain the importance of the care they recommend.

Sick Call. Any inmate who requests to be seen by clinical staff for nonemergency medical care shall be scheduled for sick call within one (1) business day from the time the automated telephone sick call request is received. Sick call will be five days per week in the general population units and daily in the segregated housing units where inmates are locked down (including weekends and holidays).

Interpreters (staff or via telephone) shall help you to communicate with medical staff when your English is limited.

Condoms may be obtained during medical intake, sick call, medical visits, discharge planning interviews and at release. DOC prohibits sexual activity between inmates, but is obligated to provide the added health precaution.

DRUG TESTING

You are subject to random testing and targeted testing when there is reason to believe you have used or are under the influence of illegal drugs. Drug dogs are used inside/outside CDF to detect narcotics.

INMATE FINANCE ACCOUNTS

Receiving Money in Your Account

Inmate Finance shall deposit money you had at admission; from work detail; western union and money orders, certified bank and cashier's checks mailed by family and friends. The check/money order must be payable to you and include your full name and DCDC#. Inmate Finance will issue you a receipt. Posting to your account for spending takes 10 business days. Family/Friends may transfer funds to your inmate account through Western Union who may collect a fee for each transfer. DOC shall post notice of procedures for electronic transfer.

- 1) Internet. Using a credit or debit card www.westernunion.com/corrections
- 2) Phone. Using a credit or debit card at 1-800-634-3422.
- 3) Use Offender Connector Kiosk. Using cash, credit or debit card. (**This is only allowed during scheduled visitation appointments**)

Releasing Money from Your Account

You may authorize DOC to release funds from your account to an attorney, bail bondsman, family member or friend. DOC will issue cash from the Inmate Finance Office Visitor's Entrance 1901 D St SE, Tues-Fri 9am-12pm. The person must have positive photo identification. Mailing your funds to someone takes 15 business days.

Inmate Finance will deduct a percentage of your funds each month when restitution is court ordered.

When transferred to another institution, Inmate Finance will send you funds by check or money order within 30 days.

When released from custody you may claim your funds in person at the Inmate Finance Office Visitor's Entrance, Tues-Fri 9am-12pm.

CANTEEN

You may spend \$75 a week. There is a limit on the number/amount of some products you can purchase. Inmate Finance will determine if you have enough money in your account to cover your canteen order. If not, you may receive a partial order. Your purchase will be directly delivered to you. Inmates on Disciplinary Segregation may spend up to \$25 on hygiene products, stamps and writing materials.

LEGAL ACCESS

Legal Visits

Your attorney of record, your attorney's agents/investigators and participating legal interns have access 24 hours per day 7 days a week. You can refuse a legal visit and the refusal will be documented. You must sign consent to allow the legal visitor to take photographs, video or audio recordings.

You may be escorted or sent by pass to the visiting hall. You are subject to pat search when leaving the housing unit and before the visit. You will be strip searched after the visit. The visitor cannot give you any items (including legal documents to keep after the visit). You will remain in restraints during the visit if under special status.

Legal Calls

Case Managers and other persons designated by the Warden are authorized to place legal calls for inmates. The authorized staff member placing the call must verify that the recipient is an attorney/law firm/agent before putting the inmate on the telephone. Legal calls shall not be monitored but will be documented by any employee or person providing services for DOC.

Legal Mail

Incoming. Legal mail shall be opened in your presence only to inspect for possible contraband.

Outgoing. You can seal mail that is addressed to the courts, attorneys and public officials. It will not be read, censored or copied.

LAW LIBRARY

General population inmates may visit the law library. See your housing officer for the schedule. Both inmates in segregation and general population may send a request slip for legal materials.

INMATE GREIVANCE PROCEDURES (IGP)

Grievances can be resolved by submitting an Inmate Request Slip (IRS) or discussing the complaint with a staff member or a supervisor. If you are not satisfied with the results of the IRS, you may submit an Informal Resolution Complaint Form within seven (7) calendar days. If the issue remains unresolved, you may file a Formal grievance within five (5) calendar days of the IRS. If you are in harm's way and the matter is an emergency or very sensitive, you may file an "Emergency Grievance" straight to the Director. The grievance must be labeled "Emergency Grievance" and state the nature of the grievance. The Director will respond in (3) days of receipt.

You cannot file an IGP about any of the following issues:

- a. Parole Commission decisions,
- b. Decisions of the Adjustment or Housing Boards
- c. Classification Committee decisions,
- d. Requests under Freedom of Information Act,
- e. Inmate Accident Claims, Tort Claims,
- f. Complaints filed on behalf of other inmates, and
- g. Group Complaints.

Your IGP must be about one (1) specific incident or complaint.

Do not file more than one copy of the same complaint.

You may obtain the IGP (White form) from the housing unit staff. Plain white paper may be used also. Include your name, DCDC #, the name of the

institution or community correctional center where you were housed, the nature of the complaint, date of occurrence, remedy sought and the date. Sign your name.

Place the IGP in the locked box marked "Grievances".

The IGP Coordinator or designee collects IGPs Monday—Friday.

