Massachusetts Sheriffs' Association

Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues & Expenditures Report

Fiscal Year 2025

Overview of FY25 Services & Goods; Fees; Commissary & Trust Funds for the Massachusetts Sheriffs' Offices

In compliance with the Massachusetts Sheriffs' Association line item 8910-7110, please see the FY25 Services & Goods; Fees; Commissary & Trust Funds Report on behalf of the fourteen Sheriffs' Offices.

"provided further, that not later than January 30, 2026, the association shall submit a report to the house and senate committees on ways and means detailing, for each sheriff's office: (i) all services and goods provided to incarcerated persons in which the sheriff's office receives revenue; (ii) all fees imposed on incarcerated persons, delineated by services or goods provided; (iii) the mechanism used to inform incarcerated persons of such fees and of their opportunities to waive certain fees; and (iv) all commissary and trust funds administered, including the total revenues and expenditures for fiscal year 2025, revenue projections for fiscal years 2026 and 2027 and the current balances of such funds"

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Barnstable County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: We have a contract with Securus Technologies, Inc. to provide phone calls and tablets to those in our custody.
Inmate Commissary: We have a contract with Keefe Commissary Network, LLC to sell certain food, supplies, toiletries and clothing to those in our custody.
"Trinity Take Out" Meals: We have a contract with Trinity Services Group, Inc. to provide certain inmates with take-out style dinners on Saturdays.

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0%	None
Commissary Items	0%	Depends on the item
Tablet Text Messaging (if applicable)	0%	None
Community tablets to the facility	0%	None
Personal rental tablets are available	N/A	N/A
"Trinity Take Out" Meals	10%	$9.00 - $13.00 per meal depending on the type of meal
Replacement ID Bracelet	0%	$4.00 each
Restitution for Damaged, Destroyed or Stolen Property	0%	Depends on the value/replacement cost

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Communications Trust Fund Account	8910-8211	Fees from towns, ambulance companies & hospitals for emergency dispatching & lease payments from mobile providers used to pay for our regional communications center.	$23,253.20
Police Detail Trust Fund Account	8910-8212	Fees from customers for providing public safety details & events & construction/traffic sites when local police are unavailable.	$2,888.34
State Drug Forfeiture Trust Fund Account	8910-8215	Payments from state courts or public safety agencies resulting from our participation in drug investigations with mutiple law enforcement agencies.	$23.84

Civil Process Trust Fund Account	8910-8221	Revenue generated by our Civil Process Division from fees paid for services less payments to the courts, process servers and the State Treasurer's Office used to pay for the operations of the division.	$33,750.04
Social Security Administration Trust Fund Account	8910-8224	Payments from the federal Social Security Administration (SSA) for providing inmate data that the SSA uses to cease certain federal benefits to inmates while they are in custody.	$19,451.06
Federal Detention Trust Fund Account	8910-8225	Payments from the US Marshal's Service for the care & custody of their inmates.	$289,813.99
Federal Drug Forfeiture Trust Fund Account	8910-8226	Payments from the federal Department of Justice (DOJ) as the result of our participation in drug investigations with various DOJ agencies.	$23,609.99
Youth Programs Trust Fund Account	8910-8275	Donations & private grants/contributions used to pay for the operations of our youth programs including our Summer Youth Academy & our Public Safety Explorers Program that runs during February & April school vacation week.	$22,471.69

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Berkshire County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0	
Commissary Items	35%	3% after costs starting July 1, 2024
Tablet Text Messaging (if applicable)	N/A	
Community tablets to the facility	N/A	
Personal rental tablets are available		

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Commissary/Canteen Fund TD Bank	52241491	Inmate Canteen Fund	$ 91,538.00
Commissary/Canteen Savings Berkshire Bank	27102241	Inmate Accounts	$ 43,428.00

Note A: No Commissions for phone calls. Inmates can purchase phone cards. $21.00 card has a $1.00 Commission. A $52.00 Card has a $2.00 Commission

Note B: Inmates can pay $5.00 to make the tablet theirs. If they order a movie, book, or music, the Sheriff's Office gets a small portion of the payment.

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Bristol County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	N/A	Tax Payer funded, no cost to detainee/inmate, per Legislative Directive 12/01/2023
Commissary Items	N/A	Varies by item purchased listing attached.
Tablet Text Messaging (if applicable)	N/A	No cost to detainee/inmate - all receive tablet upon intake
Community tablets to the facility	N/A	Tax Payer funded, no cost to detainee/inmate, per Legislative Directive 12/01/2023 & Con't

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Inmate Trust Fund - Citizens Bank	on file	balance as of 01/05/2026	$ 839,302.19
Commissary/Canteen - Citizens Bank	on file	balance as of 01/05/2026	$ 1,845,503.41

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Dukes County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: We have a contract with the vendor Securus Technologies, Inc., all calls are free
Inmate Commissary: We do not have a contract with a specific vendor, and resell goods from various vendors at 3% above our cost

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0%	No cost calling
Commissary Items	3%	Goods are purchased in bulk from various vendors & resold at 3% above our cost - all proceeds are transferred to Canteen Account for the benefit of inmates. Indigent inmates are supplied with basic necessities such as hygiene products, postage, etc.; in addition to bedding, uniforms, food & medications provided to all inmates.
Tablet Text Messaging (if applicable)	N/A	N/A
Community tablets to the facility	0%	Securus tablets are provided to the custodial population as part of the educational programming at no cost. This program is paid for by GAA.
Personal rental tablets are available	N/A	N/A

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

There are indigent status waivers for commissary items, communicated by Human Services staff.

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*12/31/2025 Balance*
Canteen Account (MVSB Checking)	Ends in 9546	Contains the Sheriff's Office's 3% markup from the inmate commissary. All funds are spent for the benefit of inmates.	$13,274.39
Inmate Account (MVSB Checking)	Ends in 9538	Maintains inmates' funds while incarcerated.	$7,628.24

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Essex County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Aramark

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0%	$0.00
Commissary Items	0%	$0.00
Tablet Text Messaging (if applicable)	N/A	N/A
Community tablets to the facility		No Charge
Personal rental tablets are available		All inmates get a tablet free of charge

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description (FY25 as of year end 6/30/2025)*	*Current Balance on 6/30/2025*
Commissary/Canteen Fund Eastern Bank	****5628	Checking	$ 17.08
Commissary/Canteen Fund Eastern Bank	****8689	Money Market	$ 1,036,094.57
Commissary/Canteen Savings Inmate Accounts Bank of America (Aramark)			$ 812,945.61
Other trust accounts 3TN			
Child Labor Training Fund - ISA balance reverts to AGO	0810-0182	HSJY Grant	$ 859.00
Forward Capacity Market and Energy Efficiency Trust Fund	1102-2494	Energy credit from DCP	$ 12,853.55
Highway Administration and Maintenance - ISA	6110-0001	Details to clean highways	$ 36,715.00
NARCOTIC FORFEITURE	8910-0613	Revenue from DEA task force for seized assets	$ 165,128.43
Essex County Sheriffs Federal Task Force Overtime	8910-0615	OT reimbursement for DEA and FBI assignments	$ 219.08
SDE Police Private Detail Expendable Trust	8910-0683	Police private Detail for DOT & city/town assignments	$ 52,274.81

Note: Enhanced 911 Fund removed from report - now under EOPPS

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Franklin County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	N/A	Free calls
Commissary Items	N/A	Varies by item purchased listing attached
Tablet Text Messaging (if applicable)	N/A	
Community tablets to the facility	N/A	All residents are assigned a tablet & can use all the free services: calls, law library, messaging, some videos, etc.
Personal rental tablets are available	N/A	$5.00 per month + tax to subscribe. This gives subscription to use music, games & media

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Inmate's Accounts Fund TD Bank	8247212884	Inmate Funds	$142,162.00
Commissary/Canteen Savings TD Bank	344206971	Inmate Benefits	$17,038.00

Note: When an inmate logs on to a tablet, a notification of prices for games, music, movies etc. is viewable.

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Hampden County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: ICSolutions
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0%	Free Inmate Communications as of December 2023
Commissary Items	18.4%	No fees, just cost of goods (effective 7/1/24, commission % went to zero due to legislative change)
Tablet Text Messaging (if applicable)	N/A	N/A
Community tablets to the facility	N/A	N/A
Personal rental tablets are available	N/A	N/A

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Commissary/Canteen Fund (Westfield Bank)		as of 06/30/25	$293,367.79

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Hampshire County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: ICSolutions
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0%	0.00/minute
Commissary Items	0%	See price list
Tablet Text Messaging (if applicable)	N/A	
Community tablets to the facility	0%	
Personal rental tablets are available	N/A	

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Commissary Fund: Florence Bank	1981571821	Commissary/Phone Commissions	$ 58,182.00
Commisary Fund Savings: Florence Bank	1981612790	Commissary/Phone Commissions	$ 94,006.00
Canteen Savings: Florence Bank	1981612849	Inmate Canteen	$ 41,509.00

Middlesex County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	The MSO no longer receives commission on phone calls.	
Commissary Items	The MSO no longer receives a commission on commissary items.	
Tablet Text Messaging (if applicable)	The MSO does not receive commission on tablet text messaging.	
Community tablets to the facility	The MSO does not receive commission on community tablets.	
Personal rental tablets are available	N/A	

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
MSO Canteen Fund (Eastern Bank)	Ends in 7561	Contains the Sheriff's Office's commissions from the inmate phone system & inmate commissary.	$ 74,245.98
MSO Canteen Savings (Eastern Bank)	Ends in 2565	A money market account that contains the Sheriff's Office's commissions from the inmate phone system & inmate commissary.	$ 679,055.74
Work Release Account Funds (FUND 1) (Rockland Trust)	Ends in 6086	Maintains inmates' funds while they are working on the Work Release Program. Fees are collected for program expense & transferred to the Fund 2 account.	$ 18,145.24

Work Release Account Fees (FUND 2) (Rockland Trust)	Ends in 5064	Maintains fees collected from inmates' to pay for program expenses	$ 1,240.77
Discharge Account (Rockland Trust)	Ends in 6840	Account used to print out checks to inmates that are being released from the facility. Funds are transferred from the Fund 1 account.	$ 1,320.82
Day Reporting Account (Rockland Trust)	Ends in 6290	Collects fee from inmates' funds while they are on the Electronic Monitoring Program (EMP)	$ 40,363.43

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Nantucket County Sheriff's Office

There are no inmates held in custody by the Nantucket Sheriff's Office, therefore there are no applicable Services and Goods/Fees/Trust Funds/Revenues and Expenditures to report.

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Norfolk County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0%	
Commissary Items	0%	
Tablet Text Messaging (if applicable)	$0	
Haircuts		$5.00
Replacement Inmate I.D.		$5.00
Bail Commissioner		$40.00
Community tablets to the facility	N/A	Free tablets
Personal rental tablets are available	0%	Free tablets, $5/month for Media Store

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*FY25 End Balance*
Commissary/Canteen Fund (Bank Name) Abington Bank	Ends 1938	Fund that supports programs and services provided to inmates while incarcerated. Fund is for the benefit of all inmates.	$ 645,505.60
Community Programs Retained Revenue	8910-8630	Funds that may include, but are not limited to funds received from public or private person(s) or entities, grants (public or private), bequests gifts, youth leadership academy fees, rope course fees, contributions & contributions in kind. Said funds must be used in accordance with any legal requirements placed on the use of such funds.	$ 47,505.60

Norfolk County Sheriff's Office

Norfolk County Sheriffs Social Security Admin Fund Exp Trust-TRE	8910-8631	Funds received for assistance in identifying said individuals saving scarce federal funds. Said funds and/or grants shall be expended according to the terms and dictates of the Social Security Administration.	$ 44,030.28
Communication Retained Revenue	8910-8629	Income from lease payments from cell phone carriers & other entities for use of space on Sheriff's Office communication towers & other property.	$ 10,313.29
Norfolk Cty Sheriff Federal Drug Forfeiture Trust Justice	8910-8634	Federal funds received as a result of drug forfeiture investigations & such due to Sheriff's Office involvement with local, state & federal law enforcement. Funds must be used in accordance with an legal requirements placed on the use of funds.	$ 315,050.30
SMART Trust	1102-2494	Funds received for the participation in the SMART program. The Sheriff's Office solar array is rewarded for each kWh in clean electricity it produces.	$ 82,201.28

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Plymouth County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	0%	Unlimted Cost Calling plus $3,000 per month for Securus Digital Mail Center. Phone calls are $0.14 per minute, except for international, which are $0.50 per minute. Inmate No Cost Calling instituted 12/1/23
Commissary Items	0%	None
Tablet Text Messaging (if applicable)	0%	Tablets installed 11/28/23
Community tablets to the facility	N/A	
Personal rental tablets are available	N/A	

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds: 6-30-24

Name	*Account #*	*Description*	*Current Balance*
Commissary/Canteen Fund Santander	9951	Funds that support programs and services to inmates while incarcerated	$ 796,587.67
Commissary/Canteen Savings Santander	9993		$ 208,715.38
Communication Trust	89108711	Fees from Hospitals for public safety and emergency dispatch; 911 payments from Town of Plymouth; Transportation fees	$ 3,058,606.01
Communication Trust	89108718	Retained Revenue	$ 300,000.00
Social Security Incentive	89108714	Payments from Federal Social Security Administration (SSA) for providing inmate data that SSA uses to create certain Federal benefits to inmates while in custody	$ 800.00
Social Security Incentive	89108724		$ 3,000.01

Suffolk County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls	23% up until 11/30/23. 0% after that	Inmates paid .14 cents per minute up until 11/30/23. It was free after that.
Commissary Items	Reasonable rate of 37%. 0% starting 7/1/24	Reasonably priced goods
Tablet Text Messaging (if applicable)	10% until 11/30/23. Starting 12/1/23 the funds are being held in escrow until the State decides who should receive them.	Inmates paid .50 cents per stamp until 11/30/23. It was free after that.
Community tablets to the facility	10% until 11/30/23. Starting 12/1/23 the funds are being held in escrow until the State decides who should receive them.	Free tablets, $5/month for Media Store until 11/30/23. Starting 12/1/23 the funds are being held in escrow until the State decides who should receive them.
Personal rental tablets are available	10% until 11/30/23. Starting 12/1/23 the funds are being held in escrow until the State decides who should receive them.	Free tablets, $5/month for Media Store until 11/30/23. Starting 12/1/23 the funds are being held in escrow until the State decides who should receive them.

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

Suffolk County Sheriff's Office

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Detainees & Inmate Account	Ends in 336	Canteen account maintained by SDS for the detainees & inmates	$ 1,637,124.62
Inmate & Detainee Benefit Funds	Ends in 091	Contains the commission from the inmate phone system & inmate commissary	$ 2,144,922.98
Federal Drug Forfeiture Trust Fund	8910-8808	Payments made by the Federal Department of Justice as our share of assets seized as the result of our participation in federal law enforcement activities	$ 196,292.38
Police Detail Trust Fund	8910-8821	Fees from customers for providing public safety details at events & construction/traffic sites when local or state police cannot provide	$ 91,004.00

FY25 Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues and Expenditures Report

Worcester County Sheriff's Office

a. All services and goods provided to inmates in which the Sheriff's Office receives commission:

Inmate Phone System: Securus Technologies, Inc.
Inmate Commissary: Keefe Commissary Network, LLC

b. All fees imposed on inmates delineated by services or goods provided:

Service/Good Provided	*Commission %*	*Amount of Fee(s)*
Phone Calls		No Cost
Commissary Items		No Commissions
Tablet Text Messaging (if applicable)		N/A
Bail Commissioner		No Fee
Personal rental tablets are available		$5.09/month
Inmate Weddings		Required to detail rate for two officers - four hours each. West Boylston marriage license fee $150.00

c. The mechanism used to inform inmates of said fees and of their opportunities to waive certain fees:

Please see the attached Inmate Handbook (Appendix A)

Please see the attached list of Commissary Items (Appendix B)

d. All commissary and trust funds administered, including the current balances of said funds:

Name	*Account #*	*Description*	*Current Balance*
Commissary/Canteen Fund (Berkshire Bank)	...449	Remaining funds from when the facility received commissions	$ 1,287,593.55
Inmate Account (Berkshire Bank)	...1944	Inmate Funds	$ 325,967.55

Note: Commissary Account will no longer be receiving commissions.

Massachusetts Sheriffs' Association

Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues & Expenditures Report

Fiscal Year 2025

Appendix A: Inmate Handbooks

BARNSTABLE COUNTY CORRECTIONAL FACILITY

6000 Sheriff's Place
Bourne, MA 02532

INTRODUCTION

This guidebook has been designed to give you an overview of the rules, policies, procedures and services of the Barnstable County Correctional Facility. It is the Barnstable County Sheriff's Office policy to treat you with dignity and respect. In return, the Sheriff's Office expects that you will be courteous, obey all rules and comply with the orders and requests of staff members.

The objective of this guidebook is to achieve and maintain order, eliminate disruptive behavior and to enable you to live in a safe and orderly environment. It is important that you read and understand this guidebook and use it as a resource manual. Since it is impossible to provide answers to every question that you may have, it is important that you direct specific questions to your caseworker or correctional officer in charge of your housing unit.

The Barnstable County Correctional Facility employs both male and female staff who have access to all areas/units in the facility at all times.

Allowed Property

Issued Items:

- Two county-issued uniforms (orange for Pre-Trial male / blue for Sentenced male / Yellow for Pre-Trial female / Green for Sentenced female)
- Two sheets
- One blanket
- Hygiene kit
- Two towels
- One pair strapless rubber step-in shoes
- Two pairs underwear (male inmates
- Four pairs underwear (female inmates)
- Two pairs socks
- One pair shower shoes
- One ID bracelet
- Two brassieres (Female Inmates Only)
- One laundry bag
- One plastic duffle bag
- One tablet (if privilege is not suspended / see section on Tablets)

Personally Owned Items:

- 1 pair sneakers (which may be purchased through the Canteen)
- 1 pair of shower shoes or shower sandals (which may be purchased through the Canteen)
- 6 pair of undershorts - 6 pairs of socks
- 6 undershirts (including T-shirts- must be blue)
- 6 books or magazines, current newspaper, writing materials, correspondence and legal materials, personal items purchased from the Canteen (such items and materials, however, are limited to those that can fit into a storage bag).
- Personal clothing for court appearances (dress shirt, tie, dress pants, shoes and jacket, or a suit) will be accepted and stored in the property room until court appearances are completed. T-shirts, blue jeans and sneakers are not court clothing and will not be accepted. Hours for court clothing exchange/drop-off or excess property pickup are: 8 AM- 2:00 PM and 3:30 PM – 9:30 PM Monday through Friday.

Issued clothing and other issued items are the property of the Sheriff's Office and you will be held responsible for maintaining and returning all items in good condition when discharged or when clothing is exchanged for laundering.

You will be charged for loss or damage of institutional property. Charges will be deducted from your Canteen account according to the replacement value of the items.

Your canteen account will be frozen until charges have been paid.

Contraband is defined as any item possessed by confined individuals or found within the

facility that is illegal by law, altered, or expressly prohibited by the Facility Administrator to include, but not be limited to the following:

a. Any form of drugs including prescribed medication and aspirin
b. Alcohol, including empty cans and bottles
c. Any weapon
d. Any controlled substance (note: possession of such substances in any amount may be referred to the District Attorney for prosecution as this is a felony)
e. Perishable foods
f. Caustic, flammable and toxic materials
g. All tobacco products or related materials
h. Incense
i. Any county property not assigned to an inmate's room (kitchen utensils, plates, silverware, clerical implements, recreation equipment)
j. Any drug-related paraphernalia
k. All types of cameras and cell phones
l. Any money
m. Any article taken from any work area which is not authorized by the BCSO staff including food and generally not on the inmate property list.
n. Any items altered from its original state (i.e. ripped shirts, razors, etc.)
o. Any excess amounts of an item either issued to you or personally owned such as toilet paper rolls, books and/or magazines

Inmate Property

For reasons of security, safety and sanitation, the total amount and type of property allowed in your room shall be limited according to the "Allowed Property List." Total property in your room shall not exceed the amount which can be stored in a single storage bag which is located under your bed.

All inmates are required to pack their property, clothing and linen in an approved receptacle prior to leaving a unit for court, a medical appointment or release. The inmate will then be required to remove all personal and county property issued to them from their housing unit at that time.

You will be required to wear a uniform which will be issued at the time of admission. Personal clothes may be worn only when making court appearances. No personal clothing or footwear will be worn inside the BCCF. Any footwear purchased through the Canteen and worn to court will not be allowed back into the facility, it will be placed in your personal property.

Jewelry and all excess property must be removed from the jail within thirty (30) days.

If you have excess property, you must arrange for a family member or friend to pick it up during the posted hours for property exchange between the hours of: 8 AM- 2 PM and 3:30 PM - 9:30 PM Monday through Friday.

Property exchange between inmates is prohibited within the institution or while being held in a court lockup for a court appearance. You will not be allowed to bring additional or different

clothing back with you from court. Any additional or different clothing you try to bring back from court will be considered contraband and will be destroyed.

Clothing for court (i.e. suit, dress pants, dress shirt, etc.) can only be accepted between the hours of: 8 AM- 2 PM and 3:30 PM - 9:30 PM Monday through Friday and only for inmates with a scheduled court appearance. Clothing such as, but not limited to dungarees, shorts, sweatshirts and sweatpants, etc. are not considered court clothing. Clothing being held in current inventory must be released by the inmate to the person bringing in court clothing before an exchange can be made. An inmate shall be allowed a one-time exchange of current clothing for court clothing. Any exception shall be approved by the ADS of Jail Operations or their designee.

Dress Code For Inmates

All issued clothing shall be worn as specified. These requirements are essential to ensure compliance with appropriate security, hygiene and conduct.

- Clothing must be clean and in good repair.
- Undergarments may be worn without outer garments only while inside your cell.
- Shower shoes are worn only in your unit.
- Sneakers must be worn at all times when outside your housing unit.
- Head coverings will not be authorized. Workers will be issued proper head coverings when required, which shall be worn only while performing work related duties.
- You must wear a complete uniform (uniform shirt, pants and shoes) during meals, medication pass, visits, programs, religious services and any time you are outside your unit.
- Pants must be worn at a point above the waist that prevents undergarments from showing regardless of length of shirt.
- No article of clothing may be worn in a manner not normally intended for that item (using a t-shirt as a head covering, rolled up pant legs, etc.)
- No alteration or modification of clothing is allowed.

Inmate Identification

You have been issued inmate identification. You must have your I.D. visible at all times. If you lose, alter or destroy your I.D., $4.00 will be deducted from your Canteen account. You will not be issued Canteen without your I.D. You will not be released from this facility without your I.D. If you do not have your I.D at the time of your release, your Canteen funds will be held until the proper deduction can be made.

Your I.D. bracelet is not to be removed at any time.

Bail Procedures

BCCF does not process bails during the hours that the courts are open. All bails requested during these times will be processed at the courts and the defendants will be transported to court to complete the bail.

The BCCF processes bails only after 5pm when the courts are closed.

All bails conducted on days when the courts are not open shall be conducted at the BCCF between the hours of 0830 and 2200.

A person posting bail for an inmate at BCCF must furnish the following:

- Name of the inmate to be bailed
- Valid Photo ID
- Bail amount in cash or a bank check paid to the order of the presiding court

Please be advised that effective August 6, 2024 no statutory release fees may be collected as they will now be the responsibility of the Trial Court. Whether someone is released on Personal Recognizance or a Cash Bail, there is no longer a $40 statutory fee. Instead, the Trial Court will be responsible for payment of the statutory fee.

Telephone Calls

You are allowed to make calls on the collect phones that are located in your unit or on a tablet that may be issued to you. If you have a question regarding a phone number you may write a request to your Unit Manager and ask them to look up a number for you. Ask the correctional officer in charge of your unit to use the phone. You are not allowed to make third party calls from the institution. **Securus Telephone Services: 1-800-844-6591.**

- Telephone conversations are recorded with the exception of Attorney calls.
- Inmate Telephone policy available upon request from your Unit Manager
- A toll-free, confidential Rape Crisis Phone number has been added accessible to you. This number is 1 (800) 439-6507.
- ***Calling the Rape Crisis Hotline and not informing Sheriff's Office staff will not allow for your immediate protection and investigation of a crime. You should notify Sheriff's Office Staff immediately if you have been a victim of sexual misconduct or sexual assault.***
- If you do not feel comfortable reporting a sexual assault or sexual misconduct yourself, you are encouraged to ask a friend or family member to report it for you.

Tablets

Tablets are assigned to each inmate during the Booking process unless a security reason exists on an individual basis and will be the inmate's responsibility to maintain. Receipt of the tablet will be acknowledged on the inmate property screen in OMS.

Inmates may be allowed to check out a tablet from the unit officer immediately following breakfast before returning to their cells. Inmates scheduled/listed on the daily court trip will not be issued a tablet prior to their departure.

Inmates may also be allowed to check out a tablet from the unit officer at the beginning of their recreation period.

Without exception, all tablets will be collected by 2230 hours for recharging purposes. If the battery dies during the day the inmate may request security staff to assist them in returning the tablet to the charging station at the Officer's discretion. Inmates will not be permitted to keep tablets past 2230 hrs.

Tablets will be available for reissue the following morning under normal operating conditions of the facility.
Headphones are required for any application where sound is involved. Replacement headphones can be purchased from the Canteen for a fee.

Inmates are not permitted to loan or to borrow tablets from others. If an inmate allows another inmate to use their tablet, both inmates are subject to disciplinary action.

No reimbursements for lost funds will be paid by the Barnstable County Sheriff's Office.

Tablets are not permitted to be taken to inmate work assignments such as a kitchen detail or cleaning detail.

Any misuse of the tablet will result in a loss of privilege with no refund along with the issuance of a BCSO Disciplinary Report and/or restitution fees.

If, outside of normal use, the tablet is broken, the inmate will receive discipline and will be responsible for the cost of the tablet.

Any alteration of the tablet or its programing will result in the permanent loss of tablet access in addition to disciplinary action.

Tablets may also be used as a telephone. Procedures for the use of the telephone will apply when using the electronic tablet as a telephone.

All tablets will be subject to monitoring and to have its contents searched at any time by security staff. There is no expectation of privacy even if the tablet is a "Make it Mine".

Any inmate who commits a disciplinary offense and found guilty/pleads guilty will have their tablet access suspended upon the start of their disciplinary isolation time and no refund will be applied (if applicable).

Classification

Classification is crucial to the efficient and safe operation of the Barnstable County Correctional Facility (BCCF). It is the process by which you are placed in a compatible housing assignment based on a variety of factors. Upon commitment to BCCF, you will be given a brief introduction to the rules of the facility and will be asked some basic questions that will determine your initial housing assignment. This interview is conducted by a Classification Officer. New inmates will be housed in the Orientation Unit.

Sentenced inmates will be seen by a Classification Officer within 10-30 days of their commitment to BCCF. At this time sentence structure and available programming will be discussed. A permanent housing unit will also be determined. Sentenced inmates will continue to meet with their Classification Officer per policy. The frequency of these meetings will be determined by housing assignment.

Pre-trial inmates will also be seen by a Classification Officer upon their commitment to BCCF.

For classification appeal procedure, see your assigned Classification Officer.

Administrative Segregation

If you require special housing to ensure your safety or the safety and security of the facility, you may be classified to Administrative Segregation. If you are so classified, you shall be provided with equal living conditions of the general population except where there is a special security concern.

Work Assignments

The opportunity to work will be a classification option extended to all inmates when the occasion exists, including those with disabilities, where those opportunities exist. Work opportunities shall include but not be limited to assignments in food service, laundry, canteen, unit cleaning and general maintenance.

Each inmate shall be supplied with the necessary tools, clothing and other equipment to properly undertake their job duties. All inmate workers will receive orientation by staff to include a specific job assignment description and instructions on operating any equipment that may be required.

Pre-trial inmates are not required to work except for personal house cleaning within their assigned housing units and are not entitled to earn good time.

Transfers

While committed to the custody of the Sheriff, you may be transferred to another correctional facility because of overcrowding or other administrative concerns.

Health Services

You will receive an admission medical screening on arrival by a qualified health care provider or health trained personnel.

If you are in need of medical attention, you must submit a Sick Call Request Form. Action follow-up will be taken by Health Services. If you feel you are experiencing a medical emergency, tell your unit officer immediately.

Daily Clinic will be held in each housing unit once a day. Appointments to see the Physician must be made through Health Services staff who will refer your request to the proper individual.

If you receive medication your name will be called by the unit officer. You must wear your uniform and your ID bracelet to medication pass. You must stand single file in line, with no talking, and must comply with a mouth check by the unit officer after you have swallowed your medication. Inmates shall not touch or place anything on the medication cart at any time.

Contact Lenses

Inmates arriving at the BCCF wearing contact lenses will be allowed to continue to wear them upon clearance from the Health Services Department. Health Services staff will review the need for the lenses during the intake process.

If Health Services gives you clearance to wear contact lenses, one contact lens case and one small bottle of contact lens solution will be issued to you upon arrival. It will be your responsibility to purchase contact lens supplies from the Canteen after the one-time issuance of supplies at intake. All replacement lenses must be brought in by family or visitors and cleared by Special Operations. BCCF will not provide or replace contact lenses. If you choose not to wear your contact lenses, you may request to see the eye doctor for an exam and a pair of glasses.

Inmates will sign a waiver stating that the Barnstable County Sheriff's Office will not replace lost or damaged contact lenses. Eyeglasses and exams can be obtained to replace lost or damaged contact lenses.

Hygiene

You will be living in a secure housing unit with other inmates, so personal hygiene is essential for promoting a safe, clean, sanitary and healthy environment. Personal hygiene items for male and female inmates such as soap, a toothbrush and toothpaste, a comb and other items will be issued upon admission to BCCF. Female inmates can request feminine hygiene products from their unit officer. Those inmates determined to be indigent shall be allowed to order personal hygiene items from the Canteen such as soap, toothpaste, deodorant, shampoo and razors.

At the BCCF, we believe that independent and free access to menstrual products is a human right. Therefore, all menstruating individuals shall have access to feminine hygiene products for the duration of their stay, at no cost. In the units, feminine hygiene products are available in an inmate-accessible location.

You are expected to shower on a daily basis and keep your hair clean.

Check with unit officer for rules regarding the use of disposable razors.

If you are attending a court procedure, you will be afforded the opportunity to shave before appearing, barring any security concerns.

Meal Schedule

At least three meals will be provided at regular meal times during a twenty four hour period with not more than fourteen hours between the evening meal and breakfast. Two of the three meals shall be hot meals, with variations allowed on weekends, holidays or during the summer, provided basic nutritional allowances are met. Inmate meals are pork-free.

Allergies to food will NOT be accommodated without verification of a true allergy. All allergies will be referred to the Medical Department.
Throwing food or food trays or refusing to return a food tray will result in disciplinary action to include food service on an alternate Styrofoam tray.

All food must be consumed at the table. No food is to be brought back to the cells. If you are caught bringing food back to your cell you may face disciplinary action.

Breakfast will be served on or about 0530 in all housing units.
Lunch will be served on or about 1030 in all housing units.
Dinner will be served on or about 1630 in all housing units

Whether or not you choose to eat the meal served you are required to come out of your cell and sit at the table until dismissed. All inmates are to remain seated at the tables until the Unit Officer dismisses them.

Canteen

- Kiosks for ordering and viewing stocked canteen items are located in all units (except Disciplinary Detention).
- Canteen deliveries will be made in all units once a week.
- All items purchased from the Canteen must be signed for by you. If there is any shortage(s) noted, credit(s) will be issued.
- Once you have signed your canteen receipt and walk away from the Canteen Officer, no canteen credit(s) will be issued.
- The Canteen will be closed Saturday, Sunday and major holidays.
- When a holiday falls on delivery day, the Canteen will be closed.
- You will not be allowed to make deductions from another inmate's Canteen account.
- You are allowed to order up to $85.00 per canteen order each week, to include all clothing items.

Upon release from the BCCF, you will be issued a debit MasterCard for the remaining balance in your canteen funds.

Library

Any damaged or lost book, issued to an inmate will result in disciplinary action.

Money

You may have an individual deposit money into your inmate canteen account using the Keefe Kiosk located in the Front Lobby (between the hours of 7:30 a.m. and 10:00 p.m.), by utilizing Access Secure Deposits via telephone (866-345-1884), the intranet (www.accesscorrections.com) or mail a money order or bank check to (no personal or payroll checks are accepted):

Barnstable County Sheriff's Office
Attn: Inmate Accounts
6000 Sheriff's Place
Bourne, MA 02532* Make check/money order payable to: Inmate Name and ID number

You are not allowed to accept money from another person (to include but not limited to an attorney or member of your family) while being held in a court lockup for a court appearance. Any money you try to bring back from court will be considered contraband and will be put into your personal property. It will not be deposited into your canteen account for purchases. Only monies deposited properly to your canteen account will be available to you for purchasing items from the Canteen.

Mail

ALL PERSONAL MAIL MUST BE ADDRESSED IN THE FOLLOWING MANNER:

Full Name
Address
City, State, Zip code



Inmate Name and ID#
C/O Securus Digital Mail Center-Barnstable
PO BOX 25555
Tampa, FL 33622

Once the mail is received at the Securus Digital Mail Center it will be digitally scanned and available to be viewed on tablets.

Failure to properly address the envelope may result in your mail being returned or delayed.

Pictures, drawings etc. will be accepted for scanning and delivered in the same manner.

Anything that cannot be scanned will be returned to sender. This includes but is not limited to paper that exceeds 8.5x 11 inches and all non-paper items.

All packages and certified mail will be returned to sender.

Any person sending any personal mail that wishes to have it returned to them must include a self-addressed, stamped envelope included with the original mail.

All physical mail will be destroyed 60 days after it is uploaded.

The following items must be mailed directly to the facility using the following information:

A. **Legal Mail**
B. **Publications**-Directly sent in from a publisher, distributor, or authorized retailer

Mailing Address: **Your Name and MSA Number**
c/o Barnstable County Correctional Facility
6000 Sheriff's Place
Bourne, MA 02532

There is no limit to the number of letters that you can send or receive. Incoming mail will be opened to search for contraband. Privileged mail from attorneys or the court will only be opened in your presence.

Inmates without funds in their Canteen accounts will be provided free of charge writing paper, envelopes and 3 (three) postage free letters each week for general correspondence from the Canteen officer.

Requests should be completed, signed and delivered to the Canteen Officer. Inmate to inmate correspondence may be permitted between you and an inmate held in any other correctional or penal institution in Massachusetts provided the other inmate is a member of your immediate family. You must fill out a Request for Inmate to Inmate Correspondence form and approval must be received from the Superintendent of Operations or designee.

Mail received after you have been released or transferred will be forwarded, whenever possible or returned to sender.

Changes of address cards are available upon request from the Unit Manager in charge of your housing unit. You are responsible for notifying publishers of your subscriptions of any change of address.

Recreation

Depending upon your classification, recreation and leisure time activities are held on a daily basis outside your cell. Recreation will be held on the recreation deck on a scheduled basis. See your unit officer for recreation deck times.

If you wish to return to your cell during recreation, you may do so only with the permission of the unit officer.

Haircuts

Hair clippers are available upon request from the unit officer. You are allowed freedom in

personal grooming except when a valid reason justifies otherwise.

Laundry

- All institutional laundry (sheets, blankets, uniforms, male inmate personal laundry, etc.) will be washed by the BCCF central laundry.
- Before you wash your laundry, make sure that you first place it in the net bag issued to you during intake. Ask the Unit Officer for a marker to print your cell number on it.
- Laundry for ALL units will be done according to the laundry schedule posted in your unit.
- Issued towels will be washed with personal laundry.

Legal Services

Once you are placed into custody of the Barnstable County Sheriff's Office, you will have access to a legal library through an app on your tablet.

If you are sanctioned to disciplinary time, upon request you will have access to the law library app on your tablet.

Legal assistance is available two (2) days per week. A written request is required in advance.

Religious Services

You have the right to freedom of religious affiliation and voluntary religious worship, providing that exercise of this does not directly interfere with the security and discipline of the institution.

- Regularly scheduled religious services are provided by the Sheriff's Office.
- The availability and schedule of such services will be posted in your housing unit.
- Special requests regarding religious practice must be made in writing to the Chaplain or to your caseworker and must be approved by the Chaplain in conjunction with the ADS of Jail Operations.
- Requests for religious diets must be initiated by you and requested in writing to the Chaplain or to the ADS of Jail Operations. Your request should include special diet needs for particular religious holidays. If you did not inform the Booking Officer during your admission to the BCCF, please fill out a request slip in your Unit and address it to either the Chaplain or to the ADS of Jail Operations stating your specific religious diet request.
- You may arrange for religious visitation by chaplains if you, because of classification, are not able to attend regularly scheduled services. Requests may be made through the Chaplain or through your caseworker and must be approved by the ADS of Jail Operations.
- Chaplains not directly affiliated with the Sheriff's Office may request authorization to visit you for the purpose of religious service by contacting the Chief of Inmate Programs and Services in advance. Such chaplains may be asked to provide their religious affiliation. Identification shall be verified with the affiliated organization prior to authorization.
- Identification or credentials establishing religious articles which the chaplain may wish to give to you must first be authorized by the ADS assigned to Security or their designee and are subject to search.

- Religious articles, including written materials, possessed by you cannot exceed allowed property (see allowed property list page).
- Wearing of religious articles must conform to inmate clothing regulations.
- Chaplains will not accept nor pass along any personal items, money or mail. These items must be delivered through the regular mail procedures.

Social Services

The Education Program is provided by the Human Services Department to assist those who do not have a high school diploma and to help you develop the training and skills necessary for daily life.
If you have not graduated from High School, the HiSET Program is offered.

All eligible participants will be tested and placed in appropriate levels.

In addition to the above-mentioned program, you may be eligible to attend the following:

- AIDS Education Class
- Basic Substance Abuse Education
- Cognitive Skills Training
- Relapse Prevention
- Communication Skills
- Anger Management
- Stress Management
- Parenting/Relationship Skills
- Narcotics Anonymous meetings are held every week. Ask the correctional officer in charge of your unit for the schedule.
- Alcoholics Anonymous meetings are held every week. Ask the correctional officer in charge of the unit for the schedule.
- To become involved in any of the above-mentioned programs, you must first speak with your Classification Officer.
- See your Classification Officer for additional program information.

Since some of these programs are offered outside of your housing unit, you must be appropriately classified before you can participate.

As with all programs, any change in classification and/or inappropriate behavior will prohibit you from participation.

Voting Access

As an inmate of the Barnstable County Correctional Facility, you have the right to vote in all federal, state and municipal elections by absentee ballot providing you are a United States citizen and not incarcerated for felony convictions or voter fraud.

If you know you will be incarcerated on Election Day, to obtain an absentee ballot you must request one in writing yourself or have a member of your family make the request for you. This request is to be made by a signed letter to your local election official. If a family member

is making the request on your behalf, be sure they submit the request to your local election official.

Your written request needs to indicate whether you are requesting a ballot for a specific election, or if you will need a ballot for all elections in the current year. Please note that absentee ballot requests expire at the end of each calendar year.

Absentee ballot requests must be received by your local election office by 12 p.m. on the day before the election, unless the day before the election is a holiday or a Sunday, in which case the application must be submitted by 5 p.m. on the last business day before the election.

Absentee ballot requests may be submitted by mail; however, the local election official must be able to view your signature. If the ballot which you return to the local election office is illegible it may be discarded so be sure you clearly fill out and sign the ballot.

Housing Unit – Cell

Violation of property rules shall subject you to institutional disciplinary action. Destruction of institutional property may also lead to criminal prosecution.

- Writing on the walls is forbidden.
- No personal property except that which is allowed, will be permitted in your cell.
- Library books, paperbacks, newspapers, toilet paper, sheets, blankets and towels in excess of the standard issue, shall be removed from your room as such items may constitute a fire and safety hazard and may impede officers in the performance of their duties.
- Your room will be inspected for any damage and a cell inspection report will be filled out and signed by you and the unit officer at the time of occupancy and vacancy.
- If your room is not in the same condition as when you arrived, you will be charged for any loss or damage and you will also be subject to disciplinary action.
- When you arrive, it is your responsibility to point out any damage in the room to the unit officer.
- Blocking your cell vent or any other vent with any material is strictly forbidden.

Fire Drills

Fire drills are held periodically. Upon the sounding of the fire alarm (horn) you must be ready to evacuate your housing unit. Listen carefully and follow all orders of the unit officer. Evacuation routes are posted within the unit.

Tampering with or destroying any fire suppression system will result in disciplinary action and/or Criminal Prosecution and your Canteen account will be frozen until payment for damages is made.

Searches

The Barnstable County Sheriff's Office's search policy is to detect and prevent the introduction of contraband, recover missing or stolen property, and to prevent escapes and other disturbances. Your room, person or work area may be searched at any time. You are

expected to cooperate fully when officers conduct a search, otherwise you will face disciplinary action.

Conduct and Behavior

The following are basic rules of conduct, the violation of which will result in disciplinary action:

- You will obey all orders given by any unit officer, caseworker or member of the staff in a prompt, cooperative and polite manner.
- When a headcount is taken you shall return to and enter your cell as instructed by the unit officer. Any disruptions during counts may result in disciplinary action being taken.
- Throwing objects from your room, blocking doors or windows, making insulting remarks to officers or visitors will not be tolerated.
- Tampering with windows, door release buttons, smoke detectors, fire alarms and/or sprinklers will result in disciplinary action.
- You are not permitted to initiate conversation or to approach any civilian or any visitor without first obtaining permission from a unit officer.
- You will not approach or enter the caseworker room, visiting booth or attorney visit room unless directed by a correctional officer.
- Horseplay, wrestling, yelling, spitting, and fighting are forbidden.
- Hostile, aggressive, threatening conduct or any other behavior which may result in a disturbance will not be tolerated.
- Gambling or trading of any property is prohibited.
- Possession of drugs, narcotics, weapons, contraband (as designated by the Sheriff) is strictly prohibited.
- The theft or improper possession of any food, equipment, supplies or other items from the jail, its employees or other inmates is a serious violation of the rules.
- You may not at any time enter another person's room. You will shower on the floor you are assigned.
- Any points not clear to you will be fully and carefully explained to you by your caseworker or correctional officer in charge of the unit.

Discipline

Discipline is necessary not only for your safety and institutional security, but also for creating an environment where certain privileges may be enjoyed by you. The rules in this guide have been made for your own protection and will be strictly and fairly enforced. When a disciplinary report is filed against you concerning a serious incident, you may be confined to your cell pending a review by the Disciplinary Board.

Disciplinary Offenses

Disciplinary offenses shall include but not be limited to the following:

- Disobeying an order of, lying to, or insolence toward a staff member
- Failure to comply with verbal orders during any facility emergency
- Violating any Department rule or regulation

- Failure to keep quarters in accord with facility standards
- Being out of place
- Being in an area not authorized, out of bounds
- Unexcused absence/failure to perform or accept an assignment
- A refusal to accept housing or cell assignment
- Counterfeiting, forging, misrepresentation
- Tampering with any inmate ID bracelet, swapping ID bracelets with another inmate, or failing to properly display inmate ID bracelet
- Tampering with any locking device
- Possession, manufacture, or introduction of any key(s) or item used to gain entry to a secure area
- Conduct which disrupts or interferes with the security or orderly running of the institution.
- Escape or possession of escape tools.
- Manufacture, possession, introduction or use of any unauthorized controlled substance alcoholic beverage or associate paraphernalia.
- Misuse of authorized medication
- Refusal to take Breath/Urine Test
- Tampering with or altering a urine sample or ingesting any substance which hides or causes an inaccurate reading on a urine test
- Gambling.
- Participating in or encouraging a riot/ work stoppage/ hostage taking
- Possession, manufacture or introduction of a weapon
- Murder
- Self-mutilation.
- Fighting with, assaulting or threatening another person with any offense against person or property.
- Fighting with, assaulting or threatening another inmate
- Fighting with, assaulting or threatening another person
- Use of obscene/ abusive/ or threatening language, action or gesture against person or property
- Spitting, throwing objects, materials, liquids, bodily excretions at another
- Engaging in unauthorized sexual acts
- Indecent exposure
- Possession of sexually explicit material or pictures
- Setting a fire.
- Destroying/ or damaging property
- Misuse or waste of state supplies or utilities
- Unauthorized possession of property belonging to another person.
- Possession of items not authorized
- Giving or accepting any item of value from another inmate, a member of their family or their friend, without authorization.
- Stealing.
- Giving or offering a bribe.
- Giving or offering any official or staff member any item or service of value.
- Extortion/ blackmail for any reason

- Charging/Receiving an Item for Legal Assistance
- Display any item suggesting gang
- Violating any law
- Assault and Battery on an Employee
- Violation of any contractual agreement relating to classification placement of community based program
- Being tattooed while incarcerated, tattooing another or possessing tattoo paraphernalia
- Failure to stand for court
- Hiding, distracting, or interfering with an inmate count in any way
- Making unauthorized telephone calls to persons outside the facility or within the facility
- Passing or receiving contraband from another inmate, visitor and/or employee regardless of the place
- Tampering with any fire safety device, including but not limited to pull stations, sprinkler heads, extinguishers, and stand pipes
- Tampering with, the destruction of or interference with any closed circuit video camera, lens or other safety equipment
- Possession of a syringe and/or needle.
- Tampering with any telephone and/or other means of official communication.
- Unauthorized, misuse, or tampering of any incoming, outgoing, or in-house mail
- Failure to maintain proper or acceptable hygiene
- Resisting a correctional officer's attempt to restrain or escort an inmate
- Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses and making plans to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Disciplinary Report

The Disciplinary Officer will supply a copy of the Disciplinary Report to you so that you may better understand the charges. When the Disciplinary Officer convenes a hearing regarding any alleged violation of institutional rules and regulations, you shall be allowed to appear at the hearing. You will be permitted to make a statement and present documentary evidence. You shall be advised in writing of the decision reached by the Disciplinary Board. The decision shall include a description of the evidence relied upon by the Board and a statement of the reasons for the penalties imposed.

The potential penalties for a guilty finding are as follows:

- Reprimand and warning.
- Loss of privileges for a specified period of time.
- Removal from a work detail
- Extra work for a specified time period
- Room restrictions. Disciplinary confinement for a specified period of time not to exceed ten (10) days for one offense.
- Restitution
- Reclassification
- Combination of any of the above sanctions

The above list is not inclusive of all the possible penalties. The Disciplinary Officer reserves the right to impose other penalties, on a case basis, as is necessary and prudent for institutional security.

Segregation Diversion Program

Programs and Disciplinary Staff oversee a Segregation Diversion Program which is based on the severity of the Disciplinary Report and each individual inmate's repetitiveness of the offense of which they have been charged.

If you have received a formal Disciplinary Report, you will be seen by a Disciplinary Hearings Officer who will decide, based on the situation, whether or not to engage in communication with a Programs Department staff member to discuss options other than placing you into Disciplinary Detention. The Disciplinary Hearings Officer will pass along information to the Programs staff on which the decision will be based as to which diversion program best suits your disciplinary situation.
The timeframes for suspended time and for completion of the packet are at the discretion of the Disciplinary Hearings Officer in conjunction with the Programs staff. If you do not complete the programing packet or classes by the specified time frame, the Disciplinary Hearings Officer will be notified by the appropriate Programs staff and invoke the suspended sanction as needed. The Disciplinary Hearings Officer will then make all notifications and take appropriate actions.

Criminal Charges

You are required to obey all the laws of the Commonwealth. In addition to the disciplinary action described above, offenses which also violate the laws of the Commonwealth will be investigated by the Sheriff's Office Criminal Investigation Division and criminal complaints will be brought when appropriate.

Grievances

Inmates generally have the right to file grievances regarding conditions and decisions of the BCCF that concern themselves. Inmates are encouraged to resolve problems informally. If a solution to the problem cannot be reached an inmate may submit an Inmate Grievance Form to the Unit Team Manager within ten (10) business days of the incident or complaint.

With the exception of an allegation of sexual abuse or harassment, no grievance shall be filed on behalf of another inmate or filed by a group of inmates on a specific issue or inmate. The Sheriff's Office does not impose a time limit on when an inmate may file an institutional grievance regarding an allegation of sexual abuse or harassment. You may use an informal grievance process or otherwise attempt to resolve an alleged incident of sexual abuse. You may file a grievance without submitting the grievance to a staff member who is the subject of the complaint. The grievance will not be referred to a staff member who is the subject of the complaint.

Failure by an inmate to comply with the time restrictions imposed, unless waived by the reviewer, shall terminate the grievance.

Failure to file a grievance in a timely manner and exhaust administrative remedies may cause you to lose certain legal rights later.

See your Unit Team Manager for assistance.

Classification and disciplinary issues are not grievable due to the fact that each has its own appeal process.

Visiting Rules

- Special visits must be approved by the ADS of Jail Operations.
- Male inmates with two (2) visit periods are allowed one (1) hour visit per session plus Thanksgiving and Christmas Holidays.
- Female inmates with two (2) visit periods are allowed one (1) hour visit per session plus Thanksgiving and Christmas Holidays.
- Regular visits include those by family and friends.
- Visits will be allowed on holidays and will be subject to the regular schedule.
- Visits by attorneys shall not be counted as regular visits.
- Visits by paralegals, law students, clergy, social service agencies, authorized media representatives, or law enforcement officers shall not be counted as regular visits and must be approved by ADS of Jail Operations.
- Each regular visit session shall last no longer than one (1) hour and shall be limited to two (2) adult visitors.
- All visitors shall present positive proof of identity by means of photo identification.
- All visitors shall be required to complete a visit request form/visitor's pass.
- Visitors may be subject to a personal search.
- Visitors shall submit to be photographed.
- Children under the age of eighteen may visit when accompanied by a parent or legal guardian who shall be responsible for the child's behavior. No more than one (1) child with two adult visitors or two (2) children with (1) adult visitor may visit. Such a visit shall count as one regular visit.
- At no time will you or a visitor be permitted to remove any article of clothing.
- Visitors who are uncooperative, disruptive, under the influence of drugs or alcohol, or who are otherwise unsuitable for admission to the facility shall be denied entry and required to leave the building and premises.
- All visits, with the exception of Attorney and Professional visits, are recorded.

Any attempt to provide drugs, alcohol, controlled substances, or other unauthorized articles to you is a felony. Persons responsible for such an attempt are subject to arrest and prosecution.

Visit schedules are available in the Front Lobby/Visiting Area.

Local transportation companies are posted in the Front Lobby/Visiting Area.

Inmate visit policy available upon request from your Unit Manager.

Dress Code for Visitors

Visitors must conform to the institutional dress code. (Visitor dress code list is available in the Front Lobby/Visiting Area).

Sexual Misconduct

As an inmate within the Barnstable County Correctional Facility any sexual contact with any person is expressly prohibited and that all such incidents should be immediately reported. You also need to understand that any allegation or incident of sexual contact will be taken seriously and investigated fully. You have the right to serve your sentence without fear of being sexually exploited. A telephone "Hotline" has been set up through the inmate telephone system that will allow you to report any contact of a sexual nature with other inmates, staff, volunteers or outside contractors. The number is (508) 563-4484 and can be universally accessed by all inmates. You do not need to place this number on your PIN list."

PREA-Prison Rape Elimination Act

The Prison Rape Elimination Act (PREA) was signed into law on September 4, 2003. It specifically addressed the issue of rape in correctional and detention facilities.

The main goal of the law is to support reduction, elimination and prevention of rape and sexual misconduct within adult and juvenile custody at the federal, state and local levels.

Barnstable County Sheriff's Office is committed to a Zero Tolerance policy regarding prison rape and sexual victimization. This zero-tolerance policy affects all departments, every employee, volunteer, vendor and every person under correctional supervision.

A telephone "Hotline" has been set up through the inmate telephone system that will allow you to report any contact of a sexual nature with other inmates, staff, volunteers and/or outside contractors. The number is (508) 563-4484 and can be universally accessed by all inmates. Inmates are not required to place this number on their PIN list. All inmates have the right to be free from sexual exploitation during your incarceration at Barnstable County Correctional Facility. Sexual violence and rape are never right and in the spirit of the Prison Rape Elimination Act, the Barnstable County Sheriff's Office recognizes the impact prison rape and misconduct has on victims, the correctional environment and the community. Barnstable County Sheriff's Office response to allegations will be consistent with the following goals:

- Respond to reports of sexual assault in a manner that is timely, humane, respectful and comprehensive.
- Facilitate education/training of staff and offenders regarding reporting procedures
- Maintain confidentiality of investigations and sensitivity towards alleged victims
- Provide victims with follow-up medical and mental health services, as appropriate
- Provide protection and prohibit retaliation
- Hold accountable those in violation of sexual misconduct laws.

An additional toll-free and confidential Rape Crisis Hotline number has been made available to all inmates. The number is 1 (800) 439-6507 and will connect you to Independence House,

leading resource, counseling and advocacy center to address and prevent domestic and sexual violence. You can also write to Independence House at: 160 Bassett Lane, Hyannis, MA 02601

All services are free and confidential and are available in English, Brazilian Portuguese & Spanish. Additional translation services are available.

Calling the Rape Crisis Hotline and not informing Sheriff's Office staff will not allow for your immediate protection and investigation of a crime. You should notify Sheriff's Office Staff immediately if you have been a victim of sexual misconduct or sexual assault.

If you do not feel comfortable reporting a sexual assault or sexual misconduct yourself, you are encouraged to ask a friend or family member to report it for you.

False Reporting May Be Prosecuted

News Media Information

You will be consulted when a reporter requests to interview you. If you choose to do the interview, you are advised to first speak with your attorney. Before you conduct an interview, it is the policy of the Barnstable County Sheriff's Office to have you fill out a Media Consent Form.

Smoking Policy

No smoking is allowed anywhere in the institution or on the grounds.

Americans with Disabilities Act

If you feel you have a disability that requires a special accommodation under the ADA, see your Unit Team Manager

An Incarcerated Voter's Bill of Rights

(As distributed by the Elections Division / Secretary of the Commonwealth / Massachusetts)

1. You have the right to vote if:
    - You're a U.S. Citizen; and
    - You're at least 18 years old; and
    - You live in Massachusetts; and
    - You're NOT currently incarcerated for a felony conviction

2. You **STILL** have the right to vote, even if:
    - You're incarcerated for a misdemeanor
    - You're awaiting trial
    - You're convicted of a felony, but not yet sentenced

3. You have the right to vote while incarcerated, even if you're not currently registered to

vote. You may vote from your last residential address before incarceration, even if you no longer live there.

4. You have the right to request an absentee ballot. Your absentee ballot application must reach your local election office five business days before Election Day.

5. You have the right to a secret ballot, and the right to fill out that ballot in private, without anyone else looking at your ballot.

6. You have the right to have access to a writing implement to mark your ballot.

7. You have the right to vote without intimidation, pressure,, or influence. No one can force you to vote for or against a candidate, party, or ballot question.

8. You have the right to receive unbiased, nonpartisan educational materials to assist with your decisions.

9. You have the right to ask for help completing your ballot, from anyone you choose, if you can't fill it out yourself because of disability or language difficulties.

10. You have the right to return your ballot without interference. Your ballot comes with a pre-addressed, postage pre-paid envelope for returns. Make sure to return your ballot as quickly as possible, so it reaches your local election office by Election Day.

BERKSHIRE COUNTY JAIL AND HOUSE OF CORRECTION

INMATE HANDBOOK

RULES AND REGULATIONS

Thomas Bowler, Sheriff

Revised: 8/8/2025

INDEX

Address & Telephone Numbers 1
American Disability Act ..... 1&34
Bail Review 2
Chemicals for Cleaning 3
Classification 3
Requirements for entering/exit cells 4
Clothing and Issue 5
Commissary 5
Conduct 6
Contraband 6
Court Appearances 7
Dayrooms 7
Discipline 8
Discipline (Rules of Conduct) 9
Earned Good Time 11
Emergency Drills 11
Fire and Other Emergencies 11
Fire Evacuation Routes 12
Furlough 14
Games 15
Grievance 15
Gymnasium 16
Indigent Inmates 16
Inmate Responsibilities 17
Leaving the Pod 18
Legal Services 19
Library 20
Lockdown/Head Counts 20
Mail 21
Marriages 22
Meals 22
Medical Access 23
Medication/Sick Call (Medical Dept.) 23
Medication Sick Call (Pod Triage) 23
Officer's Control Station 24
Parole 24
Personal Hygiene 24
Personal Property 25
Pod Worker Assignment 25
Privacy Card and Use 25
Programs and Treatment 26
Protecting Yourself Against Sexual Assault 26
Protection 31
Records 32
Recreation Decks 32
Release or Reassignment 33
Religious Services 33
Request Slips 34
Rooms 36
Searches and Inspections 37
Sheriff's Office Property 38
Smoking/Tobacco Products 38
Telephones/Tablets 38
Televisions 40
Visits 40
Dcjis ..... attached

This handbook is not intended to confer any procedural or substantive rights not otherwise granted by state or federal law.

INMATE HANDBOOK

This facility is managed by the Sheriff and the Berkshire County Sheriff's Office staff. All facility rules and staff directions must be obeyed. The Pod Officers direct and control all housing unit activities. You must conduct yourself in an orderly manner and respect the rights of other inmates and staff. As providers of medical and mental health care, we provide nutritious meals, make available indoor and outdoor recreation and we offer various educational and vocational opportunities. The facility is pleasant in appearance and with your help optimum hygiene levels are maintained.

NOTICE

This to notify all persons that the Berkshire County Sheriff's Office does not discriminate against any person because of his/her race, color, religious creed, national origin, sex, sexual orientation, which shall not include per- sons whose sexual orientation involves minor children as the sex object, sexual identity, age, ancestry, disability or marital status in the provision of or access to services, employment and activities.

For further information about our policies and procedures for the resolution of complaints, contact:

BRAD M. LITTLE, Programmatic Access Manager (**American's with Disabilities Act Coordinator)**

ADDRESS & TELEPHONE NUMBER

1. In an emergency, and for information, visitors can telephone 413-443-7220.
2. All mail will be addressed with your name, (i.e., as it appears on your ID) and address as it appears on the examples below:

Your full name (as it appears on your ID)
Berkshire County Jail and House of Correction
467 Cheshire Road
Pittsfield, MA 01201

Name
Address
City, State and Zip Code

Name
Address
City, State and Zip Code

Your full name (as it appears on your ID)
Berkshire County Jail and House of Correction
467 Cheshire Road
Pittsfield, MA 01201

BAIL REVIEW

If you did not request bail review during the booking process, any requests for bail review must be made through your attorney. Bail will not necessarily be reduced; it may remain the same or in rare cases, may be increased. If bail reduction has already been denied, or if a case is in Superior Court, bail review must be requested through the attorney-of-record. After court hours inmates wishing to be bailed should have responsible parties present with cash, certified bank check or money order. Bail in the amount of
$5,000 or more requires a bank check drawn from a local bank. No personal checks accepted. Checks or money orders must clear the bank before the inmate may be released (inmates posting cash may be released immediately). The bail commissioner will be contacted to conduct bail proceedings. Questions regarding bail, contact District Court 413-442-5468.

CHEMICALS FOR CLEANING

General cleaners as well as sanitizers are available for inmate jobs and/or cell cleanliness unless a documented security reason dictates otherwise.

1. Appropriate protective equipment is available which includes goggles and gloves.
2. Appropriate cleaning tools are available.
3. Any ingestion and/or exposure to eyes or open wounds should be reported to the officer immediately.
    - Safety Data Sheets are available at the officer station and through any staff issuing chemicals
4. General cleaners should be applied and rinsed with cool water.
5. Spray sanitizers should be used after general cleaners are rinsed away and allowed to air dry.

CLASSIFICATION

Classification is a system in which the Classification Board makes administrative recommendations for the facility based on information it gathers from Security and Programs and Treatment personnel, concerning the progress, or lack of progress, of a particular inmate. Pre-trial inmates are classified Maximum Security unless determined otherwise. The Classification Plan will include written policy and procedure governing staff responsibilities and will include, but not be limited to, the following:

1. Classification System
    A. The appointment of a Classification Director, or a designated staff member, who is responsible for administering the Classification Plan to include housing recommendations.

    B. A Central Classification Board will be appointed by the facility administrator. This board will consist of, but not be limited to, representatives from: Classification, Operations, Security, Unit management, Case management, and other attendees (ex: Pod Officers as deemed necessary).

    C. For inmates housed in Pods A or J pretrial and sentenced people may be combined for general housing purposes.

    D. A Unit Classification Board will be appointed by the facility administrator and will consist of:

1) A unit manager/designee/classification

2) A representative from case management

3) Security

E. Staff assistance will be available to inmates throughout the Classification process.

2. Unit Classification/Due Process

A. Inmates are given notice of the occurrence of Weekly Unit Classification Board Meetings by written notice.

B. Inmates scheduled for a hearing which may result in a loss of privileges may request to appear at the hearing unless precluded for security or other substantial reasons, such absences will be documented.

C. Inmates will review written recommendations and summaries of classification decisions which are relevant to the individual inmate within ten days of the decision, and sign this recommendation acknowledging this receipt. Inmates will be given 48 hours notice of hearing.

D. Specific reasons for program or work assignment denial may be withheld from the inmate if knowledge of this information by the inmate would present a threat to the safety of an individual or the security or order of the facility.

E. Decisions of the Central Classification Board may be appealed in writing to the Assistant Deputy Superintendent within five working days of receipt of the decision.

F. Inmate may use an Inmate Request Form for this appeal. An in- mate may request reclassification on an Inmate Request form to the Director of Classification prior to their scheduled 60-Day Review.

G. The Assistant Deputy Superintendent of Classification or designee will provide a written response to the inmate's appeal within ten days of receipt of the appeal.

3 Inmate workdays approximate normal workday in the community. Sentenced inmates may be required to work.

REQUIREMENTS FOR ENTERING/EXIT CELLS

1. Inmates are required to secure the door of their cell each time they enter/exit.

2. Inmates will be allowed to enter/exit their cell at pre-determined times by formal counts. Inmates may be subjected to lock-in times which are

not pre-determined due to emergency situations and/or security breaches.

CLOTHING & ISSUE

1. Inmate clothing exchange will be conducted by the Property Department. Inmates are responsible for keeping all issued clothing in good condition. Inmates will be held responsible for all damaged or lost facility clothing and linen.
2. Laundry will be done per schedules posted in pods.
3. Inmates must always wear a uniform in common areas. This consists of a uniform top, and a uniform bottom. Clothing worn may not be altered in any manner. Exceptions to being fully clothed will be for entering and exiting the shower area or recreation. The appropriate attire for going to/from the showers will be shorts and t-shirt.
4. Inmates will possess sneakers or shower shoes when outside their room. No bare feet or stocking feet are allowed.
5. Inmates are required to wear their ID when leaving the pod. ID's must be visible at all times.
6. Clothing may be issued for certain work assignments, at the work area.
7. Inmates may request court clothing by submitting an Inmate Request to the Property Officer. Forms must include the name of the person authorized to drop off clothing. The inmate request form must be received two (2) days in advance of the exchange. Property will be accepted Monday through Friday 7:00 am –3:00 pm.
8. When in their cell, ID tags must be facing out in the window on the cell door.
9. No transactions between inmates are allowed. This includes property, clothing, commissary or money.

COMMISSARY

1. Commissary is a privilege, which may be limited or restricted for disciplinary reasons. Order sheets are placed in "Commissary Mail Box" at the front of the pod.
2. Inmates will normally be allowed to purchase up to $70.00 worth of commissary items per order excluding pillows, sneakers and radio as long as there are sufficient funds in the inmate's account at the time of order.
3. Commissary delivery schedules are posted in each Pod. Inmates

who are at court on the day of delivery will normally receive their items the next day.

4. During commissary delivery: when it is your turn, you will be notified to pick up your order, produce your ID and sign for the items.
5. Commissary items are not to be traded, gambled or bartered.
6. Commissary items must fit in property bin. Excess may be considered contraband by security staff.

CONDUCT

1. The orderly and efficient operation of the facility requires that inmates maintain discipline and proper standards of conduct at all times.
2. You will be required to treat fellow inmates and staff in a courteous and respectful manner. NOTE: Any inmate who assaults a staff member is subject to a 10-year state prison sentence to be served on and after.
3. Any inmate who assaults a correctional employee, volunteer or contractor with bodily fluid may result in a sentence of up to 10 years in state prison. This sentence will be served on and after all sentences outstanding and unserved at the time of the assault/assault & battery. (MGL C.127, 38B)
4. There will be no littering, shouting or horseplay allowed in the Pod. Racial slurs, name-calling, swearing, profanity and rude gestures are not allowed, and will result in disciplinary action.
5. Urinating or spitting, except in toilets, will not be tolerated anywhere in this facility, and will be subject to discipline.

CONTRABAND

1. Restricted items **or** any articles found to be altered or used for a purpose other than originally intended is considered contraband and will be removed and destroyed. Your account will be charged and you will be subject to discipline.
2. Anything that depicts weapons or explosive manufacturing, or gives information that could aid in planning or making an escape or producing any item which could injure another is considered contra- band.
3. Gang symbols or related items such as drawings or literature related to gangs are considered contraband.

COURT APPEARANCES

1. Inmates scheduled for court must be ready to leave the Pod in accordance with the court schedule. Pod Officers will ensure that inmates are awakened in time to be ready.

2. All inmates going to court will possess their IDs to Booking & Release. All pre-trial inmates are responsible to pack-up all their belongings and bring them to the Property Department.

3. Inmates are responsible for closing their cell doors when they are moved for court.

4. Inmates are allowed to take only their legal papers with them to court.

5. Inmates may only wear personal clothing to court for jury trial or superior court trials. The Property Officer must approve clothing ex- changes for court.

DAYROOMS

1. As posted per Pod, the dayroom will be open during certain hours for use. During this time, you may utilize the telephones, televisions and common areas. The use of the dayroom is a privilege, which may be limited or revoked or restricted at the officer's discretion.

2. No loitering will be allowed near inmate rooms, on the 2nd floor mezzanine, near the pod slider, stairways or showers. Pod Officer's stations and red zones are off limits to inmates.

3. Dayroom and shower lights are to remain on at all times when the dayroom is open for use.

4. All dayroom furniture will remain in the television viewing area. Furniture is not to be moved and will be used in the manner it was intended. There is no saving seats in the dayroom area.

5. Inmates are to clean up any areas they use: common areas, recreation deck, etc. Inmates are responsible to keep the dayroom neat.

6. Inmates must be properly clothed when outside their cell. You will wear a complete uniform with sneakers or shower shoes (exception: showers and gym). You will not be allowed to wear head wraps, (self -made head coverings/hats/durag etc.) or any type of hair coverings outside of their cells with the exception of approved religious headdress.

7. The sink in the Dayrooms must be kept clean and free from debris at all times. Cups and bowls will be discarded.

DISCIPLINE

1. We strongly encourage informal sanctions and immediate resolution of all inmate discipline issues between Pod Officers and inmates.
2. An informal lockup will require an Unit Discipline Report that an inmate signs. This informal lockup may include loss of privileges but will not exceed 72-hour lock-up period.
3. If the report is not signed by the inmate, it becomes a formal disciplinary action.
4. When a formal disciplinary report is issued, a supervisor, when available, will review the incident, give notice of a disciplinary hearing and ask if the inmate has any witnesses.
5. When an alleged rule violation is reported an investigation begins within 24 hours and completed without unreasonable delay.
6. A disciplinary hearing shall be scheduled as soon as practicable, but not later than seven days, excluding weekends and holidays, after the disciplinary report is filed with the disciplinary officer/committee, unless the hearing is prevented by exceptional circumstances, unavoidable delays, or reasonable postponements. The reasons for any delays shall be documented.
7. Inmates will have up to seven days from receipt of the sanction to submit an appeal in writing to the Superintendent or designee by filling out the Disciplinary Sanction Appeal Form.
8. If inmates are placed in pre-hearing detention status, the inmate will be in locked up until seen for the disciplinary hearing which will be no more than seven days from the incident. At that time a sanction may be issued which may include the loss of good time.
9. Any Inmate in Pre-Hearing/Disciplinary Detention will receive two hour and 15 minutes a day out of cell activity, e.g. Hygiene / Exercise / Phone use.

DISCIPLINE (RULES OF CONDUCT)

The orderly and efficient operation of the facility requires that inmates maintain discipline and proper standards of conduct at all times. These are necessary to protect the health and safety of all inmates. To that end, the facility sets forth the following rules which, together with observing all other proper standards of conduct, inmates are required to obey. No charge will result in more than a 10 day lock up and/or a loss of privileges. The following are examples (not limited to) of conduct that are prohibited:

MAJOR OFFENSES *(*Maximum 10 days in lock up per charge)

A1 Arson
A2 Assault
A3 Destroy county property
A4 Possession of drugs
A5 Possession of intoxicating substances
A6 Escape
A7 Planned or attempted escape
A8 Violation of furlough rule
A9 Possession of contraband
A10 Riot
A11 Encouraging riot
A12 Encourage demonstration
A13 Engaging in a demonstration
A14 Stealing
A15 Tampering with locks and safety devices
A16 Premeditated institutional violations
A17 Multiple and persistent minor violations
A18 Violation of institutional rules
A19 Possession of contraband
A20 Bribery
A21 Creating a disturbance
A22 Attempted violations
A23 Disobeying a direct order
A24 Fighting
A25 Intoxication
A26 Threats against staff
A27 Sexual misconduct
A28 Interfering with a staff member
A29 Misconduct during visits
A30 Encouraging others to violate rules
A31 Disruptive behavior
A32 Harassment
A33 Conspiracy
A34 Violation of local state or federal statues
A35 Extortion
A36 Positive urinalysis testing results

A37 Failure to submit to urinalysis
A38 Gang or other unauthorized activity
A39 Unauthorized use of mail or phone
A40 Comments or gestures of a sexual nature
A41 Making a false report
A42 Medication Violation

MINOR OFFENSES (Maximum 3 days in lock up per charge)

B1 Late for count
B2 Foul and abusive language to staff
B3 Malingering
B4 Unauthorized use of mail or phone
B5 Disruptive behavior
B6 Interfering with staff member's duties
B7 Sexual misconduct
B8 Threats against staff
B9 Fighting
B10 Disobeying a direct order
B11 Creating a disturbance
B12 Bribery
B13 Possession of contraband
B14 Sanitary violation
B15 Medication violation
B16 Gambling
B17 Loitering
B18 Violation of institutional rules
B19 Encouraging misconduct
B20 Attempted violation

Any violation of a Major/Minor offense may result in criminal charges.

EARNED GOOD TIME

1. Earned good time can be awarded in their specific areas: Pro- grams, Education, and Work. Inmates can earn up to 5 days in each area but cannot exceed 10 days in a month. Certain activities may count for less than 5 days and cannot exceed 5 days in any one of the three areas of program.
2. To be eligible for earned good time for the month an inmate must be in the House of Correction for 1/2 month or 15 days.
3. In no event shall such deductions reduce the imposed maximum term or aggregate maximum terms by more than 35 percent.
4. Pre-trial inmates are not eligible to earn good time.
5. Inmates with questions or concerns regarding good time should contact your case manager.

EMERGENCY DRILLS

Failure of an inmate to participate in emergency drills will result in a formal disciplinary action.

FIRE & OTHER EMERGENCIES

1. In case of any emergency, fight, or medical emergency you will go to your cell immediately and lock yourself in. Do not wait to be told to do so.
2. If for some reason you are unable to get to your cell, if there is a disturbance between you and your cell for example, you must move as far as possible from the disturbance area, sit quietly 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 for you. Inmates will follow the directions of the Pod Officer. Failure to comply will result in disciplinary action.
4. In case of fire line up at exit to outside recreation area quietly and wait for further instructions from Pod Officer.
5. Evacuation of facility by area.

FIRE EVACUATION ROUTES

UNIT/AREA	*PRIMARY ROUTE*	*SECONDARY ROUTE*
Administrative Area (Inner)	Exit nearest door, turn right, proceed to Intake/Booking area	Exit door to corridor, turn left proceed to gym.
Administrative Area (Outer)	Exit nearest door to corridor beyond firewall. Exit building via staff entrance.	Exit nearest door to corridor. Exit building via public unit area.
Booking & Release (Intake)	Exit intake door to Sallyport.	Exit Release door to Sallyport.
Chapel	Exit door to corridor. Turn right and proceed to gym.	Exit door to corridor beyond firewall. Proceed left to Intake and Booking.
Gym	Exit door located on north west corner of building,	Exit door to corridor beyond firewall.
Inmate Dining Area A & B and Commissary	Exit nearest door to corridor proceed to gym.	Exit nearest door to corridor. Proceed beyond firewall.
Inmate Visitor	Exit nearest door to Main Lobby.	Exit nearest door to corridor beyond firewall. Exit building via staff entrance.
Kitchen	Exit doorway to corridor follow corridor to gym.	Exit door to corridor follow corridor to Sallyport at loading dock.
Laundry	Exit door to corridor, follow corridor to gym	Exit door to corridor assemble at Sallyport.
Medical	Proceed to Gym.	Proceed to Intake and Booking
Pod A	Exit to outside recreation area.	Exit Sallyport to corridor beyond firewall.
Pod B	Exit to outside recreation area.	Exit Sallyport to corridor beyond firewall.
Pod C	Exit to outside recreation area.	Exit vestibule door beyond firewall.

UNIT/AREA	*PRIMARY ROUTE*	*SECONDARY ROUTE*
Pod D	Exit to outside recreation area	Exit Sallyport to corridor beyond firewall, proceed to gym
Pod E	Exit door to outside recreation area.	Exit Sallyport to corridor beyond firewall, proceed to gym.
Pod F	Exit door to outside recreation area.	Exit Sallyport to corridor beyond firewall proceed to gym.
Pod G	Exit to outside recreation area.	Exit Sallyport proceed to gym.
Pod H	Exit to outside recreation area	Exit Sallyport to corridor beyond firewall, proceed to gym.
Pod J (Infirmary)	Exit fire door located in north east corner to outside	Exit door located on east wall proceed down corridor beyond firewall.
Programs and Treatment	Exit nearest door follow corridor to gym.	Exit nearest door follow corridor to Intake and Booking.
Public Visit Lobby	Exit public vestibule to outside.	Exit door to Intake/Discharge & Booking Area.
Staff Dining	Exit nearest door to corridor. Follow corridor to Intake and Booking.	Enter kitchen, exit kitchen through inmate dining, follow corridor to gym..
Visiting (Inmate)	Exit through inmate exit. Proceed to Intake & Booking area.	Exit through inmate exit. Proceed to gym.
Vocational Education	Exit nearest door to corridor follow corridor to gym.	Exit nearest door to corridor to Sallyport at loading dock.
Warehouse & Maintenance Building	Exit nearest door to outside.	Exit overhead door to loading dock.

FURLOUGH

1. General Furlough Information

   A. The administrator of a county correctional facility may grant authorization for a committed offender to leave his place of confinement for a specified period of time not to exceed 7 days at any one time or 14 days in a twelve-month period.

   B. The first furlough may be granted for up to 10 hours in duration. An inmate will be eligible for one furlough every 40 days.

   C. Furloughs may be granted for the following reasons:

      1) To attend the funeral of a relative;

      2) To visit a critically ill relative;

      3) To obtain medical, psychiatric or other social services not available at the facility or obtainable in hospital to which inmates may ordinarily be sent on a temporary basis;

      4) To contact prospective employers;

      5) To secure suitable residence for use when paroled or discharged;

      6) For any other reason consistent with the reintegration of a committed offender into the community.

   D. Inmates on furlough are still in the custody of a correctional facility; therefore failure to return as directed constitutes an escape.

   E. Both sponsor and person providing transportation (if different) must submit and sign agreements.

LENGTH OF SENTENCE/ELIGIBILITY TO APPLY*

0 - 11 months	after 60 days
12 - 18 months	after 90 days
19 - 29 months	after 120 days
30 months or more	after 180 days

*Applies to county inmates only.

*Computed from effective date of sentence.

*Must be classified a minimum & pre-release.

See Case Manager for additional furlough rules and the application process.

GAMES

1. Games must be played at tables located in the day room.
2. All games are issued by the Pod Officer via ID tag exchange.

GRIEVANCES

1. The grievance procedure will provide all inmates access to an administrative remedy for redress of legitimate complaints. There is an emergent process available.
2. Inmates are encouraged to communicate their problem to the staff person responsible in the particular area of the problem unless it pertains to sexual misconduct (see Protection).
3. Inmates enter only one issue per grievance form. Inmates keep one copy of form before submitting. Inmates who have not resolved their complaints informally may submit within 72-hours of the incident or action being grieved on an Inmate Grievance Form to the Pod Officer who will submit it to the Unit Manager and an attempt will be made to resolve the problem. The Unit Manager has 15 days to respond to an inmate.
4. If after the above, the inmate feels that the concerns have still not been resolved, the inmate may forward an appeal (within 72 hours) to the Assistant Superintendent of Operations.
5. The Assistant Superintendent of Operations informs the inmate of the finding of the appeal on the Inmate Grievance Appeal Form within 30 working days of receipt of the appeal.
6. The decision on the appeal by the Assistant Superintendent of Operations is deemed as final except for remedies that might be sought through the appropriate court.
7. Failure of the Unit Manager or Assistant Superintendent to respond in a timely manner shall be considered a denial of grievance at that level, at which point the grievance may be appealed to the next level.
8. Grievance form may be used for ADA/PREA complaints.
9. Grievances filed in a dishonest, frivolous, or duplicitous manner will be considered a false report.
10. Discipline and classification decisions cannot be grieved. See Discipline and Classification for appeal process.

GYMNASIUM

1. Gym use is a privilege for inmates housed in general population, and may be taken away for inappropriate behavior, prior to use, in route to the gym and/or while in the gym.

2. The gym schedule will be posted in each Pod.

3. Inmates must be properly dressed, wearing ID and be ready to leave the Pod on time or forfeit the privilege for that day.

4. No food, drinks, tablets, radios, or other property will be allowed in the gym.

5. Inmates in the gym will obey the orders of the Recreation Officer at all times.

6. Inmates will use equipment and furnishings in the gym only in the manner in which it was intended, and will return all items to their appropriate place after use.

INDIGENT INMATES

1. Inmates, upon request for waiver of fees or cost, may be declared indigent if:

   A. At the time of the request, the inmate has in an account a total less than or equal to ten ($10.00) dollars plus the cost or fees sought to be waived and

   B. At no time for the sixty (60) days immediately preceding the said request, had inmate's account contained more than the $10 plus the cost or fees sought to be waived.

2. In addition to the above definition, the Assistant Deputy Superintendent of Operations, who is responsible for Inmate Accounts, may designate an inmate as indigent if the inmate has less than two ($2.00) dollars in his account at the time of the request or in other circumstances as deemed appropriate.

3. Inmates who are deemed indigent may request the following items through the Commissary Officer by submitting a Commissary Order Form and in the commissary box.

A. Three (3) postage-free envelopes weekly for general correspondence.

B. An unlimited number of postage-free envelopes for legal correspondence.

C. Hygiene kit as needed.

D. Writing material(s) as needed.

4. The Commissary Officer will submit separate purchase orders for orders filled for indigent inmates to the Assis- tant Deputy Superintendent of Operations.

5. Any staff person needing verification of an inmate's status concerning indigent status, contacts the Lobby Officer.

6. The ADS of Operations makes the final determinations on eligibility for indigent status (on-going, temporary or special request).

INMATE RESPONSIBILITIES

1. You are required to clean your cell, day room and showers as assigned. Cleaning supplies are available after meals and at other designated times during the day and evening shifts. Cell inspections are performed daily by Pod Officers and weekly by Administrative Staff.

2. You must sweep and mop daily as assigned.

3. You must clean sinks and toilets daily as assigned. Toilets are not be used as trash receptacles.

4. You may not deface or mark walls, tables, chairs or any other facility property.

5. Pictures, posters, calendars or charts are not allowed on walls or ceilings. No such items are to be affixed to any wall seam or behind any fixture which is attached to the wall.

6. Light fixtures or vents may not be covered.

7. Beds must be made by 9:30 a.m. and remain made until

9:30 p.m. Beds will be made by using two sheets over the mattress covered by one blanket. All sides are to be tucked under the mat- tress. The mattress is to be laid flat, not rolled up at one end to form a pillow.

8. Blankets and sheets will not be laid on the floor and used as a rug, nor will they be laid on the table and used as a tablecloth.

9. Nothing is to be stored under the mattress.

10. You are limited to a total of six (6) paperback books and magazines combined. Newspapers more than two (2) days old must be discarded.

11. Magazines, newspapers or other materials will not be folded or rolled up to be used as tables or draft/dust prevention.

12. All basic property issues and commissary purchases must be stored in the property bag under the bed. You are allowed two pair of sneakers and one pair of flip flops. Commissary items that do not fit into property bag are considered contraband.

14. You are not allowed in any cell other than your own without permission from the Pod Officer.

15. Inmates are not allowed on the second tier of any POD unless they have been granted permission by the Pod Officer.

16. Inmates are to secure doors to their rooms upon exiting when at- tending programs and/or participating in dayroom activities.

17. Inmate identification badges must be worn whenever you leave a POD or displayed when locked in cell. You may be charged a re-placement fee of $15 for lost or damaged badges.

LEAVING THE POD

1. When leaving the Pod, inmates will be in full uniform (shirts tucked in) with sneakers and wearing ID. Inmates are permitted to wear shorts and a T-shirt when going to recreation.

2. Inmates will be ready on time or lose the privilege of that activity.

3. When leaving the Pod inmates will walk in single file and stay to the right-hand side of the corridor. Inmates will not create gaps walking too slow or too fast.

4. There will be no communication, physical contact or note passing between inmates during movement in corridors. Such actions will result in termination of the privilege and/or disciplinary action.

LEGAL SERVICES

1. Inmates will request legal resources through their respective Pod Officer using the Legal Resources Request Slip. including but not limited to general laws, case law, forms, motions and other related material.

2. The Berkshire County Sheriff's Office provides the right for inmates to have access to the courts and to address communications to governmental authorities. Inmates seeking judicial or administrative redress will not be subjected to reprisals or penalties as a consequence.

3. Inmates must be prepared to show a connection between the materials requested and their particular case or situation.

4. The Berkshire County Sheriff's Office reserves the right to decline requests that are incomplete, non-specific, or not connected to an inmate's particular case or situation.

5. A reasonable amount of photocopying will be provided at no charge. (10 pages per day)

6. Requests for legal resources will be processed in a timely manner Monday – Friday, excluding holidays.

7. Legal resources are available to all inmates. Accommodations will be made for disabled inmates.

8. Inmates will be allowed telephone communication with their attorney(s) when they are not locked in their cells.

9. Inmates can access legal resources on their tablets. (see Unit Manager to get a tablet)

LIBRARY

Library services are provided. Schedule is posted in the pods.

LOCK-DOWNS/HEAD COUNTS

1. The Pod schedule will consist of lock-downs in which the dayroom is closed.

2. Lock-down will be announced at designated times by the Pod Officer or Central Control. ID tags must be displayed in cell door window.

3. All inmates will return to their rooms, lock themselves in, and stay there until told otherwise.

4. Delaying or interfering with a lock-down or major head- count is a major disciplinary offense and will be subject to disciplinary action.

5. Inmates are responsible to be in their cells, for all major head counts. You are required to stand for major counts at 11:00 AM, 4:00 PM, (4:30 PM weekends) and 9:30 PM. Additional times may be mandated.

6. When the Dayroom is open inmates are allowed to leave their room and utilize the dayroom and any other non- restricted common areas. Rooms in non-compliance will require the inmate remain locked down.

7. Informal head counts will be conducted as deemed necessary by the facility staff.

MAIL

1. Inmates will place all outgoing mail in the mailbox in the Pod.
2. Inmate mail will be delivered from the Pod to the Lobby daily for pick-up by the US Post Office on Monday- Saturday, except holidays.
3. All incoming mail (except privileged) will be opened by the Mail Officer and inspected for contraband. All non-privleged mail will be photocopied. The inmate will receive the copy, the original will be held for 30 days.
4. Any mail returned to the facility due to improper addressing, postage, improperly mailed for any reason or is marked 'return to sender' will be searched, prior to being returned to an inmate.
5. All incoming inmate mail will be brought to the Pod by the Mail Officer for delivery to inmates daily, except for Sundays and holidays.
6. No packages will be accepted for inmates and will be returned to the sender.
7. All incoming mail must have a legible return address, including the sender's name. Mail that does not have a return address with the sender's name will be rejected and marked "return to sender".
8. Any unauthorized items (including whole or modified Polaroid pictures or stamps) may be returned to the sender and contraband notification letter will be generated.
9. Legal mail from the courts, attorneys, probation/parole officers will be opened by an officer and inspected for contraband in the presence of the inmate.
10. The Berkshire County Jail and House of Correction accepts letters, magazines and newspapers. All publications must be in their original packing and sent directly from a major book store or the publisher/printer. Any unacceptable packages are returned to sender at their expense. Any materials sent to an inmate which are deemed "sexually explicit" or include nudity by policy will not be accepted by the facility and will be returned to the mailer.
11. Photographs approved for retention may be stored in photo albums sold through the canteen.
12. Reading materials will be limited to six items, (books, magazines, newspapers or a combination of these items).

13. Legal materials will be limited to five inches. If the inmate has a larger amount of legal material it must be removed from the Pod and placed in secure storage and may be periodically rotated.
14. Any gang related materials found in the mail will be confiscated and treated as contraband.
15. Publications which are hard bound/hard covered will only be accepted through the mail.
16. Mail that does not fit in the Pod mailbox must be brought to the Pod Officer, unsealed, checked by the Pod Officer for contraband, prior to being mailed.
17. Personal checks and cash are not permitted to be mailed to an inmate.
18. Oversized cards, letters and packages larger than 8.5" x 11" are not accepted. Exceptions would be newspapers and magazines.
19. Indigent inmates are permitted an unlimited number of post- age free letters each week for privileged, confidential correspondence to their attorneys of record or any pending criminal matters and three postage free letters for general correspondence.. (Per 103 CMR 948.04)
20. Some examples of banned articles would be Polaroid pictures, stamps/stickers, wax, glue, glitter, crayon, marker, paintings, rigid spines, musical cards, pop-up books or cards, tracing paper, plastics, metals, any unknown substances such as bodily fluids and perfume.
21. Inmate to inmate mail is normally prohibited unless there is expressed consent by the Superintendent.
22. Inmates request "Change of Address" form from their Case Manager upon arrival and discharge.
23. Incoming and outgoing non-privileged mail is subject to monitoring.
24. Mail Deemed Contraband: Inmates have the right to appeal to the Sheriff or the facility administrator.

Any violation of these rules may be subject to discipline and/or criminal action.

MARRIAGES

1. Inmates are allowed to request permission to be married while incarcerated. Such requests will be reviewed and either approved or denied by the Sheriff/Designee. If denied, the inmate will be provided the reason for denial.
2. Inmates need to put in a written request to the chaplain

with at least 30 days notice of the intended wedding date.

3. Inmate shall provide the name and address of the intended spouse in the request.
4. The Chaplain will then present the request to the Sheriff/Designee for approval.

MEALS

(The menu for the Berkshire County Jail and House of Corrections has been approved by a licensed dietician).

1. Meals may be eaten in the in the dayroom or the in- mate's cell and nowhere else. Food and meal service items are not to be removed from eating areas. Any foods found in rooms or living areas that are from the kitchen of the facility are contraband and are subject to immediate disposal and disciplinary action.

2. Inmates will follow the Pod Officer's directions in obtaining and returning meal trays. Inmates may be required to produce their ID in order to obtain a meal.

3. Inmates will be expected to complete their meal in a timely manner. (Approximately 20 minutes)

4. Special diets are provided for verified religious and medical reasons but must be requested through the Medical Staff, (Chaplin for Religious diet).

MEDICAL ACCESS

Medical Care is available 24/7. Request care through medical request slips from Pod Officer and place in designated mailbox.

MEDICATION/SICK CALL (MEDICAL DEPT.)

1. Sick call (Doctor's call) is conducted by the licensed facility physician or other qualified health care personnel, in the Medical Unit.

2. During sick call the inmate's health complaints are solicited by qualified health care personnel, treated and documented.

3. Inmates with health complaints, who because of security risks

cannot report to normal sick call, are seen by the medical clinician, licensed facility physician or nurse practitioner in their cell.

MEDICATION/SICK CALL (POD TRIAGE)

1. Medical Staff will administer medications and provide triage in each housing Pod seven (7) days each week according to pre-determined schedules.

2. Triage is conducted by interviewing/examining inmates.
3. You will be required to show you ID prior to being seen.
4. Non-emergent requests may be deferred to a medical request slip.
5. Inmate must sign refusal in the Medical Department when refusing medication.

OFFICER'S CONTROL STATION

1. The Officer's Control Station will be **OFF LIMITS** to inmates.
2. Inmates will not go near the Control Station, unless directed to do so by the Pod Officer.
3. Violation of this rule will result in immediate disciplinary action.

PAROLE

1. Most inmates sentenced to a county house of correction are eligible for parole after serving one-half (1/2) of their total sentence.
2. Eligible inmates will be notified or interviewed by Parole staff prior to their hearing date.
3. Inmates with questions and concerns about Parole may submit an Inmate Request Slip to the Parole Officer.

PERSONAL HYGIENE

1. Showers are available each day beginning at 7:30 a.m. until fifteen minutes before lockdown, except during feeding and lockdown times.
2. If you refuse to shower as required, disciplinary action will be taken.
3. Hair clipper and the disinfectant are provided through the Pod Officer.
4. Hygiene items may be purchased through the canteen and are available to indigent inmates (see bottom of canteen order form).
5. Proper attire is to be worn to and from showers (must have a shirt & shorts/pants on).
6. Shower shoes **must be worn** at all times in the shower.

PERSONAL PROPERTY

1. Any property left at the facility must be claimed within thirty (30) days of your release or it will be disposed. You may pick up items 10:00 AM – 2:30 PM, Monday – Friday.
2. An inmate's personal property may be released to an individual in the front lobby at a prearranged time with a **SIGNED** release.

POD WORKER ASSIGNMENTS

1. The Unit Managers will determine inmate job assignments within the inmate's assigned pod.
2. Inmate workers will complete job assignments within the pod under the supervision and direction of the Pod Officer after signing the Chemical Training Form.
3. Any inmate assigned to meal service duties must be medically cleared prior to job assignment. Inmates are required to wash hands prior to any job related duties and will wear gloves.
4. Inmate job descriptions are posted in the pod.
5. **Any officer may fire a pod worker for any disciplinary offense, pod rule infraction or failure to complete the duties assigned**.
6. Officers may also request that pod workers complete duties other than their assigned duties. The pod workers are required to comply with these instructions.

PRIVACY CARD AND USE

Blocking an officer's view into the cell or bunk area (i.e. towels, privacy cards or blankets) it not permitted.

**** The only thing permitted in a cell window (door window and back window) is the inmate's ID card. ****

PROGRAMS AND TREATMENT

1. The Berkshire County Sheriff's Office offers a variety of pro- gram opportunities designed to help you, based on your classification status. We're here to assist you. Please ask the Pod Officer and Case Manager for details.
2. Programs may include but are not limited to: Vocational and Academic assessment, testing, education and training, Substance Abuse groups and individual counseling, Health, Anger Management, Domestic Violence/Relationship issues, Reintegration, Crisis Intervention, Mental Health, and Veterans Groups.
3. Program services including academic and vocational education, religious services, counseling, etc. will be posted in the pod and announced prior to commencement.
4. Inmates that have signed up for programs/services are responsible to be in uniform and on time.
5. The Berkshire County Sheriff's Office prohibits discrimination based on an inmate's race, religion, national origin, sex disability or political views or any other prohibited factor in making administrative decisions.

PROTECTING YOURSELF FROM SEXUAL ASSAULT

The Prison Rape Elimination Act otherwise known as ***PREA*** is a Federal law which was passed unanimously by the United States Congress and signed into law in 2003 by President George W. Bush. The Act promotes the detection, elimination, reduction and prevention of sexual harassment, sexual assault and rape in correctional systems across the country. This includes federal, state, county facilities and all other law enforcement detention facilities.

What does this mean to me?

- It means that the Berkshire County Sheriff's Office does not tolerate any incidence of sexual behavior in any facility.
- It means that the Berkshire County Sheriff's Office is commit- ted to protecting all inmates from being sexually abused or sexually harassed by a staff person, contractor, volunteer or by other inmates.
- It means that your protection from sexually/abusive behavior is a top priority for all Berkshire County Sheriff's Office staff,

contractors and volunteers.

- It means that if you report that you are being sexually threatened, harassed or abused it will be taken seriously and will be investigated in a thorough and objective manner.
- It means that victims of sexual assault will be afforded on- going medical, mental health and victim services.
- It means that the Berkshire County Sheriff's Office will aggressively pursue the discipline and prosecution of any perpetrator of sexual abuse, whether the perpetrator is a staff person, contractor, volunteer or an inmate.
- It means that any information about your case will be treated in a professional manner by specially trained investigators.
- The law and our policies prohibit retaliation against any person who makes a good faith report or who cooperates in an investigation into sexual misconduct.

The complete Berkshire County Sheriff's Office Policy on Sexually Abusive Behavior Prevention and Intervention is available to inmates in the Law Library. Please read it carefully.

Facts about sexual assault in prison

- Nobody asks to be raped. Sexual assault is a crime of violence and has nothing to do with lust or passion.
- Anyone, male or female, can be sexually assaulted.
- A rapist can be male or female, an inmate, a staff member, con- tractor or volunteer.
- Age or physical attractiveness is not a factor.
- Some rapists seize an opportunity to assault someone, but many rapes are planned ahead of time.
- Non-violent, first-time offenders and inmates who are gay or transgender are targeted most frequently. People who are physically small or have mental illness or disability or are incarcerated on charges of prostitution are also targeted.
- Sexual orientation is not a factor. Rapists may be either hetero- sexual or homosexual. Victims may be either heterosexual or homosexual.
- 90 to 95% of male victims who are raped in prison do not report

it.

- 52% of all females have experienced some sort of sexual victimization while incarcerated.

- The victim of sexual abuse is a "victim" and is not at fault.

How do I protect myself from sexual assault by inmates?

- Be aware of situations that make you feel uncomfortable. Trust your instincts.

- If something feels wrong about the environment or situation you find yourself in, leave the area.

- Don't let your manners get in the way of keeping you safe. Don't be afraid to say "No", "Stop it, now", or "Get lost!"

- Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak. Keep your head up, do not avoid eye contact.

- Avoid talking about sex and casual nudity. These things may be viewed as a come on or make another inmate believe that you have an interest in a sexual relationship.

- Do not accept food, clothing or other gifts from other inmates. Being in debt to another inmate may lead to the expectation that you will repay the debt with sex.

- Avoid secluded areas like closets, storage areas, stairwells, isolated showers or unoccupied bathrooms; Position yourself in plain view of staff members.

- If you are being pressured for sex, talk to a staff member immediately.

- If you become aware that another inmate is being sexually abused report it to a staff member. Next time it could be you.

- Beware of inmates who offer to protect you. Protection frequently has a cost.

- Do not give out information about your family, friends or financial support.

- Do not buy large quantities of canteen items.

What to do if you are sexually assaulted by an inmate or a staff person?

- Immediately report the incident to someone, such as any staff member you feel comfortable telling.
- Do not wash, shower, brush your teeth or your hair, use the restroom or change your clothes. You may destroy important evidence.
- Request immediate medical attention. You may have serious injuries that you are not aware of and any sexual contact can expose you to sexually transmitted diseases.
- Seek the support of a trusted friend, family member or victim advocate. The days ahead can be traumatic and it helps to have people who are supporting you.
- Professional help will be available to you. Mental health staff will help you recover from the emotional impact of any violence you have suffered.

How do I report that I have been sexually assaulted?

Inmates are encouraged to report any incident of sexually abusive behavior perpetrated against them by a staff member, contractor, volunteer or another inmate. Do so immediately. Talk to any staff per- son with whom you feel comfortable. You may speak to a sergeant, correction officer, medical, mental health or program provider. Per- haps you would be more comfortable speak with a clergy member. Call a family member or call your attorney.

If you want to report a sexual assault or sexual harassment or other sexualized behavior occurring during your incarceration any retaliation by inmates or staff for reporting sexual abuse or harassment or staff neglect or violation of their responsibilities, which have contributed to such an incident, you may:

1. Call the Berkshire County Sheriff's Office hot line.
(Starts Internal Investigation)

A. Press 1 for English, 2 for Spanish
B. Press Option 8 for Crime Tip Hotline
C.. Dial the phone number ***413-555-1234 PREA line***
D. This cell number is toll free.

Or

2. Berkshire County District Attorney
(***Starts External Investigation)***

7 North Street – PO Box 1969
Pittsfield, MA 01201

Inmates who perpetrate sexual assault against another inmate should know that…

- The Berkshire County Sheriff's Office has zero tolerance for such offenses.
- Each case will be thoroughly investigated and remain open until the perpetrators are identified.
- All substantiated cases of sexual assault against inmates will be referred for discipline and; when appropriate, prosecution.
- Inmates who have been found guilty of disciplinary charges for any type sexually abusive behavior will receive significant sanctions.
- The Berkshire County Sheriff's Office views all sexual contact between inmates as coercive and therefore ***never*** consensual.
- You may lose earned good time which has been credited to your sentence.
- You will segregated during the investigation.
- You may be charged with separate criminal offenses.

- You may be denied parole.
- Any sexual contact increases your risk of exposure to a sexually transmitted disease, including AIDS.
- You may be designated as a sexual predator, there by limiting your work and housing options during your incarceration.
- You may be referred to the Sex Offender Registry Board for designation as a sex offender under the Massachusetts General Laws.
- You may be civilly committed for an indefinite period after the completion of your sentence if you are deemed a sexually dangerous person.

Remember, if you make a false report…

If the Berkshire County Sheriff's Office investigation reveals that an inmate has made false allegations or a material statement, which he/she in good faith, could not have believed to be true, the Berkshire County Sheriff's Office may take appropriate disciplinary and/or criminal action under the Massachusetts General Laws. Truthful allegations will be taken very seriously, but false allegations will result in significant disciplinary action.

Inmates who do not wish to report sexual abuse can still obtain confidential counseling service by contacting:

Elizabeth Freeman Center's Hot Line
(Private/Confidential Counseling)

*A Pick up receiver and dial *333 or*
Press 1 for English, 2 for Spanish
B. Press Option 1 for collect call
C. Dial the phone number ***866-401-2425***

PROTECTION

Inmates who are in fear for their safety should direct their concerns verbally or in writing to the Pod Officer, Case Manager, ADS of Classification , Unit Manager or

Director of Security.