For Formal grievances, the IGP Coordinator will review the grievances and forward to the Warden.

The Warden shall review the supervisor's recommendation and make a decision.

You will receive the written decision with reasons for the action taken.

First Appeal. You may file an appeal to the Deputy Director within (5) days of receipt of the Warden's decision. Attach a copy of the Warden's decision.

The Deputy Director will respond in writing in (21) days.

Final Appeal. You may appeal the Deputy Director's decision to the Director, DOC within (5) days of receipt of the Deputy Director's report. Include a copy of the Warden's and the Deputy Director's decision. You should receive a response within (21) calendar days.

MEDIA ACCESS

DOC may allow the media to interview you by phone for 30 minutes with your written consent. DOC does not permit interviews for entertainment magazines or entertainment television.

TELEPHONE CALLS

Case managers will assist with emergency and program related calls.

Social Calls. Telephones are in each housing unit. Use your Personal Identification Number (PIN) to make the collect call. Three-way calling is not permitted. You can only make one call at a time. The call may be for up to 15 minutes. No matter how short your call is, you must move to the end of the line before you can make another call. You shall not shout or curse when talking on the phone. DOC will direct and monitor inmate telephone usage. DOC records/monitors phone conversations for security reasons.

OFFICIAL VISITING/VIDEO VISITATION

Social Visits. All inmate social visits will be conducted in the Video Visitation Center located at D.C. General Hospital from Wednesday through Sunday, 12 pm to 8pm. Visits can only be scheduled through prior appointments. Your family and friends may call toll free (888) 906-6394 or (202) 442-7270 Tuesday through Saturday from 9 am to 5pm, or access the DOC website at <http://visitation.doc.dc.gov> in order to schedule visits. In-person visits will remain for female offenders located at the Correctional Treatment Facility (CTF). Rules and regulations governing the Video Visitation Center must be

in accordance with DOC policy. If you are need of reasonable accommodations, please call **202-673-8208** or via email genester.powell@dc.gov. Please allow 5 business days for the reasonable accommodations to be arranged.

Official Visits. Inmates will continue to have in-person visits with Attorneys and their agents (i.e., investigators, law clerks, law students, and interpreters).

Emergency Visits. Contact your case manager, DOC Chaplain or correctional staff.

You have an option to refuse a visit; it will be documented.

The Warden may temporarily suspend or modify the visiting schedule.

Long Term Visitor Suspension. You or your visitor may appeal to the Deputy Director. Visitors may be suspended as follows:

Minor Contraband – 30 days to 1 year suspension

Major Contraband – 1 year to permanent and criminal prosecution

Disorderly Conduct – 30 days to 1 year

Refusing Search – 30 days to 1 year

Minor Incidents – 30 days to 1 year

Major Incidents – 1 year to permanent termination

INMATE MAIL

You can mail two (2) regular size letters free of charge each week if you have \$5.00 or less in your account thirty (30) days prior.

You may purchase writing paper and postage stamps via canteen.

Staff picks up outgoing mail from the unit mailbox and incoming mail is delivered to you Mon-Fri.

Magazines, Books and Newspapers: You may only purchase magazines and newspapers mailed directly from the publishing company. You cannot receive pornographic magazines, unauthorized publications and/or photos in accordance with DOC policy.

INMATE RECORDS

The Records Office maintains your official record. The Federal Bureau of Prisons (FBOP) computes sentences for felons. Sentenced felons can forward your request for sentence computation to FBOP, Grand Prairie, Texas. Misdemeanants may send a request slip to their Case Manager or Records Office staff when you have questions about sentence computation. Your official record is confidential and you must sign consent to release information except when it is a matter of public record.

Public Records: Records of a criminal offense for which you have not been convicted shall not be disclosed without a property executed release

authorization. Upon written request, DOC will issue information about you without your consent if you have been convicted of a crime such as your name, DCDC number, full description (e.g., sex, race, height, weight, complexion, hair color, eye color, build, and any identifying marks), criminal charges, sentence, date of sentence(s), mandatory release date, full term date, dates of jail credits, earned good time, detainers, judgment & commitment order, date of birth. Your institutional photograph (“mug shot”) shall only be released upon your consent or the Director’s approval
Records Review: You may review your institutional record and obtain copies of documents by writing a request to the Records Administrator. Records will contact your case manager to further assist in this process. DOC will not show your reports prepared by other agencies (ex: Pretrial Services or MPD). You must mail a request to that agency. For more information ask your case manager or request a copy of PM 1300.1 FOIA from the law library.

PROGRAMS

A case manager will interview you during the intake process. Case Managers have offices on each housing unit and will meet with you within 72 hours of assignment to a housing unit excluding weekends and holidays. Case Managers shall assist you with your with orientation, classification, employment and program participation, and release planning.

Indoor/Outdoor Recreation

Schedules for outdoor recreation are posted on each housing unit. Indoor recreation includes board games, gym, general TV.

Inmate Work Programs/Details

Sentenced inmates are encouraged to work. Pre-trial inmates may apply to work. CDF has a variety of jobs. Pay varies by job type and the length of time in the position. Some jobs require a medical clearance.

Education

Youth: DC law requires you to attend school until your 18th birthday. DOC enforces this rule. DC Public Schools (DCPS) conducts classes at CDF.

Special Education: If you were in special education or it is determined that you need services, DCPS will provide services until you turn 22 years old.

Adult Education: CDF provides Adult Basic Education and GED classes. Send a request to the Academic Program Administrator or contact your Case Manager.

Good Time Credit. Sentenced misdemeanants who maintain good conduct and participate in programs to include work programs and are eligible to receive good time credits to reduce time served.

Chaplain and Religious Services

Inmates have the right to attend or practice their faith of choice. Religious service schedules are available in your unit. Submit a request slip to the Chaplain for assistance. Chaplains are available for counseling. Chaplains also recommend approval/denial of inmate marriage requests.

Substance Abuse Programs

The Courts, USPC, or your Case Manager may refer you or you may request a substance abuse program.

Reentry- Residential Substance Abuse Treatment Program (RSAT)

You may receive release preparation and counseling. Prior to release, you may be referred for community based health care, family and child services, housing, employment and educational assistance.

Release: *(This section does not include transfers to other facilities or state/federal jurisdiction).*

Inmates are released from CDF by court order or sentence expiration. You will be released in accordance to DOC policy.

PREVENTION AND ELIMINATION OF SEXUAL ABUSE

Sexual Assault

DOC prohibits sexual assault and shall seek criminal prosecution of staff and inmates who violate the law. Sexual assault is forced sexual contact through violence or intimidation.

Sexual Abuse

Even if you consent, the law requires and DOC strictly enforces the rule that employees who engage in sexual acts or sexual contact with you will be disciplined, terminated or referred for criminal prosecution.

Sexual Acts is penetration of your vulva or anus or other body parts using the penis, mouth, finger or an object. (This does not include when a health care provider uses their hands or fingers or medical devices while investigating sexual abuse/assault or appropriate medical treatment unrelated to sexual abuse/assault; or when performing body cavity searches for security and safety within the facility consistent with constitutional requirements).

Sexual Contact is fondling your body (clothed or unclothed).

Sexual Misconduct. You are also protected from:

Sexual harassment. Sexual harassment is when (1) staff makes obscene or

sexually offensive advances, gestures and comments; (2) makes promises in return for sexual acts/contact or threatens you for refusing sexual acts/contact or (3) for making a complaint of sexual misconduct. Promises include, among other things, influence over your safety, custody, privacy, privileges, work detail or program status.

Invasion of Privacy. When staff watches or attempts to watch you for their sexual pleasure.

Inmate Discipline for Sexual Assault and Sexual Contact

Inmates who engage in the sexual assault of another individual shall be referred for criminal prosecution. DOC shall take appropriate administrative actions to ensure that the predator is segregated.

Inmates who engage in sexual contact with another inmate shall be disciplined in accordance with PM 5300.1D

Inmates will be disciplined for knowingly and deliberately making false reports or complaint of sexual abuse/assault or sexual misconduct.

What to Do When You Have Been Sexually Assaulted, Abused or Subjected to Sexual Misconduct.

Any inmate may make a confidential report of sexual assault, sexual abuse or sexual misconduct through the twenty-four (24) hour telephone Hotline at (202) 715-7541 or via email at doc.oia@dc.gov

Any inmate may verbally inform any employee when you have been subject to acts or attempted acts of sexual assault, sexual abuse or sexual misconduct. An inmate may file a written complaint of sexual assault, sexual abuse or sexual misconduct directly to the Warden, CCC Director or Office Chief. An inmate may file a written complaint through the inmate grievance system as described in the DOC IGP policy.

Internal Investigation Procedures

The Office of Internal Affairs may interview you and/or the third party informant and take action.

DOC will notify you of scheduled interviews in advance and allow you to contact your attorney. Your attorney cannot testify at the interview but you

can consult with him/her before answering questions. The Investigator may tape-record all testimony and shall draft a statement detailing testimony from each person who is interviewed.

DOC will notify you in writing of investigation findings and appeal procedures.

PM 5300.1E INMATE DISCIPLINARY CODE OF OFFENSES

1. CLASS I MAJOR OFFENSES

- a. Referral for Criminal Prosecution. Any of the following Class I offenses alleged to have been committed in the institution may be referred for prosecution.
- b. Referral for prosecution does not restrict DOC from imposing administrative discipline with corresponding penalties, outlined in this handbook and in DOC policy.

101 Murder/Homicide

102 Manslaughter

103 Any Act of Terrorism – use, dissemination, or Detonation of a weapon of mass destruction, Manufacture or possession of a weapon of mass Destruction”

104 Kidnapping

105 Burglary – First degree

106 Armed Robbery

107 Assault with Serious Injury is when the victim sustains serious injury that requires urgent and immediate medical treatment and restricts the victim’s usual activity. Medical treatment is more extensive than first aid such as the application of bandages to wounds. Medical treatment might include stitches setting broken bones, treatment of concussion.