The Berkshire County Sheriff's Office is committed to a policy of zero tolerance regarding issues of sexual abuse/misconduct. The purpose of this policy is to protect all inmates from any form of sexual abuse or misconduct. NOTE: Inmates do not have standing to offer consent for sexual activity of any nature. You may report any incident of sexual abuse/misconduct either verbally and/or writing to any staff member.

Any staff member who receives a complaint or report or other information concerning an incident of sexual abuse or sexual harassment is required to report that information to a designated agency Berkshire County Sheriff's Office official. This shall include but not be limited to medical and mental health staff.

Inmates have the right to serve their time without fear of sexual abuse from any source. Sexual misconduct includes both verbal and physical conduct of a sexual nature.

Inmates are, by law, incapable of consenting to sex with any employee, contract worker or volunteer of the Sheriff's Office.

Inmates shall refrain from sexual conduct (both verbal and physical) while incarcerated. Inmates shall report any sexual misconduct directed towards them by anyone. Inmates shall also report any sexual activity by anyone else occurring in their presence.

Inmates should report abuse or sexual misconduct to the Shift Supervisor. Inmates may also go outside of the chain of command to report the problem directly to:

Report abuse or sexual misconduct: 413-555-1234
Brad Little, Superintendent
If necessary DA's Office, 7 North Street, Pittsfield, MA

Within 30 days of intake a video related to PREA is shown to inmates. Counseling is available to any victim of sexual abuse.

RECORDS

An Inmate Request Slip is forwarded to the Case Manager or Unit Manager when requesting information regarding sentencing and/or records.

RECREATION DECKS

1. Use of the Recreation Deck is offered to inmates in all housing pods.
2. Generally, the Recreation Deck will be available to all inmates at certain times and may be limited or closed at the Pod Officer's discretion.

3. Recreation equipment will only be used as needed.
4. Food, beverages, dayroom furnishings (chairs, tables) and any type of linens (blankets, sheets, pillows, pillowcases etc.) will not be allowed on the recreation decks. There will be no extra property brought onto the recreation decks.
5. Inmates will be properly clothed when using the recreation deck.
6. Inmate will not lean on or tamper with or deface fence, gate or stairs.
7. Inmates must leave their ID tags inside the pod with the officer.

RELEASES OR REASSIGNMENTS

1. Inmates will place all institutional and personal property in their property bin.
2. Inmates will clean their room and remove all items from the room.
3. The room will be inspected by the Pod Officer for cleanliness and/or damage.
4. Inmates will close the room after it is inspected and report to the officer's station with all institutional and personal property.
5. Cost for replacement of institutional property damaged or missing will be assessed, and deducted from the inmate's account prior to his release.
6. You may be transferred within the facility system for security, personal safety, administrative, medical or classification reasons at any time.
7. You are not allowed to change room assignments or beds without approval of the Pod Officer.

RELIGIOUS SERVICES

1. Initial participation in religious services is based on information obtained in the booking process.
2. Religious services are offered to inmates in order to meet with their spiritual needs.
3. Clergy from recognized denominations will be allowed to visit with inmates. (Prior approval must be obtained from the facility's Chaplain).
4. Religious services/meetings for varied denominations are offered on a regular basis. Schedules are posted in the pod and will require that you sign up one (1) week in advance. Inmates will only be allowed to attend services of their declared belief.
5. Inmates may request to attend Religious services by forwarding a request slip to the facility Chaplain.

6. Religious Diets must be approved in writing by the Chaplain.

REQUEST SLIPS

1. Any questions will be addressed to the Pod Officer.
2. If the Pod Officer cannot solve your problem, the Officer will instruct you to submit a request form to the appropriate person.
3. Only one (1) request may be issued regarding a specific topic at a time. All information on the form must be filled out completely. Inmate keeps a copy of the request prior to submission.
4. Inmates will not approach any staff member entering the pod without a prior request slip being submitted.
5. The request slip will be handed to the Pod Officer. It will be read by Pod Officer and then placed in the Unit Management Log for processing the following morning.
6. Medical request slips are deposited directly into a locked medical request box located in every pod. Request slips that are frivolous, duplicitous, or dishonest will be treated as false reports.
7. Access to Mental Health Service may be accessed by submitting a request slip
8. Inmates may use an Inmate Request Slip to request American with Disabilities Act (ACA) accommodations. Superintendent Little is the ADA Coordinator.
9. Foreign born inmates may request from Intake Supervisor contact information for appropriate Consulate.

Special Request	Medical Department's Response	Additional Guidance/ Information
Extra Pillow/Mattress	Not unless documented surgical procedures or pregnant	Considered contraband
Open Trap on Cell Door	Not a medical issue	For delivery of food tray only
Eye Glasses (from the Outside)	Not a medical issue	Director of Security
Cotton Blankets	Not unless documented allergies by an outside provider	See below for extra blanket
Job Assignment	Not a medical issue	Classification
Telephone Calls	Not a medical issue	Unit Manager or Case Manager must give reason and details on request slip
Bottom Bunk	Only if seizure disorder, weight issue, elderly, surgery within 30 days, artificial limb, acute fractures, pregnancy, neurological disease which impacts your function.	Pod officer
Pod Moves	Not a medical issue	Classification
Extra Clothing	Not a medical Issue	Considered contraband
Extra Blanket	Not a medical issue	Unit Manager (11/1— 6/1) Corner cells only
Lactose Intolerance Diet (This is not an allergy)	Inmate must determine how much dairy to consume on an individual basis.	N/A
Meal for Food Allergy	Please avoid that food. If no other food served, notify medical for review of meal plan.	N/A
Special Diets	For low cholesterol, diabetic, low fat, low salt diets only	N/A

ROOMS

1. Inmate living areas (rooms, bunks) will be uniform in appearance. Refer to the posted picture of a standard room. This is the standard to which your room will be compared.
2. Inmates are required to keep their rooms clean at all times, beds will be made in accordance with the posted picture in the pod. Property will be in the property storage bag, items which do not fit in the property storage bag will be folded/stored neatly under bed and must not be in excess of allowable items, nothing will be affixed, adhered, attached, hung or stuck to walls, ceilings, vents, lights, or other fixtures. Nothing will be blocking the window or laying in front of the door. Living areas will be inspected regularly. Failure to comply with the expected conditions will be subject to disciplinary action.
3. Nothing is to be placed in or on windows, sills or stuck on air vents.
4. You will not enter another inmate's room nor will other inmates be allowed in your room.
5. Inmates are responsible for the items assigned to their room/ living area. Mattresses will be kept on beds.
6. Laundry bags are provided to each inmate for use during laundering. Inmates are required to return an issued laundry bag in the condition it was originally issued.
7. You are responsible for the cleanliness of your living area. You are required to: dust walls, door, window sills and furniture, sanitize toilet and sink, spot clean windows, remove marks on walls, floor and door, sweep and mop floor, confine trash to appropriate container for removal, neatly fold and store all clothing in drawer or property storage bag, place soiled whites, shorts and sweatshirt in laundry bag; hang laundry bag on assigned hook, place sneakers, fold and store dry linens in drawer or property storage bag.
8. Magazines, books, legal materials and any other approved items must fit into the provided property storage bag or drawer, along with other property.
9. Any materials which do not fit into the provided property storage bag or drawer, due to being in excess of allowable amounts, will be considered contraband or a fire hazard and will be removed.
10. It is the responsibility of each inmate to remove and/or dispose of items in excess of allowable limits (as described on the

items for retention list) from the room, prior to receiving new items (newspapers, books, etc.).

11. Any defacing or damage will be subject to disciplinary action, monetary restitution and criminal prosecution.

SEARCHES AND INSPECTIONS

1. Inmates and cells are subject to being searched 24-hours a day . This search may include random urine analysis, pat searches, strip searches etc.
2. Room/living area searches are a normal function of the institution. During this search you will be responsible for any items within your living space. **You do not have to be present during search.**
3. Inmates are required to comply with all instructions given by officers during a search. Inmates are also responsible for any items of contraband recovered on their person or in their living area.
4. Your cell will be inspected by the Pod Officer every day. Command inspections will be conducted weekly by the Administrative Staff.
5. Allowed in your cell:

   UNIFORMS (orange—pretrial and blue—sentenced)

   4 – Pair of Boxers
   4 – Pair of Socks
   4 – T-Shirts
   2 – Blue or Orange Pants
   2 – Blue or Orange Shirts
   2 – Blue or Orange Gym Shorts
   2 – Towels
   2 – Sheets
   Up to 2 Pairs of Sneakers (unless additional pairs are required for work or bought through commissary)
   1 – Pair of shower shoes
   1 – Gray Sweatshirt
   1 – Pillow Case
   1 – Blanket
   1 – Mattress
   1 – Pillow
   1 – Hygiene Kit
   1 – Property Storage Bag

Commissary Items must fit in inmate property storage bag. Books and magazines must only be a combination of six.

Blocking an officer's view into the cell or bunk area (i.e. towels, privacy cards or blankets) is not permitted.

SHERIFF'S OFFICE PROPERTY

Sheriff's Office property will not be lost or destroyed. You may be prosecuted for destruction of facility property and/or ordered to make restitution. All items provided by the Sheriff's Office are to be returned in the same condition as issued. This includes radios issued to indigent inmates through unit manager.

SMOKING/TOBACCO PRODUCTS

1. Smoking is strictly prohibited at the Berkshire County Jail and House of Correction.
2. Any inmate found to be in the presence of smoking or vaping materials and/or any tobacco or vaping product will be subject to disciplinary action.
3. Possession of matches lighters or other incendiary devices

TELEPHONES/TABLETS

1. Telephones will normally be on when the dayroom is open.
2. Telephone use is a privilege and will be controlled by the Pod Officer. Telephones are on Monday—Friday, 9 AM—9:30 PM, weekends 7 AM—9:30 PM.
3. Inmates are required to use their assigned PIN (which is received during the booking process) in order to use a telephone. Using another inmate's pin will result in disciplinary action.
4. Outside telephone calls will not be accepted for inmates. Emergency calls will be verified by the institution, forwarded to the Pod Officer or Shift Commander.
5. The Pod Officer may limit the length of telephone calls to ten (10) minutes if other inmates are waiting to use the telephone.
6. TTY machine is available through Case Manager and Intake Officer.
7. Telephones will not be used during meal services, group meetings, laundry services, commissary services or any other

program service. Pod Officers will dictate when this rule applies.

8. All inmates must file an 'Inmate List of Designated Telephone Numbers' form. This form will designate the **FULL NAMES** and telephone numbers, which may be telephoned. Attorney information will be required in the space provided. All information provided is subject to approval. Forms must be **COMPLETE** and **SIGNED**.

9. Attorneys may be updated at any time after the booking process.

10. The designated list may be reviewed for changes during

the first full week of each month. This is the only time that changes to the list will be considered.

11. All outgoing calls placed on the telephone system are recorded and detailed and subject to monitoring. All non-attorney calls may be shared with outside law enforcement agencies at the discretion of the Sheriff or his designee. Any statement made during non- attorney calls could be used against you in court and/ or an administrative forum. Persons approved as attorney/lawyer will be exempt to being recorded.

12. Attempting three-way calls will disconnect you and the parties involved and you will be subject to disciplinary action.

13. Telephone service and rates are provided by:

    Payments:

    Securus Correctional Billing Services PO
    Box 650757
    Dallas, TX 75265-0757

    Phone: 1-800-844-6591

    Correspondence:

    Securus Correctional Billing Services PO
    Box 1109
    Addison, TX 75001

TELEVISIONS

1. Television use/watching is a privilege and will be controlled by the Pod Officer.

2. The television will normally be used when the dayroom is open. Use of the television is a privilege and may be restricted/limited at the officer's discretion.

3. Television operation is the responsibility of the Pod Officer. Inmates are not allowed to touch televisions or remote controls.

4. Television channel selection will be monitored/ controlled by the Pod Officer. Operating the channel control on the television or the remote will be the

responsibility of the Pod Officer.

5. There will be close captioning provided on one pod television for hearing impaired inmates.

VISITS

1 . Visits are regulated by a schedule that is posted in each housing Pod. Orientation inmates may be allowed visits from immediate family only, prior to the ten-day notification rule.

2. Visits are a privilege and may be discontinued or canceled for inappropriate behavior by the inmate or the visitor.

3. Inmates are required to be properly dressed, in full uniform shirt, pants, sneakers and ID at all visits.

4. Inmates are required to be ready when called for a visit. The length of a visit will not be extended when an inmate is not ready.

5. Visit schedules may be delayed due to security issues. Visits will not be extended as a result of these issues.

6. Inmates are responsible for mailing visitation applications to the potential visitors they choose. There will be no inmate to inmate visits.

7. Inmates of the Berkshire County Jail and House of Correction are allowed a minimum of two (2) visits per week.

8. An inmate may refuse to see a visitor.

9. A visitor may visit only one (1) inmate per day, (excluding official visitors).

10. An inmate may receive only one (1) visit per day (excluding official visitors).

11. Two (2) adults, two (2) adults with one (1) child or one (1) adult with two children may visit an inmate at the same visit time, provided they register together at the Reception Desk. Children are considered minors under the age of eighteen (18) and must be accompanied by a parent or legal guardian at each time of visit.

A. Proof of the minor's relationship to the inmate (birth certificate, adoption papers) must be presented at each visit.

B. Persons, unwilling or unable to control children under their supervision will be asked to leave facility property and not allowed to visit.

C. 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 a letter of approval and permission from the parent or legal guardian must be submitted to the Deputy Superintendent or designee. The letter must specify the person
(s) authorized to bring the minor to the facility and the inmate to be seen at a visit, and must be notarized by a Notary Public.

D. Minors will only be allowed in the facility to visit their parent, stepparent, grandparent, legal guardian or sibling.

1) Grandchildren will be allowed to visit, only after a blood relationship to the inmate has been proven. The parent must prove blood relationship to the inmate and also prove that he/she is the parent of the child.

2) Stepchildren will be allowed access to the facility to visit their stepparent, only when accompanied by their parent.

a) The parent will be required to prove that they are the parent of the child being brought to visit, by birth certificate.

b) The parent will also be required to show proof of marriage to the inmate, in the form of a marriage license.

12. Inmates who are disruptive or who cause any type of disturbance will have their visit immediately terminated and are subject to a loss of visiting privileges.

13. Visitors and inmates will not engage themselves in physical contact that is or could be construed by

facility staff to be excessive or inappropriate for a public place. Such behavior results in immediate termination of the visit and loss or suspension of visiting privileges.

14. It is a felony in Massachusetts for any person to deliver any article whatsoever to an inmate without the permission of the Sheriff/designee or to procure an article to be delivered, to possess it, with intent to deliver it, or to deposit or conceal it anywhere with the intent that an inmate will obtain or receive it. In addition, it is a felony in Massachusetts for any person to receive from an inmate any article with the intent to convey it out of the facility without the permission of the Sheriff/designee (MGL c.268, ss. 26, 28, 29 and 31).

15. On entering and before being searched, each visitor is required to disclose to the Reception Officer and/or Visit Process Officer any article they are carrying on their person except the clothing that they are wearing. Anyone who carries, or attempts to carry, in or out of the facility any article without the consent of the Sheriff or designee is liable for arrest prosecution, and loss of visiting privileges. A minor's parent or adult guardian is responsible to make such disclosure for the minor.

16. Any and all visitors who are in the facility for a visit are subject to being searched prior to being allowed to visit and/or before being allowed to leave the facility.

17. Violation of any visiting rules, regulations and/or procedures of the Berkshire County Jail and House of Correction will result in the visitor being removed from the facility, and any further visiting privileges will be denied.

18. All visitors on the Berkshire County Jail and House of Correction property are subject to having a Warrant Check initiated, as verification of information provided by the visitor.

19. Violation of any visiting rules, regulations and/or procedures of the Berkshire County Sheriff's Office will result in the visitor being removed from the property. Future visiting privileges may be denied.

20. Minors will not be counted as a pre-approved visitor, they will, however, be required to be escorted to the visit by a pre-approved visitor.
21. Transportation to the Berkshire Sheriff's Office may be obtained through:

    Berkshire Regional Transit Authority: 413-447-2782 Taxi service: 413-499-8604
22. In person (contact / non-contact visits) and video visits are offered.

BRISTOL COUNTY SHERIFF'S OFFICE

INMATE HANDBOOK



Date of Authorization September 2010

Date of Latest Revision, January 2022

TABLE OF CONTENTS

GENERAL INFORMATION AND MISSION STATEMENT	PAGE 3
GENERAL INMATE RULES (EXPECTED BEHAVIOR)	PAGE 4
GENERAL HOUSING RULES	PAGE 7
ADMISSION/ORIENTATION	PAGE 8
CLASSIFICATION	PAGE 8
COMMISSARY	PAGE 9
CONTRABAND	PAGE 10
COUNTS	PAGE 10
CROSS GENDER INMATES	PAGE 10
DAYROOM AND HOUSING UNIT ACTIVITIES	PAGE 11
DISCIPLINE PROCEDURES	PAGE 11
DRESS CODE RULES	PAGE 12
DRUG AND ALCOHOL SURVEILLANCE	PAGE 13
EARNED GOOD TIME	PAGE 13
FIRE SAFETY/EVACUATION DRILLS	PAGE 14
FIGHTS AND DISTURBANCES	PAGE 14
FOOD SERVICES	PAGE 14
GRIEVANCES AND COMPLAINTS	PAGE 15
HAIRCUTS	PAGE 16
HOUSING	PAGE 17
HYGIENE AND SANITATION ISSUES	PAGE 17
NDIGENT INMATES	PAGE 17
INMATE MONEY ACCOUNTS	PAGE 18
INSPECTIONS AND SEARCHES	PAGE 19
INTERPRETIVE SERVICES	PAGE 19
LAUNDRY SERVICES	PAGE 19
LEGAL RESOURCES AND SERVICES	PAGE 19
MAGAZINES, BOOKS AND NEWSPAPERS	PAGE 20
MAIL AND CORRESPONDENCE	PAGE 21
MEDICAL SERVICES	PAGE 22
PROGRAMS AND SERVICES	PAGE 24
PROPERTY	PAGE 25
PROTECTION FROM ENEMIES	PAGE 26
TABLET USE	PAGE 26
TELEPHONE USE	PAGE 27
TELEVISION AND RADIO USE	PAGE 28
RECREATION/EXERCISE	PAGE 29
RELEASE/REINTEGRATION	PAGE 29
UNIFORMS	PAGE 30
VISITS	PAGE 30
VOLUNTARY WORK ASSIGNMENTS	PAGE 32
INFORMATION ON INMATE SEXUAL MISCONDUCT/ABUSE (PREA)	PAGE 32
LIST OF DISCIPLINARY OFFENSES	PAGE 35
MAXIMUM AMOUNT OF PROPERTY ITEMS ALLOWED PER INMATE	PAGE 38
MEDICATION FOR OPIATE USE DISORDER (M.O.U.D.)	PAGE 39

GENERAL INFORMATION AND MISSION STATEMENT

This handbook provides an overview of inmate rules for the Bristol County Sheriff's Office. Handbook access is provided electronically at the Legal Computer Workstations, which are situated in housing areas and other locations. Printed copies are also available for viewing at each housing area. Inmate tablets shall also have the handbook available. Inmates shall receive information on handbook access during orientation, which is verified by staff in writing.

The rules within this handbook are not all inclusive. New rules and updated information can be communicated to inmates at any time. Inmates are expected to follow these rules and all policies – even those not detailed inside this handbook.

FACILITY DESCRIPTIONS: The Dartmouth House of Correction houses male and female sentenced inmate and pre-trial detainees. The Dartmouth Women's Center houses female sentenced inmates and pre-trial detainees. These facilities may also house ICE detainees, as determined. The Ash Street Jail houses male pre-trial detainees, approved sentenced male inmates and Regional Lockup prisoners. All inmates are separated for classification/security purposes.

MAILING ADDRESS: The Dartmouth Correctional Complex is on 400 Faunce Corner Road, North Dartmouth, MA 02747. This is where the Dartmouth House of Correction and the Dartmouth Women's Center is located. The Ash Street Jail is on 226 Ash Street, New Bedford MA, 02740.

TELEPHONE NUMBERS: The Main Switchboard to the Dartmouth Correctional Complex in 1-508-995-6400. The telephone number to the Ash Street Jail is 1-508-996-6704.

DIRECTIONS: Directions to the Dartmouth Correctional Complex or Ash Street Jail can be obtained from a Classification ounselor. Outside parties can obtain directions by contacting the Main Switchboard at 1-508-995-6400.

DEFINITIONS: The term "inmate" within this handbook shall apply to inmates and detainees housed at the Dartmouth Correctional Complex or Ash Street Jail, unless stated otherwise. Inmates who are unclear if a rule in this handbook applies to them should speak with correctional staff or a Classification Counselor.

ALL INMATES SHALL HAVE ACCESS TO THE FOLLOWING:

1. Facility schedules, rules, and procedures, updated as necessary;
2. A clean, orderly living space that is properly lit and ventilated;
3. Three nutritious meals per day;
4. Clean clothing and bedding with access to laundry services;
5. Regular showers, working sinks/toilets, and general hygienic conditions;
6. Outdoor exercise (weather permitting) and recreation opportunities;
7. Health care, provided by qualified health care professionals;
8. Fair, respectful, and impartial treatment by staff and others;
9. Scheduled visits with friends, family and others;
10. Confidential visits and communications with the courts and legal counsel;
11. Legal reference materials;
12. A grievance process that addresses inmate problems/concerns;
13. Religious, educational and vocational programming, according to schedule and classification;
14. Books, newspapers, other reading materials;
15. Incoming/outgoing mail and correspondence (personal and legal);
6. Correspondence with public officials, including Sheriff Office administrators, the Parole Board, etc.

17. Regularly scheduled religious services, within limits of the law, facility resources, and security operations;
18. Facility and community work programs and assignments;
19. A fair classification process;
20. Protection from personal abuse, corporal punishment, personal injury, property damage and harassment;
21. Protection from discrimination based on race, religion, origin, gender, gender identity or expression, sexual orientation, handicap or political belief;
22. A fair disciplinary process with due process for alleged rule violations;
23. Communication with diplomatic representative of their country of citizenship, when applicable;
24. Parole consideration, except when excluded by statute (sentenced inmates only);
25. Earned Good Time (sentenced inmates only);
26. Electronic tablets for reading, educational, programming and entertainment purposes – unless withheld due to disciplinary reasons.

MISSION STATEMENT: "The Bristol County Sheriff's Office is an organization of public safety professionals committed to serve and protect the people of Bristol County."

GENERAL INMATE RULES (EXPECTED BEHAVIOR)

Inmates are expected to obey the following general rules of behavior. Those who do not can be disciplined and may also be required to pay restitution. They will be criminally prosecuted when in violation of the law. Questions about these rules should be directed to staff.

1. Inmates shall be reasonable, cooperative, courteous, and respectful at all times. They shall always act appropriately to staff and others. Inappropriate or disrespectful comments or behavior is not permitted.

2. Inmates shall not purposely disobey a legitimate staff order or request. If an inmate believes an unfair order has been issued, the inmate should follow the order but can later submit a Grievance Form about the matter.

3. Inmates shall not follow any staff order that is clearly illegal. If this occurs, the matter should be reported to Sheriff's Office officials by submitting a formal or emergency grievance or, if applicable, by following the PREA reporting methods. The SIU Investigations Hotline can also be used to report such matters. All allegations of illegal activity will be investigated. An inmate, however, can be disciplined for making false allegations about an employee.

4. Inmates shall address correctional staff by their rank/title and last name or official designated name. Civilian staff can be addressed by their first name or title - but not just by their last name or nick-name.

5. Inmates shall be subject to the same laws as other citizens. They can be prosecuted for breaking the law, such as for arson, theft, escape, property destruction, illegal contraband possession, sexual abuse/harassment, assault, etc.

6. Inmates must visibly wear the ID bracelet issued to them upon admission. Those who attempt to tamper, remove, or destroy their ID bracelet will be disciplined and may be charged restitution.

7. Inmates shall properly use their issued linens, beddings, and towels according to facility rules.

8. Inmates shall report to their assigned bunks during formal count or when ordered by staff to do so.

Inmates are subject to search at any time. This includes staff searching their property, clothing, commissary, living space, etc. They can also be searched when exiting/entering a housing unit or correctional facility.

10. Inmates shall not run on property, except during outdoor recreation or a legitimate emergency. They shall walk directly to/from their approved destination, unless stopped by staff. Horseplay and tardiness is not allowed.

11. Inmate bunks must be made by 8:30 AM. An inmate can lie on their bunk after 8:30 AM, but the bed must remain properly made until at least 8:30PM. (Exceptions can be made by staff, as necessary.)

12. Inmates shall follow the Cell Decorum Standard which is posted inside housing units and/or other facility locations.

13. Inmates shall not talk loudly, make excessive noises, or use profanity. Shouting is not allowed, except for legitimate purposes during an emergency.

14. Inmates shall follow the Dress Code on wearing full uniforms outside a cell or when attending programming. Altering, dying, damaging, or losing issued clothing is a disciplinary offense and restitution may be charged.

15. Inmates shall not stand close to a perimeter fence or make motions to climb a fence. They shall stay clear from areas considered to be "out of bounds", such as painted yellow lines within or outside housing units or recreation pens.

16. Inmates shall not loan, barter, exchange, give away, steal, or sell any property, food, commissary, etc. to/from another inmate.

17. Inmates shall not deposit or attempt to make deposits into another inmate's money account (IMA) or tablet debit account (IDA). They shall not attempt or coerce another person to deposit money into these accounts.

18. Inmates found damaging or destroying facility property will be disciplined and can be charged restitution. They can also be criminally charged. Such property includes fire safety alarms/devices, fire extinguishers, toilets, showers, telephones, computers, cell walls or floors, bunks, ceilings, tablets, etc.

19. Inmates shall not possess or use tobacco, vaping products, or smoking accessories, such as matches or lighters.

20. Inmates shall not litter on property. Trash containers shall be used.

21. Inmates shall not read, remove, or damage any staff document, such as those on a desk, computer, workstation, or other location, unless so authorized. Inmates can use a staff telephone for only approved, supervised purposes..

22. Inmates shall not loiter at a location considered "off limits". This includes shower areas, staff work stations or another inmate's bunk, cell, etc. They can be removed from a work assignment for loitering. Being out of place is not allowed.

23. Inmates cannot change their assigned living space (bunk, cell, etc.) without staff approval.

24. Inmates shall only use a dayroom, recreation area, dining hall, etc. as scheduled, unless authorized by staff.

25. Inmates shall maintain good hygiene practices and shower regularly. Staff can force an inmate to shower, if necessary. Clothing rules for walking to/from showers shall be followed.

26. Inmates can speak with employees about issues and concerns. They can schedule to meet with their Classification Counselor during regular work hours (Monday-Friday, except legal holidays). They can also submit Grievance Forms to address a valid issue/concern. Correctional Officers and medical staff are available to address valid inmate concerns 24-hours a day. Emergency grievance forms can also be submitted, according to facility rules.

27. Inmates shall follow facility rules during emergencies and drills. Staff orders must be followed.

28. Inmates shall wear issued face masks and/or follow other public health protocols when they are out of their cells, as directed by the Contracted Medical Provider, the Sheriff's Office, and/or as required by another governing body or health agency.

29. Inmates must report to staff all accidents, injuries, or threats of harm by another person(s). The SIU Investigative Hotline can also be used (508-995-9609). Staff shall respond accordingly.

30. Inmates shall not possess keys. Possessing tools or hazardous cleaning materials is prohibited, except when issued by staff for approved purposes. Safety and sanitation rules must be followed.

31. Inmates shall not use, manufacture, or attempt to manufacture any weapon. This is forbidden.

32. Inmates shall only use "blue phones", tablets or "video phones" according to schedule and for approved time periods. No inmate shall pass along or attempt to save a phone conversation for another inmate.

33. Inmates shall always make their hands visible to staff. They shall not stand, walk, or talk with hands behind their backs. They shall not place their hands inside pockets, pants, underwear, or waistline - regardless of weather or temperature.

34. Inmates are forbidden from attempting, soliciting or engaging in a personal relationship with any employee.

35. Inmates shall not discuss legal matters or seek legal counsel from staff. Only the Librarian can provide minor legal assistance to inmates, such as making copies of certain legal forms.

36. Inmates must report all allegations of staff or inmate misconduct. All allegations of sexual misconduct/abuse shall be properly investigated by the Sheriff's Office. (See Section "Inmate Sexual Abuse/Harassment (PREA)".)

37. Inmate access to electronic tablets shall be according to facility schedules. Issued tablets shall be used according to facility rules. Inmates found damaging, destroying or losing an issued tablet will be disciplined and can be charged for restitution and can also be criminally charged.

GENERAL HOUSING RULES

The following inmate housing rules have been established. Failing to follow these rules can be a disciplinary offense. Questions about these rules should be directed to staff.

1. Inmates shall wake up by approximately 8:30 AM. Staff shall announce wake-up. Upon awakening, each inmate shall neatly make their bunks and ensure that their cell is clean and orderly. Inmates can lie on top of their bunks during the day but cannot lie under sheets or blankets until 8:30PM. Unmade/messy beds must be remade during the day. Bedding shall be used properly. No inmate shall use their bunk, mattress or bedding to hide contraband. They cannot lie, sit, or sleep on another inmate's bunk. Cell decorum rules shall also be posted and followed. Failure to comply with these rules

may result in temporary loss of recreation, phone calls, visits, etc. (Certain inmates may be exempt from these "wake up" rules for work or medical reasons.)

2. Inmate housing/cell assignments shall be decided by a collaboration between Security, SIU Investigators and Classification. They can occur at any time. An inmate can request a new housing/cell assignment, which must be approved by staff. An inmate can be moved to a new housing area after time in restrictive housing. Housing provisions shall be made for special need inmates.

3. Each inmate shall be issued a plastic property container upon arrival. This shall be used to store their property items (commissary, mail, legal materials, clothing, etc.). General population inmates must keep these containers near their bunks at all times. Footwear can be kept near or under bunks. No inmate shall hide property from staff. Staff can confiscate excessive property amounts. Property containers shall be closed shut when not in use. Certain housing areas can allow an inmate to keep personal property items (e.g. photos, books, drawings, hygiene products) on a desk or shelf.

4. Inmates shall be disciplined and may also be criminally charged for possessing certain types of contraband.

5. Inmate living areas must be kept clean, organized, and ready for inspection. Sinks/toilets shall be cleaned and sanitized regularly. Floors shall be swept and mopped regularly. Inmate workers shall clean and sanitize dayrooms, bathrooms, showers daily. All inmates shall follow personal sanitization and hygiene protocols.

6. Inmates can be disciplined, face restitution, and be criminally charged for damaging, defacing, covering, or clogging facility property, such as cells, doors, windows, bunks, floors, toilets, sinks, vents, lights, speakers, sprinkler heads, walls, or other furnishings. They shall not attach, hang, or put graffiti on property. Blocking staff access to/from a cell or other location is prohibited.

7. Inmates can be disciplined for not immediately reporting damaged or malfunctioning equipment. This includes cell sinks, toilets, heating systems, bed frames, light fixtures, issued tablets, blue phones, showers, etc.

8. Inmates shall not cover cell doors, windows, etc. with a towel, bedding, clothing, etc. Wet towels and coats can be hung to dry on a bed post closest to the wall. (At the Ash Street Jail, inmates can use a towel to temporarily cover their cell door and/or window while using a cell toilet, but the covering must be removed once finished.) Obstructing staff visibility into any cell door/window is not permitted.

9. Inmates shall not place towels or clothing on cell floors or to be used as floor mats. If this occurs, the clothing or towels will be removed by correctional staff as excess property.

10. Inmates shall properly wear their issued clothing according to the established Dress Code.

11. Inmates shall not keep plants or pets.

12. Inmates shall not bring kitchen meals, beverages, utensils or food containers back to their bunk without permission. Commissary items must be stored inside an inmate's property container. Excessive amounts of food is a disciplinary offense and such food will be confiscated. "Home brew" or other illegal substances will be confiscated and possession can be criminally prosecuted.

13. Inmates shall report to their assigned cell/bunk and prepare to sleep when "lights out" is called at 11:15pm. All unit activity should stop.

4. Inmates in general population shall have access to electronic tablets. Access to tablets can be temporarily withheld to those inmates placed on certain status for disciplinary purposes. Questions about these tablets can be discussed with a Correctional Officer, Classification Counselor, and other designated personnel.

ADMISSION/ORIENTATION

1. Inmates shall participate in a booking interview and receive an initial medical screen upon arrival.

2. Inmates shall exchange their personal clothing for issued uniforms, other clothing, and footwear following admission. They shall also be issued a clear, plastic property container, bedding/towels, a hygiene kit, and an ID bracelet. They shall also be offered a shower in the Booking Area, if needed.

3. Inmates shall receive an initial housing assignment following admission, based on their classification and security status. Inmate housing concerns should be addressed with a Classification Counselor or Correctional Officer.

4. Inmates shall sign a Statement of Understanding form on the use of issued tablets. This verifies that the inmate has been notified and understands the general rules governing tablet use. Signed statements shall be placed on file.

5. Inmates shall be asked to participate in the PREA Risk Assessment Screening process upon admission. This includes the Booking Officer completing the PREA Assessment Screening Instrument. These screening measures shall help staff examine the risks for possible inmate victimization and/or violence/predatory behavior or abusiveness. Inmates shall notify their Classification Counselor if this PREA assessment was not conducted following intake.

6. Inmates shall participate in orientation within 72 hours of arrival, absent emergencies. Facility rules, PREA information, programming opportunities, facility schedules, etc. will be explained by staff at this time. During orientation, inmates shall verify in writing that they have been provided information on how to access the Inmate Handbook.

7. Inmates who did not receive these admission/orientation services should notify their Classification Counselor.

CLASSIFICATION

1. Inmates shall receive an initial classification review shortly after arrival. This shall help determine the best housing location available for them and for the protection to all.

2. Sentenced inmates shall have a classification review hearing every 60 days following their initial classification review. This shall be conducted by a Classification Counselor, with final determination by Central Classification. A sentenced inmate shall receive a 48 hour written notice before this initial review. A pre-trial detainee can request that Central Classification conduct such a review following a change in their classification status. Central Classification shall communicate review results to an inmate within 10 days.

3. A sentenced inmate or pre-trial detainee shall have up to five days to appeal the results of their classification review. Written appeals shall be sent to the Superintendent or designee, who shall review and respond to in a timely manner.

COMMISSARY

1. Inmates with sufficient funds in their Inmate Money Account (IMA) shall have access to weekly commissary services.

2. Inmates can place a commissary offer by submitting a completed Commissary Order Form into a Commissary box within their housing area. Incomplete/illegible forms will not be processed. Inmates must know if they have sufficient IMA funds before ordering commissary. Inmate orders will not be processed due to insufficient funds.

3. Inmates in general population cannot exceed $90.00 dollars in weekly commissary purchases, unless approved by the Superintendent or designee. (This amount does not include purchases for sneakers, sweat pants, sweat shirts, fans, or radios.). Inmates on "Loss of Privilege Status" shall usually have the same access to commissary as a general population inmate, unless prevented by staff. Inmates in restrictive housing on "Loss of Privilege Status" can only order from the Restrictive Housing Commissary List.

4. Indigent inmates can only order one Indigent/Hygiene Kit per week from the commissary.

5. Inmates can receive a monthly commissary care package (amounting to $100.00) from an approved outside party.

6. Inmate housing units shall be locked down before commissary distribution. A Unit Officer shall then announce when inmates can leave their bunks to form a commissary distribution line. Inmates must wear their full uniforms and ID while in line, act properly and follow staff direction.

7. Inmates shall receive their commissary order from a commissary worker, who must verify an order before issuance. If verified, the order shall be handed to the inmate. The inmate shall sign a commissary order receipt if they approve the order. If not, an attempt shall be made to resolve problem, if possible. An inmate must put their commissary bag(s) into the trash once they have accepted and opened their commissary order. The inmate can file a Grievance Form if the problem is not resolved. They can be credited for any errors made with their order. Missing or inaccurate orders will not be credited once the commissary order receipt has been signed by the inmate.

8. Inmates should be physically present to pick up their commissary order. If not, staff shall return the order back to the commissary for redelivery on another day. No other person can accept a commissary order on behalf of an inmate. At the Ash Street Jail, such commissary orders will remain at Central Control until the inmate returns to that facility.

9. Inmates can be disciplined for trading or giving away a commissary item(s) to another inmate and/or for accepting a commissary item(s) not belonging to them.

10. Inmates must put their perishable commissary food items into the trash before facility transfer or discharge. They shall have 30 days to collect certain non-perishable commissary items following transfer or released. After 30 days, staff can re-circulate the unclaimed items for future use, if possible, or dispose such items into the trash.

11. Inmates shall follow rules regarding the type/maximum amount of commissary/property they can possess at one time.

12. Inmates shall be notify in advance by staff of changes in commissary delivery schedules, time permitting.

CONTRABAND

1. There are two types of contraband: High risk contraband includes any item that is inherently dangerous to staff or inmates, such as weapons, drugs, nude or sexually suggestive photos, images, or drawings, "home brew", tools, keys, matches, lighters, etc. Low risk contraband is any type of contraband not considered to be inherently dangerous and high risk, but is prohibited from inmate use. (Examples may include unauthorized commissary or property items.)

7. Inmates can be disciplined and may be criminally charged for possessing contraband, especially illegal/high risk contraband. Staff shall confiscate all contraband from an inmate upon discovery

COUNTS

1. At least five formal counts shall be conducted daily by Correctional Officers. Unannounced, informal counts can also be conducted by Correctional Officers at any time.

2. Inmates shall return to their cells/bunks before a formal count starts. They shall remain there until the count has been cleared, unless so directed by staff.

3. Inmates can read, talk quietly, use their tablets, or listen to the radio w/headsets during a formal count - except after "lights out".

4. Inmates must keep their heads and shoulders visible to staff during any count. A Correctional Officer may use a flashlight or cell light to verify seeing an inmate's "living, breathing" flesh during a count.

5. Inmates can be disciplined for being absent, making noise, being out of place, exercising, showering, acting inappropriately, or playing games during a formal count. No inmate should try to speak with a Correctional Officer during a count, except when the Officer speaks to them first or during a legitimate emergency.

CROSS GENDER INMATES

1. Cross gender inmates (transgender, intersex or gender non-conforming) shall be asked to complete a "Statement of Search" Acknowledgement Form upon admission. Once completed, the inmate shall be searched according to their stated gender preference, absent exigent circumstances. The inmate shall also state their preferred name/pronouns on the form.

2. Concerns by cross gender inmates about their safety shall be given serious staff consideration. Facility operations, safety, and security shall, however, be the primary concern. The inmate may be transferred to another cell, unit, or facility, following staff review.

3. Cross gender inmates shall be able to receive issued property and purchase commissary items consistent with their gender identity. Personal property items must be commensurate with the security level of the inmate's facility/housing area. As such, not all items are available in all circumstances.

4. Cross gender inmates should notify their Unit Officer when they wish to shower. Strict security measures shall be followed. The cross gender inmate shall not shower at the same time as other inmates. They shall have access to haircuts and shaving equipment according to facility/housing unit schedules.

5. Employees, other inmates, etc. can be disciplined for failing to communicate respectfully with cross gender inmates. Derogative language or terminology that perpetuates stereotypes towards cross gender inmates are prohibited.

DAYROOM AND HOUSING UNIT ACTIVITIES

1. Inmate access to a dayroom is a privilege. Dayrooms shall only be used according to schedule. Inmates who fail to follow dayroom rules and schedules can be disciplined. Proper inmate dress is required while inside a dayroom.

2. Inmates shall not participate in any day room activity or program until their cell is clean and orderly.

3. Inmates cannot move dayroom furniture without staff permission. Those found damaging dayroom furniture will be disciplined and could face restitution. No inmate shall use dayroom furniture for exercise purposes.

4. Inmates shall not take an issued tablet outside of their housing area, unless so directed by staff.

5. Inmates cannot start a new dayroom activity or game without permission. Those who sign out for cards or a board game shall be responsible for not losing or missing any such items. Gambling is prohibited.

6. Inmates shall have access to facility rules and information, which are posted in close proximity to a dayroom. Dayrooms TV sets can also provide inmates with facility rules and information.

7. Inmates on Disciplinary Detention may have their access to the dayroom suspended for the duration of their sanction.

8. Inmates can be ordered by staff to clean a dayroom, its furniture, and to wash floors, etc.

DISCIPLINE PROCEDURES

1. Inmates can be disciplined for failing to follow facility rules, regulations, and laws. Acts which are felonies or misdemeanors may lead to prosecution.

2. Inmates who allegedly violated a facility rule or law shall receive a Formal Discipline Report (D-Report) from the Discipline Officer. A disciplinary hearing shall be scheduled within 7 days from the submission of the D-Report. The inmate shall receive a copy of the D-Report before the hearing. Upon issuance of a D-Report, staff can place an inmate on Awaiting Action (AA) status for their own safety, facility security and/or for other non-punitive purposes.

3. Inmate disciplinary hearings and sanctions rendered shall be fair and equitable. Corporal punishment is forbidden.

4. Inmates can receive various disciplinary sanctions for formal or informal offenses. (See "List of Disciplinary Offenses" in Appendix.) These sanctions include: verbal reprimands, loss of privileges, and/or loss of commissary for a specific time period, temporary loss of social visits and/or social phone calls, the removal or reassignment from a work detail, extra work for a specific time period, suspension of tablet use, restitution and/or prosecution. Inmates can also be placed in restrictive housing for a time period not to exceed 10 days for one offense and no more than 30 days for all violations arising from one incident or any combination of these sanctions.

5. Inmates on Disciplinary Detention (DD) or Awaiting Action (AA) status can receive cell restrictions or be temporarily moved to restrictive housing. An inmate on cell restriction can have the following privileges temporarily suspended: dayroom access, social (non-legal) visit and phone calls, tablet access, access to commissary - except for hygiene kits and the removal of certain property items and/or any other suspended privileges. Reading materials shall be restricted to an approved number of books – which is two.

6. Inmates on AA and DD status shall be confined to their cells for 22 hours a day - except for the following reasons: their two hours of scheduled outdoor recreation, daily access to Med Pass, necessary HSU visits, scheduled court appearances, legal visits/phone calls, access to showers, access to toilets (where applicable), and/or other approved reasons.

7. Inmates can appeal a decision(s) and sanctions rendered by a Discipline Officer. To do so, they shall submit a written appeal to the Superintendent within seven days following receipt of a Discipline Officer's report and sanction(s). The Superintendent shall render a decision about the appeal within 5 days from its receipt. The inmate shall be notified of the results within 24 hours of the decision. Once the Superintendent has rendered a final decision, the inmate cannot take any further action.

8. Inmates who decide not to sign an Informal Discipline Report shall receive a copy of a Formal Discipline Report from the Disciplinary Officer. The informal report shall be sent to the Discipline Officer so that the matter can be addressed formally.

9. Inmates should review policy 17.01.00 ("Inmate Discipline") on a legal computer workstation for additional information on the disciplinary process, sanctions, appeals, etc.

DRESS CODE RULES

1. Inmates shall be issued uniform tops and bottoms, undergarments, shoes, and other clothing upon arrival. Certain clothing items can also be purchased from the commissary. Unauthorized clothing shall be confiscated by staff.

2. Inmates shall wear their complete uniform (tops, bottoms, shoes, undergarments) when outside their cells or off bunk. T-shirts, shorts, or sweat pants purchased from the commissary can also be worn inside a housing unit or during outdoor recreation, but at no other facility location. An inmate must visibly wear their issued ID Bracelet.

3. Inmates shall not wear clothing inside out. T shirts must be tucked inside uniform pants. Underwear and undergarments shall not be showing. Shirt sleeves and pant legs shall not be rolled up. Layered clothing is only permitted during approved circumstances, such as for certain work assignments. Pant bottoms shall not be tucked into socks. No clothing or footwear shall be tampered with, adjusted, dyed, or altered. Gang insignias on clothes or footwear are prohibited.

4. Inmates issued nightgowns or large shirts must wear them over undergarments, even when inside their own cell.

5. Inmates issued bras must wear them under a T shirt or uniform top when outside their cell or when off bunk.

6. Inmates shall only wear issued work clothes, hats, or boots for work related purposes – no exceptions.

7. Inmates cannot wrap themselves inside a blanket or sheet when outside their cell or off bunk.

8. Inmates shall not walk barefoot or wear only socks while outside their cells or off bunk, except during an emergency.

9. Inmates should learn the rules about shower access. For example, footwear can be worn when going directly to/from a shower. Walking barefoot or wearing just socks while going to/from a shower is prohibited. Shower shoes shall only be worn going to/from a shower. Inmates shall not expose unnecessary flesh when walking to/from showers.

10. Inmates shall be issued photo ID bracelets upon arrival. ID bracelets must be visibly worn on the left wrist, absent medical reasons. No inmate shall attempt to remove their ID bracelet until discharge. They can be disciplined and may be charged restitution for missing, damaged, tampered or destroyed ID bracelets.

11. Inmates shall wear their complete uniform tops/bottoms, undergarments, footwear and ID bracelet during meals.

12. Inmates shall follow facility rules when wearing their issued winter jackets, such as when walking to/from or during outdoor recreation or dining hall. Exceptions can also be made for some work details.

13. Inmates can request to wear a poncho for outdoor exercise/recreation purposes during inclement weather.

14. Inmates shall store their unworn clothing inside their plastic property container. Dirty clothing/bedding shall be placed inside their laundry bag until laundry day. Footwear can be kept near or under bunks.

15. Inmates can only wear their "street" clothing for approved purposes and discharge. (See "Property" for more details.)

DRUG AND ALCOHOL SURVEILLANCE

1. Inmates can be randomly tested for drugs and/or alcohol use. Those who fail to provide a urine sample when so ordered can be disciplined. Those who test positive for drug and/or alcohol use shall be disciplined and charged for screening costs. No fees shall be assessed to an inmate for negative testing results.

EARNED GOOD TIME

1. Sentenced inmates serving a sentence of more than 30 days can receive Earned Good Time (EGT) for successfully completing work, program, vocational or educational assignments. The maximum amount of EGT awarded monthly shall be 10 calendar days. Inmates shall not receive EGT for violating facility rules, such as:

    a. Being removed from a program or transferred from a unit where EGT credits are awarded for program participation (The credit will be pro-rated for the month);
    b. Not meeting attendance requirements;
    c. Serving a mandatory court sentence or a portion of a sentence that includes a mandatory term, until the sentence has been completely served;
    d. Being responsible for violating housing rules or other prohibited actions;
    e. Exhibiting a poor work attitude, work ethic, or program participation;
    f. Being placed on Disciplinary Detention after being found guilty of a formal disciplinary offense within the "disruption" and/or "nuisance" categories of offenses. (EGT shall be awarded based on the inmate's previous program attendance before Disciplinary Detention.)

2. Pre-trial detainees are not are eligible for EGT credits.

3. EGT credits will be awarded at the beginning of each month for inmate efforts completed during the previous month.

FIRE SAFETY/EVACUATION DRILLS

1. Fire evacuation drills are conducted at least monthly. Inmates who fail to follow staff direction during a drill can be disciplined. Inmates should become familiar with their housing area's posted evacuation plan.

3. Inmates can, for safety purposes, possess no more than 5 inches of paper products at one time. This includes the total amount of mail, publications and/or other reading materials they keep inside their property container. Inmates are responsible for managing the amount of paper goods they possess. Excessive amounts of non-legal paper products can be disposed of by staff. Inmate possession of flammable items, like cardboard, is prohibited. (Exceptions beyond the 5 inch paper limit can be made by Classification Counselors for certain education, spiritual and legal materials.)

FIGHTS AND OTHER DISTURBANCES

1. Inmates who participate in fights or other disturbances shall be disciplined and may face restitution fees and/or criminal charges. All fights and disturbances will be investigated. An inmate can be disciplined for not moving away from a fight area, not following staff orders, and/or not returning to their bunk when a fight/disturbance occurs.

FOOD SERVICES

1. Inmates shall be served three nutritionally balanced meals daily. At least two of these meals will be served hot. Inmates shall also have access to one or two cups of beverage per meal. Each inmate shall receive the same amount of food and beverage per meal, except for medical or religious meals. An inmate who acts in a self-destructive or harmful manner can be served an alternative meal (finger foods). Alternative meals shall not be served as a punishment or for disciplinary reasons.

2. Inmate meals shall be served inside approved eating areas. Absent emergencies, inmates shall have at least 20 minutes to eat their meal. No inmate can exchange a served food item with another inmate, such as while waiting in a food line or before/during/after eating a meal.

3. Inmates must wear their full uniform, ID bracelet, and footwear during mealtime inside a dayroom or dining hall. During colder months, inmates in certain housing areas can wear their winter coats and/or caps can while walking outdoors to/from a dining hall. Hats/caps cannot be worn during meals, but approved religious headwear can be allowed, when approved by security supervisors. Only variations approved by staff are permitted.

4. Inmates shall not listen to a radio during meals. Tablet use will be deactivated by staff before meal time.

5. Before a meal is served inside a housing unit, a Correctional Officer shall order a "lockdown". Before served inside a cafeteria, a Correctional Officer shall order inmates to assemble before leaving their housing area. Staff direction shall be followed during mealtime. Serving lines shall be formed in approved locations. No inmate shall run, act unruly, cut into line, or roam away from a meal line. Once their meal and beverage is served, an inmate shall sit at a chair/table designated by staff. After eating, the inmate shall walk back to their housing unit/cell in an orderly manner. Inmates can be searched any time during mealtime, such as a pat search before returning back to their cell/bunk. Bringing utensils, trays or meals/drinks back to a cell/bunk is not allowed.