- (a) Willfully or forcefully causing serious bodily injury to another inmate, a correctional employee, volunteer, contract worker or visitor; or
- (b) Willfully or forcefully causing serious bodily injury with a weapon or by any means to any person; or

- (c) Physically assaulting, resisting, opposing, impeding or interfering with any person.

108 Assault by Spitting or Throwing Substances such as liquids, blood, waste, chemicals, urine, etc.

109 Sexual Abuse Inmate-Upon-Inmate

- (a) The carnal knowledge, oral sodomy, sexual assault with an object or sexual fondling of a person, forcibly or against that person’s will;
- (b) The carnal knowledge, oral sodomy, sexual assault with an object or sexual fondling of a person not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or temporary or permanent mental or physical incapacity; or
- (c) The carnal knowledge, oral sodomy, sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.
 - Carnal Knowledge -- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
 - Oral Sodomy -- Contact between the mouth and the penis, the mouth and the vulva or the mouth and the anus.
 - Sexual Assault with an Object -- The use of any hand, finger, object or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person.
 - Sexual Contact -- The touching of the private body parts of an inmate (including the genitalia, anus, groin, breast, inner thigh or buttocks) for the purpose of sexual gratification.

110 Escape Includes:

- (a) Breach of the perimeter of a secure facility, or

- (b) Attempted Escape - The attempted breach of the perimeter of a secure facility; tampering with and/or damaging any perimeter including but not limited to windows, bars and cell doors;
- (c) Instigating and/or assisting the perimeter breach or attempted perimeter breach by another inmate; or
- (d) Escape From Outside of a Secure DOC Facility – When in the custody of the DOC and while under the supervision of DOC personnel or its agents, the inmate escapes from supervision while outside of the secure perimeter (including from a work detail, medical or court visit or while being transported);
- (e) Willfully failing to return to the facility by the time designated on a community release activity pass.

111. **Possession of Major Contraband.** Major Contraband is any item in an inmate's possession or control (to include within his or her cell, clothing or immediate surroundings) that is illegal by law, not purchased from canteen, not issued by the facility or not authorized by the Warden or designee. Items of Major Contraband include but are not limited to:

- (a) A knife; blackjack; gun; sharp, blunt or pointed objects; other articles used as dangerous weapons; tool; rope; civilian clothing; uniform; toxic or flammable fluids or substance or syringe.
- (b) An unauthorized locking device, key, lock, pick or other device capable of destroying, altering, interfering with or damaging any security equipment.
- (c) An Illegal drug, marijuana, a controlled substance or a narcotic unless a doctor has authorized its use to include possession, having control of, using, making or being under the influence. Possessing another inmate's prescription medication that contains a narcotic or controlled substance.

- (d) Cellular telephones and their accessories

112 Assault Without Serious Injury is when the victim sustains a minor injury. Minor injuries includes those that may not require medical attention or do not require more than minor care such as application of a bandage.

113 Restraint is willfully constraining another person under circumstances which expose the other person to a risk of bodily injury.

114 Arson is willfully starting a fire or causing an explosion, which damages personal or institutional property.

115 Tampering With a Witness or Informant is:

- (a) Attempting to induce, inducing, or otherwise causing a witness or informant to testify or inform falsely or to withhold any testimony or information or other evidence; or
- (b) Retaliating or attempting to retaliate for anything done by another person in his or her capacity as a witness or informant.

116 Bribery is willfully, directly or indirectly, giving, offering, or promising anything of value to another inmate, employee, volunteer or other authorized visitor with the intent:

- (a) To influence any official act or any act within the official responsibility of any person;
- (b) To induce any person to do or omit doing any act in violation of his or her duty; or
- (c) To induce any person to introduce contraband into the facility.

117 Inciting to Riot. A riot is a wild or violent disorder, confusion or disturbance. Inciting to riot is purposefully:

- (a) Urging a group of two or more other inmates to engage in a current or impending disturbance or disruptive event; or
- (b) Giving direction to a group of two or more inmates to cause, continue, or enlarge a violent or tumultuous disturbance or disruptive event.

118 Engaging in a Disruptive Event. A disruptive event is an incident brought on by the inmate's action that resulted in serious injury to staff or other inmates and/or loss of control of the facility or a portion of the facility and required extraordinary measures to regain control. Loss of control of the facility is defined as a situation in which inmates are acting in concert to disrupt facility operation and refuse to comply with lock down orders. They may take hostages or appear to be prepared for physical conflict. Hostile intent is apparent and threats are noted. Extraordinary measures are required to regain control such as sending in a significant number of ERT, firing shots, use of tear gas, etc.