6. Inmates shall clean their area after eating. Food trays (if used) and utensils shall be returned for cleaning. Styrofoam containers and cups, plastic utensils, uneaten food/drink, and other trash will be put in the garbage. All food not consumed must go into the appropriate barrel, while all Styrofoam containers, utensils, lids, cups, cardboard must go into the other barrel.

7. Inmates can submit a Medical Release Form to request a medical diet. If approved by medical staff, the inmate's name will be added to the Medical Diet List. Inmates placed on this list shall only eat prepared medical meals until they are removed by medical staff from the list. Medical meals shall always be eaten inside the inmate's cell/bunk. Evening snacks

may be served, when medically approved. Medical meals shall override religious meals. There is no fee for medical meals. Vegan and vegetarian diets shall only be served for religious, not medical, purposes.

8. Inmates can submit a written request to their Classification Counselor for religious meals. Once requested, a meeting between the inmate and the Chaplain or designee shall be scheduled. If approved, the inmate will sign a Religious Diet Agreement Form and their name will be added to the Religious Meal List. Inmates shall eat religious meals with other inmates, except when in restrictive housing where they shall eat such meals inside their cell. Inmates can be removed from the Religious Meal List, such as for violating the Religious Diet Agreement Form.

GRIEVANCES AND COMPLAINTS

1. Inmates with specific, unresolved problem can submit a written informal complaint to an employee. The employee shall address the complaint verbally or in writing with the inmate in a timely manner.

2. Inmates can submit an Inmate Grievance Form when they believe they have a legitimate grievance. These forms are available from a Correctional Officer or Classification Counselor. The inmate must place their completed forms into a locked Grievance Box. No other person can put this form into the box - no exceptions. All submitted forms will be collected each business day. The Grievance Coordinator shall process the form within 15 business days, absent valid time extensions.

3. An inmate can only submit a Formal Grievance Form for a legitimate concern, such as a valid incident/issue, a condition of confinement, or a staff application of a rule or policy. Inmates who are dissatisfied with a staff resolution of an informal complaint can also submit a Formal Grievance Form to the Grievance Coordinator. No inmate, however, can submit a formal grievance, informal complaint, or appeal on the following issues:

   a. Medical or clinical decisions related to their physical, dental or mental health, such as medical diets or treatment plans. (Inmate malpractice allegations can only be addressed using a Medical Grievance Form.)
   b. Petitions for writ of habeas corpus seeking only release from unlawful imprisonment or restraint and in which no other relief is sought;
   c. Security issues;
   d. Inmate work assignment decisions or an inmate removal from a work assignment;
   e. Filing a grievance form for an issue not directly affected by the matter being grieved;
   f. Matters that staff has no control over (state/federal law, action by a parole or Sex Offender Registry Board, etc.);
   g. Incidents where a separate internal appeal/review exists (discipline, classification, mail rejection or confiscation);
   h. Issues or claims on matters pending litigation in state/federal court;
   i. Court orders or judgments;
   j. Subjects from a prior grievance where a final determination has been made or under review;
   k. Actions against an inmate who has abused the grievance process;
   l. Staff errors or failures to follow established grievance response timelines;
   m. The replacement of property received due to a settlement of claim;
   n. Staff delay in implementing an approve grievance and/or settlement of claim;
   o. An approved grievance and/or settlement of claim entered into between an inmate and an authorized employee are final and cannot be grieved again using a new grievance form.

4. Inmates who are dissatisfied with a decision made by the Grievance Coordinator can submit a written appeal to the Superintendent within 5 business days from receipt of their original decision. The Superintendent shall notify staff of

any changes made from the Grievance Coordinator's original decision. All appeal decisions are final. Only denied grievance decision by the Grievance Coordinator can be appealed– not an approved or rejected grievance decision.

5. Inmates should attempt to resolve a medical complaint verbally with medical staff. If not possible, they can submit a completed Medical Grievance Form inside a Medical Box. The form must be submitted within 10 business days from a specific medical issue or complaint. Medical officials shall respond to the grievance in a timely manner. An inmate can submit a written appeal to the ADS/Medical Services when dissatisfied with a decision rendered by medical staff. The appeal must be submitted within 5 business days from receipt of the original decision. All appeal decisions are final.

6. Inmates can submit an emergency grievance for valid reason(s). To do so, they shall write "EMERGENCY" clearly on a Formal Grievance Form. The inmate shall hand deliver the form to a staff member, such as their Classification Counselor. Certain emergencies, such as a PREA allegation, shall require a prompt staff response. Inmates should submit a standard Formal Grievance Form for matters not considered to be a valid emergency.

7. Inmates can submit a Formal Grievance Form or Emergency Grievance due to PREA allegations of staff sexual misconduct or harassment. These shall be handled confidentially by designated staff.

8. The Grievance Officer can refuse an inmate's submitted Formal Grievance Form when a pattern of abuse has been demonstrated, such as for deliberately making false claims. The form shall be returned with a written explanation. The inmate's ability to file another grievance can be suspended, including their ability to submit non-medical and disciplinary grievances.

9. Some inmate issues cannot be addressed through the informal grievance process and must always be resolved formally. Such issues including claims of personal injury, negligence, property, commissary, legal matters, IMA issues, medical care access, Earned Good Time, meals, access to the grievance process or PREA allegations.

10. Inmates who flagrantly abuse the formal, medical, or emergency grievance process can be disciplined. Inmates can also be disciplined for flagrantly or deliberately making false PREA claims.

HAIRCUTS

1. Inmates can sign up for free haircuts according to schedule or before a court appearance. Only approved hair styles are permitted. Hair extensions, wigs, corn rows or unauthorized hair styles (such as Mohawks or line cut designs) are not. Making hair dye is not permitted. Court haircuts must be verified by a Classification Counselor for approval. Inmates can be disciplined for participating in unauthorized haircutting or for the unauthorized possession of barbering tools.

HOUSING

1. Inmate housing consists of general population, restrictive housing, special housing units, and certain health care units. Cells can be with one bed or bunkbeds, including dormitory style living areas

2. Inmates shall follow all rules and schedules made for their housing areas. They shall not loiter around staff desks, offices, computers, law library kiosk, bathrooms or any other unauthorized location.

3. Inmates can contact their Classification Counselor to request a transfer to another housing location or Sheriff's Office facility. These requests will be reviewed by Central Classification in a timely manner.

HYGIENE AND SANITATION ISSUES

1. Inmates shall receive a hygiene kit upon admission. Indigent inmates can order free hygiene products according to procedure. Inmates with sufficient funds can purchase hygiene products from the commissary.

2. Inmates shall have regular access to showers and a laundry, according to schedule. Staff can discipline an inmate who is not responsible about their personal hygiene and sanitation. If necessary, staff can authorize an inmate to shower, clean their living space and/or wash their clothes.

3. One bottle of hand sanitizer shall be available for inmate use at the officer's control desk. The bottle shall be returned to the officer after use.

4. Inmates shall follow facility rules regarding the number of towels/ hygiene materials they can possess at one time.

INDIGENT INMATES

1. A sentenced inmate or pre-trial detainee can be indigent when they have a total of $10.00 or less in their Inmate Money Account (IMA) for 60 days.

2. Indigent inmates should notify their Unit Officer or Classification Counselor if they haven't received the following:

   a. A free hygiene kit, which includes body wash, deodorant, toothpaste, a toothbrush, and a nail file. To obtain a kit, an indigent inmate must submit an Indigent Kit Request Form to the commissary. Female hygiene products are also available without cost. Razors are provided according to classification/housing unit. Indigent inmates can receive one hygiene kit per week, after submitting a request form.

   b. One free paper kit per week, which includes three envelopes, three sheets of paper, and one flex pen. These kits shall provide the means for an indigent inmate to send out non-privileged mail. Postage is provided by the Sheriff's Office. (Indigent inmates can also send out an unlimited amount of free, legal/privileged mail per week to approved persons and agencies.)

   c. A reasonable amount of free photocopies of legal documents or legal reference materials from a Legal Research Computer. To request such copies, an indigent inmate must speak with the Librarian, who shall determine limits on free photocopies for the legal materials. (See "Legal Services")

   d. Clean clothing and bedding, without cost.

   e. One free haircut per month.

   f. Access to one tablet/earbuds and one set of replacement earbuds while on indigent status.

3. Indigent inmates shall not have access to regular commissary purchases while remaining on this status.

INMATE MONEY ACCOUNTS

1. Inmates shall have an individual Inmate Money Account (IMA) activated upon admission. They shall also be issued a private IMA access number. (Returning inmates shall have their previous IMA reactivated.) With their IMA, an inmate can purchase commissary, obtain hygiene kits, and pay for restitution, certain fees, services, and non-legal postage.

2. Inmates can have money, approved checks, tax refunds, and other funds deposited into their IMA by an outside person. There is a user fee charged for each deposit. A person (visitor, family members, etc.) can deposit money into an inmate's IMA in the following ways:

   a. By using the kiosks inside the lobby of the Dartmouth House of Correction. These kiosks are available Monday-Friday (8AM-4pm) and on weekends during scheduled visiting hours.

   b. By using the online service (AccessCorrections.com) located on the Sheriff's Office website. Funds can be transferred electronically using a person's credit or debit card.

   c. By mailing a tax refund for deposit into an inmate's IMA. Mailings shall be sent to "Secured Deposits – Bristol County, PO Box 12486 St. Louis, MO 63132.) Personal, bank or cashier checks, money orders, or cash will not be accepted by mail or by staff for deposit. Inmate checks, money orders or cash will not be forwarded by staff to an inmate's family, friend, or outside agency.

3. Inmates can have up to $300 deposited into their IMA per day, regardless of deposit method.

4. Inmates can have no more than $500 in their IMA at one time. Funds beyond $500 will be placed into a reserve account by the Sheriff's Office. Funds from an inmate's reserve account will be transferred when their IMA goes below $500 - but the balance shall only remain up to $500.

5. Inmates with $100.00 in their IMA can submit a "Withdrawal Request Fund" form to their Classification Counselor to withdraw funds for bail payments and fees. The Superintendent or designee shall review and may approve this request. Approved funds shall only be sent to a Clerk Magistrate or Bail Commissioner. Fees charged or incurred shall be owed by the inmate.

6. Inmate withdrawals with their IMA account can be cancelled due to insufficient funds, unauthorized transfers, or when the account has been suspended ("frozen") for fees owed by the Sheriff's Office or Access Corrections.

7. Inmates shall not carry money, checks, or other funds. This is contraband. All personal money, checks, or funds belonging to an inmate upon admission shall be surrendered to staff and secured until discharge or placed into the inmate's money account.

8. Financial transactions between inmates are prohibited.

INSPECTIONS AND SEARCHES

1. Correctional staff shall conduct at least one inspection per shift. This can include inspections of inmates, their cells/bunks, and property. These inspections can occur at any time. An inmate is not required to be present when their cell/bunk or property is undergoing staff inspection. Inmates should be properly dressed during a staff inspection.

2. Inmates can be pat searched or searched with an electronic scanning device at any time. Strip searches shall be conducted according to Sheriff's Office policy.

3. Inmates will be disciplined for failing to cooperate during a staff search or inspection, especially towards an opposite gender employee. Inmates shall be disciplined and may be criminally charged for any discovered contraband or rule violation(s).

INTERPRETIVE SERVICES

1. The Sheriff's Office shall communicate information to inmates in languages that the majority understand. Certain posters and other written communications will be translated into Portuguese and Spanish. Translation services for other languages shall also be coordinated, as necessary. An inmates should contact their Classification Counselor for these interpretive services.

LAUNDRY SERVICES

1. Inmates can be disciplined and charged a replacement fee for not cleaning and properly maintaining their issued uniform, clothing, laundry bags, towels, and bedding. They can be ordered by staff to wash their dirty laundry, when necessary. Scheduled laundry services shall be provided.

2. Inmates shall not wash their clothing/bedding inside a trash barrel, sink, shower, or toilet. Shoes or sneakers shall not be washed or dried with a laundry machine. Blankets shall be laundered according to schedule. Only a correctional supervisor can approve replacing an inmate's lost or damaged laundry bag.

LEGAL RESOURCES AND SERVICES

1. Inmates shall have access to legal mail. An attorney's name/title and the words "legal mail" or "privileged correspondence" must be clearly written on an envelope to be considered legal mail. Envelopes not properly identified in this way will be handled as regular mail and opened at the Mail Room upon arrival. All rules regarding inmate mail must be followed. (See "Mail and Correspondence".)

2. Inmates shall have access to legal visits, subject to visual monitoring by staff. Legal visits should be held according to facility visiting schedules, but an attorney can request that a special legal visit be arranged. A reasonable amount of legal materials can be brought into a legal visit by an inmate/visitor, subject to search. Legal visits are held in a designated visiting room, unless so authorized by security supervisors. For security reasons, certain inmates can be put in restraints during a legal visit.

3. Inmates shall have access to legal phone calls, according to facility schedules. These calls shall not be subject to staff monitoring. Making unscheduled legal calls can be a disciplinary offense.

4. Inmates shall have access to legal materials. They can request that the Librarian provide them with certain legal documents, such as motion/pleading forms. The Librarian can also make copies of original legal documents. Copies are limited to 20 pages per request and up to 40 pages per week. There will be no charge for copies of such legal documents.

5. Inmates shall have access to the Inmate Legal Computer Workstation, according to facility schedule. Rules on using these computers must be followed. Restitution can be charged for damaging or destroying such equipment.

6. Inmates can use the legal law library accessible on issued tablets to conduct legal research. They shall be able to receive and reply to legal e-messages and legal phone calls with their issued tablet. Such conversations shall not be subject to staff monitoring.

7. Inmates who are not US citizens can communicate with their home nation's consulate office. A complete list of consulate offices is available. Visits/communications between an inmate and a consulate shall be considered "legal", provided that facility rules are followed by the inmate and consulate officials.

8. Inmates shall complete a Library Request Form for access to a Notary Public. A fee will be charged for these services. An employee who is a Notary Public can provide this service, but can also limit or refuse the inmate request.

MAGAZINES, BOOKS, AND NEWSPAPERS

1. Inmates can submit a "Book Borrowing Request Form" to borrow hardcopy library books. The Librarian shall then deliver the books, if available, within a reasonable time. Library books can be borrowed for up to two weeks, unless the Librarian approves an extension. An inmate can borrow up to three library books at one time. They shall verify in writing their responsibilities before accepting a library book. Inmates can be disciplined and charged a replacement fee for any damaged or missing books.

2. Inmates can borrow a daily newspaper from a Unit or Block Officer. Once issued, they shall have up to one hour to read the newspaper. When finished, the newspaper shall be returned back to the Officer. Inmates can be disciplined and may be charged a replacement fee for losing or damaging a newspaper. The newspaper must be read inside an approved location, like a dayroom, not inside an inmate's cell or any other unauthorized location.

3. Inmates can subscribe to newspapers and magazines through their IMA account. General population inmates can also order hardcover or paperback books by mail. (Ordered hardcover books shall be approved by staff before issuance.) All incoming publications must be delivered by US Mail from a publisher or legitimate retailer – not by third party mail. The inmate's full name and ID # must be specifically stated on the incoming newspaper, magazine or book.

4. The Mail Room shall screen incoming publications for security/safety reasons. When rejected, a written notice shall be sent to the inmate and publication sender. The inmate shall have 30 days to arrange for the rejected publication(s) to be picked up by a visitor. If not, the publication will be considered abandoned and can be discarded by staff. An inmate can request that a publication be held after 30 days, which may be considered by staff for valid reasons.

5. Inmates can only possess an approved number of publications at one time. (Three books and five magazines per inmate. Extra religious, programming or educational books are allowed, provided that they do not pose a fire hazard.) This shall be based on facility rules and inmate classification.

6. Inmates shall have access to E-books on their issued tablets without cost. (See "Tablet Use")

MAIL AND CORRESPONDENCE

1. Inmates shall have access to mail. Mailboxes are located inside each housing unit or other facility locations. Staff shall collect and deliver inmate mail, Monday-Saturday (except for postal holidays.) Collected mail will be brought to a post office for delivery. No employee shall place an inmate's mail into a mail box. Proper postage is required.

PERSONAL MAIL/NON-PRIVILEGED CORRESPONDENCE:

a. Inmates can mail up to three personal letters a week. They must write their full name, ID number, cell/unit number, and facility return address on the left side of the envelope for mailing. (See Page 2 for facility addresses.)

b. Inmates can receive incoming personal mail. Such mail must have the sender's return address clearly written on its envelope. The inmate's full name, ID number and cell/unit must also be on the envelope. Staff can search an inmate's incoming personal mail. An inmate will be responsible for the content of their incoming mail. The Sheriff's Office shall return an inmate's incoming personal/non-privileged mail for failing to comply with these rules.

c. Inmates can be disciplined and possibly prosecuted when found sending or receiving personal mail containing contraband, written threats, extortion, other illegal acts or violations to Sheriff's Office rules.

3. **LEGAL MAIL/PRIVILEGED CORRESPONDENCE:**

a. Inmates can send out an unlimited amount of postage free legal mail/privileged correspondence.

b. Inmates can mail or receive privileged correspondence from the following officials: Any officer of the court from the US or Commonwealth of MA (judges, attorneys, clerks); the US President, the Governor of MA, any member of Congress, any member of the MA legislature, the US or MA Attorney General, the FBI Director or any FBI agent, the MA Secretary of Public Safety, the Bristol County Sheriff or Superintendent, the MA Commissioner of Correction, a member of the MA Parole Board, a member of the MA Governor's Advisory Committee on Corrections and any District Attorney of the United States.

c. Incoming inmate mail will be treated as legal /privileged correspondence when the official's name/title/office and the inmate's name and facility address are clearly written on the envelope. The words "legal mail" or "privileged correspondence" must also be clearly written on the envelope. Incoming legal correspondence shall be opened by staff in the presence of the inmate. Staff shall scan (not read) the mail for contraband. Envelopes not properly identified will be handled as regular mail and opened and searched by the Mail Room.

d. Incoming non-privileged mail containing legal documents will not be considered legal mail, unless it has been sent from a verified law office or related legal business.

4. Incoming non-privileged/non-legal inmate mail shall be opened, searched, and photocopied by the Mail Room. Staff shall then deliver the photocopy by hand to the appropriate inmate. The original version of the inmate's copied mail shall be kept inside an approved secured location. An inmate request to view the original version of their photocopied mail shall be denied until discharge. Inmates who are expected to be discharged within 30 days from the arrival of non-privileged/non-legal mail can coordinate with their Classification Counselor to have their original mail returned back to them after discharge. The inmate shall have 30 days to retrieve mail on property after discharge. Collection shall be made from the facility where the inmate was last housed (either the Dartmouth Complex or Ash Street Jail). Mail remaining on property after 30 days will be destroyed as abandoned property, unless collection arrangements are made ahead of time with the Sheriff's Office.

5. Inmate legal mail shall be subject to search. Incoming legal mail will only be searched in the presence of the inmate but can be searched electronically for contraband.

- Inmates will receive written notice when contraband has been discovered inside their incoming mail. (Examples of contraband include stamps, envelopes, blank paper, writing utensils, newspaper clippings, perfumes, drugs, tobacco, medicine, inappropriate photographs, images, or clippings, documents printed on an ink jet printer and laminated items.) Any cash, money orders, or checks discovered within mail shall be documented and then "returned to sender". Third party mail will also be "returned to sender".

7. Inmates can obtain a reasonable number of certified mail envelopes by contacting their Classification Counselor. Certified mail is available without cost when required by statute or court rule. Inmates cannot use Express Mail, COD mail, or a private carrier (UPS) to send out their certified mail.

8. Inmate packages shall be searched upon arrival. If unaccepted, an inmate shall have 30 days to arrange a visitor to retrieve the package. If not, staff can discard the package. Inmates must obtain approval from their Classification Counselor or another staff supervisor before they can receive a package from a private carrier (such as UPS).

9. Inmate-to-inmate correspondence is permitted-but only between two immediate family members or two inmates who are co-plaintiffs/defendants in a legal action where both are representing themselves in court. An inmate can submit a written request to the Superintendent or designee for approval to correspond by mail with another inmate. Specifics about the inmate relationship must be provided. Unauthorized inmate-to-inmate correspondence shall send it back to its original sender. (An inmate should speak with their Classification Counselor on whether or not a family member is considered "immediate" by the Sheriff's Office.)

10. Inmates can correspond by mail with the media. Media mail shall be verified by staff, such as the legitimacy of a reporter or news organization. Staff shall search media mail as non-privileged mail. No inmate can act as a reporter, publish under a byline, receive compensation, or obtain anything of value for corresponding with the media.

11. Inmates cannot send any purchased commissary items or facility property to another person by mail.

12. Inmate mail will be rejected if its content is a detriment to the security, good order, or disciple of a facility. Written notification shall be provided to the inmate and sender when mail is rejected. Both parties can appeal this decision by writing to the Superintendent.

13. Inmates should complete a "Change of Address" card before discharge or transfer to another correctional facility.

14. An e-message function shall be available to inmates on issued tablets. Non-privileged correspondence will be subjected to staff review. Legal correspondence shall not.

MEDICAL SERVICES

1. Inmates shall have access to comprehensive medical services 24 hours a day. They cannot be denied medical care while in custody. There shall be no fees for medical care or medical visits.

2. Inmates shall receive an initial medical screening upon arrival. Following that, a medical exam shall take place within 14 days. Periodic medical exams can also be conducted. Inmates shall be asked to name an emergency contact person during admission.

3. Inmate can submit a written Medical Care Request Form (also called a Medical Sick Slip) to request a visit from medical or mental health staff. The form shall be deposited into a locked Medical Box within their unit or other location. No other type of request will be accepted. The inmate will see a health care provider within 24 hours. To cancel a scheduled medical appointment, an inmate must submit a Medical Refusal Form. To reschedule a cancelled appointment, another Medical Care Request Form shall be submitted. If there is a medical emergency, the inmate should immediately notify staff verbally. Only staff can help an inmate to help complete the Sick Slip - not another inmate

4. Inmates shall attend medical appointments in full uniform. Restraints can be worn during the visit, if necessary.

5. Medical staff shall distribute prescribed medication to inmates during daily Med Pass. An inmate can be disciplined for not following staff direction throughout Med Pass. An inmate can bring a cup of water -only water- to Med Pass for swallowing medication. Inmates shall completely swallow the medication before returning back to their bunks.

6. Inmates shall have 30 days to arrange for a visitor to retrieve any valid medicine they were carrying upon arrival. The medicine will be destroyed if the inmate fails to do so. Any illegal, unknown, or falsely held medication or syringes, inhalers, or narcotics will be destroyed by staff or kept as evidence. A new inmate who possesses certain medications upon arrival (such as nasal spray or nitroglycerine) might be allowed to keep them, if approved by medical staff. Such medication must be kept inside its original labeled container.

7. Inmates should remember the name of any medication prescribed by medical staff. Possession of non-prescribed medication is a disciplinary offense. All prescribed medication must be kept inside its original labeled container.

8. Inmates can purchase certain non-prescription medications from the commissary, such as aspirin. Storing these products outside their original package or for possessing them without proof of purchase is a disciplinary offense. Medical staff shall not handle any inmate medication purchased from the commissary.

9. Inmates shall have 7 business days from discharge to pick-up their remaining prescribed or purchased medication. These pickups shall be made at the Dartmouth HOC, according to schedule. A valid ID is required. No other person can pick-up the medication.

10. Inmates can request that medical staff provide them with a limited supply of prescribed medication before discharge. Medical staff shall review requests made by 10AM Monday-Friday and may approve them by the next business day.

11. Special needs inmates may be granted special housing accommodations following medical review. This includes extra clothing, bottom bunk placement, assignment to a handicapped cell, use of braces, crutches, wheel chair, etc.

12. Inmates shall only wear plastic frame eyeglasses – contact lenses are not allowed. A new inmate with metal frame eyeglasses shall continue to wear them until the Optometrist prescribes them with a pair of plastic frame eyeglasses. The inmate shall be responsible for their prescribed eyeglasses and can pay restitution for damaged/lost eyeglasses. Reading glasses can be purchased from the commissary.

13. New inmates wearing contact lenses on arrival shall make arrangement for a visitor to drop off an approved pair of plastic frame glasses at the Dartmouth House of Correction. If this does not happen, the Optometrist shall prescribe plastic frame glasses for the inmate. During drop off, the visitor shall place the glasses inside a sealed envelope and must write the inmate's name/ID number on the envelope. Medical staff shall approve the eyeglasses before issuance. Rejected glasses shall be placed into the inmate's property bag until discharge. The inmate shall then be prescribed eyeglasses from the Sheriff's Office.

14. Female inmates shall receive a pregnancy exam upon arrival. Pregnant inmates shall have access to health care. The ADS/Family Services shall coordinate pregnancy management services.

15. Inmates should be proactive about their general health and wellness. They should give medical staff complete and accurate health information. Good personal hygiene should be practiced. They shall receive health and wellness information upon arrival, including information on hygiene, smoking cessation, family planning, self-care for chronic conditions, and access to general health care services.

16. The Sheriff's Office and the Medical Provider have established a program for inmates diagnosed with an opiate use disorder. This program, called M.O.U.D. (Medication for Opioid Use Disorder) provides a combination of counseling, therapy, group support and medications to help treat this substance use disorder. Interested inmates shall notify their Classification Counselor or contact medical professionals on staff. (See the Appendix for additional information.)

PROGRAMS AND SERVICES

1. Inmates shall have the opportunity to participate in programs and services, depending on classification and housing status. Such services include educational, religious, vocational, and treatment programming. No inmate shall be denied access to programming because of their race, ethnicity, religion, origin, disability, gender, gender identity or expression, or sexual orientation. Program schedules are posted within each facility, housing area, etc.

2. Sentenced inmates can receive Earned Good Time (EGT) credit for attending and meeting their program requirements.

3. Inmates must wear their full uniforms and ID bracelets when attending programing. Inmate workers shall wear approved work clothes and shoes while at work.

4. Inmates participating in facility programming are subject to search. Possessing unauthorized materials/equipment, acting unruly or not following staff direction during programming shall be a disciplinary offense.

5. Inmates shall have access to religious programming and materials, such as the Bible, the Koran, rosary beads, prayer beads, prayer mats, etc. They can schedule to meet with the Chaplain and/or other religious leaders for assistance. They can sign up to attend religious services, as scheduled. Special visits with a religious leader can be arranged. Religious programming is provided without discrimination. Staff will attempt to find a religious leader and materials for inmates whose faith is not currently represented within the facilities.

6. Inmates can wear approved religious clothing, head coverings, and medallions outside their cells/bunks for scheduled religious activities. Religious head coverings can also be worn inside a cell or while on bunk, but not during other activities, unless permitted. All such religious items are subject to search.

7. Issued tablets shall offer a variety of spiritual, educational and treatment video programs for inmate use.

8. Marriage requests for sentenced inmates and pre-trial detainees shall not be approved.

PROPERTY

1. Property is any item stored within an inmate's property container, property room strap, or other approved locations. Facility rules and policies regarding inmate property shall be followed.

2. Authorized inmate property includes commissary items, personal property (street clothes, money, etc. collected upon arrival), legal documents, court clothes, transferred property from other facilities, IMA money deposits, medical devices, religious items and reading materials, publications (books, magazines, newspaper), uniforms, hygiene products, etc. Personal items/money arriving with an inmate shall be placed inside a Property Room strap until release or transfer.

3. Unauthorized inmate property is contraband. This includes items not issued by the Sheriff's Office or sold from the commissary, altered clothing or clothing used for unintended purposes, excessive amount of property items, items depicting weapons, explosives, escape plans, or plans to injure others, gang related symbols/documents, illegal items, pornography, sexually suggestive materials, safety hazards, and other items consider to be contraband.

4. Inmates are issued a plastic property containers. All issued and purchased property items shall be kept inside their container. Facility lists on the amount of property allowed shall be followed. All property containers are subject to search.

5. Inmates can only wear their "street" clothing when going to/from court for a jury trial, a jury selection, or before final release. In all other circumstances, such clothing shall not be worn, including for outside medical visits, to attend a private showing of a deceased immediate family member or any other approved escort from the facility. Inmates can keep one set of approved "street clothes" for court matters or discharge. These clothes shall be stored in a property room strap until needed. Articles of street clothing can be exchanged by submitting a Property Release Form. If approved, a visitor can deliver the replacement clothing according to schedule. (In the event that an inmate's street clothes and/or footwear are unwearable, damaged, soiled, etc. they will be allowed to wear one pair of issued uniform pants, one issued T shirt, and one pair of issued footwear (Bobo's) as street clothing for the purposes stated above.)

6. Inmates can request to exchange certain property items (uniforms, shoes, socks, underwear, bedding, towels, etc.) during incarceration. Property exchanges shall be on a "one for one" basis. A Zone/Block Supervisor or a Classification Counselor can usually grant such requests. If approved, the Property Room shall be notified to facilitate this exchange.

7. Inmates can carry certain legal and personal materials when transferred to a new location. Facility rules on how inmates carry property containers during transfer shall be followed.

8. Inmates can be disciplined for possessing excessive amounts of property. They will pay restitution for damaging or destroying certain property items. Exchanging or giving away property to another inmate is a disciplinary offense.

9. The Sheriff's Office is not responsible for any lost or damaged personal property belonging to a sentenced inmate or pre-trial detainee and is exempt from liability claims arising from alleged neglect in handling or storing such property. This includes during an emergency situation where inmate personal property may be lost or destroyed.

10. Discharged or transferred inmates shall have 30 days to arrange pick-up any remaining personal property items left on the premises. The Sheriff's Office can dispose of unclaimed inmate property after 30 days.

PROTECTION FROM ENEMIES

1. Inmates should notify staff of any enemies/persons of concern they may have, such as another inmate who was an enemy "on the street". They can submit an "Enemy Identification Form" to their Classification Counselor if they believe an enemy(s) is housed inside their unit/facility. All claims shall be investigated. Valid claims shall be monitored and acted upon by staff, as necessary. Making false claims or attempting to abuse this process is a disciplinary offense.

TABLET USE

1. Inmates in general population shall have access to electronic tablets. Daily distribution schedules can differ by facility or housing unit and can change at any time. A Correctional Officer shall announce when tablet distribution shall commence. Interested inmates shall form a line in front of the tablet distribution area. Inmates must wear their full uniform and ID bracelet. Issued tablets shall be collected at night, according to schedule.

2. Inmates can activate a tablet by typing in their confidential PIN onto the screen. It is a disciplinary offense for one inmate to use another inmate's PIN to activate a tablet.

3. There are two type of tablet accounts available. One is the "Community" Screen which provides free content to inmates. The other is a "Made Mine" screen, which provides an inmate access to premium content for a fee. To obtain a "Made Mine" screen, an inmate must create an Inmate Debit Account (IDA) with Securus Technology and have sufficient IDA funds to pay the monthly $5.00 subscripting fee (plus tax), along with any addition costs for purchasing music, games, movie rentals, etc. These costs shall be similar with those charged to the general public.

4. Inmates shall sign a Statement of Understanding Form upon arrival regarding tablet use. With their signature, an inmate shall verify that they have been notified and understands the general rules governing tablet use. Signed statements shall be filed by the Sheriff's Office.

5. Inmates can carry their tablets to approved locations (cell, bunk or dayroom) during the day. They cannot carry them to unauthorized locations (the HSU, visiting area or any unauthorized location inside or outside their housing area.)

6. Inmates shall be responsible for their issued tablets. They shall not place them in a location that is easy for theft, damage or unauthorized use. To conserve battery power, tablets should be logged off when not in use. The Sheriff's Office or Securus is not responsible for any unauthorized use or purchase from an inmate's tablet.

7. Inmates shall be able to make outgoing legal or social (non-legal) phone calls on their tablets. To do so, each inmate shall successfully enroll into the Voice Recognition System during booking. Once enrolled, they shall use this system before each outgoing call. Social/non-legal calls shall be automatically disconnected after 30 minutes. Social calls are subject to staff monitoring. Legal calls have no time limit and cannot be monitored by staff, absent a court order.

8. Inmates can receive e-messages on their tablet from an outside source (friends, family, attorneys, etc.) To do so, that outside source must purchase a coupon from the Securus website, which would allow the inmate to reply or send messages. Social/non-legal emails are subject to staff monitoring, but legal emails are not.

9. Inmates must receive permission from an outside party before they can communicate with that person(s) with a tablet. The Sheriff's Office is not responsible for any person's refusal to accept phone calls or emails from an inmate. Any inmate found harassing or threatening others with their tablet shall be disciplined, up to criminal prosecution.

10. Inmates must use earbuds to activate a tablet's audio feature. New inmates shall be issued earbuds free of charge upon admission. They can also purchase earbuds from the Commissary. Inmates shall be responsible for the care of their earbuds/case. They can only possess one set of earbuds at one time and cannot share or borrow another inmate's earbuds. This is a disciplinary offense.

11. Inmates on a certain status shall have their access to tablets temporarily withheld. For instance, an inmate placed on an Eyeball Watch or who exhibits violent/ aggressive behavior will have their access to a tablet banned or suspended until their behavior appropriately modifies.

12. Inmate who have their access to tablets banned or suspended can still have reasonable access to the following functions: the Inmate Legal Resource Computer, the Inmate Handbook, the Inmate Book Borrowing Program, unit televisions, incoming/outgoing legal correspondence and legal telephone calls, opportunities for legal visit and phone calls and the ability to communicate or correspond with persons, organizations or government authorities, subject only to the limits necessary to maintain order and security.

13. The Sheriff's Office can temporarily "freeze" one or more inmate tablets for security/safety reasons. An inmate's access to a tablet is a privilege, not a right.

14. No employee should activate or use an inmate tablet, except for legitimate purposes or servicing.

15. An inmate can file a grievance regarding the malfunction or inoperability of a tablet, as well as for any problems with purchased made from their Inmate Debit Account. The matter will be forwarded to the tablet vendor (Securus Technologies) for corrective action. The Sheriff's Office is not responsible for resolving problems with inmate tablets.

TELEPHONE USE

1. Inmates shall have access to telephones and/or video phones, according to schedule. Upon admission, they shall be issued a confidential Personal Identification Number (PIN). This number should not be forgotten or shared with others. If an inmate purposely dials another inmate's PIN, both inmates can be disciplined and may be temporarily suspended from making non-legal calls.

2. Each inmate can identify up to 10 confidential PAN phone numbers (Personal Allowed Numbers) to be saved onto the phone system for 30 days. These numbers can be used to make non-legal, outgoing calls. PAN's will be set up following admission or soon thereafter. Inmates can update their PAN every 30 days. Dialing mistakes while entering a PAN cannot be changed until next month, unless staff approved. One inmate should not attempt to use another inmate's PAN.

3. Inmates shall have access to make outgoing legal/attorney phone calls. Such access shall not be abused. Staff shall notify an inmate's lawyer/legal representative when such abuse is confirmed. An inmate's ability to speak or meet with their lawyer/legal representative may be temporarily suspended due to such abuse.
4. Non-legal inmate calls are a privilege which can be suspended for disciplinary reasons. These calls are subject to staff monitoring and can be recorded. Inmates shall verify consent to these monitoring procedures by remaining on a phone after a warning has been played. To refuse these conditions, an inmate must hang up the phone before the warning has finished. Legal/attorney calls are not subject to monitoring or recording.

5. Inmates can request to make or receive emergency calls, such as following the death of an immediate family member. Staff shall verify the inmate's request before granting the emergency call. Staff shall monitor emergency calls.

6. Inmates in restrictive housing shall have access to legal calls. They shall also have access to non-legal calls after 10 days in restrictive housing, barring no security/safety concern. (Emergency calls shall be approved for legitimate reasons.) Inmates on Protective Custody shall have the same phone privileges as general population inmates, unless so authorized.

7. Inmates with hearing and/or speech impairments can request staff assistance when using the telephones. They can also receive assistance when calling a person with a verified hearing or speech impairment.

8. Inmates, including indigent inmates, can make outgoing legal or social (non-legal) telephone calls on their issued tablets.

9. Inmates can be disciplined for abusing telephone privileges. They can also have their access to making non-legal calls suspended, be charged restitution for damaging/destroying a telephone and/or be prosecuted for just cause. Examples of telephone abuse include the following:

   a. Making harassing, intimidating or threatening calls;
   b. Using profane or obscene language on the telephone;
   c. Calling a present or former employee (who is not a relative) at work or at home;
   d. Calling a witness, prosecutor, judge, juror or other authority involved in the inmate's prosecution or conviction;
   e. Making third party, conference or "call forwarding" calls;
   f. Conducting a criminal enterprise or violating any laws or ordinances over the telephone;
   g. Making a telephone call to a pager;
   h. Calling a pay call service phone number or attempting to use a long distance carrier;
   i. Making a credit card call;
   j. Making a call to a phone number known to be blocked;
   k. Coordinating a call to be broadcasted live on radio, TV or internet;
   l. Attempting to commit a fraud;
   m. Failing or refusing to end a phone call when so ordered by staff;
   n. Using another inmate's PIN to make a phone call;
   o. Using an employee phone without proper authority;
   p. Passing a telephone call off to another inmate;
   q. Placing a telephone in use off the receiver so that another inmate can use the phone;
   r. Tampering with, damaging or destroying phone equipment or call stations, including making graffiti;
   s. Calling the phone number of a person clearly listed on a court order for protection and which prohibits communication with the inmate. (A copy of the court order will be placed into the inmate's file.)

10. To unblock a telephone number, an inmate shall inform a called party to contact the Inmate Telephone Service Provider. (The number is 1-800-844-6591) Staff shall not do this - unless the number had been previously blocked. (Prior to unblocking the number, it shall be verified that the number's owner is willing to accept calls from the inmate.)

11. See PREA section for inmate access to a confidential, investigator's "hot line".

TELEVISION AND RADIO USE

1. Inmates cannot purchase or own an individual TV set. They can watch TV in approved housing units, according to facility schedules. Watching TV is a privilege which can be suspended or removed at any time. Tampering with, damaging or destroying a TV set or remote is a disciplinary offense and restitution can be charged. Inmates on Disciplinary Detention may have their TV viewing privileges suspended.

2. Inmates can purchase one battery operated AM/FM radio with earplugs from the commissary. These items cannot be dropped off by a visitor or delivered by mail. These radios can only be played during approved time periods, such as during counts, during recreation, while inside a dayroom or cell, while on bunk, etc. They shall not be played during meals, programs, or when so ordered by staff. Inmates in restrictive housing shall not have access to radios. Purchased

radios shall be engraved with the inmate's ID number on it. No inmate shall give or sell their radio to another inmate or possess another inmate's radio. Staff can confiscate a radio for legitimate reasons.

3. FM radio stations and some approved videos are available on issued tablets without cost. Movies, music, videos and other forms of entertainment are available, but must be purchased.

RECREATION/EXERCISE

1. Inmates shall have access to at least two hours of recreation daily. This is usually outdoor exercise, weather permitting. Recreation times can be rescheduled without notice. Staff shall determine when an inmate new to a housing unit can share recreation time with other inmates.

2. Inmates shall wear approved clothing during recreation. This includes uniform tops/bottoms or purchased T shirts and shorts. No inmate can go shirtless or remove other clothing during recreation. Sunbathing is prohibited. Uniform tops can be worn without a T shirt during warm weather. Winter coats can be worn during colder weather but extra layers of clothing are prohibited. Ponchos can be requested during inclement weather. Sneakers can be worn during recreation, but shower sandals and boots are not allowed. Footwear cannot be removed during recreation and going barefoot is not allowed. Towels cannot be brought into a recreation yard.

3. Inmates shall act appropriately during recreation/exercise activities. Yelling, fighting, and horseplay are not allowed. Speaking/yelling to inmates inside another area or facility during recreation is not allowed. Carrying exercise equipment to a cell or bunk is not allowed. Unauthorized recreational activities/games are not allowed.

. Inmates must stay within approved recreation areas. Being "out of bounds" (yellow lines) is not allowed.

5. Radios/earplugs are permitted during outdoor recreation. Inmates, however, are prohibited from bringing an issued tablet/earbuds outdoors, or to on/off unit programming, for any purpose, including during recreation. This can be a disciplinary offense.

RELEASE/DISCHARGE

1. Sentenced inmates shall receive a Final Release Date Report 30 days before their expected release date. This report shall specify the day that they are likely to be released from custody. The date can be changed due to behavior or if new information is presented to staff affecting the release. Pre-trial detainees can be released by the courts.

2. Inmates are usually discharged from custody after 8:30 AM. Prior to release, an inspection of the inmate's living space and issued property shall be conducted. The inmate can be charged for damaged, destroyed, or missing property or cell fixtures before they are released.

3. Inmates should make travel arrangements off property prior to being released. Staff shall attempt to make such arrangements when the inmate fails to do so or when an inmate's ride fails to arrive as previously expected.

4. **MONEY ACCOUNT CHECKS/INMATE DEBIT ACCOUNTS**:

   a. Inmates with money remaining inside their Inmate Money Account (IMA) can pick up a check after discharge. This can only occur at the Dartmouth HOC Lobby on Monday-Friday 8AM to 3PM (excluding holidays.) A valid/current

ID photo (Driver's License) must be presented at pickup, but staff may also use the computer system to help verify ID. (An inmate presenting only their release papers may not be accepted.)

b. Inmates can arrange for another person to pick up their IMA check within 30 days after release, but that person must have an original, notarized "Power of Attorney" form or other approved document on hand to do so.

c. Inmates can request staff to mail their IMA check to an approved location, such as a residential treatment center or other facility, following release.

d. Inmates with remaining debts owed can have their IMA frozen after release. If that inmate returns back to the Bristol County Sheriff's Office, they may not have access to commissary until this outstanding debt(s) is paid.

e. Inmates with money remaining on their Inmate Debit Account for tablet purchases at discharge shall receive a debit card from the Sheriff's Office with any balance due.

5. **REINTEGRATION PROGRAMMING:**

a. Sentenced inmates shall be provided with reintegration programming to assist with their successful return back to the community. Participating sentenced inmates shall review and finalize their Reentry Plan at least three days before their final release. The Reentry Plan shall outline community services and resources available to them post incarceration, such as halfway houses, shelters, treatment centers, etc. Priority shall be made for those inmates posing the greatest risk of re-incarceration due to possible homelessness, mental illness, health issues, substance abuse issues (s) and lack of social supports within the community.

UNIFORMS

1. Inmates shall exchange their personal clothing for uniforms and other clothing items upon arrival. All uniforms are color coded, based on inmate classification. Inmates are responsible for the condition, laundering, and replacement of issued clothing. Socks, underwear, white T shirts and other clothing items can be purchased from the commissary. Inmates can be disciplined and may pay restitution for altering, damaging or destroying any issued clothing. Inmates shall always wear their uniforms in a neat and presentable way.

VISITS

1. **NON-LEGAL (SOCIAL) VISITS:**

a. Non-legal (social) visits for inmates are considered to be a privilege, which can be temporarily suspended - such as when an inmate is on a certain disciplinary status, emergencies or due to public health concerns.

b. Facility visiting schedules are posted. Inmate visitors can also see the schedule on the Sheriff's Office website.

c. Non-legal (social) visits are usually 60 minutes in length, which can be shortened or cancelled at any time. Business/legal matters should not be discussed during these visits.

d. Non-legal (social) visits are typically non-contact, separated by glass or a screen barrier. Sheriff's Office officials may allow a non-legal visit to be held in a room without separation, such as with certain social service departments.

e. Inmates shall complete an Inmate Visiting Form, identifying up to five adults to be screened for possible visits. A person can be denied visitation, such as when they:

- Are undergoing or have previously been criminally prosecuted;
- Have outstanding/open cases needing court validation;
- Have one or more warrants identified on the Warrant Management System;
- Have been released from a state, federal or county correctional facility in the last six months;
- Have been previously suspended or banned from inmate visits;
- Have failed to provide truthful statements/information on a Visitor Request Form;
- Are on parole and failed to provide written approval from their Parole Officer to visit the inmate;
- Have a criminal history and must obtain permission from the Superintendent to visit the inmate;
- Any other reason, so authorized by the Sheriff or designee.

f. Inmates shall have the opportunity to revise their list of five approved visitors on a quarterly basis.

g. Visitors shall complete a Request to Visit Form before each visit. This form is available on the Bristol County Sheriff's Office website. Inmates can obtain this form from their Classification Counselor and mail it to a future visitor. Certain visiting rules on the form must be followed. Adult and minor visitors and their possessions are subject to search. Upon arrival, a visitor may be asked to sign additional documentation at Security Reception.

h. Inmate visits can be terminated by staff for not following the appropriate dress code. Inmates must wear full uniforms, footwear and their ID during visits. Female inmates must wear a T shirt, thermal top, or bra under their uniform top during visits. Uniform clothing should be neat and presentable.

i. Inmates and visitors shall follow staff direction. Inmates who fail to do so can be disciplined. Visitors may have their rights to visit an inmate suspended or cancelled for not following the rules.

j. Minors (age 17 or younger) can visit an inmate unless there is a substantial security or health care concern to withhold these privileges. One or two adults (parents/legal guardians) can accompany one or two minors per visit. To request a minor visit, an adult must submit to the Superintendent a notarized Minor Visit Form, available on site or from the Sheriff's Office website. No minor shall be left unattended during a visit or on property. All minor visitors must remain seated during their visit. Minors are subject to search while on property.

2. **LEGAL VISITS:**

a. Inmates shall have access to legal visits with attorney(s) and/or legal representative(s). Legal visiting hours are between 8:00 AM and 9:00 PM daily. Special legal visits can be arranged, when approved by security supervisors. Legal visitors shall undergo the same screening process as social visitors. Inmates can ask their Classification Counselor to review a list of "pro bono" (without charge) attorneys, if needed.

b. Attorneys and legal representatives must provide a valid, photo ID card and Bar Card before each legal visit. They must also comply with the Visitor's Dress Code. They and their possessions are subject to search when on property.

3. Inmates can review policy 20.01.00 ("Inmate Visits") within their unit's computer kiosk for additional information.

4. According to state law, the Sheriff's Office shall control access to the correctional facilities. Conditions under which inmate visits can be denied, cancelled or rescheduled shall be established, such as during an emergency lasting for an

extended period of time. Any person can be suspended or banned from visiting one or more inmates when admitting that person would be injurious to the best interest of security and administration of the Sheriff's Office.

VOLUNTARY WORK ASSIGNMENTS

1. Inmates interested in voluntary work assignments should speak with their Classification Counselor. No inmate shall be discriminated from a work assignment due to their disability, race, age, sexual identify, religion, or gender. Disabled inmates who wish to volunteer for a work assignment shall be given a job compatible with their abilities. Approved inmates shall receive worker orientation prior to assignment, including signing a job description of expected duties. Inmate workers are subject to search at any time. They can be removed from a work assignment for valid reasons, such as bad behavior, poor attendance or failing to meet job expectations. Only sentenced inmates assigned to work are eligible for Earned Good Time credits.

INFORMATION ON INMATE SEXUAL MISCONDUCT/ABUSE (PREA)

1. The Sheriff's Office has established a zero tolerance policy concerning inmate sexual misconduct or abuse. All forms of sexual activity in the Bristol County correctional facilities are prohibited. Inmates shall be free from intimidation or pressure from staff, inmates, or others to perform or engage in sexual behavior- regardless of their current situation or sexual orientation.

2. Sexual misconduct is defined as any behavior or act of a sexual nature directed towards an inmate by one or more employees, inmates, or other persons. This includes acts or attempts to commit acts including, but not limited to:

   a. Any form of sexual battery, assault, abuse or activities providing for the sexual gratification of another;
   b. Any form of sexual harassment, sexual conduct, obscenity or an unreasonable invasion of privacy;
   c. Any contact with an inmate's genitals, buttocks, breasts, or inner thigh, whether clothed or unclothed, by another inmate or employee, unless conducted by a medical professional for legitimate medical purposes or by trained correctional professionals for reasons related to official duties.
   d. Any display of an employee's uncovered genitalia, buttocks, or breast(s) in the presence of an inmate;
   e. Any form of voyeurism, or an invasion of inmate privacy, for reasons unrelated to official duties - such as peering at an inmate showering or using a toilet to perform bodily functions; requiring an inmate to expose their buttocks, genitals or breasts and taking images of all or part of an inmate's naked body or while they are performing bodily functions.
   f. Any repeated or unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, including demeaning references to gender, body, or clothing by an inmate or staff directed at another inmate. This includes conversations or correspondence that suggests a romantic sexual relationship between an inmate and any person referenced above.
   g. Any attempt, threat, or request by an employee to perform any of the activities described above.

3. Inmates shall receive written and verbal PREA information regarding sexual misconduct/abuse on arrival. They should also read and understand Sheriff's Office's procedures prohibiting all intentional acts of sexually abusive behavior or intimacy between inmates or with an employee, contractor or volunteer, regardless of consensual status.

4. **PREVENTION OF SEXUAL ASSUALT AND ABUSE:** Inmates are the key to preventing sexual assault, abuse and misconduct within the facilities. Reporting inmates can help prevent such actions from repeating. There are several examples of behaviors inmates can practice to help prevent sexual misconduct, assault, and abuse:

a. **Avoid** situations that encourage sexual misconduct, such as conversations about sexual activity;
b. **Leave a situation** (if you can) where you are uncomfortable and fear that there is sexual risk;
c. **Be aware** of your surroundings. Avoid areas where staff/inmate visibility is limited or non-existent;
d. **Carry yourself** with confidence. Avoid looking like a victim who is easy to subdue, coerce, and control;
e. **Say NO** to advances from others that seek sexual contact;
f. **Don't accept gifts** such as commissary items or personal property. Do not get into debt to other inmates.