3. PENALTIES FOR CLASS I MAJOR OFFENSES. The accused, if found guilty at the disciplinary hearing, shall be subject to one or more of the following:

- a. Only the Warden shall approve continuous disciplinary detention for more than (30) days.
- b. The maximum sanction for a rule violation is no more than sixty (60) days for all violations arising out of one incident. The Warden must approve any sanction for continuous confinement for more than thirty days.
- c. Referral to Classification for consideration in a change in custody status that may also result in a change in an inmate's housing assignment;
- d. Referral to the Housing Hearing Board after the disciplinary period;
- e. Restitution;
- f. Loss of privileges for up to sixty (60) days ; or
- g. Loss of work assignment
- h. Loss of up to one-hundred (100%) of good time credit already earned for good behavior

4. CLASS II – SERIOUS OFFENSES- REPETITION OF A CLASS II OFFENSE. An inmate who is found guilty or have three (3) or more repeated violations of a particular Class II offense during the current periods of incarceration may receive allowable penalties of a Class I offense.

201 Class II Assault is willfully subjecting an employee to offensive bodily contact.

202 Extortion, blackmail protection is demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

203 Threatening conduct is

- (a) Communicating intent to injure another person or commit a crime of violence or an unlawful act dangerous to human life that:
 - (1) Places another person in fear of serious bodily injury;
 - (2) Causes evacuation of a building; or
 - (3) Causes serious disruption or alarm.
- (b) Willfully compelling or inducing another person to engage in conduct from which the latter has a legal right to abstain or prohibiting conduct in which he/she has a legal right to engage, by means of instilling a fear that non-compliance with the demand will result in one of the following:
 - (1) Bodily injury to someone;
 - (2) Significant damage to property;
 - (3) Accusing someone of an offense or causing charges to be instituted against someone.

204 Possession of Serious Contraband. Serious Contraband is any item in an inmate's possession or control (to include within his or her cell, clothing or immediate surroundings) not purchased from canteen, not issued by the facility or not authorized by the Warden or designee. Items of Serious Contraband include but are not limited to:

- (a) Any intoxicating beverage to include possession, having control of, making, using or being under the influence.

- (b) Smoking materials and tobacco products.
- (c) Currency or coins.
- (d) Cell phones.

205 Creating a Minor Disturbance. Willfully causing a non-violent disorder that disrupts the orderly operation of the facility.

- 206 Sexual Activity** is consensual activity between two inmates or an inmate and a visitor during a social visit as follows:
- (a) Homosexual Activity -- physical contact with the genital parts, oral or anus of another person of the same sex.
 - (b) Heterosexual Activity -- physical contact of the breasts, genitalia, oral or anus of a person of the opposite sex.
 - (c) Sexual Contact -- The touching or (fondling), with any clothes or unclothed body part or object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- 207 Indecent Exposure** is the intentional exposure of genital parts to any person.
- 208 Theft** is willfully taking or withholding the property of another person or entity without permission, authorization or authority.
- 209 Damage or destruction of property** occurs when an inmate destroys property belonging to the institution or to any person or does damage to property of the District of Columbia or any individual.
- 210 Possession of Stolen Property** is having the property of another or when the owner has not received official written approval to give the property away.
- 211 Disrespect** is making any profane, obscene, or abusive gesture or remark to, about, or in the presence of any employee, volunteer, or visitor.
- 212 Lack of Cooperation is:**
- (a) Willfully disobeying a valid order of a correctional employee; or
 - (b) Failing to respond to any question or direction of any employee of the Department or other custodial official.
- 213 Fighting** is when two or more inmates engage in a physical altercation leading to the exchange of blows or bodily contact.

- 214 Illegal Enterprise** is running a store or stockpiling canteen in excess of authorized limits for the purpose of profit or personal gain or providing unauthorized services for payment.
- 215 Falsifying Physical Evidence** is:
- (a) Altering, destroying, concealing, or removing anything, with intent to impair its authenticity or availability in any official investigation or proceeding; or
 - (b) Presenting or using anything that is known to be false with intent to deceive an employee or anyone who is or will be involved in the proceeding or investigation.
- 216 Forgery or Tampering** is the fraudulent reproduction or alteration of a document or other written item.
- 217 Lying** is:
- (a) Making a willful, malicious or false report or statement to or about an employee;
 - (b) Making a false statement with intent to avoid disciplinary action for violation of an institutional regulation or to aid another inmate in such an endeavor; or
 - (c) Knowingly making a false statement about another inmate with the intent of causing the inmate harm or affecting the inmate's housing or program status.
- 218 Impeding an Employee in the Performance of Duties** is intentionally obstructing, interfering, opposing or resisting an employee in an investigation or the performance of any duties.
- 219 Giving a False Alarm** is communicating an untrue report concerning a fire, explosion, or the present commission of an assault, forcible sexual assault or kidnapping, or other catastrophe or emergency where the report is likely to cause the evacuation of a building or to cause the staff to respond to the alarm.
- 220 Out of Bounds** includes:

- (a) Failure to report to an appointed place of duty or assignment or any other place to which directed by a valid order of an employee or regulations;
- (b) Leaving any place where directed to remain by an employee or institutional regulations;
- (c) Being in an unauthorized area.
- (d) Breaching confinement from one's cell.