5. **REQUESTING HELP:** Inmates who believe they are victims of a PREA related assault or misconduct must tell staff or someone else who can help. Such matters shall be handled confidentially. Inmate victims shall be protected. Physical protection shall be provided, as well as medical and mental health services. Reporting inmates allow staff to help protect others by investigating, isolating, and prosecuting the abuser. All reports concerning the identity of an inmate victim is classified and shall be limited only to those employees on a "need to know" basis.

1. Inmates can report allegations of sexual abuse or harassment to appropriate staff by:

a. **Reporting** the allegation verbally to an employee, a medical/mental health professional, chaplain, etc.;
b. **Submitting** a Sick Call Slip to meet with and/or report to medical staff during sick call;
c. **Forwarding** a written emergency grievance to the Grievance Coordinator;
d. **Forwarding** a written note (marked "confidential) to a medical/ mental health professional, the PREA Coordinator, Grievance Coordinator, chaplain or other employee;
e. **Calling or writing** someone outside the facility who can notify facility supervisors;
f. **Mailing** a letter to the Superintendent at 400 Faunce Corner Road, North Dartmouth Ma, 02747;
g. **Using** the STRICTLY CONFIDENTIAL hot line which goes directly to investigators. There is no charge for this call. To access the hotline, dial PIN # **959606, then 508-995-9609.**

6. **OUTSIDE REPORTING PROCESS:** Inmates can report allegations of sexual abuse or harassment to the Bristol County District Attorney's Office, Special Victims Unit, 218 South Main Street, Fall River MA 02720 (Confidential Toll Free Number: 774-627-1830 or 508 -997-0711- After 4PM) ICE Detainees may also contact: Immigration and Customs Enforcement, 10 New England Executive Park, Burlington MA, 02803 (Confidential Toll Free Number: 781-359-7500)

7. **VICTIM ADVOCATE SERVICE:** Inmates can confidentially contact an outside victim advocate regarding incidents of sexual abuse or harassment. This service shall only be contacted for crisis intervention, information and emotion support - not for reporting purposes. Inmates may contact this service as follows: The New Bedford Women's Center, 400 County Street, New Bedford MA 02740, (Confidential Toll Free Number: 508-996-6636)

8. **ENCOUNTERS WITH STAFF OF THE OPPOSITE SEX:** Male and female employees can enter an inmate housing area at any time, as well as an inmate's cell/living area. Inmates and staff are expected to act in an appropriate and respectful manner at all times. Inmates are required to be properly dressed inside their housing unit- except when bathing or for sanitation purposes. Rules on inmate encounters with staff of the opposite sex shall be announced throughout the day. Inmates who fail to follow these rules shall be disciplined.

9. **PROHIBITION AGAINST RETALIATION:** One inmate cannot retaliate against another for reporting a complaint of sexual misconduct or abuse, assisting in making such a report or for cooperating in a staff investigation of such a complaint. This is regardless of the merits or disposition of the complaint. Such retaliation is regarded as a serious matter and shall result in disciplinary action.

10. **INVESTIGATION:** To determine the nature and extent of alleged misconduct, all inmate claims of sexual abuse or misconduct shall be investigated. An inmate may be asked to give a statement and may be asked to testify if criminal charges are brought against an assailant. As necessary, the inmate/victim will be provided appropriate housing to ensure their safety. Inmates found violating PREA rules will be disciplined and may be criminally charged. Staff found violating PREA rules will be disciplined, up to and including termination, and may face criminal prosecution.

11. **TREATMENT AND COUNSELING:** Inmates who alleged that a sexual assault occurred will be immediately taken to the Dartmouth HSU for an emergency medical care/mental health referral. If warranted, as based on the time and extent of the allegations, the inmate may be transported to an outside hospital. An inmate/victim will also be referred to a Victim Advocate. A Chaplain or a mental health professional may also be contacted to provide further counseling assistance, as necessary.

12. **FALSE COMPLAINTS:** Any person (staff, inmate, etc.) who knowingly files a false complaint of sexual abuse or harassment will be subject to disciplinary action and prosecution.

REMEMBER: Inmates are encouraged to read this handbook or speak with staff for more information on how to be protected and how to prevent sexual abuse and sexual harassment. They can also consult policy 03.06.00 in the computer kiosk for additional information.

REPORT CONFIDENTIALLY. GET HELP. KEEP OUR FACILITIES SAFE.

LIST OF DISCIPLINARY OFFENSES

The current list of MAJOR DISCIPLINARY OFFENSES shall include, but not limited to, the following: (Depending on the severity of the offense, those underlined below may be MAJOR or MINOR offenses.):

1-01 Disobeying an order, lying, or providing false information to a staff member.
1-02 Failing to maintain acceptable cleanliness or appearance of a housing area.
1-03 Being out of place.
1-04 Unexcused absence from, willful failure to properly perform, or refusal to accept a work assignment, housing assignment or program.
1-05 Conduct which disrupts or interferes with the security or orderly running of the institution.
1-06 Gambling or possession of gambling paraphernalia.
1-07 Misuse or waste of issued supplies, goods, services, or property.
1-08 Horseplay, including but not limited to, wrestling, scuffling, roughhousing, jostling, sexually suggestive conduct, disruptive or loud conduct, or other conduct creating a disturbance.
1-09 Lost Inmate ID's or Tablet.
1-10 Use of obscene, insolent, abusive or threatening language, actions or gestures to any inmate, staff member or visitors.
1-11 Possession of any photographic, hand drawn material, unauthorized publication and/or image from a tablet that depicts sexually explicit acts, and/or nudity.
1-12 Throwing objects, materials, substances or spitting at another.
1-13 Possession of items, including money or currency, not authorized for retention or receipt by the inmate.
1-14 Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia and/or body piercing.
1-15 Violating library procedures, including newspaper and book loan procedures.
1-16 Violating any department rule or regulation, or any other rule, regulation or condition of an institution or community based program.
1-17 Violation any law of the Commonwealth of Massachusetts or the United States.
1-18 Attempting aiding or conspiring with another person to plan or commit any of the above offenses, in all categories of severity, shall be considered the same as the commission of the offense itself.
1-19 Killing.
1-20 Assaulting or threatening to assault a staff member, another inmate, visitor, etc.
1-21 Fighting with or threatening another person with any offense against their person or property.
1-22 Committing sexual assault on a staff member, another inmate, visitor, etc.
1-23 Engaging in sexual acts, including indecent exposure, or subjecting another person to sexually harassing conduct, through physical action, and/or verbal or written statements, and the other person does not express or imply consent to the accused inmate's conduct.
1-24 Attempting to escape, escaping from custody or possessing escape tools.
1-25 Manufacturing, possessing, introducing, transferring or using any narcotic, controlled substance, illegal drug, unauthorized drug or associated paraphernalia.
1-26 Manufacturing, possessing, introducing, transferring or using intoxicants and alcohol, or possession of ingredients, equipment, formula, or instructions that are used in making intoxicants and alcohol.
1-27 Participating in or encouraging a riot, work stoppage, or unauthorized group demonstration.
1-28 Taking or holding any person hostage.
1-29 Making a bomb threat or possession, manufacture or introduction of an explosive device or any ammunition, or any components of an explosive device or ammunition.
1-30 Possessing, manufacturing or introducing a gun, firearm, weapon, ammunition, sharpened instrument, knife or poison or any component thereof.
1-31 Possessing, manufacturing, introducing, using, distributing or selling any tobacco, tobacco products, tobacco-like products, associated paraphernalia or vaping equipment or facsimile.
1-32 Interfering with staff members, medical personnel, firefighters, or law enforcement personnel in the performance of their duties.
1-33 Causing injury to another person by resisting orders, resisting forced movement or physical efforts to restrain.
1-34 Setting fire or making a false fire alarm.

1-35 Vandalizing, destroying, mutilating, defacing or damaging BCSO property or the property of another person, including, but not limited to, flooding a cell or another facility area, causing a biohazard, stealing, damaging Inmate ID, etc.

1-36 Threatening to vandalize, destroy, mutilate, deface or damage county property or the property of another person, including, but not limited to, flooding a cell or other area of the institution, causing a biohazard, stealing or damaging Inmate ID, Tablet, etc.

1-37 Unauthorized possession of property belonging to another person.

1-38 Stealing property or possessing stolen property, including an Inmate ID or Tablet;

1-39 Tampering with, damaging, blocking or interfering with any locking or security device, door, gate or window, or with alarms, fire extinguishers, fire hoses, fire exits, or other firefighting equipment or devices.

1-40 Deliberate and/or unauthorized misuse or accumulation of prescribed medication.

1-41 Refusing to submit to a urinalysis, breathalyzer, or other standard sobriety test or failure to provide a urine sample when ordered to do so by a staff member without medical or mental health justification.

1-42 Refusing or failing to submit to testing required by statute, or order, such as DNA blood tests, when so ordered.

1-43 Failing to comply with count procedures or causing an inaccurate count by means of unauthorized absence, hiding, concealing oneself or other form of deception or distraction.

1-44 Possessing, manufacturing, or introducing unauthorized keys.

1-45 Counterfeiting, forging, misrepresentation on or unauthorized reproduction of any document, article or identification, money, security or official paper.

1-46 Giving, selling, borrowing, lending or trading money or anything of value to, or receiving, accepting or purchasing money or anything of value, either directly or indirectly, from another inmate, an inmate's friend or family, or any other person, for any purpose, including an illegal or prohibited purpose and the rendering legal assistance.

1-47 Giving, receiving or offering any official or staff a bribe or anything of value for an unauthorized favor or service.

1-48 Receiving, accepting or obtaining goods, services, money or anything of value by fraud, embezzlement, larceny or false pretense, including money or other negotiable instruments for deposit to an Inmate Money Account that is returned by a financial institution as counterfeit or for insufficient funds.

1-49 Committing extortion, blackmail, or demanding/receiving money or anything of value in return for any reason including the protection against others or under threat of informing.

1-50 Wearing or displaying colors or any types of emblem, insignia or logo suggesting possible membership or affiliation with a security threat group, party or other association whenever such wearing or display may, in the opinion of the Superintendent, pose a threat to the security, good order and safety of the institution.

1-51 Abusing telephone/tablet privileges by using profanity, making threatening, obscene, unauthorized, third-party calls, calls to 800, 900 or blocked telephone numbers, or attempting to defraud the telephone company or tablet vendor.

1-52 Using another inmate's Personal Identification Number (PIN) to make telephone calls or use their tablet.

1-53 Defacing, altering or obscuring an inmate ID number affixed to inmate property, (radios, fans, sneakers, etc.) or possession of such an item.

1-54 Violating law library procedures, legal computer procedures, unauthorized use of the law computers, etc.

1-55 Providing inmate legal assistance or services including preparing or assisting in the preparation of legal documents, conducting legal research, reading or reviewing legal documents or correspondence, etc.

1-56 Possessing and/or using unauthorized property, such as property belong to the Sheriff's Office, another inmate, or another person;

1-57 Possessing or concealing, or attempting to possess or conceal, Sheriff's Office property, property of another inmate or property belonging to another person with the intent to steal, damage, destroy, use the property in an unauthorized manner or in violation with state/federal law or Sheriff's Office rules or to interfere with the orderly operation of a facility, disciplinary proceeding or investigation and/or prosecution by the Sheriff's Office Investigators or outside law enforcement agencies.

MAXIMUM AMOUNT OF PROPERTY ITEMS ALLOWED PER INMATE

BELOW IS THE MOST CURRENT LISTING OF PROPERTY ITEMS THAT AN INMATE MAY POSSESS AT ONE TIME. AN INMATE CAN BE DISCIPLINED FOR POSSESSING EXCESSIVE AMOUNTS OF PROPERTY, WHICH WILL BE REMOVED.

1. The following items will be issued to new inmates by the Sheriff's Office upon arrival:

   a. **Bedding/Towels:** Two sheets, one blanket, one laundry bag, one towel.

   b. **Clothing:** Two uniform tops/bottoms. One thermal top (seasonal). One coat (seasonal). No more than six pair of socks, six pair of underwear, and six bras (females only, unless so authorized). One nightgown (female only, unless so authorized). One pair of shoes or sneakers. One hygiene kit. One roll of toilet paper - issued by staff inside units.

2. The following depicts the maximum number of commissary items an inmate may possess in their cell/bunk at one time:

   a. **Hygiene Products:** No more than two bars of soap, two bottles of shampoo, and two bottles of conditioner. No more than two bottles of Summer's Eve (females only). One tube of toothpaste, a toothbrush holder and one bottle of mouth wash. One soap holder. One brush. No more than three razors and one container of shaving cream. One container of skin care lotion. One container of foot powder. One face cloth. One container of Q-Tips. One container of Noxzema. One container of after shave. One bottle of cocoa butter oil.

   b. **Medical Products:** No more than five packets of Tylenol and/or Motrin. No more than two packets of protein powder. One packet of Tums and/or Rolaids. One container of vitamins. One bottle of acne medication. One container of hydrocortisone cream. One lip balm. One order of Fixodent and/or Efferdent. Approved Keep-On-Person (KOP) medication.

   c. **Food Products:** Those available for purchase from the commissary (cakes, chips, coffee, cookies, candies, jelly, peanut butter, "Slim Jims", soup, sweetener and sugar packets, pasta sauce, cheese) One plastic bowl. One plastic coffee cup.

   d. **Clothing:** One pair of sweat pants. One sweat shirt. One pair of sneakers (Reeboks, unless otherwise approved by medical). One pair of shower shoes. No more than two pair of gym shorts. No more than 6 white T-shirts (8 for kitchen workers.)

   e. **Stationary Items:** An approved number of US stamps, as well as an approved number of letter and legal size envelopes. Up to two art pads and/or writing pads. One pencil. One address book. One colored pencil set. One eraser. One dictionary. One mirror. One photo album.

   f. **Religious Items:** One Bible or Koran. (Other religious items or spiritual books can be available, if approved by the Chaplain).

   g. **Electronic Items:** One approved AM/FM radio with one approved headset. One pack of batteries. One Tablet, issued daily by staff. One set of tablet earbuds – either provided by the Sheriff's Office or purchased from the Commissary.

   h. **Games:** One deck of cards.

3. **Publications:** An inmate may possess three soft covered books available by mail from a publisher, book club or legitimate retailer/book store–but not by third party mail or visitor. Hardcover books must be approved by the Superintendent or designee. Inmate subscriptions to magazines and newspapers are permitted. An inmate can possess up to five magazines at one time. Newspapers older than one week should be discarded.

4. **Towels:** Towels can be issued by staff. Towels can be purchased through the commissary. Inmates who buy towel(s) from the commissary must return those issued by staff. Inmates possessing more than two towels at one time shall be disciplined.

MEDICATION FOR OPIATE USE DISORDER (M.O.U.D)

M.O.U.D is the use of medications, in combination with counseling and behavioral therapies, to provide a "whole patient approach" to the treatment of substance use disorders. Research shows that a combination of medication and therapy can successfully treat these disorders, and for some people recovering from addiction, M.O.U.D can help sustain recovery.

Inmates accepted into the M.O.U.D program will have the opportunity to meet with many members of the health care team- all dedicated inmates and their overall wellbeing. This team-based approach will allow health care professionals to provide inmate participants with thorough, compassionate care to support while they are in the M.O.U.D. program, all dedicated to the inmates and their overall wellbeing. The goal is to help stabilize inmate participants and to provide continuity of care while they are held at the Sheriff's Office.

The MOUD program offers the following services: Addiction education and screening; medication management consultations; mental health medicine and counseling; group support and a team based interdisciplinary treatment plans centered on substance use disorder prevention and management.

The benefits and risks of inmates participating in the MOUD treatment program include: a) stabilizes the brain functions; b) Long term treatment can reverse some of the damage; c) allows people to function normally-they can continue to work, go to school etc. ; d) relieves withdrawal symptoms and reduces cravings; e) may cause withdrawal if stopped abruptly; f) medications are controlled substance with abuse potential; g) medication side effects and interactions; h) risk of overdose or fatality especially if taking benzodiazepine's

The benefits and risks of not receiving MOUD treatment include: a) the medications used in MOUD can produce unpleasant de effects; b) some of the medications used in MOUD are at potentially addictive themselves. Eventually, the user will have to taper down the dosage of these to become totally drug free; c) if a person in MOUD relapses, their tolerance level to the original drug of abuse is often lowered; d) If the person uses the original drug, their risk of overdose is increased.

M.O.U.D MEDICATION ADMINISTRATION: Medication administration will take place as scheduled. Methadone, buprenorphine and oral naltrexone will be provided and administrated by Nurses.

MEDICATION/DISPENSING GUIDELINES

Inmates participating in the MOUD program should be prepared to show ID to the Nurse before receiving their daily medication as well as before providing a toxicology sample. The Nurse should ask the inmate their name prior to giving the medication. Inability to provide identification may result in the inmate not receiving their medication for that day.

Inmate refusals to take their medication will be documented, which shall be maintained in their medical record.
A nursing assessment may conclude that an inmate's dose needs to be held due to any number of conditions, such as intoxication, mental status changes, seizure activity, or other medical conditions.

Inmates will need to provide toxicology samples upon request. Inability to provide a toxicology screen will be considered a positive result. Toxicology samples are obtained through collections of urine specimens. Inmate participants shall be asked to provide toxicology samples a minimum of 15 times per year or which may be collected as many times as deemed appropriate by the medical and clinical staff.

Inmate participants shall have the MOUD medication administration process explained by staff. Participants who fail to omply fully can result in closer monitoring to avoid diversion.

All unit rules and regulations are expected to be fully complied with by all involved.

PROGRAM RULES AND GUIDELINES

Inmate participants are expected to attend program activities regularly, respect the confidentiality of others and not engage in disruptive behavior, To comply with their treatment plan, inmate participants are expected to be compliant with their treatment plans as well as their signed admission agreement.

FAMILY COUNSELING SERVICES

M.O.U.D is not a standalone treatment approach. In order to ensure recovery, inmate participants must address the root causes of the substance use disorder. This can be supported by incorporating behavioral health care, group programming, and community supports to their treatment plan.

- Inmate participants will attend classes, programs in counseling as part of the recovery program.
- Upon release, the Sheriff's Office will help inmates transition to an outside, long-term community- based treatment center.
- Educational handouts and pamphlets on resources to support families will be provided as needed. Programming based on the foundations of Al-anon, Narc-anon and Gam-anon will also be provided as a support service.
- The Sheriff's Office can assist in locating post release, family counselling for inmate participants.

DISCHARGE

Inmates can be discharged from the MOUD for the following four types of possibilities:

- *Against medical advice (AMA)* - the inmate requests a "taper" when illicit opiate use continues. Inmates are detoxed according to protocols written by a medical provider. Orders written by the medical provider for detoxification once an AMA detox begins, cannot be stopped for any reason.
- *Administrative-* The inmate is in violation of one or more of the program rules and is detoxed for administrative reasons per medical protocol and per orders from the medical provider.
- *Self-Initiated*- this is initiated by the inmate in the presence of drugs other than opiates, such as cocaine, marijuana, stimulants, and other illicit drugs. This method is not clinically or medically recommended.
- *Therapeutic Methadone Tapering*- the inmate is successful in treatment and tests negative for all illicit drugs. Medical staff agree that the inmate is ready to taper off methadone.

Sheriff's Office staff will assist health care professionals with an inmate's discharge planning prior to release.

ADMISSION TO THE M.O.U.D. PROGRAM AT B.C.S.O

An inmate participant remains at a "guest dose status" and will be transitioned to become a patient of the MOUD program with a full medical and clinical admission process being completed.

INMATE PATIENT RIGHTS

The Sheriff's Office shall makes every effort to safeguard the rights of each inmate participate during MOUD treatment and discharge. These inmates are entitled to receive clinical services in the most appropriate setting available. They shall also have the right to be fully informed of their individual rights, as specified by MA General Laws and DPH regulations. The Sheriff's Office ensures that the rights of the inmate served are explained in the language that they understand.

CONFIDENTIALITY

The Sheriff's Office treats the information in every inmate participant's medical record as both privileged and confidential. Information shall only be made available in conformity with all applicable laws and regulations.

Written consent of inmate participants is required to disclose information to anyone outside the Sheriff's Office. Releases of information may be obtained for continuity of care purposes. Records are protected under the federal regulations governing confidentiality of alcohol and drug abuse patient records, 42 capital C. F. R. Part 2, and cannot be disclosed without written consent.

In rare circumstances, the Sheriff's Office may disclose information without inmate consent. The agency is mandated to report such things as actual or suspected child abuse, elder abuse, intent to commit a crime, intent to harm self or someone else and if the Sheriff's Office is presented with a signed order from a judge.

END OF HANDBOOK

THOMAS M. HODGSON
SHERIFF

THE COMMONWEALTH OF MASSACHUSETTS

OFFICE OF THE
BRISTOL COUNTY SHERIFF

400 Faunce Corner Road
North Dartmouth MA 02747

TEL: (508) 995-1311
FAX:(508) 998-5074

To whom it may concern:

Please be advised that I have reviewed and approve the latest revision of the Inmate Handbook, which was prepared in January 2022.

Steven Souza
Superintendent

3/8/2022
Date

THOMAS M. HODGSON
SHERIFF

THE COMMONWEALTH OF MASSACHUSETTS

OFFICE OF THE
BRISTOL COUNTY SHERIFF

400 Faunce Corner Road
North Dartmouth MA 02747

TEL: (508) 995-1311
FAX:(508) 998-5074

To whom it may concern:

Please be advised that I have reviewed and approve the latest revision of the Inmate Handbook, which was prepared in January 2022.

Steven Souza
Superintendent

3/8/2022
Date

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE

BRISTOL COUNTY SHERIFF

400 Faunce Corner Road
Dartmouth, MA 02747-1275

TEL. (508) 995-1311
FAX. (508) 995-7835
info@bcso.ma.org
www.bcso.ma.us

PAUL HEROUX
SHERIFF

TO: Sheriff Paul Heroux
FROM: ADS Michael F. Foley
DATE: November 30, 2023
RE: Revision to Inmate Handbook

Sir:

In accordance with policy 19.01.00 *Mail and Communications*, I am requesting that an addendum be added to the Inmate Handbook to revise the following:

Page 20, section 3

Current language:
a. "*Inmates can send out an unlimited amount of postage-free legal mail/privileged correspondence.*"

Revision:
a. "*Indigent inmates can send out an unlimited amount of postage-free letters each week for privileged confidential correspondence as specified in subsection b, as well as to their attorney of record on pending criminal matters.*"

b. An inmate can mail or receive privileged correspondence from the following officials: Any officer of the court from the US or Commonwealth of MA (judges, attorneys, clerks); the US President, the Governor of MA, any member of Congress, any member of the MA legislature, the US or MA Attorney General, the FBI Director or any FBI agent, the MA Secretary of Public Safety, the Bristol County Sheriff or Superintendent, the MA Commissioner of Corrections, a member of the MA Parole Board, a member of the MA Governor's Advisory Committee on Corrections and any District Attorney of the United States.

Approved:

Paul Heroux, Sheriff

11/30/23
Date

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE
BRISTOL COUNTY SHERIFF

PAUL HEROUX
SHERIFF

400 Faunce Corner Road
Dartmouth, MA 02747-1275

TEL. (508) 995-1311
FAX. (508) 995-7835
info@bcso.ma.org
www.bcso.ma.us

TO: Sheriff Paul Heroux
FROM: Michael F. Foley, Director of Policy and Compliance
DATE: February 7, 2024
RE: Revision to Inmate Handbook

Sir,

I am requesting an addendum to the Inmate Handbook to revise the following:

Page 4 - Mission Statement

Current:
The Bristol County Sheriff's Office is an organization of public safety professionals committed to serve and protect the people of Bristol County.

Recommended Revision:
The Bristol County Sheriff's Office is a public safety organization committed to care, custody, control, and rehabilitation of inmates. The Bristol County Sheriff's Office strives to promote a work environment where employees feel valued and have a sense of purpose in their daily work, and will assist other public organizations when needed.

Page 12 – Dress Code Rules

Current:

2. Inmates shall wear their complete uniform (tops, bottoms, shoes, undergarments) when outside their cells or off bunk. T-shirts, shorts, or sweatpants purchased from the commissary can also be worn inside a housing unit or during outdoor recreation, but at no other facility location. An inmate must visibly wear their issued ID Bracelet.

Recommended Revision:

2. Inmates housed in the Dartmouth HOC or Women's Center shall be required to wear their "full uniform" (e.g. scrub tops, scrub bottoms, undergarments, proper shoes/socks, and inmate ID properly displayed) when outside their housing unit, when attending programming, when meeting with staff within their unit and during the serving of breakfast, lunch, and dinner at any central feeding location. For any other out-of-cell activity within a housing unit, a T-shirt/sweat top, shorts/sweat pants, sneakers, undergarments and visible ID shall be worn.

3. With the exception of outdoor recreation, all inmates at the Ash Street Jail shall wear their "full uniform" (as established above) when outside their cell.

Approved:

Paul Heroux, Sheriff

2/20/24
Date

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE
BRISTOL COUNTY SHERIFF

400 Faunce Corner Road
Dartmouth, MA 02747-1275

PAUL HEROUX
SHERIFF

TEL. (508) 995-1311
FAX. (508) 995-7835
info@bcso.ma.org
www.bcso.ma.us

TO: Sheriff Paul Heroux
FROM: Michael F. Foley, Director of Policy and Compliance
DATE: April 17, 2024
RE: Addendum to BCSO Inmate Handbook

Sir,

In order to reflect our current procedures, the following addendum to page 37 of the Inmate Handbook is recommended:

MAXIMUM AMOUNT OF PROPERTY ITEMS ALLOWED PER INMATE

CURRENT:

1. The following items will be issued to new inmates by the Sheriff's Office upon arrival:

   a. **Bedding/Towels**: Two sheets, one blanket, one laundry bag, one towel.

   b. **Clothing:** Two uniform tops/bottoms. One thermal top (seasonal). One coat (seasonal). No more than six pair of socks, six pair of underwear and six bras (females only, unless so authorized). One nightgown (females only, unless so authorized), one pair of shoes or sneakers. One hygiene kit. One roll of toilet paper – issued by staff in the unit.

RECOMMENDED REVISION:

1. The following items will be issued to new inmates by the Sheriff's Office upon arrival. Limits to the number that an inmate may possess at one time are indicated in parentheses.

   a. **Bedding/Towels:** Two sheets, one blanket, one laundry bag, two towels (such items can be replaced with a one-for-one exchange).

   b. **Clothing:** Two uniform tops/bottoms (limit – two sets); two pair of socks (limit – six pair); two pair of underwear (limit - six); One pair of shoes or sneakers (limit – one pair); One hygiene kit (limit – one). Females and those so authorized will also receive two bras (limit – six) and one nightgown (limit – one). One roll of toilet paper will be issued to each inmate by in-unit staff.

Approved:

Paul Heroux, Sheriff

4/17/24
Date

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE

BRISTOL COUNTY SHERIFF

400 Faunce Corner Road
Dartmouth, MA 02747-1275

TEL (508) 995-1311
FAX (508) 995-7835
info@bcso.ma.org
www.bcso.ma.us

PAUL HEROUX
SHERIFF

TO: Sheriff Paul Heroux
FROM: Michael F. Foley, Director of Policy and Compliance
DATE: July 26, 2024
RE: Addendum to Inmate Handbook

Sir,

I am requesting the following addition to the Inmate Handbook relative to voting rights:

YOUR VOTING RIGHTS

In Massachusetts, you can vote as long as:

- You are a U.S. Citizen;
- You are at least 18 years old;
- You are a resident of Massachusetts;
- You are not incarcerated for a felony conviction; and
- Your right to vote is not temporarily or permanently revoked by a court because of corrupt practices in respect to elections.

1. Even if you have a past felony conviction, you are eligible to register to vote in Massachusetts as soon as you leave incarceration for that conviction. You can register to vote even if you are still on probation or parole for that conviction.

2. Inmates who are not Massachusetts residents who wish to vote in their home state's elections may request information from their inmate advisor or the Librarian regarding voting rules in that state.

3. Inmates who are eligible to register to vote are encouraged to do so, as this may allow them to vote at their local voting location after they are released.

4. When registering to vote, you should list your residence as the address you plan to return to after your incarceration, and not the BCSO facility address.

5. When requesting an absentee ballot for voting during your incarceration, you should list the mailing address as:

Bristol County Sheriff's Office
400 Faunce Corner Road
Dartmouth, MA 02747

6. Inmates may also vote without registering by requesting an absentee ballot as a "specially qualified voter" who is confined in a correctional facility or jail for a reason other than a felony conviction. Voting after release is limited to registered voters.

7. Any postage that may be needed to mail your registration, ballot application, or ballot shall be paid for by the BCSO.

CONTACT YOUR INMATE ADVISOR TO LEARN HOW TO EXERCISE YOUR VOTING RIGHTS

Approved

Paul Heroux

Paul Heroux, Sheriff

7/26/24

Date

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE
BRISTOL COUNTY SHERIFF

400 Faunce Corner Road
Dartmouth, MA 02747-1275

TEL. (508) 995-1311
FAX. (508) 995-7835
info@bcso.ma.org
www.bcso.ma.us

PAUL HEROUX
SHERIFF

TO: Sheriff Paul Heroux
FROM: Michael F. Foley, Director of Policy and Compliance
DATE: March 11, 2025
RE: Addendum to Inmate Handbook Page 32

Sir,

In response to the recent PREA audit, it is requested that the following statement be added to the Inmate Handbook:

Page 32. **INFORMATION ON INMATE SEXUAL MISCONDUCT/ABUSE (PREA)**

CURRENT:

1. The Sheriff's Office has established a zero tolerance policy concerning inmate sexual misconduct or abuse. All forms of sexual activity in the Bristol County correctional facilities are prohibited. Inmates shall be free from intimidation or pressure from staff, inmates, or others to perform or engage in sexual behavior – regardless of their current situation or sexual orientation.

RECOMMENDED REVISION:

1. The Sheriff's Office has established a zero tolerance policy concerning inmate sexual misconduct ***and*** abuse. All forms of sexual activity in the Bristol County correctional facilities are prohibited. ***Any behavior or act of a sexual nature between inmates is a disciplinary offense, but such misconduct may not be deemed to constitute abuse if it is determined that the activity is not coerced/encouraged through force, intimidation or threats.*** Inmates shall be free from intimidation or pressure from staff, inmates, or others to perform or engage in sexual behavior – regardless of their current situation or sexual orientation.

Approved:

PA
Paul Heroux, Sheriff

3/11/25
Date

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE
BRISTOL COUNTY SHERIFF

400 Faunce Corner Road
Dartmouth, MA 02747-1275

PAUL HEROUX
SHERIFF

TEL. (508) 995-1311
FAX. (508) 995-7835
info@bcso.ma.org
www.bcso.ma.us

TO: Sheriff Paul Heroux
FROM: Michael F. Foley, Director of Policy and Compliance
DATE: August 22, 2025
RE: Addendum to Inmate Handbook

Sir,

It is recommended that the following be added to the Inmate Handbook to replace current language regarding the processing of incoming privileged mail and documents:

All incoming privileged/legal inmate mail shall be photocopied by staff prior to distribution. Below is a general summary of these new procedures:

1. Whenever incoming privileged/legal inmate mail arrives at a BCSO facility, the mail shall be secured inside the Mail Room. The mail shall not be opened by staff.

2. Incoming privileged/legal inmate mail shall be delivered every day except Sundays and postal holidays.

3. Inmates who receive privileged/legal mail shall be notified by staff to report to a designated facility location to receive photocopies of their mail. This shall typically occur on Second Shift (3-11pm). Certain inmates, such as those housed in a special management unit, will be escorted by correctional staff to this location. Restraints may be applied during escort.

4. Upon arrival, correctional staff shall show – but not handover- the envelope of the privileged/legal mail to the inmate. The inmate shall review the front of the sealed envelope.

5. If the inmate agrees to accept the envelope, they shall sign a Legal Mail Verification Form. Correctional staff shall then open the envelope and scan – but not read- its content for contraband. The mail may not be open except in the presence of the inmate and for the purpose of ascertaining that it is free from contraband.

6. If cleared, correctional staff shall make photocopies of the mail and its envelope (front and back) directly in front of the inmate and a security camera. The photocopies shall be

printed on BCSO watermarked paper. Each photocopied page shall be handed individually to the inmate.

7. Upon completing this photocopying, correctional staff shall bring the inmate's original privileged/legal mail and envelope to the Property Room. The original mail shall be secured inside the inmate's property bag. The mail shall remain inside the inmate's property bag until discharge, except when so authorized by BCSO officials.

8. Once an inmate has received their photocopies, they shall be responsible for their future handling, storage and care. The BCSO shall not produce additional or replacement photocopies for the inmate.

9. If the inmate refuses to accept the privileged/legal mail, the inmate shall report back to their housing unit or be escorted to their bunk. The unopened envelope shall be returned to the Mail Room. A Notice of Disapproval Form shall be completed and sent to the inmate and the sender of the mail.

10. Upon completing this photocopying, correctional staff shall bring the inmate's original privileged/legal mail and envelope to the Property Room. The original mail shall be secured inside the inmate's property bag. The mail shall remain inside the property bag until inmate discharge, except when so authorized by BCSO officials.

A revised version of the BCSO Mail and Communication policy is available for inmates within the Inmate Legal Resource Computers and on their issued tablets. Questions regarding these new photocopying procedures should be addressed with Inmate Advisors and Correctional Staff.

Approved:

PH

Paul Heroux, Sheriff

8/25/25

Date

DUKES COUNTY SHERIFF'S OFFICE
Edgartown, Massachusetts

INMATE HANDBOOK

Revised Edition

December 28, 2023

I. Introduction…….. 3
II. Orientation…… 3
III. Tobacco Free Facility……. 5
IV. What you need to know about the Prison Rape Elimination Act…….. 5
V. General Information……... 4
A. Housing Unit Routine…… 4
B. Contraband……. 8
C. Daily Schedule for Inmates…… 9
D. Visiting Rules and Regulations……. 9
E. Attorney Visits…….. 10
F. Radio/Television Policy…… 10
G. Personal Hygiene…….. 11
H. Dining Hall Schedule…… 11
I. Inmate Funds Account…….. 11
J. Store Orders/Canteen…… 11
K. Inmate Work Assignments…… 12
L. Freedom of Expression……. 12
M. Gifts and Packages…… 12
N. Library Services and Law Library……. 12
O. Recreation……. 12
P. Telephone Calls……. 13
Q. Mail Policy…… 13
R. Religious Services……. 15
S. Laundry……. 15
VI. Facility Security…… 15
A. Inmate Counts……... 15
B. Shakedown Inspection…….. 16
C. Searches…… 16
D. Internal Movement…… 16
VII. Disciplinary Policy…… 16
A. Disciplinary Code of Offenses…….. 16
B. Disciplinary Procedure…….. 18
C. Disciplinary Sanctions…….. 19
VIII. Grievance…… 20
IX. Health and Human Services…… 21
A. Inmate Health Service…….. 21
B. Human Services…… 21
1. Program Services……. 22
a. Adult Education Programs……. 22
b. Counseling……... 22
c. *Additional Programs*……... 22
2. Release Programs……. 23
a. Community Work Program…… 23
b. Work Release Program…… 23
c. Furlough Program……... 24
3. Classification Levels and Criteria…… 24

4. Classification Board……. 26
5. Earned Good Time……... 27

X. Parole Policies…… 28
XI. Warrants and Detainers…… 28
XII. Fire and Other Emergencies……. 28
A. Fire Exits……. 28
B. Evacuation Procedures…… 29
XII. Votes Act…….. 32

I. INTRODUCTION

This booklet is prepared to introduce you to the Dukes County Jail and House of Correction (DCJHOC) in Edgartown. The rules in this booklet are to be used for your benefit. All areas mentioned in this booklet will be discussed at an Inmate Orientation within 72 hours of your commitment.

Information in this booklet is meant to be a guide and a reference for you, but it is not possible to cover every situation. You are expected to use common sense and good judgment. When questions arise, you should speak with a correctional staff member.

II. ORIENTATION

All inmates entering DCJHOC will be housed in the quarantine unit pursuant to the current COVID 19 guidelines. This unit contains single bunked cells. Within 72 hours you will attend an orientation meeting with the Assistant Deputy Superintendent for Human Services. The purpose of this meeting is to orientate you to the facility rules and regulations. You will also be advised of work and program opportunities and directed in getting involved in them.

After this meeting you will be assigned permanent housing, program involvement, and given pertinent dates. Your behavior and attitude will set the pace of your stay. If you at any time have any problems understanding this manual, you can ask any of the staff to help you.

III. TOBACCO FREE FACILITY

This facility is a tobacco free facility. There will not be any tobacco products within the building, on the premises, inside or out, or in any of the vehicles. This rule will be strictly enforced.

IV. WHAT YOU NEED TO KNOW ABOUT THE PRISON RAPE ELIMINATION ACT(PREA)

a. What is PREA?

i. The Prison Rape Elimination Act (PREA) was signed into law in 2003. PREA is a national law that addresses sexual abuse. PREA also calls for "Zero Tolerance" of all forms of sexual abuse and sexual harassment. PREA applies to all correctional settings.

b. What does "Zero Tolerance" mean?
   i. At the Dukes County Sheriff's Office (DCSO), we do not allow any forms of sexual abuse or sexual harassment. We investigate all reports of sexual abuse and sexual harassment. The DCSO refers all substantiated cases of sexual assault against inmates/detainees for discipline, and when appropriate, for prosecution. The DCSO also takes disciplinary action when an investigation reveals that an inmate detainee knowingly mad a false allegation. The DCSO views all sexual contact between inmates/detainees and staff as coercive and NEVER consensual.

c. What is Sexual Abuse?
   i. Any attempt or, threat to engage ins sexual acts
   ii. Any touching between the genitals, anus, or mouth
   iii. Penetration or insertion by a finger, object, or another method
   iv. Any other intentional touching of the genitals, anus, groin "crotch", breast, inner thigh, or butt, unless it is part of official duties
   v. Indecent exposure (showing genitals of purpose), invasion of privacy, or staff voyeurism (spying or watching) for sexual pleasure

d. What is Sexual Harassment?
   i. Repeated attempts or pressure to have sexual activity
   ii. Requests for sexual favors
   iii. Repeated negative sexual talk
   iv. Sexual actions or gestures (acting out sexual acts)
   v. Negative comments about gender
   vi. Negative comments about body or clothing

e. What should I do if; I am sexually assaulted by an inmate or a staff person?
   i. Immediately report the incident. You can report to any staff person you feel comfortable telling.
   ii. You can also leave a voice message for the PREA Manager by using the blue securus phones to:
      1. Dial 1 for English / 2 for Spanish
      2. Press 8
      3. Dial the number 508.555.1234
      4. Leave message
   iii. You may file a formal grievance at any time during, after, or in lieu of longing an informal grievance or complaint. All grievances should be placed in the secure grievance box. A final decision in writing will be issued within 90 days unless an extension of up to 70 days is requested.
      1. If you believe that you are subject to substantial risk of imminent sexual abuse you may file an emergency grievance with the shift supervisor for immediate corrective action.
   iv. You can also report externally in writing to:

Massachusetts Department of Corrections
50 Maple Street, Suite 2
Milford, MA 01757
Attention: PREA Coordinator

v. Do not shower, brush your teeth, use the bathroom, or change your clothes, as this may destroy important evidence.
vi. Request immediate medical attention. You may have serious injuries or been exposed to sexually transmitted diseases.

f. What kind of help can I get?
   i. You can speak with professional mental health staff to help you recover from the emotional impact of the violence you suffered.

g. You can also speak confidentially to an outside advocate by calling CONNECT to End Violence (508)696-7233 or by mail at 111 Edgartown Road, Vineyard Haven, MA 02568

h. Staff and agency report duties
   i. All staff (to include medical and mental health practitioners) are required to report immediately and according to agency policy any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in a facility.

GENERAL INFORMATION

A. HOUSING UNIT RULES

Housing unit rules and regulations have been established in order to provide for the health, safety, and wellbeing of both inmates and staff. Notices of administrative inmate information shall be posted on the inmate information monitor located in the facility general population dayroom. It shall be the responsibility of each inmate to read all notices that are posted.

1. DAILY ROUTINE

a. Inmates shall be subject to search at any time.

b. All cells are to be clean and in complete compliance by 8:30 A.M. and are to remain in compliance 24 hours a day (This includes the cleaning of toilet facilities every day).

c. Beds shall be made up at all times between the hours of 8:30 A.M. and 8:00P.M. Inmates are not allowed under the covers after the bed is made until after the evening meal.

d. All inmates must be out of bed, with their beds made by 8:30 AM.

e. Night curfew is 11:00 PM; inmates must be in their cells for lockdown and count.

f. All inmates are to report to work, school, or other assignments as scheduled.

g. No inmate may enter a cell other than his own cell.

h. Inmates are not allowed in any housing unit except for their own unit. Housing units start at the outside of the unit door.

i. The Lieutenant of Operations shall make housing unit and cell assignments.

2. CELL DECORUM

a. Cells must be kept neat and clean at all times.

b. No more than (7) books, (2) newspapers, and (3) magazines allowed in each cell at one time.

c. All glass, metal cans, and plastic milk crates are contraband

d. Toilets are to be flushed after each use and cleaned daily.

e. No obstructions on cell doors or windows are allowed. Blankets and towels will not be used as rugs on cell floors.

f. No shades will be placed on cell lighting.

g. Tampering with, or altering, electrical, plumbing, or locking mechanisms is prohibited.

h. Floors and wastebaskets are to be kept clean.

i. All furniture will be kept away from cell doors, windows and entrances.

j. No cleaning supplies may be stored in rooms or living areas.

k. Rope, wiring, string and clotheslines cannot be strung in any fashion or location.

l. Pictures may be affixed to cell walls only in approved 3'x3' area.

m. Family and religious photographs, institutional calendars and schedules may be affixed to walls only in designated areas. No other photographs or items of any kind will be permitted to be attached to walls. Nude pictures of any kind are not permitted. No magazine clippings will be hung on cell walls.

n. Posted material, which demonstrates negativity to race, national orgin, religion, sex (gender), sexual orientation, color, age, gender identity, ancestry, disability, genetics, veteran, or military status, or any other legally protected status, shall not be permitted.

o. Vents in cells or units will not be covered at any time.

p. Cell walls, floors, and ceilings shall be kept free of clutter.

q. Do not hang any article from a bed, vent, window, cell door, wiring conduit, or light.

r. No curtains, window covering, or rugs are allowed.

s. Televisions will be turned off when cells are unoccupied.

3. PROPERTY ISSUES

a. Inmates must not have in their possession any property that does not belong to them. All property is to be clearly marked in a legible manner.

b. Extra clothing is not allowed unless approved.

c. Extra bedding is not allowed unless approved.

d. No county food is allowed in living areas (day rooms or cells), including milk.

e. Damaging, tampering with room furnishings, accessories or issued clothing may result in disciplinary action and possible deduction of monetary assessments.

f. Stockpiling of canteen is strictly prohibited.

g. Inmates are not allowed any property that is not recorded on their property list.

h. Clothing issued shall not be altered in any way. Cutting of sleeves, legs or other alterations are not allowed.

i. Electrical appliances cannot be altered from manufacture's intentions. Altered items will be considered contraband.

j. Earrings, wrist watches and other jewelry items are not permitted with the exception of a wedding band, one religious medal and medic alert bracelet.

k. One cup, one bowl, and one Tupperware storage container, purchased from canteen are permitted. All empty packaging containers from canteen items must be thrown away.

l. You are prohibited from having in your possession certain items not issued to you by this facility. The following contraband guide applies. You cannot possess anything not issued or purchased by you in the canteen unless authorized for you by the administration.

4. CONDUCT

a. Smoking or use of tobacco products is prohibited in this facility

b. No shouting, running, or loud noises will be tolerated.

c. Inmates shall not yell or talk out of any window of the facility. Loitering near windows or doors shall not be permitted.

d. Sitting and or loitering on the stairs is prohibited.

e. No wrestling or horseplay.

f. There will be no alterations to cellblock, cell, or dayroom lighting.

g. Do not tamper with or block locking devices, doors or windows.

h. Proper footwear must be worn when leaving a housing unit. Shower shoes will not be worn out of a housing unit (cellblock).

i. No cardboard boxes, paper bags, plastic milk crates or containers of any type are allowed unless purchased through canteen.

j. Security and fire equipment shall not be tampered with.

k. Inmates shall not have cleaning supplies stored in their cells.

l. Trash is to be stored in the proper receptacles in cellblock hallways, not in cells.

m. Inmates shall not sit on tables or lay on floors. Furniture shall not be moved without permission from staff.

n. Common areas shall be kept clean at all times.

o. Inmates shall not tamper with security screens on windows.

P. Inmates shall not tamper with sinks or faucets to create constant water running.

q. Inmates shall not be permitted to possess money or currency.

r. Hats or other types of headgear as well as sunglasses shall not be worn inside of the facility.

s. Proper Uniform must be worn outside of a housing unit.

B. CONTRABAND ITEMS

Any items not issued to you by the facility or approved by the Property Officer are contraband and will be disposed of. The following items are a few of the items considered contraband and possession will result in disciplinary actions:

1. Money
2. Unauthorized medication
3. Cigarettes, or tobacco products
4. Cigarette lighters
5. Matches
6. Glass containers
7. Glass Mirrors
8. Saw blades
9. Metal cans or containers
10. Nails, screws, tacks
11. Pry bars and other tools
12. Glue, tape or any other adhesive material
13. Postage Stamps
14. Pornographic literature
15. Nose inhalers
16. Shoe Polish
17. Unregistered TV / radio
18. Fermented Liquids
19. Chewing gum
20. County food

C. DAILY SCHEDULE FOR INMATES

6:00 AM - UNLOCK
6:45 AM - WAKE UP CALL
7:00 AM - 8:00 AM - BREAKFAST
8:30 AM - BEDS MUST BE MADE BY THIS TIME
8:30 AM - 9:30 AM CELL CLEANING
9:30 AM - 11:30 AM - RECREATION, PROGRAMS, WORK ASSIGNMENTS
12:00 PM - 1:00 PM - LUNCH
1:00 PM - 4:00 PM - RECREATION, PROGRAMS, VISITS
5:30 PM - 6:15 PM - DINNER
6:00 PM - 7:00 PM - EVENING RECREATION, PROGRAMS
7:00 PM - 9:00 PM - VISITS, RECREATION, PROGRAMS
9:00 PM - LIGHTS OUT (OPTIONAL)
11:00 PM - EVENING LOCKDOWN
11:30 PM - LIGHTS OUT (MANDITORY)
12:00 AM - TVS OFF

D. VISITING RULES AND REGULATIONS

Visits must be made by the person wishing to visit you, by scheduling the visit at least twenty-four hours in advance. Visiting Hours for the Facility are Monday through Sunday from:

1:00 PM - 5:00 PM
6:00 PM - 9:00 PM

Length of visits may be limited due to overcrowding.

The following rules apply to visitors:

1. Appropriate dress is required. No shorts, halter-tops or bare midriffs are allowed. Shoes must be worn.

2. Positive identification of visitors is required (picture ID).

3. Two persons may be admitted at one time.

4. Visitors will leave all their personal property in the foyer area for the duration of the visit.

5. Visiting period is one (1) hour. Special visits will be considered on an inmate's individual needs. Consideration will be given based on the visitor's length of travel and other special circumstances. Special visits are two, depending on situation.

6. Money orders will be left with the officer for deposit in inmate accounts.

7. Former inmates need special permission from the administration for a visit.

8. Unruly conduct will end a visit.

9. Attorneys and Clergy visits are not counted and are permitted at reasonable hours.

10. Evidence of disrespect or inappropriate behavior concerning any staff member toward a visitor or inmate towards a staff member or vice-versa should be reported to the Shift Commander immediately.

11. Talking to inmates through the outside security fence or windows is prohibited.

12. Visitors will be searched prior to entering the visit room.

VISITING ROOM RULES

1. Visitors and inmates shall sit across from each other.

2. Visitors shall be in control of children at all times.
3. Inmates and visitors must place jackets or any other outer wear on coat hook provided in the foyer.
4. Visitors shall be expected to dress and conduct themselves in an orderly manner and are not to engage in physical contact that is excessive or inappropriate.
5. Visits will be conducted in seats only. No standing.
6. No smoking in the visiting room.
7. You will be searched at the conclusion of your visit.

VIOLATION OF ANY OF THESE RULES COULD LEAD TO DISCIPLINARY ACTION, TERMINATION OF VISIT, AND MAY BE CAUSE FOR THEIR REMOVAL FROM THE APPROVED VISITOR LIST.

ALL OF THE ABOVE RULES WILL BE STRICTLY ENFORCED BY VISITING ROOM STAFF.

E. ATTORNEY VISITS

Daily attorney or paralegal visits are allowed until 9:30 PM circumstances permitting. Attorneys and/or paralegals must show proof of identification to officer before admittance. Any misrepresentation will result in termination of visiting privileges.

F. RADIO AND TELEVISION POLICY

Portable radios are allowed in this facility. The following policy applies to all inmates.

1. Appliances will be subject to search, and will be recorded in the central inmate file with serial numbers inscribed on sets.
2. Observance of sound levels will be enforced and any violation can result in the loss of privilege.
3. The facility is not responsible for personal loss of radios stolen or damaged or in need of repair. Headphones must be used with all audio equipment.

G. PERSONAL HYGIENE

Personal hygiene is important to yourself and others you may live and work with. While at this facility, you are expected to be neat and use the shower facilities that are available daily.

Barber services/tools are available for use each week on Sunday and Thursday upon request.

H. DINING HALL SCHEDULE

Meals are served cafeteria style three times each day. You must be properly dressed at all times to enter the dining hall. Shoes, pants, shirts or shorts. Shower

shoes and tank tops are not acceptable footwear or clothing. Please use common courtesy by not jumping lines, and only accept the amount of food you are able to eat. No kitchen utensils or food should be taken out from this area. Once the meal is eaten you must secure the permission of the officer before leaving the dining hall. An alternative meal will be posted weekly.

Breakfast 7:00 AM - 8:00 AM
Lunch 12:00 PM - 1:00 PM
Dinner 5:30 PM - 6:15 PM

I. INMATE FUNDS ACCOUNT

An inmate who possesses sufficient funds may release money from his account to support his family, pay fines, or other fees.

Inmates may not transfer funds without the permission of the ADS of Human Services or his designee. Any fund transfers must be in writing.

Family and friends may only deposit money orders into the inmates account by depositing them upon leaving a visit, mail or dropping it off at the Jail and House of Correction. Money orders will be made payable to the "Dukes County Sheriff's Office" and your name should be written on the "memo" line.

J. STORE ORDERS / CANTEEN

If you have sufficient funds in your personal account you are allowed up to fifteen (15) items from canteen two (2) times a week

K. INMATE WORK ASSIGNMENTS

Sentenced Inmates are eligible for work assignments within the facility as kitchen crew, etc. The use of "earned good time" work credits as a deduction from a sentence may be used by the administration. Inmates seeking job assignments should contact the ADS for Human Services who will use an assignment list for work details. Decisions are made based on the classification levels and experience. All kitchen personnel must be cleared by the medical staff and the Food Services Coordinator prior to starting any work assignment. When assigned a work assignment it does not eliminate you from being asked to perform other work details.

Inmates classified level red are responsible for keeping their cells and cellblock clean. Other work assignment is voluntary.

L. FREEDOM OF EXPRESSION

You may discuss your issues or register any complaints with the Shift Commanders who will refer you to the proper people to address your issues or complaints.

M. GIFTS AND PACKAGES

Each inmate must fill out a Property Request Form and submit it to the Property Officer for approval before any property will be allowed in. The Property Officer will inspect, inventory and stencil all items coming in to the facility. Only the items listed on the property slip will be allowed, any extra property must be returned to the visitor or mailed out. All incoming packages through the mail must have a DARE Sticker on the outside of the package to be accepted by the property officer. Packages must arrive during the day shift.

N. LIBRARY SERVICE AND LAW LIBRARY

A library is available for inmates to use. Each inmate is responsible for the maintenance and return of library materials.

A law collection of legal materials is also available for inmates to use via Lexis Nexis on the inmate computer in the dayroom. If inmates need a particular law book that is not in the library, they should submit a request in writing to the ADS of Human Services.

The facility has an inter-library loan program though the Edgartown Public Library. Requests should be made directly to the Director of Education.

O. RECREATION

Participation in recreation is encouraged. Leisure time activities are also available which includes board games, cards etc. Hours are as follows:

Daily: 9:30 - 11:00 AM; 12:45 - 3:30 PM; 6:00 - 9:30 PM;

The outside yard is available for inmate exercise, dependent upon weather conditions, seasons and booking situations. Hours for the yard MAY take place as follows:

Daily 9:30 - 11:00 AM; 1:00 - 4:00 PM; 6:00 - 7:00 PM;

P. TELEPHONE CALLS

All inmates will be assigned a Personal Identification Number (PIN) by the administration. All phone calls are free of charge. Three way calls and allowing another inmate to use your PIN are not permitted. Anyone caught making three way calls or providing/using another inmates assigned PIN will have their phone privileges curtailed. Incoming phone calls and messages unless of an emergency nature are not allowed. Family emergencies should be brought to the attention of

the administration as soon as possible. Inmate personal phone and attorney numbers will be updated at the end of every month when necessary. Inmates may not use the telephone system to facilitate any criminal activity which includes contacting any witnesses, anyone with an active restraining order or any other potentially criminal conduct.

Legal Contacts:

Prisoners Legal Services –
50 Federal Street, 4th Floor
Boston, MA 02110
(617)482-4124

Disability Law Center –
11 Beacon Street
Suite 925
Boston, MA 02108
(617)723-8455
(800)872-9992

Q. MAIL POLICY

1. For receipt of mail, your address at the facility is:

149 Main Street
P.O. Box 252
Edgartown, Ma. 02539

2. **AMOUNT OF MAIL:**

No maximum limit on mail correspondence is placed on an inmate. Mail will be picked up and delivered six (6) days a week.

3. **COLLECTION AND DISTRIBUTION:**

A. Outgoing mail shall be deposited, unsealed, directly by inmates in a locked letter box for collection every day, except Sundays and postal holidays. At no time will outgoing mail be collected or otherwise handled by an inmate.

B. Incoming mail will be distributed to the receiving inmates by an employee at least once every day except Sundays and postal holidays. At no time will any incoming mail be distributed or otherwise handled by an inmate,

nor will mail be left by the distributing employee on a table or other commonly accessible place.

C. Outgoing mail will be delivered to the US Post Office, and incoming mail will be delivered to the inmates, within twenty-four hours of collection from the inmates, or delivery from the Post Office (Sundays and postal holidays excluded), except where an article of mail is held pursuant to Sections 948.08 and 948.11. Nothing in this section limits the right of the Sheriff or Deputy Superintendent to withhold delivery of publications from inmates serving disciplinary time until the completion of said time.

4. **Confidential Correspondence**

A. Outgoing mail shall not be opened for inspection or impeded in its transaction if it is addressed to:

(1) The President of the United States or any member of the Congress of United States or The Director or any agent of the Federal Bureau of Investigation or any officer of a court of the United States

(2) The Governor of the Commonwealth or the Attorney General of the Commonwealth or the Commissioner of Public Safety or any officer of the Commonwealth of Massachusetts (justice, attorney, clerk) or the Commissioner of the Massachusetts Department of Corrections

(3) Any County Commissioner in Dukes County.

5. **Non - Confidential Correspondence**

A. Outgoing mail must be deposited into the secure mailbox unsealed.

B. Incoming mail will be opened and inspected for the sole purpose of ascertaining whether the contents are free of any contraband. A photocopy of all incoming mail will be provided to the inmate. Original documents will be secured and returned at the time of release.

C. The Sheriff's Office reserves the right to read outgoing and incoming non - confidential correspondence for security reasons.

Those inmates who are indigent* will be permitted unlimited postage free letters each week for the purpose of corresponding with courts, attorneys, and will receive (**3**) three postage free letters each week to correspond with friends and relatives. (The cost of postage shall be charged to the inmates account whenever the inmate is no longer indigent.)

* Indigent inmates are those with less than $10.00 in their account for more than 30 days.

R. RELIGIOUS SERVICES

Inmates have the right to exercise their religious beliefs. The facility holds a non – denominational religious service at least once every week.

Any inmate may receive visits from outside clergymen of any faith by having the clergymen call for appointment, circumstances and daily schedule permitting.

S. LAUNDRY

A washer and dryer are provided for the laundering of inmate clothing, linens and towels. The laundry will be available on a daily basis. Inmates housed in the Pre-release unit will use the washer and dryer located in their unit, inmates housed in Units 1, 2, 3 and 4 will use the washer and dryer located in Unit 2 according to the posted laundry schedule.

VI. FACILITY SECURITY

To ensure your safe custody, a number of security measures are continuously in effect. Cooperation is required to allow the correctional staff to perform its tasks without interferences.

A. INMATE COUNTS

Scheduled and unscheduled counts of the population to verify the presence of inmates is conducted daily. Talking to officers or distracting an officer during the count is an infraction of the facility rules.

Major counts are conducted daily. All inmates must be physically in their cells before the count is done. Being out of place for a major count is an infraction of the rules and regulations of the Dukes County Jail and House of Correction.

Daily: 06:00 am 12:00 pm 5:00 pm 11:00 pm

B. ROOM INSPECTIONS

Periodic and unannounced room inspections of the housing units will be made to search for unauthorized items and contraband. These inspections are conducted for your safety and it is expected that you cooperate fully with the correctional staff conducting the inspections.

C. SEARCHES

You may be frisked upon departing and entering many areas within the facility. You are subject to search at any time.

D. INTERNAL MOVEMENT

Access to areas may require the escort of a correctional officer to open locked doors leading to these areas.

Inmates are required to be properly attired with a shirt, pants, shoes, etc., when leaving housing units.

VII. DISCIPLINARY POLICY

Whenever groups of people congregate in a confined area, there is a need to maintain order. In a facility, there must be a system of penalties and corrective measures that deal with detrimental conduct that may compromise the safety of the facility. The following is the disciplinary policy of the Sheriff's Office.

A. DISCIPLINARY CODE OF OFFENSES

Major and minor discipline offenses at the Dukes County Jail and house of Correction consist of, but are not limited to, the following:

1. Disobeying an order of, lying to, disrespect, or insolence toward a staff member.
2. Failure to keep one's person or one's quarters in accordance with institutional rules.
3. Being out of place, or leaving a cell or place assignment without permission from an officer.
4. Unexcused absence from, willful failure to properly perform or refusal to accept a work assignment.
5. Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security, or official paper.
6. Tampering with or blocking any locking device, door, gate or window.
7. Conduct which disrupts or interferes with the security or orderly running of the institution.
8. Escape, attempted escape, or possession of escape tools.
9. Manufacture, possession, introduction or use of any unauthorized controlled substance, alcohol or fermented juice, tobacco products, or their associated paraphernalia, including syringes and needles.
10. Misuse of authorized medication, for example the unauthorized accumulation of prescribed medication, or its unlawful distribution.
11. Refusal to take a breath test or to provide a urine specimen.
12. Gambling.

13. Participating in or committing any mutinous act, inciting or encouraging a riot, work stoppage, hostage taking, unauthorized group demonstration, or general disturbance in any part of the facility or on a work assignment.
14. Being under the influence of alcohol, fermented juice, any tobacco product, any kind of drug or controlled substance not prescribed by the facility medical staff whether ingested or inhaled (includes purchased and homemade intoxicants).
15. Possession, manufacture, or introduction of a gun, firearm, explosive, ammunition, weapon, sharpened instrument, knife, or tool.
16. Homicide.
17. Self –mutilation.
18. Battery, assaulting, or threatening another person, (inmate, officer, or visitor), with any offense against his person or property.
19. Use of obscene, abusive, or threatening language, action, or gesture to any inmate, staff member, or visitor.
20. Engaging in sexual acts with others.
21. Setting a fire.
22. Willfully destroying or damaging institutional property, (any part of the facility, its tools, materials, or machinery), and/or the property of another person.
23. Unauthorized possession of property belonging to another person.
24. Possession of items, including money or currency (coin or paper), not authorized for retention or receipt by the inmate.
25. Giving money or items of value to, or accepting money or anything of value from another inmate, a member of his family, or his friend, without authorization.
26. Stealing.
27. Giving or offering any official or staff member a bribe.
28. Giving or offering any official or staff member any item or service of value.
29. Extortion, blackmail, protection; demanding or receiving money or anything of value in return for protection against others.
30. Missing count.
31. Rendering false information to any officer.
32. Passing or receiving any item of contraband from another inmate, visitor, or staff member regardless of the place of occurrence (cell, visiting area or workplace).
33. Fraudulent requests of any type to circumvent established rules of the facility.
34. Making unauthorized means of communication either inside or outside of the institution (including but not limited to, phone calls, social media browsing, mail, or electronic mail, verbal communication with members of the public etc.).
35. Violating any law of the Commonwealth of Massachusetts or the United States.
36. Wearing or displaying colors or any type of emblem, insignia or logo, either manufactured or hand-made, suggesting possible membership or affiliation with a gang, group, party, or other association, whenever such wearing or display may, in the opinion of the Sheriff or his designee, pose a threat to the safety and security of the facility or any programs.
37. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, shall be considered the same as commission of the offense itself.

B. DISCIPLINARY PROCEDURES

The Assistant Deputy Superintendent of Operations and the Captain of Operations shall be responsible for all disciplinary issues and serve as the Disciplinary and Hearings Officer for the facility.

1. For violating the rules and regulations of the Dukes County Jail and House of Correction, the following sanctions may apply.

    a. Informal handling of a minor disciplinary infraction by having an officer and inmate agree to a discretionary form of room confinement, loss of privileges, or work detail. Violation notices will be used as a record of any infractions and inmate should keep the pink receipt for his records.

    b. Waiver to the ADS for Operations for a disposition of the allegations in the disciplinary report. The ADS may then decide on any punishment sanctions without a full disciplinary hearing.

    c. Disciplinary hearing before the Hearings Officer, who will decide the weight of evidence, adjudicate a finding, and decide on an impartial basis, the guilt or innocence of an allegation.

2. If you violate the offense code of the facility, an officer may write an incident report that may result in disciplinary action against you. You have certain rights that apply should this circumstance happen to you.

    a. A copy of the officer's report attachments must be delivered to the inmate within forty-eight (48) hours of rules infraction. This will include a Narrative and a Notice of Charges.

    b. The Disciplinary Hearings Officer will schedule a hearing within seventy two (72) hours of the end of the investigation into the incident, excluding weekends and holidays, to decide innocence or guilt. The inmate involved will be notified in writing at least twenty-four (24) in advance as to the date and time of the hearing.

    c. Before the Disciplinary Hearings Officer reads the charges to the inmate which may be referred to the District Attorney for prosecution, he or she shall advise the inmate that he has the right to remain silent, and that anything he says during the hearing may be used against him in any subsequent criminal proceeding.

    d. The inmate shall be allowed to appear at the hearing and hear evidence against him, except that credible information from a reliable informant may be heard by the Disciplinary Hearings Officer without the inmate present to protect the informant. The inmate shall be allowed to make a statement, and to present documentary evidence or witnesses in his defense if permitting him to do so will not jeopardize the safety of the individual, the security of the facility or correctional goals.

    e. The decision of the Disciplinary Hearings Officer shall be based upon a preponderance of evidence. The Disciplinary Hearings Officer shall advise the inmate of the decision in writing. If found guilty, the writing will include:

(1) Dispositions of charges and;
(2) Sanctions

C. DISCIPLINARY SANCTIONS

1. Any of the following sanctions are acceptable by the Sheriff of Dukes County as reasonable depending upon the severity of the rules violation: Acceptable forms of discipline shall consist of, but not be limited to the following:

a. Minor Sanctions

Informal Minor sanctions include, but are not limited to, the following sanctions:

- Verbal warning- Violation notice ("pink slip"). Any three violation notices for a minor infraction received by an inmate within one calendar month will result in an automatic 22-hour room confinement with loss of privileges for a specific period of time.
- Written warning-Violation notice second offense
- Work detail- agreed upon by violator and Officer in Charge.
- 22 hour room restriction
- Restitution
- Loss of privileges for a specific period of time. Privileges include but are not limited to, visits, programs, telephone calls, canteen orders, and televisions.
- A Combination of any of the above sanctions.

b. Formal Minor sanctions include, but are not limited to, the following:

- Written Reprimand
- Loss of privileges for a specific period of time
- Removal from work detail
- Restitution
- Extra-work duty for a specified period of time
- 48 hour room restriction
- Recommend reclassification

c. Major sanctions include:

- Room confinement, for a specified period of time not to exceed ten (10) days for one offense, and no more than thirty (30) days for all violations arising out of one incident.
- Recommended good time forfeiture.

- Disciplinary isolation for a specific period of time not to exceed thirty (30) days for all offenses arising out of one (1) incident. No more than ten (10) days for any one (1) offense; and,
- Loss of any or all privileges for a specific period of time
- Any or all minor sanctions.

1. Minor sanctions may be suspended for a specified period of time not to exceed (3) months
2. Major sanctions may be suspended for a period of time not to exceed six (6) months.
3. Inmates in room confinement will receive three (3) meals per day and shall receive all necessary medical attention that would be required if they were not.
4. If an inmate is in room confinement in disciplinary detention for more than (3) days, the facility administrator shall be informed thereof and the reasons therefore.
5. In the event of a situation declaring the facility be placed in a state of emergency, the rights forward within this section may be temporarily suspended to the extent necessary for up to twenty four (24) hours after the emergency has been terminated.
6. Food will not be withheld nor the standard menu varied or an individual inmate as either a disciplinary sanction or reward.
7. Corporal punishment is prohibited

VIII. Grievances

A. Grievance forms may be requested from Line Officers or generated and printed on the inmate computer.
B. Once completed, a Grievance can be delivered to the Grievance Coordinator or other correctional line staff
C. Confidential Grievances can be made on the same inmate form, and given to any Officer or placed in the Outgoing Mail Slot addressed to the ADS of Human Services and marked "Confidential"
D. Emergency Grievances: In the event an inmate wishes to file an emergency grievance, they will complete the Inmate grievance Form, and check "Emergency" on question 7 of the "Instructions for Completion." Emergency grievances can be hand delivered to the Officer in Charge of the shift at the time.

IX. HEALTH AND HUMAN SERVICES

A. <u>INMATE HEALTH SERVICES</u>

SICK CALL – Sick call is conducted three times per week on Mondays, Wednesdays and Fridays by filling out a sick call form and hand delivering to the facility healthcare provider immediately after 9:00 AM med pass.

NURSING ASSESSMENT - All newly admitted inmates are automatically seen by the registered nurse for a complete medical assessment.

PRESCRIBED MEDICATION - Only prescribed medication by the staff practitioner is allowed within the correctional facility. All medication is distributed at scheduled times and is documented. All inmates receiving medication will immediately swallow all medication in the presence of the officer dispensing it with a clear liquid and will submit to a thorough mouth check.

DENTAL CARE - Dental care at the Dukes County House of Correction is limited to emergency dental care. Restorations and extractions may be arranged after consulting with the dentist about the specific dental work needed. All sentenced inmates, with a sentence of more than six (6) months, receive a dental screening shortly after their admission to the facility.

HOSPITALIZATION - Depending on the nature of the consultation required or medical problem, when specialized expertise is indicated, the ADS or Captain of Operations and the HSA will coordinate consultation services with the facility practitioners.

MENTAL HEALTH – Mental health services are available through Correctional Psychiatric Services. The facility medical staff, administration or an authorized staff member, will make referrals to psychologists, psychiatrists or other mental health professional when it is appropriate.

STI, HEPITITIS C, and HIV TESTING: - Health Imperatives offers confidential testing every 6-8 weeks. This can be arranged through the facility Nurse or the ADS of Human Services.

B. HUMAN SERVICES

Upon your arrival, the ADS for Human Services shall make referrals for services for you and help answer any questions and concerns. With this assistance, you may choose to participate in a variety of programs and services available, which will help you, improve yourself while at the facility. The ADS for Human Services will make referrals to the services that you have an interest in active participation.

1. PROGRAM SERVICES

a. Adult Education Programs

(1) **HI Set** is offered to inmates who wish to receive their high school equivalency diploma while in the facility. Materials are available to allow you to work at your own level and speed.

(2) **Computer Literacy Skills** are available to inmates who wish to learn computer literacy or improve their skills. A tutor is available to assist inmates wanting to develop their computer skills. We require inmates to respect the equipment while using it.

~~(3)~~ **College Courses** are offered via the EDOVO tablets.

(4) **Literacy Development** is the group study of a book facilitated through reading, discussion and audio visual aids.

(5) **Vocational skills** are offer through the EDOVO tablets

b. Counseling Programs

(1) Psychological Counseling

We enjoy an association with Correctional Psychiatric Services, which provides us with an on call psychologist to assist you in major crises or other personal problems.

(2) Recovery Coaching

Recovery Coaches are available through Island Health Care's i2PHC. "A recovery coach is anyone interested in promoting recovery by removing barriers and obstacles to recovery, and by serving as a personal guide and mentor for people seeking or in recovery."

c. Additional Programs

(1) Alcoholics Anonymous
Alcoholics Anonymous is a twelve step self-help program for inmates with alcohol issues. Meetings are held Monday and Wednesday's at 7:00 PM.

(2) Narcotics Anonymous
Narcotics Anonymous is a twelve step self-help program for inmates with substance abuse issues. Meetings are held on Fridays at 10:30 AM.

(3) Al-Anon

Al-Anon is a "worldwide fellowship that offers a program of recovery for the families and friends of alcoholics, whether or not the alcoholic recognizes the existence of a drinking problem. Meetings are held on Tuesdays at 7:00 PM.

(4) The Path of Freedom

A mindfulness-based emotional intelligence model for inmates. The curriculum includes training in: mindfulness meditation, emotional intelligence, communication, conflict resolution, and various resourcing and resiliency building skills.

(5) EDOVO

Numerous educational and self-help programs are offered by EDOVO. Please see the education director for access and guidance.

2. RELEASE PROGRAMS

a. Community Work Program

The Community Work Program provides inmates with the opportunity to perform supervised work details in the community for non-profit organizations and provide a public service to the citizens and taxpayers of the county and reintegrate into the community. The Anti-Litter Program helps keep the roadways clear and preserve our environment and takes place from March through November. Inmates must be a minimum security level to participate.

b. Work Release Program

The primary objectives of the Dukes County Work Release Program are:

(1) Provision of a bona fide employment opportunity for a semi-skilled inmate;
(2) Provision of a valuable vocational reintegration service for training in a new career.
(3) Assumption of fiscal responsibility for court fines, restitution and child support. As per Massachusetts General Law Chapter 127:86F, twenty percent of net wages earned are also deducted and reimbursed to the county.

The Sheriff will make all final decisions concerning work release. He may approve, defer, or deny any application. All recommendations are based on individual need, suitability for community work and inmates classified at pre-release level.

c. Furlough Program

All sentenced inmates may be considered for furloughs based on facility adjustment and classification status under the provisions of M.G.L. Chapter 127, s. 90A. Furloughs will be escorted by Dukes County Sheriff's Office.

3. CLASSIFICATION LEVELS AND CRITERIA

a. JAIL: (Maximum Security) All Pre-trial detainees shall remain in the classification level JAIL throughout their detention.

(1) Program services - as needed.
(2) Job assignment - volunteer
(3) Preferred housing assignment - Unit 1 or Unit 2
(4) Criteria - pre-trial detainee.

b. NEW LINE: (Maximum Security) All newly sentenced inmates shall remain in the classification level of NEW LINE until they are classified within 30 days.

(1) Program services--an inmate serving 60 days or more to discharge will be seen by his counselor to jointly develop a program plan; any inmate serving less than 60 days may request to see a counselor.
(2) Job assignment—will be assigned an institutional job.
(3) Preferred housing assignment - Unit 3 and Unit 4
(4) Criteria—newly sentenced inmates

c. LEVEL I: (Maximum Security) All inmates requiring administrative segregation or protective custody shall be placed in classification LEVEL I, such placement to be reviewed at least every seven days by the classification board.

(1) Program services--inmates may participate in all programs except work release, furlough, recreational arts, and volunteer programs.
(2) Job assignment--none.
(3) Preferred housing assignment- Unit 1 or Segregation for Administrative Segregation, and for Protective Custody.
(4) Criteria--

* Administrative Housing:

- Serious violent offense and record of prior serious violent offenses, or
- Frequent aggressive and assaultive disciplinary infractions during this or prior incarcerations, or
- Prior escapes or attempted escapes, or

- Warrants or other detainer's involving serious felony offenses or additional incarceration.

*Protective Custody:

- Serious risk or harm;
- Number of inmates involved who pose a threat
- Lack of alternative placements; or
- Documented request with specific reasons from the inmate.
- Assessment of needs i.e. sex, mental health, age, medical etc.

d. LEVEL II: (Medium Security) All general population inmates shall be placed in classification LEVEL II, such placement to be reviewed at least every 60 days by the classification board.

(1) Program services--inmates may participate in all programs except work and education release and non-emergency furloughs.
(2) Job assignment--inmates with approval may work on the following details: recreation hall, blocks, guardroom and library.
(3) Preferred housing assignment - Units 3 and 4
(4) Criteria--
-Responsible adjustment to facility living;
-Progress in meeting the individual program plan, and,
-Satisfactory work and housing reports.
(5) State inmates are classified as medium security and are housed in - Unit 4

e. LEVEL III: (Minimum Security) Inmates may be placed in classification LEVEL III no earlier than six months prior to the parole eligibility date, or having completed 6 months incarceration, not including time spent awaiting trial. Such placement to be reviewed at least every 60 days by the classification board.

(1) Program services--inmates may participate in all programs except work and education release.
(2) Job assignment-inmates may work on the following details: outside maintenance crew, kitchen, road crew.
(3) Preferred housing assignment – Unit 4 or Pre-release
(4) Criteria--
-strong performance report from detail officer-in-charge, officers and counselors,
-progress in meeting individual program plan,
-free of major or repetitive disciplinary infractions,
-free of serious warrants or other detainers, and
-within 6 months of parole eligibility date.

f. LEVEL IV: (Pre-Release Security) Inmates may be placed in classification LEVEL IV, indicating suitability for work or education release, no earlier than four months prior to the parole eligibility date, such placement to be reviewed every 60 days by the classification board.

(1) Program services--may participate in all program services with particular attention to work or education release.
(2) Job assignment--outside maintenance crew, road crew.
(3) Preferred housing assignment--Modular unit,
(4) Criteria--
-at least 60 days of positive adjustment to level III responsibilities,
-present offense is not a crime prohibited by statute from release program participation
-free of warrants or other detainers
-strong performance report from detail officer-in-charge, officers and counselors,
-progress in meeting individual program plan, including satisfactory completion of the Community Corrections Program
-free of major, minor or repetitive disciplinary infractions, and
-within four months of parole eligibility.

4. CLASSIFICATION BOARD

The Classification Board at DCJHOC operates on a management system. The board is comprised of the ADS for Human Services (who will also act as the Chairperson). Dependent on the current classification status other members may include a Captain, a Sergeant, and a Correctional Officers(s). The Board meets monthly.

The Board is responsible for monitoring your work and program involvement as well as your adjustment within the facility. The Board will periodically review your classification status. Members of the Board have daily contact with you and, as initiators of recommendations, it is important to you that they are aware of your work, program, and other activities.

5. EARNED GOOD TIME

An inmate currently serving a sentence who has not been classified as a threat to the orderly operations of the facility or has been secured in disciplinary detention during any portion of the month may be eligible to

earn and receive good time credits, unless the law under which an inmate is committed specifically prohibits the awarding of deductions.

An individual can earn up to a maximum of 10 days of earned good time each month. A total of five (5) days good time can be earned in each of the three following categories, based upon *satisfactory* attendance and performance.

a. Employment programs: Deductions totaling not more than 5 days a month may be granted to an inmate who is involved in an approved program(s)
b. Educational and Vocation Training Programs: Deductions totaling not more than 5 days a month may be granted to an inmate who is involved in one or more approved education program or vocational training program.
c. Activities: Deductions totaling not more than 5 days a month may be granted to an inmate who is involved in one or more approved activities.

***Regardless of the number of programs that you are involved in, only a maximum of 10 days can be earned in any month and shall be credited at a rate of one half day per hour for time spent in educational, vocational, and activity programs
**One full month of participation in the program or activity shall be satisfactorily completed in order to receive earned good time credits for the month. and will be credited on the last day of each month.
*The denial of earned good time credit may result from poor attendance or formal/informal disciplinary sanctions.

X. PAROLE POLICIES

A. Eligibility

Any inmate sentenced to or serving a term of 60 days or more is eligible for parole at the half time of their sentence unless a mandatory sentence prevents this (gun law, OUI). To be eligible, the inmate must be properly classified, interviewed by the Institutional Parole Officer, and be interviewed by a parole board member who visits the correctional facility. The ADS for Human Services can answer any questions you may have regarding parole eligibility. If you are free of outstanding warrants or pending cases and serving a non-mandatory sentence of at least 60 days, you are eligible.

B. County Inmates

Anyone serving a sentence of sixty (60) days or more is eligible for parole under the following circumstances:

1. You must be committed from any court in the Commonwealth except the Probate Court.

2. You are eligible for release upon parole at one-half of your sentence or at any other time the Parole Board may direct. Except in cases where early consideration merits, or is presented in writing, the parole board will meet with you only once during your sentence.
3. You may appeal or ask for reconsideration from the parole board after consulting with the Institutional Parole Officer who will give you a copy of the parole board decision in writing.
4. It is advisable that you are free of impending court cases or warrants lodged against you.
5. You must have a home to live in and employment upon parole release, or a substitute program approved by the Parole Officer.

C. State Inmates

1. Anyone serving a state sentence is eligible to appear before a meeting of the State Parole Board.

2. The ADS for Human Services shall contact the Department of Correction (DOC) two months prior to the parole hearing date.

3. The DOC schedules the location and date of the hearing and contacts the ADS for Human Services, who notifies the inmate.

4. On the day of the hearing, the DOC picks up inmates and transports them to the hearing and returns them.

XI. WARRANTS AND DETAINER'S

You will receive notification by the ADS for Operations of any warrants or detainer's that have been lodged against you while incarcerated.

Speedy trial forms to request a court appearance for the disposition of a pending case or warrant are available from the ADS for Human Services. Any questions can be directed to him/her regarding earned good time, fines, or other deductions from sentences.

Bail review forms are available from the officer in charge.

XII. FIRE AND OTHER EMERGENCIES

In the event of a major fire or other facility emergency, complete evacuation of the correctional facility may be necessary. In the case of a fire, the smoke alarms will sound! Don't panic. Several fire evacuation exits may be used. Follow the orders of the correctional officers.

A. Fire Exits

#1 Control Room Lobby
#2 Multi-Purpose Room - interior

#3 A Block Corridor
#4 Modular Unit Hall
#5 Modular Unit Day room - interior
#6 Kitchen - interior
#7 Second Floor Day room
#8 Old Library
#9 Conference Room - interior
#10 Conference Room - exterior
#11 Corridor A
#12 Multi-Purpose Room - exterior
#13 Front Door
#14 Control Room - interior
#15 Control Room - exterior
#16 Waiting Room
#17 Guard Station - exterior
#18 ID Room
#19 Holding Cell Door
#20 Kitchen - exterior

B. Evacuation Procedures

In the event of an emergency evacuation of the facility, correctional officers will man specific post positions to escort inmates through emergency exits.

Segregation Unit:

Primary - All inmates and staff in Segregation will evacuate through the ID room, through exit #18, to control room lobby, out exit #1, and into the recreation yard.
Secondary - Through exit #3, to corridor M, out exit #4 and into the recreation yard.

Unit #1:

Primary - All inmates and staff in Unit #1 will evacuate through corridor B, through gate A, through ID room, through exit #18, to control room lobby, out exit #1 and into the recreation yard.
Secondary - Through corridor B, through exit #2, into multi-purpose room, through exit #12 to parking lot.

Unit #3:

Primary - All inmates and staff in Unit #3 will evacuate through corridor C, through Gate B, down main stairwell, through corridor B, through gate A, through the ID room, through exit #18, to control room lobby, out exit #1 and into the recreation yard.
Secondary - Down corridor C, through old library (exit #8), through conference room, (exit #9) through exit #10, down front/administration stairwell, to corridor

A, through exit #11, through gate A, through the ID room, through exit #18, to control room lobby, out exit #1 and into the recreation yard.

Kitchen:

Primary - All inmates and staff in the kitchen will evacuate through exit #6 to corridor B, through Gate A, through the ID room, through exit #18, to control room lobby, out exit #1 and into the recreation yard.
Secondary - Out exit #20, through exit #17 to outside perimeter.

Multi-purpose Room:

Primary - All inmates and staff in the multi-purpose room will evacuate through exit #2 to corridor B, through Gate A, through the ID room, through exit #18, to control room lobby, out exit #1 and into the recreation yard.
Secondary - Out exit #12 (back of multi-purpose room), to parking lot.

Modular Unit:

Primary - All inmates and staff in the modular unit will evacuate down corridor M, through exit #4 and into the recreation yard.
Secondary - Through the Day room and out exit#5, to fenced area behind the modular unit.

2nd Floor Hall:

Primary - All inmates and staff in the 2nd Floor Hall will evacuate through exit #7, down front stairwell to corridor A, to exit #11, gate A, through ID Room, through exit #18, to control room lobby, out exit #1 and into the recreation yard.
Secondary - Through corridor C, Through Gate B, down main stairwell, through corridor B, through gate A, through the ID room, through exit #18, to control room lobby, out exit #1 and into the recreation yard.

Holding Cell:

Primary - All inmates and staff in the holding cell will evacuate through exit #19, to control room lobby, out exit #1 and into the recreation yard.
Secondary - Through exit #19 to exit #18, through the ID room, down A Block corridor, through exit #3 to exit #4 and into the recreation yard.

Administration – 1st Floor:

Primary - All staff on the 1st. floor of the administration area will evacuate out the Front Door (exit #13)
Secondary - Through corridor A to exit #11, through corridor B, to exit #2, to Multi-purpose Room, to exit #12 and out to parking lot.

Administration – 2nd Floor:

Primary - All staff on the 2nd floor of the administration area will evacuate down the administration stairway and out the Front Door (exit #13)

Secondary - Out conference room (exit #9), through library (exit #8) to Gate B, down main stairwell, through corridor B, to exit 2, through Multi-purpose Room, to exit #12 and out to the parking lot.

Administration - 3rd Floor:

Primary - All staff on the 3rd floor of the administration area will evacuate down to the 2nd floor landing, down administration stairway, out Front Door (exit #13)
Secondary - Down to 2nd floor landing, to exit #7, through Gate B, down main stairwell, through corridor B, to exit #2, through Multi-purpose Room and out to parking lot.

XIII. Votes Act

An Incarcerated Voter's Bill of Rights –
Any individual with the right to vote is encouraged to speak with their caseworker for assistance.

1. You have the right to vote if:
   • You're a U.S. Citizen; and
   • You're at least 18 years old; and
   • You live in Massachusetts; and
   • You're NOT currently incarcerated for a felony conviction
2. You **STILL** have the right to vote, even if:
   • You're incarcerated for a misdemeanor
   • You're awaiting trial
   • You're convicted of a felony, but not yet sentenced
3. You have the right to vote while incarcerated, even if you're not currently registered to vote. You may vote from your last residential address before incarceration, even if you no longer live there.
4. You have the right to request an absentee ballot. Your absentee ballot application must reach your local election office five business days before Election Day.
5. You have the right to a secret ballot, and the right to fill out that ballot in private, without anyone else looking at your ballot.
6. You have the right to have access to a writing implement to mark your ballot.
7. You have the right to vote without intimidation, pressure, or influence. No one can force you to vote for or against a candidate, party, or ballot question.
8. You have the right to receive unbiased, nonpartisan educational materials to assist with your decisions.
9. You have the right to ask for help completing your ballot, from anyone you choose, if you can't fill it out yourself because of disability or language difficulties.
10. You have the right to return your ballot without interference. Your ballot comes with a pre-addressed, postage pre-paid envelope for returns. Make sure to return your ballot as quickly as possible, so it reaches your local election office by Election Day.

Essex County Sheriff's Department
&
Correctional Facility

Kevin F. Coppinger
Sheriff

2025

INMATE HANDBOOK

ESSEX COUNTY SHERIFF'S DEPARTMENT
ESSEX COUNTY CORRECTIONAL FACILITY
MIDDLETON, MASSACHUSETTS

INMATE ORIENTATION

HANDBOOK

A Message from the Sheriff of Essex County

Our staff has prepared this handbook so that you will know what is expected during your stay at the Essex County Correctional Facility. You will find opportunity for growth and change here through the utilization of the programs and services that are offered.

Correctional Officers are stationed inside of each housing area. The housing area features all the necessities for day-to-day living. The Officers who work in these areas have been given full authority to do whatever is necessary, within our applicable policies and procedures, to meet your legitimate needs. In turn, I ask that you respect and treat these Officers as you would like to be treated.

We look forward to serving the needs of all inmates, no matter your race, color, creed, sexual orientation, religion, physical handicap, or national origin. I ask that your behavior conforms to established rules and regulations, and that while you are here, you respect both the facility staff and the rights of the other inmates.

To ensure the safety and security of the facility, which means providing for your safety, inmates unable to abide by the established rules and regulations will be immediately reclassified to a Restrictive Housing Unit where their status will be further reviewed in accordance with policy.

This Handbook is a guide to assist you in understanding the rules and regulations. While the Handbook provides information and may answer some questions, not all issues can be fully covered in these pages. Please become familiar with this handbook as it contains valuable information about this correctional facility and what is expected of you while you are here.

Kevin F. Coppinger, Sheriff

4/2025

Table of Contents

ESCAPE CLAUSE 04
SEXUAL ABUSE/ASSAULT/PREA
(PRISON RAPE ELIMINATION ACT): 04
AMERICAN DISABILITIES ACT (ADA): 05
SUICIDE AWARENESS: 06
ORIENTATION: 06
UNIT TEAM SYSTEM: 06
STAFF ACCESS: 07
CLASSIFICATION: 07
INMATE BEHAVIOR MANAGEMENT (IBM): 08
PAROLE BOARD: 09
SPECIAL REQUESTS: 10
RULES AND REGULATIONS: 10
FOOD SERVICES: 14
LAUNDRY: 15
WORK ASSIGNMENTS: 16
INMATE ACCOUNTS: 17
MAIL PROCEDURES: 20
GRIEVANCE PROCEDURES: 22
PROPERTY: 23
VISITING INFORMATION: 26
DISCIPLINARY VIOLATIONS: 30
SECURITY INVESTIGATIONS UNIT (SIU): 36
HEALTH CARE SERVICES / MEDICAL HOUSING UNIT (MHU): 36
INSTITUTIONAL TREATMENT AND PROGRAMMING: 38
BAIL REVIEW: 43
COURT APPEARANCES: 44
RELEASE OF INMATES: 44
VOTING: 46

ESCAPE CLAUSE

An inmate will be considered attempting to escape at the point when an inmate enters the "No Man's Zone" without proper notification and authorization by the Superintendent or designee. The "No Man's Zone" shall be the area between two (2) security barriers which separates the inner perimeter from the outer perimeter. The two (2) security barriers may be a combination of fences, wall and/or other permanent structures intended as security barriers. Upon entering the "No Man's Zone", the inmate shall be considered a threat to public safety.

SEXUAL ABUSE/ASSAULT/PREA (PRISON RAPE ELIMINATION ACT)

Prison Rape Elimination Act supports prevention, detection and response of sexual abuse and sexual harassment in confinement facilities.

It is the policy of the Essex County Sheriff's Department to be in compliance with the Prison Rape Elimination Act (PREA). The department is committed to a zero-tolerance policy regarding sexual assaults to include sexual harassment, whether inmate/resident on inmate/resident or staff on inmate/resident. All intentional acts of a sexually abusive behavior (to include sexual harassment) or intimacy between an inmate/resident and a department employee, vendor, volunteer, or between an inmate/ resident and another inmate/resident regardless of consent, are prohibited and the perpetrator shall be subject to administrative, criminal and/or disciplinary sanctions. The department is committed to investigating, disciplining, and referring for prosecution department employees, vendors/contractors, volunteers, and inmate/residents who engage in sexually abusive behavior.

As an inmate within the Essex County Correctional Facility, you have the right to serve your sentence without fear of being sexually exploited or sexually harassed. Any sexual contact with any person is expressly prohibited and all such incidents should be immediately reported. Any allegation or incident of sexual contact will be taken seriously and investigated fully.

A telephone "hotline" has been set up through the inmate telephone system that will allow you to report any contact of a sexual nature with other inmates, staff and volunteers or outside contractors. All inmates can universally access this number. To access, at no charge, the crime tip hotline, you need to follow the telephone prompts. When asked, enter prompt #8. Enter your pin number. After entering your pin number, dial 321 to leave a message.

In addition to the crime tip hotline, you may also confidentially and at no charge, report any contact of a sexual nature with other inmates, staff and volunteers or outside contractors to Essex District Attorney's Office. All inmates can universally access their number. To access the Essex District Attorney's Tip Line, you need to immediately dial *599 as it will immediately connect you. Do not select a language when asked, just press *599.

As an inmate, you may also contact the Essex District Attorney's Office by writing to the following address: Essex District Attorney's Office, Family Crimes and Sexual Assault Unit, 10 Federal Street, Salem, MA 01970.

Inmates also have universal access to Rape Counseling Services provided by YWCA Northeastern Massachusetts in Lawrence MA. To access this 24/7 confidential counseling and support services for

sexual assault victims/survivors and anyone else affected by it, you need to dial *333 as it will immediately connect you. Do not select a language when asked, just press *333. This service can also be accessed on a non-inmate authorized telephones by calling (877) 509-9922.

Please be aware that this service is for counseling and support services only. To report, via telephone, any contact of a sexual nature with other inmates, staff and volunteers or outside contractors please use the department's crime tip line or the Essex District Attorney's Tip Line.

As an inmate, you may also contact the YWCA Northeastern Massachusetts by writing to the following address:

YWCA Northeastern Massachusetts
38 Lawrence Street
Lawrence, MA 01840

You do not need to place any of the above numbers on your PIN list. Any allegation that you make that is found to be false will result in disciplinary action. Inmates will not be subjected to personal abuse or harassment.

Inmates are expected to respect staff authority, duties and restrict their interaction with staff to a professional capacity. Any inappropriate communication or conduct by inmates towards staff will be subject to investigation and possible disciplinary action.

Inmates need to be aware that they will always encounter staff of the opposite gender during their incarceration at this facility. Please always conduct yourself accordingly, as the opposite gender staff work in all aspects of the daily operations of this facility.

Inmates are encouraged to self-report acts prohibited by M.GL. c.268 s.21A. This may include use of grievance forms or personal communication with appropriate staff. Inmates may also report an observed violation upon another inmate by these same means.

AMERICANS WITH DISABILITIES ACT (ADA)

Americans with Disabilities Act (ADA) is a federal law that prohibits discrimination based on disability. It is the Essex County Sheriff's Department's policy not to discriminate against any person protected by the ADA.

If you have a disability that warrants an accommodation, you may initiate a request for a reasonable accommodation in one of three (3) ways:

1. By verbal or written request to any facility staff member
2. By verbal or written request to a medical/mental health staff for a medically prescribed accommodation; or
3. By completion of the Request for Reasonable Accommodation Form. The form is available during the intake process, on your unit upon request and in the Inmate Library. The form shall be addressed to the facility Health Services Administrator (HSA) and sent via inmate mail system.

SUICIDE AWARENESS

The Essex County Sheriff's Department takes suicide prevention seriously. All staff members who work with inmates are trained to recognize verbal and behavioral cues that indicate potential suicide concerns and how to respond appropriately. Inmates who need to report feeling suicidal shall feel safe and comfortable in doing so to any staff member. The ECCF inmates will be able to access the Suicide and Crisis Lifeline for emotional support. The Suicide and Crisis Lifeline is not an avenue to report current suicidal thoughts. If you are feeling suicidal, please immediately tell a staff member. The Suicide and Crisis Lifeline provides free and confidential emotional support to people in suicidal crisis or emotional distress twenty-four (24) hours a day, seven (7) days a week. In order to reach the Suicide and Crisis Lifeline, please follow these directions:

On any inmate authorized telephone, the inmate/resident must dial *988, as it will directly connect them, at no charge, to the Suicide and Crisis Lifeline.

Inmates should also report any suicidal concern for fellow inmates to ECSD staff immediately.

ORIENTATION

Within a reasonable timeframe of admission, each new inmate will receive a verbal Orientation. All Orientation will be held in the Programs Building except for inmates who are housed in the Restrictive Housing Unit. The following information shall be included, but not limited to:

a. Visiting procedure
b. Mail procedures to include inmate-to-inmate correspondence limitations
c. Disciplinary/Grievance procedures
d. Program services
e. Medical attention/sick call
f. Facility rules and regulations
g. Housing regulations
h. Sexual abuse/assault/PREA
i. ADA and how to access special accommodations if approved

Attendance is mandatory for every new inmate admitted to the facility, even if you have been here before. Refusal to participate in Orientation is considered a refusal to accept rules and regulations and you may be subject to the inmate disciplinary process.

UNIT TEAM SYSTEM

At ECCF, the department utilizes the Unit Team (UT) Management System. Each housing unit is broken down into UT. Each UT is comprised of Correction Officers, a Sergeant, and a Lieutenant whom inmates will be interacting with throughout their stay at ECCF. UT members will provide consistency with staff/inmate interaction and living situations. While Sergeants and Lieutenants are readily accessible to answer any questions or concerns, it is highly encouraged that inmates follow the chain of command and initiate all inquiries with the unit officers.

Reintegration Coordinators will conduct regularly scheduled interviews and meetings and will answer questions related to your incarceration. Reintegration Coordinators will arrange classification hearings. Any problems encountered with money accounts, property, canteen, classification, etc., should first be addressed through the UT line staff chain of command.

The first avenue to the resolution of any problem should be the Unit Officer, then the Unit Sergeant. The Unit Team members shall be available throughout the housing units to address any concerns or questions.

STAFF ACCESS

You are encouraged to communicate with staff. You may speak with the Floor Officers at any time except during counts, shift change or when the Officer is preoccupied.

Inmate "Request to Speak To" forms are available from Unit Staff. You must complete one of these forms to request a meeting with staff other than your UT. Completed forms may be placed in the mailbox located in each unit.

CLASSIFICATION

The inmate classification process determines your housing assignment based on your security level. Your security level is determined by the Classification Decision Tree which will be performed on you at intake by a Classification Officer. The Decision Tree is a tool that measures your security level and is heavily weighted on your current charges, prior felony charges and institutional behavior history (d-boards). The Decision Tree tool will be performed on every inmate upon intake and then every 60 days after. A classification review using the Aggravating Decision Tree will also be done on you if you receive a disciplinary report or new charges/WMS/detainer, etc. A classification review using the Mitigating Decision Tree will also be done on you if you close an open case and continue program and/or work participation, etc. You will have the ability to move to a higher or lower security level based on the Aggravating/Mitigating Tree results. The ability to change your security/housing level is based on your actions and/or inactions.

A sentenced inmate's initial classification hearing will take place shortly after sentencing by a Classification Officer who has been assigned to you. Your engagement in treatment, programming and reentry planning will be reviewed every 60 days with your assigned Classification Officer. Your assigned Classification Officer will work with you to make recommendations and referrals for educational, vocational, and clinical programming on your behalf. The initial Classification Board will consist of no less than three members.

The purpose of the periodic classification reviews is to address all areas of concern regarding the inmate's security level, facility placement, work, and program assignments and participation. An inmate may request programming and consideration for lower security at their scheduled classification hearings. Inmates may request to speak to their assigned Classification Officer at any time by submitting an "Inmate Request" form and sending it through the inmate system. **You cannot request specific housing units through request forms, as your housing is determined by the Decision Tree outcome.**

Program plans and any new issues (i.e. health, family, legal issues resolved, programming or educational participation, enemies, etc.) and changes can be made at periodic reviews.

All Classification Board recommendations are subject to review and approval by the Assistant Superintendent of Classification or designee. An inmate may, on the appropriate forms, appeal a Classification Board recommendation to the Assistant Superintendent of Classification or designee within five (5) working days of receipt of the classification decision.

The following are some guidelines the Classification Board may use in reviewing an inmate's classification status:

- Inmate's adjustment based on disciplinary and incident reports.
- Compliance with Program Referrals and engagement in programming.
- Length of time served by the inmate.
- Escape history, if any.
- Degree of responsibility an inmate takes for his own actions.
- Nature of the offense and criminal history.

INMATE BEHAVIOR MANAGEMENT (IBM)

Your security level that was determined by the Classification Decision Tree will be used to determine your housing assignment as well as unit-based incentives based on positive behavior. These incentives are not an exhaustive list of opportunities that you may be eligible for based on demonstrating positive behavior.

Level 6- 9 (Low Security 80 Upper, 80 Lower, 60 Bed)
Inmates are eligible for the following incentives:

- Rec time: Full tier rec scheduled by unit staff.
- Visits per week: (2) 45 minute visits per week.
- Video visits: As scheduled by the inmate's family.
- Canteen: $125 total in addition to iCare packages.
- Worker status: Ability to fill any inmate job opening at the discretion of staff.
- Tablet time: Unlimited 24-hour on unit access. Subject to inventory by the unit Officer.
- Uniforms: Minimum per inmate handbook (2).

- Programming: Access to available of unit programming.
- ECPRC eligibility: Would be eligible to be seen by the ECPRC Boards at the discretion of staff.

Level 3 -5 (Medium Security 240 A, 240 B, 240 C, 240 D) inmates are eligible for the following incentives:

- Rec time: ½ tier with no in's and out's. 4 hours of rec a day.
- Visits per week: (2) 30 minute visits per week.
- Video visits: As scheduled by the inmate's family.
- Canteen: $125 total in addition to iCare packages.
- Worker status: Unit workers allowed. Level 5 and higher can work in the kitchen at the discretion of the staff.
- Tablet time: 8:00am – 10:00pm.
- Uniforms: Minimum per inmate handbook (2).
- Programming: Access to available of unit programming.

Level 1 and 2 (High Security 120 B) inmates are eligible for the following incentives:

- Rec time: ¼ tier rec/scheduled in's and out's.
- Visits per week: Once a week for 30 minutes.
- Video visits: As scheduled by the inmate's family during tiered rec time.
- Canteen: $125 total (No iCare).
- Worker status: No unit workers.
- Tablet time: 6 hours.
- Uniforms: Minimum per inmate handbook (2).
- Programming: Limited opportunities on a case-by-case basis.