221 Tampering with a locking device to include but not be limited to cell doors, bars, grills, handcuffs, leg irons.

5 PENALTIES FOR CLASS II OFFENSES. If, after a hearing pursuant to Disciplinary Board procedures, the accused is found to have committed a Class II Serious Offense, the inmate is subject to any one or more of the following:

- a. Disciplinary Detention for up to thirty (30) days; or
- b. When an inmate is found guilty of multiple Class II offenses, the maximum sanction may be increased to up to sixty (60) days for the combined violations that arose out of the one incident. Only the Warden shall approve continuous Disciplinary Detention for more than thirty (30) days.
- c. Referral to Classification for consideration in a change in custody status that may also result in a change in an inmate's housing assignment.
- d. Referral to the Housing Hearing Board after the disciplinary detention time;
- e. Restitution;
- f. Loss of social visits, telephone or canteen purchase privileges for up to sixty (60) days;
- g. Extra duty; or
- h. Loss of work assignment.
- i. Execution of the imposed sanction may be suspended upon conditions of the inmate maintaining clear conduct for a specified time period;
- j. Loss of up to fifty (50%) of good time credits already earned for good behavior.
- k. Repetition of Class III Offenses. If found guilty, an inmate who is found to have three (3) or more repeated violations of a particular Class III offense during the current period of

incarceration, may receive allowable penalties of a Class II offense.

6. CLASS III – MODERATE OFFENSES

301 Minor Contraband is:

- (a) Possession of any article other than those defined as major or serious contraband, which is not issued by the institution, not purchased from the canteen, or not specifically authorized by the Warden or designee; or
- (b) The use of any article in a manner contrary to the intent or provisions of issuance, purchase, or authorization.

302 Interference with the Orderly Operation of the Facility is:

- (a) Engaging in loud or boisterous talk, laughter, whistling, or other vocal expression, if such is, or may tend to be, disruptive of order or a disturbance to others;
- (b) Willfully failing to proceed from place to place within the institution in a prompt and orderly way;
- (c) Failure to promptly enter one's cell; or
- (d) Approaching or speaking to any visitor, unless first authorized to do so by a correctional employee.

303 Gambling is:

- (a) Playing any game for money or other things of value, including, but not limited to cards or dice;
- (b) Betting by those observing a game in person or while listening to the radio or looking at television; or
- (c) Organizing any game of chance, lottery, betting pool, or other methods of gambling.

304 Misuse of Authorized Medication is hoarding or giving personally prescribed medication to another inmate.

305 An Inmate Detail Worker's Refusal to Work, Failure to Perform Work as Instructed by the Supervisor/Other Authorized Employee or Unexcused Absence from Work or any Assignment.

7. PENALTIES FOR CLASS III OFFENSES. If, after a hearing pursuant to disciplinary procedures or through informal resolution pursuant to this directive, the accused is found to have committed a Class III Moderate Offense, the inmate is subject to any one or more of the following sanctions:

- a. Loss of social visits, telephone or canteen purchase privileges for up to sixty (60) days;
- b. Extra duty;
- c. Loss of work assignment; or
- d. If after a hearing and a finding of guilt, the imposition of Disciplinary Detention that does not exceed ten (10) days.
- e. Execution of the imposed sanction may be suspended upon conditions of the inmate maintaining clear conduct for a specified time period;
- f. Loss of up to twenty-five (25%) of good time credits already earned to good behavior.
- g. Repetition of Class III Offenses. If found guilty, an inmate who is found to have three (3) or more repeated violations of a particular Class III offense during the current period of incarceration, may receive allowable penalties of a Class II offense.

8. CLASS IV – MINOR OFFENSES

401 Disorderly Appearance is an inmate's failure to keep his or her clothing and person reasonably clean and orderly.

402 Creating a Health, Safety, or Fire Hazard includes any activities, which may cause a fire or creates a danger to health and safety.

403 Abuse of Privileges is violating any institution regulation dealing with a privilege such as telephone use or removing food from the culinary area.

404 Abuse of Living Quarters is an inmate's:

- (a) Failure to make his or her own bed neatly each day;
- (b) Failure to keep his or her own living quarters clean and orderly;
- (c) Failure to keep articles issued by the institution or purchased from the canteen neatly in an approved place;
- (d) Covering or obstructing air exchange vents, light fixtures, windows and cell doors; or
- (e) Painting or drawing on or adhering items to walls and fixtures.

405 Unauthorized Use of Property is taking, exercising control over, or otherwise using property without consent or authorization.

9. PENALTIES. If, after a hearing pursuant to disciplinary procedures or through informal resolution pursuant to this directive, the accused is found to have committed a Class IV Moderate Offense, the inmate is subject to any one or more of the following.

- a. Loss of social visits, telephone or canteen purchase privileges for up to thirty (30) days;
- b. Restitution
- c. Reprimand and Warning;
- d. Confiscation of the item;
- e. Extra duty; or
- f. If after a hearing and a finding of guilt, the imposition of Disciplinary Detention that does not exceed seven (7) days.
- g. Execution of the imposed sanction may be suspended upon conditions of the inmate maintaining clear conduct for a specified time period;
- h. Repetition of Class IV Offenses. If found guilty, an inmate who is found to have three (3) or more repeated violations of a particular Class IV offense during the current period of incarceration, may receive allowable penalties of a Class III offense.