PAROLE BOARD

At the ECCF, the Parole Office is located in the Programs building and is staffed Monday through Friday from 8:00 am to 5:00 pm.

If you are serving a sentence of 60 days or more, you are eligible for parole after completing one-half of the sentence or after two years, whichever is less.

The facility Parole Officer will prepare an inmate's case prior to his eligibility and will answer any questions the inmate may have.

You may submit a "Inmate Request " form through the inmate mail system to make appointments with the Parole Staff. If for any reason you do not wish to have a parole hearing, you may waive your right to the hearing by signing a waiver form. If you have any outstanding cases, warrants or detainers, you may wish to postpone your parole hearing until such time as these matters are resolved.

SPECIAL REQUESTS

Notary Public Services- Several of our department staff members are certified Notary Publics. . A notary public is responsible for performing notarial acts such as witnessing the signing of important documents. If you need to have a document notarized, submit an "Inmate Request form" to the Notary Public and someone will assist you. The facility law librarian may also assist with notarizing items during your library time.

Interpreter Services- It is the policy of the Essex County Sheriff's Department to provide assistance to non-English speaking offenders. These services include, but are not limited to, the translation of critical documents and forms into languages common to significant groups of offenders, the use of bi-lingual staff in locations or assignments when necessary for communication and the availability of telephonic interpretation services. In the event a bi-lingual ECSD staff member is not available, and you need interpretation services, translation services are available through Language Line Solutions. You should notify your housing officer you are in need of interpretation services. ECSD staff must receive approval from the Unit Manager prior to using the interpretation services.

Family Funerals-Private viewings of the immediate family member of an inmate (mother, father, brother, sister, spouse, and children) under security escort and with applied restraints may be approved by the Classification Department in conjunction with the Superintendent and the Director of Security. Attendance to a viewing is subject to safety and security considerations, provided the services will be held in the Commonwealth of Massachusetts. You can make this request through your Classification Officer or completing an "Inmate Request Form" to the Director of Classification and your request will be considered on a case-by-case basis.

RULES AND REGULATIONS

All inmates housed at the ECCF will be required to adhere to general rules and regulations specifically defined for this facility.

Counts: Counts are very important to the proper running of the facility; infractions pertaining to counts are very serious. Counts are held at approximately 12:30 a.m., 3:30a.m., 5:30 a.m., 7:10a.m., 11:45 a.m., 5:45 p.m. and 9:45 p.m. Once "five (5) minute warning to the freeze" is announced, inmates are to move back to their cells/bunks. It will be the responsibility of each inmate to be in their cell/bunk, and clearly visible to the officers. The 7:10am, 11:45am, 5:45pm, and 9:45pm counts are "standing" counts, which means inmates will be standing next to their bunk while the count is being conducted.

Making unnecessary movements, attempting to distract the counting officer by conversation, will result in disciplinary action. When an emergency count is announced, inmates will report to their cells and remain there until the count is cleared.

Movement from the units will commence for a ten (10) minute period once each hour. Controlled movement will be implemented seven (7) days a week. Special exemptions may require movement at an earlier time. Inmates will always walk on the paved walkways.

The start and end of each movement will be announced.

UNIT RULES AND REGULATIONS

Emergency Unit Lock-Down: In the event a lock down is announced, inmates are required to return to their cells/bunks. If at any time, you are unable to access your cell/bunk, you will lay flat down on the ground, remain still, and await further instructions from staff.

***Cell Decorum*:** All cells are expected to always be kept clean, tidy and in compliance with cell decorum regulations. Beds/bunks will be made by the time that your tier comes out for its first recreation period. At no point in time will any inmate be permitted to obstruct the officer's view of their bunk, nor will they be permitted to cover their cell window, cell door or light fixture. Clothes lines, homemade shelves and Homemade rugs are prohibited. Trash must be emptied daily.

Unit Officers will determine the time for daily cleanup. During this time, cleaning supplies will be made available. Inmates are responsible for the cleanliness of their cells. All cleaning materials shall be controlled and used in a safe manner. Inmates are not allowed to pass off cleaning materials to other inmates; and must return the items to the officer's podium after use. Inmates who violate this procedure are subject to disciplinary action. Officers are always required to know the whereabouts of cleaning materials.

If an inmate refuses to comply with the cell decorum, disciplinary action may be taken.

Rules:

1. No inmate may enter a unit or cell other than their own. Inmates housed on the bottom tier will not be allowed on the top tier. Inmates may not loiter in front of another inmate's cell, on the stairways, or on the tiers.
2. Inmate interaction takes place within the common area of the unit.
3. No inmate will be allowed access to the closets, office areas, or any other unauthorized area as designated without approval of a staff member.
4. Smoking, use of or possession of tobacco products or narcotics is prohibited in this facility.
5. Items are prohibited from being hung on walls, beds, railings, appliances, vents, windows, or cell doors.
6. Pornographic or sexually explicit photographs of any kind are not allowed. No items that are derogatory towards race, religion, nationality/origin, or sexual orientation is allowed.
7. Inmates must make their bed each morning. Time is designated by unit.
8. Fixtures (sink, toilet, etc.) and furnishings (bed, desk, wall hooks, etc.) will not be painted or altered in any way.
9. Inmates are required to use a headset or earbuds while using a radio or tablet. Homemade speakers are not allowed.
10. Mesh storage bags or plastic containers will remain in the cell.
11. Nothing is to be placed in front of the cell door.
12. Inmates must not have in their possession any property that does not belong to them. An inmate found in possession of another inmate's property shall be subject to a disciplinary hearing.
13. Excessive or stockpiling of canteen items is prohibited.
14. Excessive stockpiling of food line items such as fruit or bread is prohibited.
15. Only authorized recreational activities will take place in the units. (i.e.: cards, board games, etc.) "Horseplay" will not be tolerated.
16. Cell windows will not be blocked. Homemade curtains, window coverings, or rugs are not

allowed.

17. There will be no alterations to the tier, cell, or stairwell lighting.
18. Maintenance deficiencies must be reported to the Unit Officer.
19. Inmates will not tamper with or block locking devices, vents, doors, windows or food ports.
20. Personal items are to be stored in the issued mesh bag, storage container or on the cell's shelf.
21. Two-piece uniforms, footwear, and inmate identification bracelet must always be worn while in the common area of the housing units or when leaving the housing units. When going to and from the shower area, adequate clothing (t-shirt and shorts) must be worn.
22. No headgear shall be worn inside of the units or in any facility building. Exceptions may be made for authorized religious headgear.
23. Only authorized and issued linens are allowed.
24. All trash must be removed from cells. Utilize the trash barrels that are in the cells and on the units. All empty containers from the canteen must be disposed of. Boxes or paper bags are allowed.
25. Cell lights will be turned off at 10:00 p.m., 7 days a week.
26. Inmates are prohibited from being designated custodians of the Unit TV remote controls. Inmates may be permitted to have supervised use of the TV remotes, but must return to the unit by the end of their recreation period. – Failure to do so will result in disciplinary action.
27. Tampering with, or unauthorized use of the unit TV's will result of disciplinary action.
28. Laundering clothing or linens in cells is prohibited.
29. Homemade water weights are prohibited.
30. Stockpiling excess linen or department issued uniforms is prohibited.
31. Inmates are prohibited from altering their department issued uniform or linens in any way.
32. Upon announcement of med pass, all inmates must line up promptly and be prepared to verify their identity, using their ID's.
33. Reporting to Medline late will result in unit discipline.
34. Any inmate scheduled for any type of movement (programs, medical appointments etc...) must be lined up at least (5) minutes prior to the start of hourly movement.
35. Any inmate enrolled in programs will be responsible for familiarizing themselves with their class schedule and prepare for movement accordingly.
36. No Inmate will be permitted to leave the unit without first signing out with the unit officer.
37. Upon returning from any external location, all inmates must check in with the unit officer. - Failure to do so will result in disciplinary action.
38. Do not approach, touch, or walk in proximity of any K-9 team.
39. Only those items required for either an assigned work detail or program will be allowed to leave the housing unit. During routine movement, no unnecessary items shall leave the housing units. If these item(s) are found in one's possession other than in their intended area, the item(s) will be considered contraband. Example, leaving unit with tablet.
40. Any inmate issued a tablet must adhere to the tablet policy.
41. All Tablets must be collected by 10PM, failure to do so will result in disciplinary action.
42. All Inmates are prohibited from taking tablets off the unit.
43. Altering, tampering with, or obstructing the view of the tablet device with pictures or coverings in any way is prohibited.
44. Inmates are prohibited from being in possession of another inmate's tablet.
45. Inmates are not permitted to reassign tablets. Upon notification of a scheduled court trip or release, the tablet must be turned into Intake Staff .
46. Any unauthorized access, sitting on, or tampering with, or any of the unit tablet charging cords or carts is strictly prohibited.

Contraband: is defined as any item that is not issued by the facility, sold in the inmate canteen, or obtained through an approved source. Approved items may also be considered contraband when found to be altered or in excessive quantities which would adversely affect sanitation and/or safety conditions.

***Searches*:** At any given time or location, inmates are subject to a search of their person, living quarters, or place of work. Searches are routine in nature to control contraband. The fact that you are asked to submit to a search does not mean that you are under suspicion. Refusal to submit to a search will result in disciplinary action.

Urinalysis: At any given time, inmates may be requested to provide a urine sample. A refusal will result in disciplinary action.

Inmate Identification Bracelet: Inmate identification bracelets must always be worn. Intentional damage to the identification bracelet in any way will result in disciplinary action. Replacement cost is $20.00.

Failure to abide by any of the above rules will result in disciplinary action.

***Unit Recreation*:** Inmates are allowed out of their cells at timed intervals each day. Recreations times vary and are specific to each housing unit. Activities such as card and board games are to be played on the tables in the common area. Gambling is strictly prohibited. Each housing unit is supplied with various pieces of exercise equipment.

***Showers*:** Shower facilities are available in all units. Inmates are expected to maintain proper hygiene and to collect all personal items and debris at the end of each use. Use of showers may be restricted at the discretion of the ECSD.

***Unit Telephones*:** Inmates in general population have access to the telephones in the common areas. All phone calls are recorded except for phone calls made to an attorney. Attorney phone numbers may only be added by a member of the Information Technology (IT) staff and only after verification with the requested attorney. Attorney numbers are added to a master list for use by all inmates. There is no limit on phone numbers for attorneys. Inmates are allowed a total of ten (10) active telephone numbers authorized for use in conjunction with your PIN. All inmate calls are subject to telephone monitoring and recording, except pre-authorized numbers for an attorney. Inmate telephones will be activated between the hours of 8:00 am and 11:30 pm seven days a week. 3-way calls are prohibited. Inmates placing or attempting to place 3-way calls will be subject to disciplinary action.

Information on international calls is available through the Reintegration Coordinator. There is a phone located in Upper Programs specifically for calls to arrange bail. Phone calls on this designated phone are limited to 10 minutes. Access to this phone is made via request to a member of the Classification Department. Use of this phone for purposes other than bail is prohibited and will be subject to disciplinary action.

Use of another inmate's Personal Identification Number (PIN) or phone account is not allowed and is a disciplinary offense.

Inmate Tablets: Each housing unit is supplied with tablets except the 120A. The tablets are connected through Securus and may be used for education and recreational purposes to include programming, mail, games, movies, etc. The tablets also have telephone capabilities which will allow for inmates to

make telephone calls in their cells. Each inmate may have access to a tablet unless a disciplinary sanction prohibits it.

Inmate access to these tablets are a privilege not a right and may be revoked when necessary. Destroying or damaging an inmate tablet will result in $150.00 restitution fee. In addition inmates will be banned from the use of a tablet for 6 months. Each incident is reviewed and depending to the severity, inmates may be banned permanently.

See the Inmate Behavior Management (IBM) on page 8 for tablet times.

FOOD SERVICES

Nutritionally balanced meals are served three times a day. If you miss a meal or oversleep, you will not be served.

Food line items are not allowed in cells, without proper authorization. All meals will be consumed in the common area of the unit.

After finishing your meal, you are expected to clean your area and return your tray to the designated area.

Dining Hall Rules: The following rules are in effect and must be adhered to by all inmates.

1. All inmates must wear their issued two-piece uniform, facility issued identification bracelet, and shoes to the dining hall.
2. Inmates coming to the dining hall will go through the serving line only once. Second helpings are not permitted.
3. Inmates are subject to search upon entering or exiting the dining hall.
4. Only staff is permitted to open and close windows.
5. Loitering is not permitted. Inmates will leave as soon as instructed to do so.
6. Nothing is to be carried in or out of the dining hall unless authorized.
7. Moving from table to table is prohibited.
8. After eating, inmates must return to their units, go directly into their cell and close the cell door.

Inmates will be released to the dining hall by unit. Meals will be served according to the following schedule:

Breakfast:	7:15a.m. -8:00 a.m. BSU starts at 6:00 a.m.
Lunch:	11:00 a.m. -11:40 p.m.
Dinner:	5:00p.m. - 5:30 p.m.

Any inmate who becomes disruptive or assaultive by either throwing of food, food trays, containers or by utilizing any food or drink containers to assault staff with food or any substances, i.e., urine, feces, etc., disciplinary action will be taken.

LAUNDRY

All inmate laundry will be done according to the following schedule:

Unit	Monday	Tuesday	Wednesday	Thursday	Friday
240 A	Personal/Uniform		Sheets/Blankets	Personal/Uniform	
240 B	Personal/Uniform		Sheets/Blankets	Personal/Uniform	
240 C		Personal/Uniform	Sheets/Blankets		Personal/Uniform
240 D		Personal/Uniform	Sheets/Blankets		Personal/Uniform
80 Upper	Personal/Uniform		Sheets/Blankets	Personal/Uniform	
80 Lower	Personal/Uniform		Sheets/Blankets	Personal/Uniform	
60 Bed		Personal/Uniform	Sheets/Blankets		Personal/Uniform
120 A	Personal/Uniform		Sheets/Blankets	Personal/Uniform	
120 B	Personal/Uniform		Sheets/Blankets	Personal/Uniform	
Voke 1		Personal/Uniform	Sheets/Blankets		Personal/Uniform
Voke 2		Personal/Uniform	Sheets/Blankets		Personal/Uniform
Voke 3		Personal/Uniform	Sheets/Blankets		Personal/Uniform
Voke 4		Personal/Uniform	Sheets/Blankets		Personal/Uniform
Infirmary	Personal/Uniform		Sheets/Blankets	Personal/Uniform	

Sheets and blankets are done on Wednesdays for all units and must be dropped off at Laundry before 1200.

Scheduled days are the days in which the items are cleaned.

Personals and uniforms will be collected the night before their scheduled day and dropped off in the Voke hall, at the Laundry door.

Sheets and Blankets will be offered to be cleaned and collected on Wednesdays, the Unit Officers will call Laundry with a total number of sheets and blankets collected to be swapped out. Must be dropped off before 1PM.

Note: When leaving a unit, you must take all facility issued items with you.

Court clothes are washed on a first come first serve basis. Slips must include your name, ID# and your court/release date. This must be submitted on an Inmate Request Form. This request must be submitted at least one (1) week prior to scheduled date to the property officer.

INMATE WORK ASSIGNMENTS

Pretrial inmates are not required to work except to do personal housekeeping and clean their housing area. Pretrial Inmates may volunteer for work assignments but are not eligible for earned good time. Sentenced inmates are expected to work if they are eligible and not assigned to a program.

Inmates eligible to work will be classified to the workers unit.

Work assignments are available in the following areas: food services, library, janitors (in various buildings), and maintenance (painting, plumbing, electrical, welding). Positions are available in the unit for unit workers. Unit Officers assign unit workers. All facility positions are filled based on availability.

In some instances, an inmate may be hired to fill a position for which they are certified/apprenticed, such as electrician, plumber, or welder. These inmates are hired to fill special facility needs.

Once assigned to a work area, inmates are not permitted to "quit" the job. If terminated for cause, disciplinary action can be taken. All inmates who are terminated from a work assignment may be considered for future work assignments. Those inmates who need reassignment due to health/medical reasons will be able to do so without penalty.

Inmates, who are classified to the Behavioral Standardization Unit (BSU), will be automatically terminated from the work force. They must reapply for entry into a work assignment after release from BSU. Allowances are made for those who are found not guilty of disciplinary reports or investigations.

Inmates, who receive major or minor disciplinary reports and are found guilty by the Disciplinary Hearing Sergeant, are subject to work termination. Determinations are made on a case-by-case basis.

Some work areas require medical clearance. An inmate who is denied clearance by the medical staff (MHU) may apply for another work area without penalty.

Several work areas require special clothing. The appropriate clothing is provided to the individual by the facility. Inmates are responsible for the clothing and must return the same to the work area supervisor upon transfer or termination.

Food Service Compensation: Inmates assigned to work in Food Services shall also receive, in addition to EGT, sentenced inmates only $0.25 per hour for all hours worked. The contracted food provider will calculate the time owed and deposit the monies earned into the inmate worker’s canteen account.
Inmate workers also receive two (2) special meals a week, over and above the double portions they receive.

Earned Good Time for Work: Earned Good Time (EGT) is granted to those workers whose work performance, post conviction merits it. Inmate work evaluations are submitted monthly by the work area supervisor. Questions relating to good time should be addressed to the work area

supervisor for resolution. Inmates can review, with the work area supervisor, the submitted monthly evaluations.

A maximum of ten (10) days per month for a minimum work time of more than half the month can be earned, post conviction. Volunteers will not receive good time. Inmates terminated prior to the completion of more than half the month will not receive good time for that month. Inmates completing more than half the month and then terminated, will receive good time. Inmate will be notified when he is to begin work. Notice will also be sent to the inmate's housing unit.

Earned Good Time Rates for Institutional Programs: A maximum of ten (10) days per month for a satisfactory participation in programs for a minimum time of more than half the month can be earned post conviction. Inmates terminated prior to the completion of more than half the month will not receive good time for that month. Questions related to EGT can be directed to your assigned Classification Officer.

Inmate Haircuts:
Mobile Barbershop: Inmates in need of barbering services will have opportunities scheduled to sign up and be scheduled in their respective housing units. The facility will charge $3/per haircut and indigent inmates can receive haircuts for no fee. The Mobile Barbershop will arrive on the scheduled unit of the day and the barbering service will take place in the designated haircut location on the unit.

Each housing units Officer in Charge will be responsible for identifying the housing unit barber. Barbering services are not a licensed program, but interested inmates can practice barbering skills while providing barbering services to the facility. Unit barbers are not eligible for earned good time.

INMATE ACCOUNTS

Setting up Inmate Accounts

Funds may be deposited into your account once an inmate account has been established at the time of your initial intake. Any monies you are in possession of during the booking process will be deposited into your inmate account in the Intake area. You will receive a receipt for your records.

To access your inmate account, see a canteen kiosk which is positioned in all housing units. Enter your MSA number and your four-digit default PIN number (the year you were born). Update your PIN number to a unique number to ensure security of your account. To do this, log into your account then click the “Change Pin” button in the upper right-hand corner of the kiosk screen.

Receiving Money into Inmate Accounts/Deposits

Deposits into inmate accounts will be made via ConnectNetwork GTL and can be made as

follows: Online: www.ConnectNetwork.com

Toll-Free Telephone: 888-988-4768 Lobby Kiosks: Located at each facility
Mobile App: Search for ConnectNetwork on Apple & Android

This information is also available by visiting the Friends and Visitor section of the department's website: www.essexsheriffma.org

Family and friends should have the following information prepared to make online, telephone and lobby deposits: Inmate's first and last name, inmate's date of birth (month/day/year), inmate ID# (MSA#), site ID# 262.

Deposits online are the quickest and most efficient way to make a deposit. However, other modes of deposit such as telephone, kiosks and the mobile app are acceptable options as well. Family and friends may visit the Middleton House of Correction lobby kiosk 24 hours per day, seven (7) days per week.
The kiosk accepts cash and credit cards.

Money orders and cashier checks are accepted by this facility through the US mail or drop box located in the lobby of ECCF. Money orders should be made payable to: Aramark Commissary. The inmate's first name, last name and MSA# should appear in the memo line or on the money order as well.
Personal checks and cash are not accepted by this facility and will be returned to the sender. Money may not come back with court returns; if so, it will be placed into property, not canteen.

Release of Money from Inmate Accounts

You may release funds from your account only to an attorney, family member, or friend. You must authorize a release by requesting and completing the designated money release form. The release form must be notarized by a notary public. Approval of this request is at the discretion of the Superintendent or Director of Security.

Restitution

Any missing or destroyed facility items for which you are responsible will be charged against your inmate account. Inmates who are sanctioned restitution and have funds available to do so will be charged the amount in full. Inmates who do not have these funds available will incur a negative balance and will pay the restitution over time. Upon deposit of funds into your inmate account, 50% will be applied to restitution and 50% will be available to order canteen. This system will repeat until the restitution is paid in full.

Canteen

Canteen items are ordered according to the schedule posted in your housing area. Canteen kiosks are positioned in all housing units.

No single order of canteen items may exceed $125.00; excess may be confiscated as contraband. If you do not have sufficient funds available, part of your order will be rejected.

Please order carefully; orders may be placed weekly, and once the order is placed; you cannot access the order for alterations. Indicate the quantity of items desired and price to be charged. Confirming your

order allows Aramark Commissary to remove the total cost from your account. The total amount of the order will appear as a transaction in your inmate account. Most units may purchase hygiene items, food/snacks, general merchandise, and clothing as they appear from the commissary menu. The menu may vary depending on the unit in which you are housed.

Canteen orders will be delivered to inmates in their housing unit. When your order is delivered, you must sign for your order using Aramark's digital signature pad. If your order is missing an item(s), you should make Aramark staff aware of the incomplete order and the staff person will credit your account on Saturday's when the order is delivered. This refund will take approximately 3-4 days to appear in your account.

Any other discrepancy or error with your canteen account (deliveries or transactions) or claims for defective or damaged items must be resolved with Aramark Commissary staff within two weeks after the scheduled delivery date or transaction date of that canteen order.

Disciplinary or released inmates' orders who arrive on Saturday will be credited on Monday.

No canteen item will be bartered or gambled for. Restrictions may be placed on access to canteen items as a disciplinary sanction. Also, your canteen order may be regulated or restricted by the facility physician for reasons of health.

iCare Packages

Friends and family can may purchase iCare packages for inmates housed at the facility. These are gift bags containing food, hygiene, and other items. This is limited to one (1) iCare package per inmate per week.

iCare packages may be purchased by visiting shop.icaregifts.com. This information is also available by visiting the Friends and Visitor section of the department's website: essexsheriffma.org.

Inmates housed in the 120A and 120B are not eligible for iCare packages.

Indigent Inmates

An inmate whose inmate account balance does not exceed ten dollars ($10.00) for sixty (60) days or more shall be eligible to receive without charge the following:

1. Hygiene items
2. Up to 3 pieces of stationery, envelopes, and postage
3. Unlimited legal mailing

Indigent inmates may request these items through their housing unit by speaking with unit staff.

Released Inmates' Funds

One to two days prior to your release date (whether it be a sentence expiration or parole release), Aramark Commissary will prepare a release debit card which will be preloaded with all funds remaining on your inmate account. This will be given to you upon release; you will sign a form acknowledging your receipt of the card.

Any additional funds added to our inmate account, such as a money order or remaining Work Release check, will be loaded to your release card within a few days of the department receiving the money.

Release cards will come with instructions on your pin number, how to set up an account with the card service, open a bank account through the card service or remove funds from the card, and many other options.

MAIL PROCDEDURES

Inmates are granted the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security.

Incoming:

Non-privileged mail must be sent to the following

address: Inmate Name and MSA

Number
Securus Digital Mail Center-Essex County
P.O. Box 20527
Tampa, FL 33622

Each day, the mail officer will only print non-privileged mail directly from the Securus application for the 120A and inmates who have had their tablets taken away. All other non-privileged mail is sent electronically to the tablets. The printed mail will be sorted by unit and prepared for delivery by unit officers. Unit officers will distribute mail to each inmate.

All publications (e.g., magazines, newspapers, books, etc.) received through the mail must be from a publisher or an approved vendor. No COD letters or packages will be sent or accepted for an inmate.

All incoming funds for inmates will be received by the mailroom officers, receipted, and turned over to Canteen for processing.

Privileged Mail:

All Privileged Mail (except for the Voke Units, Restrictive Housing Unit and Medical Housing Unit) will be distributed by the Intake Pod officer. Legal mail for inmates residing in the Voke Units, Medical Housing Unit, Restrictive Housing Unit will be delivered to the unit and the unit officer is responsible for distributing the legal mail.

All legal mail will be opened and inspected (not read) for contraband and only in the presence of the inmate and signed for, unless waived in writing, or in circumstances which may indicate contamination.

Outgoing: There shall be no limitations on the number of persons with whom an inmate corresponds, or the number of letters he sends or receives. Staff, in the presence of the inmate, may be allowed to inspect outgoing privileged mail for contraband before it is sealed.

Outgoing mail may be opened and inspected with authorization from the Superintendent. Such authorization may be granted when the Superintendent has received specific information that mail contains information which may jeopardize security, order, rehabilitation, or public safety. It shall be the inmate's responsibility to place their return address on the outside of all outgoing letters or packages. The return address should include the inmate's name and read as such:

Inmate Name,
MSA number
Essex County Sheriff's Department
PO. Box 807
Housing Unit
20 Manning Ave
Middleton, MA 01949-2807

Letters without the inmate's name and return address will not be forwarded to the post office.

All outgoing mail should be placed in the appropriate marked mailbox in each housing unit. Mail is collected six days a week from the box except Sundays.

Privileged Correspondence: Inmates may correspond with the following individuals, under the conditions of privileged correspondence:

1. Any officer of a court of the United States or the Commonwealth of Massachusetts (judge, attorney, clerk, parole board members, probation, or parole officer).
2. The President or Vice President of the United States or Governor of the Commonwealth of Massachusetts.
3. Any member of the Congress of the United States or any member of the General Counsel of the Commonwealth of Massachusetts.
4. The Attorney General of the United States or the Attorney General of the Commonwealth of Massachusetts.
5. The Director or any agent of the Federal Bureau of Investigations or the Commissioner of the Massachusetts Department of Public Safety,
6. The Sheriff and Superintendent of the county correctional facility in which the

inmate is confined, an Associate or Deputy Commissioner of Correction or the Commissioner of the Massachusetts Department of Correction.

Inmates may 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 is prohibited.

Postage for Indigent Inmates: An inmate may be declared indigent if at the time of the request, the inmate has in all accounts, to which he has access, a total amount less than or equal to ten dollars ($10.00). The inmate has had such an amount in said account(s) for a period of sixty days or more.

Indigent inmates shall be permitted to mail three letters first class, weighing one ounce or less, each week at the expense of the facility. In addition, an indigent inmate shall be permitted, where necessary, to send an unlimited number of letters of any weight to any court official or attorney at the facility's expense. Stamps may be requested through canteen.

Prohibited Correspondence: Inmates may be permitted to correspond with an inmate confined to another correctional institution providing the other inmate is either an immediate family member or party in legal litigation. Permission from the Superintendent of both facilities is required.

An inmate may be prohibited by the Superintendent from corresponding with a particular person if that person, or the person's parent or legal guardian in the case of a minor, has requested in writing that such correspondence from the inmate be terminated.

Inmates wishing to correspond with other inmates housed at the ECCF shall adhere to the inmate-to- inmate correspondence procedure. The letter must be in an envelope and have both inmates full name, housing unit and cell number to be forwarded. No Stamp is required.

When any correspondence/publication, or portion thereof addressed to an inmate, but is not delivered to the inmate for any reason set forth in 103 ECSD 948, the inmate shall be notified in writing by the mailroom officer.

Certified/Registered Mail information is available through your Reintegration Coordinator.

GRIEVANCE PROCEDURES

A grievance is a formal complaint concerning an incident, which may include an incident of sexual abuse and/or sexual harassment by another inmate or staff member, policy, or condition within the facility. For incidents regarding sexual behavior between inmates and/or staff, please refer to the PREA portion of this handbook.

Medical grievances should be submitted to Medical as they have their own grievance process.

A grievance does not cover formal disciplinary or classification decisions. There is an appeal process that handles those decisions.

Informal Remedy: Inmates are encouraged to resolve complaints by direct contact with staff

who are responsible in the particular area of the problem, such as Unit Officer, Reintegration Coordinator, Unit Captain, appropriate Department Head, or other facility staff.

If, in the opinion of the inmate, the issue is not resolved, the inmate should file a "Request to Staff Member Form" with the unit officer. The inmate is encouraged to use this informal remedy procedure prior to initiating a formal grievance.

Formal Remedy: The Superintendent has designated a "Facility Grievance Officer" who has been delegated the authority to receive, review and investigate any grievance of facility nature, and to grant and implement relief as approved by the Assistant Superintendent. An inmate may obtain a copy of the Inmate Grievance Form from any Unit Officer. This form is also available on the inmate tablets. All facts should be listed accurately.

Upon completion of the investigation and review, inmates are notified of the findings. Inmates may appeal the decision to the Assistant Superintendent, using the Inmate Grievance Appeal Form. The inmate must state their reason for appeal and attach the original grievance.

No action will be taken against an inmate for submission of a grievance form unless he knowingly and intentionally makes a statement, which is proven false beyond a reasonable doubt pursuant to disciplinary procedures.

More information regarding the grievance policy is available for your review in the Library.

PROPERTY

Upon arrival at the Essex County Correctional Facility all property is thoroughly searched for contraband. The inmate signs a property form that lists all property taken from them by the intake officer, including valuables. All inmate property is secured. You will not be allowed to keep any personal clothing with the rare exception of some footwear with facility approval. Any money in your possession is registered on an inmate account card that you will be asked to sign, acknowledging that the amount is correct.

You will be responsible for maintaining all receipts, copies, and/or legal papers while incarcerated in this facility. You must take any legal paperwork at the time of booking; personal property will not be reopened once it is sealed. You will also receive an ID wristband. You must not tamper with your wristband, or you will be charged for a replacement wristband.

All property entering the facility must be purchased through the canteen or designated property vendor.

Release of Personal Property

Personal property pickup (extra clothing, wallets, rings, jewelry, etc.) may be done Monday through Friday between the hours of 9 a.m.- 9 p.m. Upon your request, you will be provided with a Property Release Form. Staff must witness you sign the Property Release form. The Property Release form will be forwarded to the property officer for approval.

When approved by the Property Officer, your personal property may be released to a properly identified and authorized individual who must sign a receipt for that property.

The Essex County Sheriff's Department will not be responsible for any personal property or excess clothing remaining at the facility 30 days from time of release. No complaint of lost property or money will be accepted unless made at the time of release. Once you sign the inmate property form at the time of your release, you have taken legal possession of all property listed.

You may not transfer, sell, barter, or exchange personal property, footwear, clothing, or money with other inmates, including at the time of release from this facility.

Issued Items

Each inmate will be issued items that are facility property and should be treated as such. Inmates are responsible for all items issued to them. Damage, destruction, or alteration of these items is a punishable offense and restitution may be imposed.

The following items are issued:

(2) Uniforms	(2) One mesh laundry bag
(1) One pair of shoes	(1) One jacket (Seasonal)
(1) One mattress/pillow	(1) Once Hat (Seasonal)
(1) One-inmate handbook	(2) Two Bed Sheets
(1) One pillowcase	(1) One blanket
(2) Two towels	(1) Large Mesh Personal Property Bag

When leaving a housing unit, each inmate will take the issued items to their next location within the facility.

Inmate Uniforms
Uniforms are of a two-piece style. Inmate uniforms are color specific and represent various classifications:

Pretrial	Orange
Sentenced	Tan
Male Safe-keep	Red
Female Safe-keep	Pink striped
Inmate Worker	Blue
Kitchen Worker	White

Each inmate is responsible for the aforementioned items. If the any of the items are lost, damaged, or destroyed, the inmate may receive a disciplinary hearing. Sanctions may include a financial charge to the inmate’s commissary account.

Personal Property allowed in Cell (for each inmate in General Population)

1. A maximum of five (5) books, magazines and no more than one current newspaper.
2. One (1) Inmate Handbook
3. Prescription glasses (not sunglasses), dentures and hearing aid
4. Legal documents

5. Inmate Mail
6. Address Book (wireless)
7. Family pictures (not to exceed five (5)-unframed, no nudity or pornographic)
8. One (1) pen and one (1) pencil (purchased from canteen)
9. One (1) pad of paper
10. Religious material
11. Canteen items exceeding $125.00 shall be considered contraband (receipts should be kept showing proof of purchase)
12. Shower shoes (worn in unit only)
13. One (1) pair of sneakers (Either purchased from canteen or facility issued)
14. One (1) cup
15. One (1) hairbrush or comb
16. One (1) container of non-aerosol deodorant and shaving cream
17. One (1) container of shampoo, two bars of soap
18. One (1) tube of toothpaste, one toothbrush
19. One (1) medical Alert Bracelet or medallion Non-precious metal, unaltered and approved by a member of the Health Services Unit)
20. One (1) religious necklace (Non-precious metal, unaltered and approved by the ECSD Interfaith Coordinator.)
21. One (1) wedding ring
22. One (1) Walkman radio (Purchased from ECSD canteen)
23. Ten (10) US. Postage stamps
24. One (1) roll of toilet paper per inmate stored in cell
25. Five (5) T-shirts, five (5) pairs of socks and five (5) pairs of briefs

NOTE: If you possess anything other than the above listed, it shall be considered contraband and you may be subject to disciplinary action.

Under no circumstances shall an inmate be permitted to accumulate property to the point where it becomes a fire, sanitation, security, or housekeeping hazard.

Court Clothing Exchange

Clothing will be accepted Monday through Friday, except holidays, and only during scheduled hours (9AM-9 PM) unless arrangements are pre-approved by the Property Officer, (socks, T-shirts, underwear, ties, belts and footwear are not accepted). Court clothing will be the only property accepted in the facility. You will be allowed to keep one set of clothing in the property room at any time. Court clothing will be exchanged for the clothing you were wearing on the day of admission to the facility.

Court clothing will be accepted in advance of scheduled court date. No clothing will be accepted through the mail or at court. If clothing or footwear is exchanged at court, it will be considered contraband and disposed of per Essex County Correctional Facility policy.

When clothing exchanges are conducted, the person making the exchange must present a picture identification that includes name, address, and city or town.

The only items that will be accepted are: 1-shirt, 1-pair of pants and/or 1-suit jacket.

The following items will not be accepted for exchange: jewelry; belt with large, heavy, or sharp buckle; hat; topcoat or raincoat; undergarments or shoes.

Before a clothing exchange takes place, the inmate must fill out the proper paperwork and have it filed with the property officer. The inmate needs to identify the person conducting the clothing exchange and list the clothes that will be exchanged. If the proper paperwork is not on file, the clothing exchange will NOT be conducted.

VISITING INFORMATION

Inmates are allowed and encouraged to have family and friends visit. All inmates and detainees, except those who have lost visiting privileges through the disciplinary process, are entitled to have visitors.

The following visiting schedule shall be applicable to all visitors at ECCF. Visits are held daily at approximately 12, 1, 2, and 3 PM. Evening visits are held Monday through Thursday at approximately 6, 7, 8 and 9 PM. There are no night visits on Saturdays and Sundays.

All non-privileged visits are done on a call ahead basis. Calls should be made from 24 to 48 hours in advance of the scheduled visit and calls are accepted between the hours of 12:00pm to 3:00pm to extension 3472.

The monthly visiting schedule is maintained in the visit registration area and a copy is forwarded to each housing unit, central control, lobby receptionist and registration area. The schedule is also posted on the inmate tablets. To accommodate the number of inmates at this facility visit schedules are

established for each housing unit.

Refer to the Inmate Behavior Management section on page 8 for the number of visits per week. Visiting times may be extended depending on the number of visits. Visitors at no time will have contact with inmates.

An inmate can deny access to a visitor by leaving a written notice in advance with the Visits Officer.

Visit schedules can be found online at www.essexsheriffma.org, posted on each housing unit or in the Inmate Library

Facility Information

The following address is the mailing address of Essex County Sheriff's
Department: Essex County Correctional Facility
P. O Box 807
Middleton, MA 01949

The physical address of the Essex County Correctional
Facility: Essex County Sheriff's Department &
Sheriff's Headquarters 20 Manning Avenue
Middleton, MA 01949

The main telephone number for the facility is **(978) 750-1900.**

Public transportation to the ECCF is available via the MBTA with a bus stop located approximately one mile from the facility.

Visiting Limitations

Visits shall normally be allowed, at a maximum, the entire length of a visiting period. Visits may be terminated sooner if conditions such as inappropriate behavior, etc. or overcrowding exist.

A maximum of two (2) adults and two (2) minors shall be permitted to visit an inmate at the same time during a visiting period.

Their parent and/or legal guardian must accompany minors or children under the age of eighteen (18). Parents are required to provide birth certificates for each child and legal guardians shall provide court documents as proof of custody.

If an adult who is not the parent of an accompanying minor wishes to have the minor visit an inmate, they must have a notarized letter, signed by both parents agreeing to allow the child to visit the inmate.

A minor may only visit their father, stepfather, grandfather, brother, or legal guardian.

Once a visitor leaves the facility after a visit, he/she will not be allowed to return that same day.

All visitors are expected to abide by facility rules and regulations and conduct themselves in a manner appropriate to a public place. Visitors are responsible for supervising minors in their custody at all times. Excessive profanity, or serious deviations from appropriate standards of behavior will result in

administrative action, such as warning, terminations of visit, loss of visiting privileges, etc.

The only items authorized to enter the facility are any medic alert charms, a wedding band and/or engagement ring and vehicle keys. All other items are considered contraband.

The Shift Commander must specifically authorize any special items brought into the facility by a visitor.

All visitors are subject to search and shall be required to pass a metal detector and fluoroscope to enter the facility. Any visitor that does not pass the metal detector shall be subject to further search, such as a hand-held scanner, pat (personal) search. The method used shall be that which satisfies the correctional staff member conducting the search that the visitor is free of contraband. All searches of visitors shall be conducted in accordance with 103 ECSD 950.11.

Special Extended Visit Requests

Inmates whose visitors may have physical limitations due to age or handicaps may apply to the Assistant Superintendent of Security for a waiver on some aspects of this entrance procedure. Medical verification may be required to validate any special arrangements that may have to be made.

Extended visits may also be granted for inmate families traveling long distances or for additional visitors. All requests shall be made to the Assistant Superintendent of Security or designee.

Visitor Dress Code

All visitors are expected to conduct themselves and dress in a manner that is appropriate for a public place. Any visitor (adults or children over the age of five) clad in the following items or any item deemed inappropriate by correctional staff shall be denied entrance into the facility:

1. Any adornments or accouterments that cannot be removed to be examined and could constitute a security problem will not be allowed.
2. Any articles of clothing, worn by the visitor with holes, rips or tears will not be allowed, i.e. fashion jeans
3. At the discretion of the Superintendent or his/her designee, any article of clothing, worn by the visitor, displaying obscene, racial, sexual, caricatures, symbols or gang affiliation will not be allowed.

The Shift Commander will make final determination for entrance.

Entrance Procedures

Visitors shall register at the visitor-processing window, located in the main lobby of the facility, by signing the daily visitor log and completing the provided "Request to Visit Inmate" form along with a current, valid photographic I.D. card. The visitor must verify their name, address, phone number, age, date of birth, driver's license number (if available), type of vehicle he or she owns, and his or her relationship to the inmate. The visitor must also provide their signature indicating their information is accurate. A driver's license, a passport with a current utility bill, military ID, permanent resident card (green card) or a Massachusetts non-drivers registry ID is acceptable identification. A temporary paper license will not be accepted. Failure to produce a valid photographic I.D. may result in denial of visit.

Visiting Room Rules and Regulations

All Visitors and Inmates are expected to abide by facility rules and regulations and conduct themselves in a manner appropriate to a public place. Excessive profanity or serious deviations from appropriate standards of behavior may result in administrative action, such as a warning, termination of a visit or loss of visiting privileges.

Neither inmates nor visitors are allowed to move chairs after their assigned seating. Inmates and visitors cannot change their seats once the visit begins.

Inmates and visitors will follow the orders of the officers assigned to the visiting room and

lobby areas. Parents or Guardians of children are responsible for the children's behavior at all

times.

No Smoking

Behavior, which may be offensive to another visitor or inappropriate in the presence of children, will not be tolerated.

No food or drinks are allowed in the visiting area.

Violations of any of these rules could lead to disciplinary action and termination of the visit. The visiting room staff will strictly enforce all the above rules.

Friends and Family Video Visit

Securus Video Visit (VV) phones installed in all housing units. The VV phones are available for use by all inmates to remain in regular communication with their friends and family. The VV phones on the housing units are recorded and monitored by Essex County Sheriff's Department staff unless a call is with an approved "privileged" individual. Friends and family can sign up, via the Essex County Sheriff's Department website, to be approved for a VV.

Video visits are available from 8:15am-8:45pm. These visits are scheduled for twenty (20) minutes. All VV must be scheduled twenty-four (24) hours in advance. Video visits can be scheduled seven (7) days in advance. Inmates are allowed one video visit with friend and family per day.

Facility terms and conditions for ALL video visit REMOTE sessions must be agreed to prior to all videos connect and video visits.

Both visitor and inmate are expected to always conduct themselves in an appropriate fashion during a video visit it is subject to termination:

- **No** nudity
- **No** provocative (revealing) or tight clothing
- **No** see-through clothing
- **No** visible undergarments
- **No** blatant sexual actions
- **No** displaying of gang signs
- **No** profanity - excessive and disruptive
- **No** displaying of weapons of any type
- **No** displaying of drugs of any type
- **No** gang, obscene, profane, drug or alcohol messages on clothing
- **No** display of being under the influence of illegal drugs or intoxicants
- **No** use of cell phone cameras or recording devices
- **No** visits alone with individuals under the age of 18
- **No** driving while using a device to visit remotely

All non-privileged video visits will be recorded and monitored. The visitor's use of the video visitation system constitutes consent to this recording and monitoring.

The Essex County Sheriff's Department reserves the right to deny, cancel or terminate a video visit prior to or during a video session based upon visitor or inmate misconduct. The Essex County Sheriff's Department also reserves the right to restrict visitor from participating in all future use of the video visit system for any violation of the above rules or any other department rules violation.

All parties are responsible to abide by restraining orders, "no contact" court orders and similar restrictions.

In-Person Attorney Visits

Attorneys shall be permitted to visit inmates between 8:00am and 10:00pm.

Law students and paralegals shall be permitted to visit inmates during posted visiting hours for those inmates only after the attorney of record requests the visit and a clearance is done and approved. Law students and paralegals must be accompanied by an attorney.

An attorney, law student or paralegal that intends to visit more than one inmate simultaneously shall not be unreasonably withheld.

Where a delay occurs, the attorney, law student, or paralegal affected shall be promptly informed of the cause of the delay and the expected duration of the delay.

In emergency situations and upon twenty-four (24) hour notice, the Superintendent may grant extended visitation hours.

Attorney/Professional Video Connect Visit

There are two (2) Securus Video Connect Visit (VCV) phones installed in two of the attorney rooms in the Inmate Services Building. The VCV phones are for attorney/client, "privileged" use only. Attorneys can sign up, via the Essex County Sheriff's Department website, www.essexsheriffma.org, to be approved for a VCV.

Attorney VCV are available from 8:00am-9:00pm. These visits can be scheduled for thirty (30) minutes or sixty (60) minutes. All VCV must be scheduled twenty-four (24) hours in advance. VCV can be scheduled seven (7) days in advance.

Inmates will be called down to the VCV area according to their VSV scheduled time.

DISCIPLINARY VIOLATIONS AND PROCEDURES

The Essex County Sheriff's Department utilizes a three-level progressive disciplinary Code of Offense system. The Code of Offenses are categorized into Level 1, Level 2, and Level 3 offenses.

Code of Offenses

Level 1 Disciplinary Code of Offenses

1-12 Escape, escape attempt or possession of escape tools. 1-20 Murder

1-52 Assault and Battery on an employee.

1-53 Assault and Battery on an employee with bodily fluids. 1-59 Hostage Taking

1-60 Riot

Level 2 Disciplinary Code of Offenses

2-01 Disobeying an Order. 2-02 Lying.

2-03 Insolence.

2-04 Violating any department rule or regulation. 2-05 Refusal to accept a housing assignment.

2-07 Counterfeiting, Forging or Misrepresentation.

2-08 Tampering with any inmate ID bracelet, swapping ID bracelets with another inmate, or failing to properly display inmate ID bracelet.

2-09 Tampering with any locking device.

2-10 Possession, Manufacture, or Introduction of any key(s) or items used to gain entry to secure area. 2-11

Conduct which disrupts the orderly running of the facility.

2-13 Misuse of Authorized Medication in large quantities.

2-14 (MAT) Diversion or attempted diversion of any medication related to the Medication Assisted Treatment Program

2-15 Unauthorized controlled substance

2-16 Refusal to take or tampering with a breathalyzer or urine test. 2-17 Gambling

2-18 Work Stoppage, Group Demonstration or inciting a riot. 2-19 Possession, manufacturing, or introduction of a

weapon. 2-21 Fighting with or assaulting another person.

2-23 Threatening Language

2-24 Engaging in unauthorized sexual acts.

2-25 Possession of sexually explicit materials or pictures. 2-26 Setting Fire

2-27 Destroying or damaging state property above $100.

2-28 Misuse, waste, or alteration of state supplies or utilities.

2-29 Unauthorized possession of property belonging to another person. 2-30 Possession of items not authorized.

2-31 Giving or accepting an item of value. 2-32 Stealing

2-33 Giving or offering a bribe, extortion, or blackmail.

2-34 Displaying an item suggesting gang activity or involvement.

2-35 Violating any contractual agreement relating to classification placement or community work-based programs.

2-36 Failure to stand, hiding, distracting, or interfering with any inmate count in anyway.

2-37 Making unauthorized telephone calls.

2-38 Passing or receiving contraband from another inmate, visitor, or employee.

2-39 Attempting, contributing, or participating in the introduction of contraband into a correctional facility.

2-40 Smoking, or possession of tobacco products.

2-42 Consumption or possession of an intoxicating beverage in large quantities.

2-43 Being tattooed while incarcerated, tattooing another, or possessing any tattoo paraphernalia. 2-44 Tampering with any fire safety device.

2-45 Tampering with, or the destruction of, or interference with any closed-circuit video camera, lens, or other safety system.

2-46 Tampering with any telephone or other means of official communication.

2-48 Unauthorized, misuse, or tampering of any incoming, outgoing, or in-house mail. 2-49 Resisting a correctional officers attempt to restrain or escort an inmate.

2-50 Violating any law.

2-53 Failure to comply with staff's verbal orders during any facility emergency. 2-58 3 or more level 2 violations within a 45-day period.

2-59 Being out of place.

Level 3 Disciplinary Code of Offenses

3-01 Disobeying an Order 3-02 Lying

3-03 Insolence

3-04 Violating any Department rule or regulation.

3-06 Failure to perform or accept a work assignment.

3-08 Tampering with any inmate ID bracelet, swapping ID bracelets with another inmate, or failing to properly display inmate ID bracelet.

3-11 Conduct which disrupts.

3-13 Misuse of Authorized Medication 3-17 Gambling

3-22 Obscene or Abusive Language. 3-23 Threatening Language

3-25 Possession of sexually explicit materials or pictures. 3-27 Destroying or damaging state property.

3-28 Misuse, waste, or alterations of state supplies or utilities.

3-29 Unauthorized possession of property belonging to another person. 3-30 Possession of items not authorized.

3-31 Giving or accepting an item of value. 3-32 Stealing

3-34 Displaying an item suggesting gang activity or involvement.

3-35 Violating any contractual agreement relating to classification placement or community work-based programs.

3-36 Failure to stand for the count, or hiding, distracting, or interfering with any inmate count in anyway.

3-37 Making unauthorized telephone calls.

3-38 Passing or receiving contraband from another inmate, visitor, or employee. 3-40 Smoking, or possession of tobacco products.

3-41 Consumption or possession of an intoxicating beverage. 3-47 Tampering with or interfering with any

plumbing.

3-48 Unauthorized, misuse, or tampering of any incoming, outgoing, or in-house mail.
3-53 Failure to comply with staff's verbal orders during any facility emergency. 3-54 Failure to maintain proper

cell decorum.

3-55 Failure to maintain proper or acceptable hygiene.

3-56 Writing, drawing, or defacing any surface within the facility. 3-57 Filing frivolous, unreasonable, or

groundless grievances.

3-59 Being out of place.

Level 3 offense violations are less serious and are not considered an immediate threat to the security of the facility, staff, inmates, or visitors. Level 1 and Level 2 offense violations are offenses that are considered an immediate threat to the security and safety of the facility or its staff, inmates, visitors, or any act, which violates statutory law.

Informal/Formal Minor Proceedings

Upon becoming aware of the rule violation(s), the staff member may interview the inmate and give the option of proceeding informally or formally. If the inmate opts to proceed informally, the staff member may immediately impose a sanction involving, a room confinement up to, but not exceeding one 24- hour period. Additional sanctions a Correctional Officer could impose informally are 72-hour work details, loss of job and/or written warning. All Level 3 Formal Hearings will be handled by a Sergeant. This staff member will interview the inmate, review the evidence, and speak with any witnesses deemed necessary. Upon conclusion of the hearing the staff member will decide guilty or not guilty and if guilty, impose a sanction. Sanctions for all Formal Level 3 hearing can include loss of privileges for no more than 30 days, a 48-hour room restriction, loss of work detail, restitution, and/or written
reprimand.