PREHEARING DETENTION

A Lieutenant or higher authority can place you in prehearing detention pending the disciplinary hearing when there is evidence that you pose

a clear and present danger to yourself, others or to the security of the facility.

DISCIPLINARY REPORT (DR)

The DR shall include your name, DCDC #, Housing Unit, Cell # and the squad (when the incident occurred at your work site), the charges against you including: (1) the specific rule (s) violated (ex: Assault with Serious Injury) (2) The Code Reference [example: Code 1, Section 107 (a)], (3) witnesses to the alleged offense; (4) a formal statement of the charge to include who was involved, what happened and the time and location of the occurrence, (5) any unusual behavior; (6) any physical evidence and its disposition, (7) confidential information and any other reports, memoranda, or records concerning an alleged offense shall be attached to the investigative report, (8) any immediate action taken, including the use of force, and (9) the reporting staff member's signature and date and time of the report.

Filing,

The writer shall file the disciplinary report with the Shift Supervisor before completion of the tour of duty on the day of the incident. In exceptional circumstances, the report may be filed within two (2) business days of the alleged offense. Such exceptional circumstances shall be noted on the report and approved by the Shift Major.

Investigation

The investigating Officer shall complete the investigation within 72 hours of the DR being filed. The Investigating Officer shall review the DR for sufficiency, clarity, correct dates, times, misspellings and will ensure that the charges are supported and are correct. The Investigation Officer may interview and obtain statements from the charged inmate and other witnesses including witnesses requested by the charged inmate. The Investigating Officer can reject the DR when charges are not supported or at the admission of guilt. (2) reduce the charges, with your cooperation by informally resolving a Class III or Class IV offense, or refer the DR for a Hearing.

Informal Resolution Determination of Class III and Class IV Offenses

The Investigating Officer shall advise you of your right to remain silent and that anything said can and may be used against you at this and any subsequent proceedings. The official may impose any sanction (s) designated as appropriate penalty for the particular charge (s) with the

exception of Disciplinary Detention. Proposed discipline shall be discussed with you prior to your agreeing to plead guilty. If the Investigating Officer is successful with informal resolution, a record of the incident and resolution shall be completed and filed with the Disciplinary Board Officer. The decision shall be final. You must sign the Disciplinary Investigation Report attesting to agreement with informal resolution. You may also prepare a written statement, which the official shall attach to the informal resolution report. Any offers of settlement made during unsuccessful attempts at informal resolution are not binding in any way on a Hearing Officer or the Disciplinary Board in a formal hearing on the charges.

Notice of Formal Disciplinary Action and Procedures

The Investigating Officer shall advise you of pending discipline, of your right to remain silent and that what you say can and may be used against you at this and any subsequent proceedings.

The Investigating Officer will record your statement or note when you want to make a statement.

The Investigating Officer will give you a copy of the DR at which time you have the option to be heard by a single Hearing Officer or the Disciplinary Board. You also have the option to have legal representation. A Public Defender Service representation for Class I offenses or a DOC staff representative for Class II offenses.

You have a right to present evidence at the hearing and you should advise the Investigating Officer of witnesses you want to call.

You will be asked to sign the Investigation Report to show you received a copy. Doing so does not admit guilt.

DISCIPLINARY BOARD HEARINGS

Hearings are held Monday through Friday, except holidays.

You should have a hearing within 7 days (not including weekends and holidays) of the alleged offense. The Hearing Officer will let you know 24 hours in advance of the hearing.

You may request a 3 business day continuance if your representative or an important witness is not available or further investigation is needed.

INMATE REPRESENTATION

In a Class I Offense, the legal representative or staff representative or in a Class II Offense the staff representative may (1) interview you prior to the hearing, (2) talk to witnesses, (3) review statements and charges, (4) make a

statement and present evidence at the hearing and (5) help you to present your defense.

HEARING BOARD/OFFICER

Individuals selected to hear your case are staff who did not participate in the incident in any way and must provide an impartial hearing.

HEARING PROCEDURES

You are required to attend the hearing unless you waive this in writing. DOC may remove you from the hearing if your conduct dictates. You will be informed of your rights. The hearing will be taped or detailed notes will be taken. All reports and evidence will be read to you. You are allowed to make a statement/present evidence or remain silent. You may hear witness testimony but only your representative or the Board/ Officer can question witnesses. The number of witnesses will be limited to those who can provide testimony to the incident without everyone repeating the same testimony or when bringing the witness poses a security problem.

The Board/Officer will decide and advise you of the finding of guilt or innocence; if the finding is guilt, you or your representative can make a final statement on your behalf. The Board/Officer may review your institution record for past disciplinary reports or your behavior to help determine appropriate discipline. The Board/Officer will tell you its decision. Within 5 business days, the Warden/designee will either (1) approve the action, (2) dismiss the case, (3) reduce disciplinary detention time or (4) send your case back for more review when the Board/Officer failed to consider relevant evidence.

APPEAL

You or your representative may send a written appeal to the Warden within 3 business days based upon challenge to the evidence of the amount of punishment.

The Warden will provide you with a written decision within 5 business days of receipt of your appeal.

DISMISSAL

The Disciplinary Officer shall remove the DR and evidence from your record when you are found not guilty of the entire DR.

RESTRICTIONS WHILE IN DISCIPLINARY DETENTION

No visits and phone calls for social reasons

30 minutes to shower and shave

No program participation (unless school is mandatory by law)

NOTE: Inmates placed in pre-detention are not subject to the following restrictions.

ADMINISTRATIVE SEGREGATION (AS)

A Lieutenant or higher official may place you on Pre-Hearing Detention pending a Housing Hearing because of (1) a court order; (2) for voluntary or involuntary protective custody when there are identified enemies and/or threats; (3) when evidence supports that you are a serious threat to others; (4) when evidence supports that you are a definite escape risk because of actual or attempted escapes or you are found with escape instruments; or (5) you are pending prosecution for a crime you committed while incarcerated.

The Warden or designee shall review your status within 72 hours.

You will have a formal hearing within 7 business days of placement unless facility emergency circumstances delay the hearing. You can request a staff representative to assist you at the hearing.

HOUSING HEARINGS

Hearings are tape recorded or detailed notes are taken.

The reasons for AS placement and evidence used shall be read to you.

You or your representative may make a statement and present evidence

The Board will consider testimony, documents, witnesses and evidence

You will be verbally informed of the decision

APPEAL

You must submit the appeal within 3 business days stating why you feel the decision should be reversed. The Warden will issue a written decision to your appeal within 3 business days of receipt of your appeal.

ADMINISTRATIVE REVIEW REHEARINGS

The Housing Board will review your status every 7 days for the first two months to determine if you can be placed in less restrictive status. You can send evidence on your behalf. You will only attend the hearing every 30 days during the first sixty days of AS.

After the first two months, the Housing Board will review your status every 30 days and you will appear in person every 90 days. You will be able to send evidence every 30 days.

When the Board determines there is no longer a risk, you may be released to general population.

ADMINISTRATIVE SEGREGATION – GENERAL PRIVILEGES

Medical care, medication and access to basic personal care
Shower three times per week, hair care
Laundry exchange like general population
Books, visits, mail and telephone calls; religious counseling, canteen
Five (5) hours per week out-of-cell recreation
Special education and related services for eligible youthful offenders.

POLICIES AVAILABLE THROUGH THE LAW LIBRARY

1270.1 Victims Information & Notification Everyday (VINE)
1300.1 Freedom of Information FOIA
1340.2 Media Relations
3350.2 Elimination of Sexual Abuse, Assault and Misconduct
4020.1 Orientation Program
4030.1 Inmate Grievance Process (IGP)
4050.1 Inmate Property
4070.1 Telephone Access, Inmate
4070.4 Inmate Correspondence and Incoming Publications
4080.2 Video Visitation/Special Visits
4090.3 Classification and Reclassification
4110.7 Educational Services
4151.1 Inmate Recreation Program
4157.1 Canteen Operations
4160.3 Access to Legal Counsel
4160.4 Library Services
4160.6 Inmate Marriages
4210.2 Inmate Institutional Work Program
4220.1 Inmate Release Gratuities
4340.2 Educational Good Time Credits
4350.1 Sex Offender Registration
4353.3 Separation Cases
4410.1 Religious Program
5300.1 Inmate Disciplinary and Administrative Housing Hearings
6060.1 Smoke Free Workplace



ORIENTATION PROGRAM CONTENT

- Intake Screening
- Inmate Rights and Responsibilities
- Inmate Property
- Housing Unit Rules
- Personal Hygiene, Laundry and Grooming
- Smoke Free Facility
- Inspections-Search, Counts, Lockdown, Sanitation
- Staff Contact
- Inmate Movement
- Emergency Procedures
- How to Access Medical Services
- Drug Testing and K-9 Surveillance
- Inmate Finance – Receiving and Releasing Money
- Canteen
- Legal Access – Attorney Visits, Legal Mail Law Library
- Inmate Grievance Program
- Media Access
- Telephone, Video Visitation Policy, and Mail
- Records – How to Access
- Case Management, Recreation, Work, Education, Religious, Substance Abuse, Reentry, Release
- Prevention and Elimination of Sexual Assault/Abuse/Misconduct
- Inmate Disciplinary and Administrative Segregation Rules and Procedures
- Voter Registration Information

Please check the one that applies

- Inmate is eligible to vote
 - Given a voter registration card to complete
 - currently registered
 - refused
- Not eligible to vote
- Orientation Video

Comments:

Assigned Unit: _____ Date of Inmate's Arrival on Unit: _____

I _____ have received a copy of the institution's Inmate Handbook, viewed the Orientation Video and Orientation information containing explanations of all subject areas listed above. I have also had an opportunity to discuss the same with case managers and unit staff.

SIGNATURE OF INMATE

DCDC NUMBER

DATE

Case Manager _____

Date _____