The incident and informal/formal resolution shall be documented in a report submitted by the staff person to the Shift Commander or other designated staff on the day it occurs. Such report shall include the name of the inmate involved, the housing unit, the rule infraction and sanction, including starting and ending times, and shall be signed by the inmate and the reporting staff person. A copy of the report shall be placed in the inmate's case file.

Appeal on Level 3 Violations

The OIC will advise the inmate of their right to appeal the sanction. The inmate will have up to seven (7) days from the decision by the OIC to submit an appeal in writing to the Disciplinary Officer.

The appeal shall be decided within five (5) days of its receipt by the reviewing authority. The inmate will be notified within 24 hours of the results.

Formal Level 1 and Level 2 Proceedings

1. The staff member will submit a Disciplinary Report to his/her supervisor as soon as possible after the incident but no later than the end of his/her tour of duty.

2. The Disciplinary Officer will give the inmate a copy of the Disciplinary Report and Notice of Disciplinary Hearing, Request for Evidence, and Request for Staff Assistance and/or Witnesses forms.

3. The Disciplinary Officer will schedule hearings on all major violations.

In most instances, the Disciplinary Officer will render the hearing and decision within seven (7) days of receipt of the report, not including weekends and holidays.

The inmate will receive notice of the hearing at least twenty-four (24) hours in advance but may consent in writing to a hearing within less than twenty-four (24) hours.

Holidays falling within the scheduled hearing date range may cause the hearing to be rescheduled to the following business day.

Appeals on Level 1 and 2 Violations

The Hearing Officer will advise the inmate of the right to appeal the sanction. The inmate will have up to seven (7) days from the decision by the Hearing Officer to submit an appeal in writing to the Superintendent or designee.

The Superintendent or designee shall decide the appeal within five days of its receipt. The inmate will be notified within 24 hours of the results.

Disciplinary Sanctions

Violations of the above rules may result in the following sanctions:

1. *Level 3 informal* sanctions include, but are not limited to, the following:

    a. Verbal Warning

    b. Written Warning
    c. Work detail

    d. 24-hour Room restriction

    e. Loss of job

2. Level 3 formal sanctions include, but are not limited to, the following:

    a. Written Reprimand

b. Loss of privileges for a specified period.

c. Removal from work detail.

d. Restitution

e. Extra-work duty for a specified period.

f. 48-hour room restriction.

Level 3 sanctions may be suspended for a specified period not to exceed three months.

3. *Level 1 and 2 sanctions* include:

a. Disciplinary Detention, for a specified period not to exceed 10 days for one offense, and no more than 30 days for all violations arising out of one incident.

b. Recommended good time forfeiture.

c. All formal Level 3 sanctions.

Level 1 and 2 sanctions may be suspended for a specified period not to exceed six months.

SECURITY INVESTIGATIONS UNIT (SIU)

The ECSD Security Investigations Unit (SIU) is comprised of a team of investigators that conduct criminal and non-criminal investigations related to all ECSD facilities and interests. The purpose of the SIU is to ensure a safe environment for staff and inmates at ECSD facilities. SIU attempts to accomplish this by conducting investigations to disrupt various types of criminal and/or disruptive activity to include but not limited to escape, narcotic introduction and distribution, assaults, theft/fraud, security threat groups.

You are encouraged to communicate with a member of the SIU to report any information which may threaten the safety and security of another inmate, staff member, or the facility. You may contact a member of the SIU on the ECSD Crime Tip Line. To access the ECSD Crime Tip Line at no charge you will need to enter prompt #8, enter your PIN, and then dial 321 to leave a message. All information received by SIU is confidential.

HEALTH CARE SERVICES / MEDICAL HOUSING UNIT (MHU):

Health Care Services / Medical Housing Unit (MHU) is staffed 24 hours a day. Inmates are seen by appointment for routine non-emergency conditions.

<u>Sick Call:</u>
Sick call is held in Health Services/MHU seven (7) days a week. To be seen at sick call:

- If you have a medical emergency, immediately notify your housing unit officer. Inmates will be seen as soon as possible. At times, emergency cases and other more severe medical problems may take priority. If you feel ill (i.e. pain, etc.), you should tell an officer or a nurse as soon as possible.

- Obtain a sick call slip from a nurse and fill out slip completely. Sick slips must be given to a nurse at the medication pass line.

Medication:

1. All medication must be approved by the facility physician and will be dispensed by a nurse. Inmates must take and consume the medication in the nurse's presence. An officer will visually inspect the inmate's mouth to ensure the administered medication has been consumed. Refusal to follow procedure may result in disciplinary action. Hoarding of medication will result in disciplinary action.
2. Medication deliveries to the housing units are scheduled for approximately: 9:00 a.m., 5:00 p.m., and 9:00 p.m.
    a. The unit officer will announce med call. At that announcement, inmates shall appear to receive "meds" as called. The inmate must appear on time, in place. There will be no excuses. Inmates must present their inmate identification bracelet to the nurse.
    b. The nurse will depart at the conclusion of the distribution line.
    c. No inmate will be served after this conclusion. An inmate who feels they have been deprived may choose to file a grievance with the officer in charge, but the inmate must also explain why they did not appear for med call when called.
3. Inmates missing med call without a valid reason will NOT be sent to the MHU to receive medication.

Mental Health Services:

Mental health clinicians are on duty 7 days a week and on call twenty- four (24) hours a day to provide services. To request Mental Health Services, you must:

1. Obtain a sick slip from a nurse.
2. Fill it out completely.
3. Give the completed sick slip to a nurse at the medication pass line.

Mental health staff will review the slips and inmates will be seen as soon as possible. If you have a mental health emergency, immediately notify your housing unit officer. A member of the mental health staff is on call 24 hours a day.

If you are feeling lonely, helpless, and are thinking of suicide, you should contact a staff member and request to see a mental health worker in the medical unit. Your safety and emotional comfort are of concern to us, and services are in place to respond to your needs.

Mental Health statute, MGL, c. 123 sec. 18 (a ½), allows an offender, an offender's legal representative or a staff member at the Essex County Sheriff's Department (ECSD), at the offender's request to petition a court for transfer to a Department of Mental Health (DMH) facility or Bridgewater State Hospital. There is no requirement that an offender have a clinical evaluation as part of an 18 (a ½) petition.

The court in which a petition may be filed depends on whether the offender is sentenced or pretrial. If sentenced, a petition can be filed at the District Court with jurisdiction over the place of detention. The ECCF falls under the jurisdiction of the Salem District Court. If pretrial, the petition will be filed at the court with jurisdiction over the open criminal matter. An 18 (a ½) Petition for Transfer packet can be requested from a Mental Health Clinician via an Inmate Request Form.

Medical Diets:
Medical diets are served to inmates only with the approval of the facility's physician/provider. Before receiving a medical diet tray, you must give the officer your name and show your ID wristband. The food service unit provides only the food permitted by the physician to inmates on medical diets.

Eye Examinations:
To see an eye doctor, inmates should submit a sick slip and request this. If glasses are needed, they will be ordered.

Dental Care:
Emergency dental care, extractions, and temporary fillings are available. To receive dental service, submit a sick call slip to request an appointment with a dentist.

Medical Grievance Procedures:
Inmates may request a medical grievance form from any medical staff member or officer. Inmates may address medical complaints with the Health Care Services/MHU representative. The Health Care Services/MHU staff member will note the complaint in the medical grievance log. The complaint will be investigated, and the inmate is notified by Health Care Services/MHU representative of the results.

INSTITUTIONAL TREATMENT AND PROGRAMMING

On behalf of the Essex County Sheriff's Department, we are pleased to introduce a comprehensive collection of all programs, education, clinical, and religious/spiritual programming accessible across our locations.

We believe the philosophy that, "Reintegration begins day one," focusing on inmates' needs and how we can help you be better citizens once released. Programming opportunities are available for eligible sentenced and pretrial inmates. We encourage you to participate in opportunities to keep positively engaged in activities that will assist in your successful return to life outside this facility.

You can sign up for Programs during New Inmate Orientation, with your assigned Caseworker, or Counselor, or by writing an Inmate Request at any time. Even if you have previously declined programs, we encourage you to reconsider and meet with staff to explore good options for you. Good attendance is critical for success in all our programs. When you make a commitment to programs, we expect you will show up and give your best effort.

3R: Recovery, Reentry, Rehabilitation

3R is a 90-day program aimed towards justice-involved populations at risk of alcohol and/or drug related problems. This program recognizes that substance use is an illness that affects the lives of many

individuals and often influences their criminal behaviors. Substance use is multi-dimensional, meaning that all areas of the individuals' life: physical, psychological, social, legal, occupational, and quality of life, must all be considered when working toward recovery. Through the 3R program, participants will have the opportunity to learn and practice core skills, pro-social attitudes, behaviors, and values, and a healthy lifestyle that will support them in all stages of their recovery.

The 3R program is available to sentenced inmates and limited availability for pretrial diversion eligible inmates receiving support through CASE/CARE case management.

Clinical Groups

The following groups are offered by Spectrum and are available to both sentences and pretrial inmates. Our clinical psychoeducational offerings are designed to help support you no matter where you are on your journey. All of our programs are evidenced-based (which mean they work!) and will assist you in developing new skills for success in your life.

Victim Empathy-This course will focus on the participants understanding the impact of crime on victims, reintegration, and understanding the importance of responsibility and accountability for actions.

Conflict Resolution - The Conflict Resolution Class will focus on how to prevent, mediate and resolve conflict. The class will see examples of conflict and reflect on the best ways to prevent or respond to these events.

Parenting - Participants learn ways to be a more positive role model in their child's life. Patience, goal setting, values, positive discipline, expectations, and boundaries are some of the many topics discussed in the class.

Anger Management - Anger management classes involve controlling the escalation of anger by learning assertiveness skills, changing negative and hostile thoughts or "self-talk," challenging irrational beliefs, and employing a variety of behavioral strategies.

Health and Wellness - Program is designed to educate participants on issues centered on transmission of hepatitis, AIDS/ HIV and STI's. Program addresses other issues involving hygiene and behaviors that reduce risk to individual health.

Criminal Addictive Thinking- Understand different patterns of thinking that lead to unwanted decisions, behaviors, or complicated relationships with the community and others.

Healthy Relationships- Classes include understanding the definitions of maltreatment or abuses, exploring the impact of verbal, non-verbal communication, aggression. Improve understanding of how people impact one another in friendships and other intimate relationships.

Life Skills- This class will cover all aspects of wellbeing; physical, psychological, emotional, and spiritual. Respect for others and the rehabilitation process, personal hygiene and accountability are expected from all participants.

Mindfulness- Participants will learn ways of being present and relating to experiences such as performing body scans, meditating, doing yoga, or writing in journals. This can have a profound impact

on painful or negative experiences we encounter.

Recovery Maintenance and Enhancement- Designed for participants who remain interested in maintaining a connection with recovery and treatment resources. In this program the participants will engage in topics related to recovery, relapse prevention, and aftercare.

BSU Programming

This program focuses on building life skills, interpersonal skills, and developing re-entry plans upon release for eligible inmates in the Behavioral Stabilization Unit.

Education/Classes

ECSD education providers, Northern Essex Community College (NECC) and Merrimack College provide a variety of programs to inmates while in custody and upon release.

NECC offers ESOL (English for Speakers of Other Languages) and HiSET/GED (available in English and Spanish) classes to help build, reading and writing and math and language skills. NECC also has enrichment programs, for example, computers, Microsoft Certification, Accounting & Bookkeeping, Small Business & Entrepreneurship, and more. Both NECC and MC have college credit classes that can count toward a degree.

Education programs are meant to give inmates useful skills and knowledge to succeed after they're released. There's also support available to help inmates throughout their education. ECSD and the education providers believe strongly in the power of education to change lives, even for people in jail. Learning in jail not only makes you smarter but also gives you a sense of purpose, confidence, and a better chance at success when you are released.

Young Adult Re-Entry Services

We are fortunate to have partnerships with well-established community-based organizations that are committed to engaging young adults and assisting us in providing much-needed supports, transition planning, and prosocial community involvement as they transition to their communities. These young adult services are available to eligible inmates ages 18-24. Staff from UTEC and ROCA work closely with our reentry staff, providing small group instruction and individual support “behind the w

ROCA

Roca's mission it to be relentless force in disrupting incarceration, poverty, and racism by engaging the young people, police, and systems at the center of urban violence to address trauma, find hope, and drive change. ROCA works with the young people from the North Shore cities/towns (Lynn, Salem, Peabody) as well as other parts of the state (Boston and Springfield).

UTEC

UTEC's mission and promise is to ignite and nurture the ambition of the most disconnected young people to trade violence and poverty for social and economic success. UTEC serves Lawrence, Haverhill, and Lowell and is nationally recognized as a model agency serving justice- involved young adults.

Library Services

Our facility library is accessible to all inmates through a rotating unit access schedule. Our library holds a large collection that includes legal books, reference materials, books in multiple languages, audio books, and periodicals designed for a wide range of reading levels. Additionally, Braille and large print books available upon request.

The inmate library is designed to assist inmates in the preparation and filing of legal papers. If you need assistance contacting the lawyer assistance program, please complete an "Inmate Request Form" to the Librarian and they can assist you with contacting appropriate agencies.

If you need assistance contacting the diplomatic representative from your country of origin, please complete an Inmate Request to the Librarian and they can assist you with making contact with appropriate person(s) in your country of citizenship.

Religious/Spiritual Services

This facility is staffed with an interfaith chaplain who coordinates all religious services within the institutions. The Chaplaincy staff makes every attempt to create a diverse religious & spiritual schedule to support all faiths. The Chaplain will make every attempt to accommodate those individuals who may require access or support to those faiths that are not readily available. Chapel schedules are posted in every housing unit. Chaplain representatives are available for spiritual support. You may contact the Chaplain through your unit officer, caseworker, or an Inmate Request.

Pretrial Diversion Opportunities

Correctional Alternatives and Reentry C.A.R.E.

Pretrial Diversion CASE gives qualifying pretrial inmates the opportunity to participate in SUD (Substance Use disorder) programming and opportunities to work with reentry case management staff to develop a supportive plan upon release. If you qualify, you will be contacted by our staff to begin programming.

Clean and Sober Existence C.A.S.E.

The CASE program is a 28-day addiction-based treatment program that provides addiction education and develops community-based treatment plans. All participants are court referred for acceptance and screened for eligibility by ECSD staff. The program foundational goals are to provide early recovery education and develop individualized treatment plans that allow for client diversion from incarceration, access to community-based treatment supported by non-custodial forms of supervision. Program involves regular communication and coordination with Essex County staff, trial courts, probation, and legal counsel. All participants are required to actively participate in group and individual counseling.

Correctional Opportunity for Personal Enrichment C.O.P.E.
Mental Health Diversion

The Justice and Mental Health Collaboration program funded through the Bureau of Justice Assistance assesses pretrial inmates through a process to ensure that appropriate supportive services are implemented. This program can address ongoing mental health and co-occurring disorders through a series of comprehensive assessments that allow us to identify offender need and access necessary community-based interventions. Individuals are identified for diversion through court referrals and clinician screening. Eligibility is determined by the ECSD.

All participants are required to actively participate in group and individual counseling. This program, as required by the 2018 Act for the Prevention and Access to Appropriate Care and Treatment of Addiction, will support Medication Assisted Treatment (buprenorphine, methadone, naloxone/Vivitrol).

Medications for Opioid Use Disorders

The Essex County Sheriff's Department operates an opioid treatment program (OTP) within the Middleton facility. OTP is licensed by the Massachusetts Bureau of Substance Abuse Services. Services are available to individuals who meet both clinical and medical requirements.

Essex Medication Re-Entry Grant Expansion (EMRGE)

The EMRGE program is a voluntary 6-month long program for incarcerated individuals with a history of opioid use. Both pretrial and sentenced inmate are eligible for this program. The program is initiated with a minimum of 3 weeks prior to release and extends into the community residence or treatment program that the individual is released to. The program will provide education on addiction and behavior modification that support recovery. Other assistance will include linkages to necessary community resources, support during periods of crisis while in the community.

Community Support after release

STAR (Supporting Transitions and Reentry)- STAR is a support center providing free services and programming for justice-involved individuals living in the community. Opportunities include improvement in educational goals, connection to vocational training programs, career planning and employment connections, clinical groups and services and case management services.

Each participant is assigned a STAR Navigator who serves as the point person for participants and the

"go to" for resource connection in the community. Through community partnership, we can help people with almost any need identified.

This could include but is not limited to:

- basic needs such as food, shelter, and clothing
- assistance with employment and job training
- connections to substance use treatment and supports
- assistance with education
- finding recreational or volunteer opportunities
- connections to mental health organizations
- researching spiritual organizations
- obtaining ID's and other important documentation
- connection and application completion for resources such as MA Health, DTA, SNAP, Veterans services, Mass Rehab, and disability, just to name a few

Staff from Spectrum Health Systems providing groups and additional support as needed. Group topics include but are not limited to:

- Anger Management
- Getting it Right
- Co-Occurring Disorders
- Relapse Prevention
- Drugs and Alcohol
- MRT

Staff from Northern Essex Community College (NECC) provide education and career planning services. Participants can engage in adult education with the goal of obtaining a HiSet. Education and career planning services are also offered to assist with finding a job, planning a career, transitioning to college, or finding a vocational training program. Classes offered by NECC include but are not limited to:

- Job Development
- Adult Education
- Bridge to Work, Bridge to College
- Tech Goes Home / Computer Literacy
- ESOL

STAR aims to provide safe environment to best support participants working towards recovery and to support those already in recovery and requires drug testing. Unless identified as a stipulation this information is not reported out but may result in additional support being offered.

- If you are interested in learning more about STAR during your incarceration, complete an Inmate

Request to Deputy Oljey/STAR and someone will be in touch with you.

BAIL REVIEW

Any inmate committed out of District Court on bail is entitled to one bail review hearing at Superior Court. If denied, unless without prejudice, you are not entitled to another hearing. The only exception to this rule is if your case has a change of status. Inmates who want to apply for bail review, should speak with their attorney or have a unit officer leave a message on the bail review line.

COURT APPEARANCES AND COURT VIDEO CONFERENCES

During your incarceration, you will have to attend court hearings. You **cannot** refuse to go to court, except for bail review hearings. You are asked to cooperate with the staff when called for to attend court hearings. Officers will escort all inmates to and from court.

The ECSD has designated video conference rooms to accommodate court video conference hearings. Criminal Records staff coordinate video conference hearings daily with the MA Trial Courts throughout the State, Monday-Friday from 9:00am-4:30pm.

Certain court appearances may require appropriate dress. Court personnel will determine your court dates and required appearances. The ECSD will ensure that you will appear for court on time.

1. District Court Commitments
   Any inmate held on bail out of District Court will automatically be transported to his next court appearance.
2. Superior Court Commitments
   The ECSD Records Department is notified 24 hours prior to each Superior Court session. Once notification is received the inmate's name shall be added to the court list for the specified session.
3. Habeas Corpus
   Writs of Habeas Corpus are sent directly to the Records Department. The inmate's name is then added to the court list for the day requested on the habeas corpus.

RELEASE OF INMATES

All sentenced inmates held for (30) or more days that will be released to the community are provided with information for release that includes community resource information.

All sentenced inmates will participate and complete an exit interview within thirty (30) days of their release. The necessary referrals to programs and services offered in the community will be determined based on this interview. Each inmate will be given information about community resources and services that will assist them as they transition into the community.

Pre-trial inmates with a referral to a substance abuse program made by an attorney, Probation Officer or ECSD staff will be given information about each program. This information will include program components, rules and regulations and eligibility requirements.

You are entitled to (30) days of your prescribed medications upon release from custody. If you are released from Essex County Correctional Facility, they will be provided to you at the time of discharge. If you are released directly from court, you must return to Essex County during business hours, within 7 days of your release to pick up your prescription medication or a written order from the provider.

When scheduled to be released the Essex County Sheriff's Department encourages you, to solicit transportation from friends or family. If this is not possible, you will be detained until such time that a transportation team is available to transport you to the court you were sentenced from or if pretrial the court where your case originated.

Bails take place at the ECCF promptly at 8:00pm, Sunday-Saturday. The surety posting the bail must be

at the facility no later than 6:30pm in order for the bail to be processed.

Please note that inmates being released to probation supervision will be transported to their Probation Officer prior to their release from custody.

An Incarcerated Voter's Bill of Rights

1. You have the right to vote if:
   - You're a U.S. Citizen; and
   - You're at least 18 years old; and
   - You live in Massachusetts; and
   - You're NOT currently incarcerated for a felony conviction
2. You **STILL** have the right to vote, even if:
   - You're incarcerated for a misdemeanor
   - You're awaiting trial
   - You're convicted of a felony, but not yet sentenced
3. You have the right to vote while incarcerated, even if you're not currently registered to vote. You may vote from your last residential address before incarceration, even if you no longer live there.
4. You have the right to request an absentee ballot. Your absentee ballot application must reach your local election office five business days before Election Day.
5. You have the right to a secret ballot, and the right to fill out that ballot in private, without anyone else looking at your ballot.
6. You have the right to have access to a writing implement to mark your ballot.
7. You have the right to vote without intimidation, pressure, or influence. No one can force you to vote for or against a candidate, party, or ballot question.
8. You have the right to receive unbiased, nonpartisan educational materials to assist with your decisions.
9. You have the right to ask for help completing your ballot, from anyone you choose, if you can't fill it out yourself because of disability or language difficulties.
10. You have the right to return your ballot without interference. Your ballot comes with a pre-addressed, postage pre-paid envelope for returns. Make sure to return your ballot as quickly as possible, so it reaches your local election office by Election Day

FRANKLIN COUNTY
JAIL AND HOUSE OF CORRECTION



INMATE HANDBOOK

MINIMUM/MEDIUM SECURITY

Version 3.0
Revision: 08/08/2025



What is a PREA Incident?

A Violation of PREA **(Prison Rape Elimination Act)** is an incident of
SEXUAL ASSAULT, SEXUAL ABUSE or **SEXUAL HARASSMENT**
of an inmate by either a staff person or another inmate.

It is your duty to report incidents of **PREA**
when you are made aware of them.

Report the incident **IMMEDIATELY** to the Shift Commander or another Staff Member.

▸ HOTLINE # 138 ◂

SEXUAL ASSAULT, SEXUAL ABUSE is

1. Contact with an inmate's genitals, buttocks, breasts, or inner thigh, whether while clothed or unclothed by another inmate or staff member.
2. Any display of a staff member of his/her uncovered genitalia, buttocks or breast in the presence of an inmate.
3. Any attempt, threat, or request by a staff member to perform any of the activities described above.
4. Voyeurism, or an invasion of privacy of an inmate for reasons unrelated to official duties such as peering at an inmate who is using the toilet to perform bodily functions or showering, requiring an inmate to expose his/her buttocks, genitals or breasts, or taking images of all or part of an inmate's naked body or while performing bodily functions.

Sexual Harassment includes repeated or unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature, including demeaning references to gender, body, or clothing by an inmate or staff member directed at another inmate.

The Franklin County Sheriff's Office supports the National Prison Rape Elimination Act of 2003 (PREA) By supporting a **ZERO Tolerance** Policy for Sexual Abuse and Harassment in its facilities.

NO MEANS NO ... AND YES IS NOT ALLOWED

TABLE OF CONTENTS

Page

PURPOSE **1**

HANDBOOK ACCESS **1**

Questions About Handbook 1

MANAGEMENT **1**

MISSION STATEMENT **1**

MAILING ADDRESSES & TELEPHONE NUMBERS **1**

Franklin County Sheriff's Office **1**

FACILITY DIRECTIONS **2**

INMATE RIGHTS & RESPONSIBILITIES **3**

GENERAL RULES & REGULATIONS **4**

Basic Inmate Responsibilities **4**

FACILITY DESCRIPTION **4**

HOUSING UNITS/BUNKS/CELLS **4**

MOVEMENT **5**

OFFICIAL COUNTS **5**

LIGHTS OUT **5**

MEDICAL VISITS **5**

RECREATION TIME **6**

TELEPHONE/VIDEO TELEPHONE USE **6**

Dialing Instructions 6

Changing/Adding Telephone Numbers 6

Blocked Numbers 7

Staff Telephones 7

IMATE TABLETS **8**

TELEVISION **8**

NOISE LEVELS **8**

EMERGENCIES/EVACUATION DRILLS **8**

FIGHTS/DISTURBANCES **8**

ID WRISTBANDS & UNIFORM **8**

LEGAL COMPUTER ACCESS **9**

HYGIENE **9**

Page

SEARCH/CELL INSPECTION **9**
SMOKING POLICY **9**
ADMISSION/BOOKING PROCESS **9**
FCSO ISSUED PROPERTY **9**
PROPERTY FOOTLOCKER **9**
PROPERTY EXCHANGE **10**
FCSO PROPERTY EXCHANGE SCHEDULE **10**
Mailing Property 10
FACILITY TRANSFERS **11**
COURT CLOTHES **11**
LAUNDRY & CLOTHING EXCHANGE **11**
CLOTHING **12**
LAUNDRY **12**
MANDATORY LINEN EXCHANGE **12**
INMATE DRESS CODE *(Male & Female)* **12**
CLASSIFICATION **13**
Management Classification 14
Medium Security Classification 14
Minimum Security Classification 14
Pre-release (Kimball House/Electronic Monitoring) 14
GPS **14**
RECLASSIFICATION JAIL/HOC **14**
Discipline Process **14**
CLASSIFICATION APPEAL JAIL/HOC **15**
DEDUCTION FROM SENTENCE **15**
INMATE MONEY ACCOUNTS **15**
Inmate Release Procedures 16
INDIGENT INMATE & SUPPLIES **17**
Clothing 17
Hygiene Items 17
Pen & Paper 17
Privileged Correspondence 17
General Correspondence 17
Special Correspondence 18

Page

INCOMING & OUTGOING MAIL 18
Incoming Mail 18
Contraband Mail 18
Prohibited Mail 19
Inmate-to-Inmate Correspondence 19
Outgoing Mail 19
MONEY ISSUES 19
PRIVILEGED CORROSONDENCE 20
AUTHORIZED & UNAUTHORIZED (CONTRABAND ITEMS) 20
Authorized Property Items 20
Unauthorized Property Items (Contraband) 21
CELL INSPECTION & SEARCH PROCEDURES 21
SANITATION & PERSONAL HYGIENE ISSUES 22
BARBERING SERVICE 22
COMMISSARY 22
MEALS 23
Meal Schedules 23
Expected Behavior 23
Medical Diets 24
Religious Diets 24
VISITATION 24
Visitation Rules 24
Rules for Visitors 24
Procedure for Visitor Approval 25
Visiting Schedule 25
Visitation Rules & Attire for Inmates 25
ATTORNEY VISITATION 25
INMATE DISCIPLINE PROCEDURES, RULES,& SANCTIONS 25
General Disciplinary Procedures 25
Low Level Disciplinary Infractions 25
Awaiting Action (AA) Status 26
Informal & Formal Disciplinary Procedures 26
Major Offenses 26
Inmate Disciplinary Procedures 26

Page

Sanctions 28

Appeal Process 29

SUBSTANCE ABUSE TESTING 29

SPECIAL MANAGEMENT UNITS 30

Administrative Segregation 30

Disciplinary Lock-up 30

INFORMATION ON SEXUAL ABUSE/ASSAULT 30

Reporting Sexual Abuse or Assault & the Investigation Process 32

Treatment & Counseling 32

Inmate Hotline - Investigation Division 32

To Reach the Hotline 32

MEDICAL CARE FOR INMATES 33

Sick Call Requests 33

Medication 33

Medical Grievance 34

Medication Cart 34

Dental Treatment 34

PROGRAMS & SERVICES 34

Individual Service Plan 34

Clinical Treatment/Substance Abuse Groups 35

12 Step Groups 35

Education and Vocational Training 35

Special Education 35

Library 35

Unit Newspapers 36

Religious Services 36

Marriage Requests 36

Procedures for Requesting a Marriage Ceremony 36

RECREATION & LEISURE ACTIVITIES 37

Inside Recreation 37

Recreation 37

VOLUNTARY WORK PROGRAM 38

LEGAL RESOURCES & SERVICES 38

Law Library Access 38

Page

Notary Public Services 38

Legal Assistance Program 39

GRIEVANCES PROCEDURES 39

Types of Complaints 39

Informal Complaint Procedures 39

Grievance Procedures 40

Filing Limitations 41

Abuse of Grievance Process 42

Grievance Withdrawals 42

Emergency Grievances 43

Sexual Abuse/Harassment Grievances 43

Retaliation 44

ALLEGATIONS OF STAFF MISCONDUCT 44

ACCEPTABLE APPEARANCE 46

INMATE REQUEST FORM 50

INMATE GRIEVANCE FORM 51

ISSUED PROPERTY AND QUANTITY (MALE & FEMALE) 52

ISSUED PROPERTY AND QUANTITY (MALE: PRE-RELEASE) 54

ISSUED PROPERTY AND QUANTITY (FEMALE: PRE-RELEASE) 56

VISITING HOURS 58

TABLET RULES 59

MEMORANDUM OF UNDERSTANDING 60

PURPOSE:

The purpose of this handbook is to provide you with a general overview of facility procedures and specific rules and regulations that must be followed while you are detained at the Franklin County Sheriff's Office (FCSO). You will be held accountable for your actions and it is your responsibility to familiarize yourself with this handbook. You will be responsible for understanding and complying with its contents.

HANDBOOK ACCESS:

This handbook is the property of the FCSO and is provided to you for your review during your stay here. Certain sections of this handbook may be posted on bulletin boards within the housing units and other facility locations. Inmates will acknowledge receipt of this handbook by signing an acknowledgement form during the admission process.

Questions About Handbook:

Any questions you may have about the rules, regulations or procedures established in this handbook should be directed to your housing unit officer or correctional caseworker. A Spanish handbook is also available for Spanish speaking inmates.

MISSION STATEMENT:

The FCSO is an organization of public safety professionals committed to protect the people of Franklin County. The FCSO holds itself accountable to the principles of Pride, Integrity and Commitment.

MAILING ADDRESSES & TELEPHONE NUMBERS:

Franklin County Sheriff's Office

160 Elm Street
Greenfield, MA, 01301
Telephone: (413) 774-4014

DIRECTIONS:

FROM THE EAST ON ROUTE 2

- From Route 2 East, take the Routes 5 & 10 - Greenfield exit
- At end of exit ramp, take left onto Routes 5 & 10 (Federal Street)
- At first set of lights, take right onto Silver Street
- Follow Silver Street to end
- Take left at end of Silver Street (Leyden Road)
- 1/10 of a mile take a right at fork onto Elm Street
- The Franklin County Jail and House of Correction is 1/2 mile on right.

FROM THE SOUTH ON ROUTE 91

- Take the first Greenfield exit - Exit #43
- At end of exit ramp, merge into rotary
- Take first exit off the rotary onto Route 2A East
- Pass through two sets of traffic lights, and take next left onto Solon Street
- Continue straight on Solon Street which turns into Elm Street
- The Franklin County Jail and House of Correction is 1/2 mile on left

FROM THE NORTH ON ROUTE 91

- Take the second Greenfield exit - Exit #43
- At end of exit ramp, merge into rotary
- Take third exit off the rotary onto Route 2A East
- Pass through two sets of traffic lights, and take next left onto Solon Street
- Continue straight on Solon Street which turns into Elm Street
- The Franklin County Jail and House of Correction is 1/2 mile on left

FROM THE WEST ON ROUTE 2

- Follow Route 2 and enter rotary at Route 91 Interchange
- Take second exit off the rotary onto Route 2A East
- Pass through two sets of traffic lights, and take next left onto Solon Street
- Continue straight on Solon Street which turns into Elm Street
- The Franklin County Jail and House of Correction is 1/2 mile on left

INMATE RIGHTS & RESPONSIBILITIES:

1. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the facility. You have the responsibility to know and abide by them.
2. You have the right to freedom of discrimination based on religion, national origin, gender, sexual orientation, handicap or political belief. You have the responsibility to recognize and respect the rights of others in this regard.
3. You have the right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, property damage and harassment.
4. 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.
5. You have the opportunity to have family members and friends visit with you in keeping with the facility rules and regulations. It is your responsibility to conduct yourself properly during visits, and not accept or pass contraband.
6. 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.
7. 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 honestly and fairly.
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 inmates 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 rights to use this material.
10. You have privilege to participate in a work program, as far as resources are available, and in keeping with your interests, needs

and abilities. You have the responsibility to take advantage of activities which may help you live a successful and abiding life within the facility and in the community. You will be expected to abide by the regulations governing the use of such activities.

GENERAL RULES & REGULATIONS:

Basic Inmate Responsibilities:

You are expected to do the following:

1. Obey all verbal orders as given by staff;
2. Follow and obey all FCSO written rules, laws, policies and procedures, including those within this handbook;
3. Respect staff and other inmates at all times;
4. Respect FCSO property and the property of others;
5. Keep yourself, your clothing and living space clean and orderly at all times;
6. Obey all safety, security and sanitation rules and regulations; and,
7. Never refer to FCSO staff by first name or nickname. Refer to uniformed staff by their rank and last name (i.e. Officer Johnson, Sgt. Smith). Refer to non-uniformed staff by their title and last name (i.e. Dr. Jones, Mr. Smith, Nurse Allen).

FACILITY DESCRIPTION:

The FCSO is an 286-bed facility that houses male and female inmates convicted of crimes with a sentence of 2½ years or less and higher security male pre-trial inmates. The facility is comprised of several decentralized housing units with varying levels of security, 24-bed Minimum Security Housing Unit and a 14-bed Pre-Release Unit.

HOUSING UNITS/BUNKS/CELLS:

Housing Units A, B, C, D are located in the Medium Security Building and are direct supervision style units with upper and lower beds, a dayroom with television, an attached recreation deck, recreation tables, and shower areas.

The Minimum Security Housing Unit is in the Minimum Security Building and is a indirect supervision style unit with single beds, a dayroom with television(s), a gym and recreation tables, and common shower areas. The Pre-Release Unit is located within the Minimum Security Building and is a dormitory style unit with a dayroom with television, recreation area, kitchen and common restroom/shower areas.

Depending on your classification, you will be assigned a housing unit and a bunk/cell. You shall only sit or lay on your assigned bunk. You will remain in your bunk/cell during count time or "lockdown" counts. You shall make your bunk every day before leaving your cell and shall keep it made while it is unoccupied. Bunks/cells are to be clean and orderly at all times. Clotheslines are not permitted. No live plants or animals are permitted in any living area, unless approved by the Sheriff. You may not hang any item from your bunk, walls, vents, window, etc. other than the gray square above the desk. No item is allowed to cover light fixtures or intercom speakers. Windows, air vents, intercom speakers, smoke detectors and sprinkler heads will be uncovered at all times.

MOVEMENT:

You will not walk in the red zone of the Unit Officer's desk without permission. You will not touch or remove anything from that location. During movement time you will walk in single file, on the right hand side of a hallway, at all times, without talking. Noise levels are to be kept at a minimum at all times. You will not loiter in hallways or in any staff area. Whenever outside of a housing area you shall not enter into any facility restricted or limited access area without prior authorization from a FCSO staff member.

OFFICIAL COUNTS:

At least 4 major headcounts are conducted daily. Routinely, daily counts will be conducted at 3:00 a.m., 7:00 a.m., 3:00 p.m. and 11:00 p.m. Headcounts at 7:00 a.m. and 3:00 p.m. will be standing headcounts. Inmates will be required to stand on the floor during these headcounts. Staff may also conduct unannounced, informal headcounts. There will be no movement or talking during counts. You will remain in your assigned cell during all counts unless otherwise instructed by a FCSO staff member.

LIGHTS OUT:

The lights will be out inside your housing unit at 12:00 a.m. unless deemed otherwise by a Supervisor.

MEDICAL VISITS:

Medical staff will visit your housing unit each day. At medication pass you will line up in a single line and wait to be called. You will not touch or remove any items from medical carts.

RECREATION TIME:

Dayroom games and leisure activities are available for use during scheduled recreation time. Inmates may check out the items with the officer by signing out the game.

TELEPHONE:

Inmate telephones are available within your housing unit. You may only use inmate telephones for up to 30 minutes at one time. Staff may limit the usage of telephones based on high demand. You will not use or attempt to use staff telephones, radios, etc. **ALL CALLS MADE ON THE TELEPHONES EXCEPT ATTORNEY AND CONSULATE CALLS ARE RECORDED AND SUBJECT TO MONITORING.**

Only the Sheriff or his designee can authorize direct free and emergency calls. All incoming and outgoing emergency calls are to be routed through the Shift Commander and Correctional Caseworker.

All outgoing telephone calls from the facility are free. The use of inmate telephones is a privilege, and as such inmates are expected to respect all regulations pertaining to their use. You may be prosecuted, may receive formal disciplinary action and may have your telephone privileges suspended or revoked (except Attorney or Consulate Calls) if you are considered to be using telephones to harass, make unauthorized calls, attempt 3rd party calls, make calls to 800, 900 or blocked telephone numbers or attempt to defraud the telephone company. You will select and call up to 10 pre-approved telephone numbers not including attorneys or consulates with the Personal Allowed Numbers (PAN) Program. (Telephone calls to attorneys, consulates and the FCSO Investigations Hotline are in addition to the 10 PAN numbers.) The toll free number for the telephone company (SECURUS) for customer support is (800) 844-6591.

- **Dialing Instructions:**

  To dial outgoing calls, you shall dial the telephone number you are calling, then dial your assigned telephone PIN number, which is an assigned ID number.

- **Changing/Adding Telephone Numbers:**

  On the 1st day of each month, your pre-approved Personal Allowed Numbers will be purged automatically from the telephone system. At that time, you can keep, add or make changes to the 10 telephone numbers on your PAN list. Should you make a mistake made in programming your new PAN numbers, the numbers may not be changed until the 1st day of the next month. These incorrect

numbers will be a part of your PAN numbers until the next month. No exceptions will be made to correct the error(s) unless it is an emergency.

You can request emergency corrections to your PAN list by submitting a "Green Request Form" to your Housing Unit Officer or Correctional Caseworker. Requests shall be reviewed and verified. Only verified emergencies shall be considered for corrective action.

Incomplete forms will not be processed and will be returned.

- **Blocked Numbers:**

  You may discover that a number of your PAN list has become blocked. Only the person who owns the telephone may remove the block, not the FCSO. To correct this situation, you must inform the telephone owner to contact the FCSO Telephone Service Provider (Securus Technologies) at (800) 844-6591 to remove the block from their telephone.

- **Staff Telephones:**

  Inmates found to have used a FCSO telephone or other staff communication devices will be disciplined. See your Correctional Caseworker if you have any questions regarding the use of the telephone system. All outgoing calls are subject to recording and monitoring, except attorney calls.

VIDEO VISITATION:

Video Visitation, powered by Securus Technologies, is a web-based visitation system that allows friends, family members, attorneys, and public officials to schedule and participate in video visitation sessions with an inmate from anywhere, with internet access, using smartphone, computer or tablet.

An individual wanting to set up a video visit must create an account by visiting www.videovisitanywhere.com and follow the instructions provided.

Once the account has been approved, the individual must log into their account, select "Schedule a Visit", and follow the prompts to schedule the remote visit.

Before the video visit takes place, a Shift Supervisor will approve the scheduled video visitation request.

Video visits are 20 minutes in length and you are allowed visits per day (subject to availability).

Video visitation shall be in addition to and shall not replace in-person visitation.

Loss of video visitation may arise as a result of a disciplinary sanction.

INMATE TABLETS:

Tablets are available to inmates in their housing unit to access a wide variety of material such as e-books, law library, podcasts, e-messaging and more. Also available is premium content such as purchased movies, music and games. Refer to the complete list of tablet rules on page 58. (Attachment E)

TELEVISION:

All housing areas will be permitted access to televisions. TV programs and times will be left to the discretion of inmates. All television controls will be operated by the Housing Unit Officers.

NOISE LEVELS:

Noise levels are to be kept at a minimum. Shouting or creating unnecessary noises is prohibited.

EMERGENCIES/EVACUATION DRILLS:

Per local, state, and federal laws, this facility is required to perform evacuation drills each month. In your housing unit is a diagram showing you the location of all fire exits and which exits to use. Study this diagram and be familiar with these evacuation plans located in your housing unit. You will participate in all emergency drills. Should the order be given to evacuate, you will follow staff directions and the posted emergency plans in an orderly manner.

FIGHTS/DISTURBANCES:

If a fight or inmate disturbance occurs in your unit, you are to go immediately to your bunk/cell. If you cannot immediately return to your bunk/cell, you will move away from the fight, sit down and await staff instructions.

ID WRISTBANDS & UNIFORM:

You are expected to wear your issued uniform as detailed within this handbook. You are to display your ID wristband on your right wrist.

Inmates will be sent back to their bunk or cell for not displaying their ID wristband and may be disciplined for abusing this procedure. You will report lost or damaged wristbands to your unit officer or Correctional Caseworker.

LEGAL COMPUTER ACCESS:

You shall have access to a Legal Computer Access via the inmate video phones as well as through the inmate tablets. Inmates in disciplinary lock-up will be granted use to Legal Computer Access via the same methods. Any tampering with video phones or inmate tablets will result in disciplinary sanctions.

HYGIENE:

You are expected to maintain proper hygiene at all times. Showers are available at least daily.

SEARCH/CELL INSPECTION:

You will be required to submit to a search of your person, quarters or work area at any time. Inmates shall cooperate during these searches and shakedowns.

SMOKING POLICY:

The FCSO is a non-smoking facility. Tobacco products are NOT ALLOWED and anyone found in possession of tobacco products may face disciplinary action.

ADMISSIONS/BOOKING PROCESS:

The admission/booking process shall initiate in the FCSO Booking Area. The following should occur:

1. An inventory of any identity documents, such as passports, birth certificates, etc.
2. A Preliminary Medical and Mental Health Screening and Housing Risk Factor Screening will occur, followed by a complete medical examination conducted by a member of the Health Service Unit (HSU), within 14 days of your arrival;
3. Booking interview and PREA questionnaire;
4. Exchange of personal property and the issuing of FCSO property and personal hygiene items, which will be replaced as needed;
5. Issuing of your FCSO ID Wristband. It is your responsibility to have your ID wristband on you at all times. Lost, stolen or damaged ID wristbands may result in formal disciplinary action.
6. Your temporary housing placement will be addressed with you by staff. You will be required to sign a form acknowledging that you received an Inmate Handbook, and be allowed to make a telephone call.

7. Upon admission, you will be placed in orientation lock up for a period of 72 hours. During this time, a Correctional Caseworker will conduct a facility and PREA orientation with you to discuss the conditions of your confinement including programs and services offered.

FCSO ISSUED PROPERTY:

Upon admission, your personal property will be collected, inventoried, and stored by the FCSO. At that time, you will be issued FCSO clothing, bedding and property, including 1 hygiene kit. Inmates are to forward all personal property issues (excluding clothing) including claims for lost or damaged property in writing to the Property Officer.

This property includes:

Inmate

3 Uniforms (shirts, pants)
1 Mattress
1 Footwear
3 pairs of Socks
3 pairs of Underwear
3 T-shirts
1 Toothbrush
2 Bath Towels
1 Toothpaste
2 Sheets
1 Soap
1 Pillowcase
2 Blanket
1 Footlocker
1 Spork
1 Cup
1 Laundry bag
1 ID Wristband
1 Pillow
3 Bras (Females/Transgender Only)

You will be responsible for all FCSO issued clothing, bedding and other items issued as well as, the overall condition and replacement of these items. You will be responsible for exchanging linens and turning in your clothes for laundering as well as upkeep of your FCSO issued clothing, bedding and personal items including canteen items. You may not alter any FCSO issued property. You may not exchange or give FCSO issued property (beddings, linen, uniform) to another inmate.

PROPERTY FOOTLOCKER:

All of your issued property must fit inside your property footlocker. Staff may remove property not inside your bin as contraband. The Sheriff or

his designee may authorize certain excess items to be stored outside your footlocker, if necessary.

PROPERTY EXCHANGE:

Inmates will be able to exchange their personal clothes in the FCSO property room for court clothes. The exchange schedule may change at any time. To release /receive clothes, you will be required to fill out a request slip to the Property Officer indicating which items are to be dropped off. A person (family or friend) may deliver your new personal clothes, and other approved items.

FCSO PROPERTY EXCHANGE SCHEDULE:

Monday through Friday 7:00 a.m. to 8:00 p.m.

Mailing Property

An inmate has the option of mailing property stored at the facility to a friend or family member at the inmate' expense.

The inmate must provide the property officer with an address that the property is to be sent to. In the event that the property is returned to the facility as undeliverable, the Office will first attempt to notify the addressee, and then the inmate at the new facility. If the Property Officer is unable to obtain a suitable address to send the property, the property will be disposed of by the facility after a thirty (30) day grace period by either donation to a charitable organization or discarded if determined to be of no value.

FACILITY TRANSFERS:

Inmates returning or being transferred from another facility or other county/state correctional facility may only transfer legal mail with them to the new facility. Additional personal property will be held for 30 days. Inmates are responsible for coordinating the pickup or removal of their personal property by scheduling an appointment with the property officer.

COURT CLOTHES:

You may keep one set of personal clothing in the facility Property Room for court appearances and or discharge. NOTE: The FCSO is not responsible for any lost or stolen inmate property.

LAUNDRY & CLOTHING EXCHANGE:

The FCSO has implemented a laundering schedule, which allows for clean and sanitary sheets, pillowcases, uniforms, socks and undergarments at all times. The laundering schedule is posted in your housing unit. On admission, your clothing and bedding will be clean and in good condition. You are expected to keep them that way. Intentional damage to FCSO property including drawing or writing on uniforms, altering the uniform, or removing the sleeves, may result in disciplinary action.

CLOTHING:

Your basic uniform shall be distinctive according to your housing classification level. Pod A inmates wear yellow uniforms, Pod B inmates wear light blue uniforms, Pod C inmates wear red or maroon uniforms and Pod D inmates wear green uniforms. Winter coats will be available from the officer station on or about October 15th and collected on or about April 15th depending on the seasonal climate.

LAUNDRY:

Housing Units have a central laundry system. Only approved workers will be allowed to work in the laundry. You should prepare your clothes/ bedding to be laundered according to schedule. Blankets are laundered once a month.

MANDATORY LINEN EXCHANGE:

Mandatory linen exchange will be made on a one-for-one basis according to the schedule posted in your housing unit.

Worn or damaged issued clothing exchange:

1. You will inform the housing unit officer as to what clothing you need exchanged and the reason for the request.
2. The housing unit officer will confirm that the items requested need to be replaced.
3. The housing unit officer will arrange to have the items changed.
4. Food service inmate workers are permitted to exchange outer garments daily in the Food Service area.

INMATES DRESS CODE *(Male & Female)*

New inmates shall receive the following clothing (see matrices on pages 51—53):

Inmates will only be allowed to wear FCSO issued clothing or clothing purchased from the FCSO Commissary (see matrices). Any other clothing will be confiscated as contraband with disciplinary action to follow.

Tampering, shortening, or altering inmate clothing is prohibited. Gang signs or insignias on clothing are prohibited. Possession of such clothing will be confiscated as contraband with disciplinary action to follow. You shall always wear your uniforms properly and in accordance with FCSO rules which include: tops and bottoms worn right side out, undergarments tucked into bottoms and not hanging loose below tops, bottoms worn at the waistline and not in such a manner to show undergarments (worn at all times when out of your cell), sleeves and pants shall not be rolled up, undershirt properly tucked inside pants, etc. Failure to comply with these rules shall result in disciplinary action.

You will wear a complete uniform (shirt, pants, shoes) when outside of your housing unit. Shirts must be tucked in and pants worn properly around waist. ID wristband is to be worn on your right wrist. Any other

item worn outside the shirt may be subject to confiscation. Pant legs must hang freely. Exception: while in a recreation area, you may wear gym shorts purchased from the Commissary.

You may wear shower shoes to and from the shower only. Shoes must be worn outside of cell or housing unit.

Headwear of any kind, with the exception of approved religious headwear, is prohibited. Individuals approved to wear religious headwear will be required to remove headwear in the event of a search.

You cannot walk about the inside or outside of the facility with your hands inside the waistband of your pants or gym shorts, regardless of weather conditions. Blankets cannot be worn or wrapped around yourself while away from your bunk or when outside of your cell.

Religious items, including prayer beads and medallions of any approved religion shall be worn only during religious ceremonies, or while in your cell or at your bunk. Religious headgear, if approved, can be worn at religious ceremonies.

Personal clothing can be worn when going to court. Double layering of clothing for court or medical runs is prohibited.

Upon release, you are expected to return the minimum standard of clothing issued to you upon admission.

You will be held responsible for misplaced, lost, stolen, or deliberately damaged clothing, and shall be held accountable through payment to the FCSO.

Female inmates must have undergarments worn at all times, as well as the issued nightgowns covering their undergarments, NO EXCEPTIONS!

CLASSIFICATION:

Inmates confined at the FCSO are classified/assigned to Security Housing Levels consistent with the interest of public safety, the safety of staff and inmates and the orderly running of the facility. Given the availability of resources, and consistent with security interests of the institution, programs and services may be offered or mandate within the security levels.

- Security Housing Levels-Jail/House of Correction
- Special Management
- Medium Security
- Minimum Security
- Pre-Release
- GPS

Management Classification:

Includes housing for inmates assigned or classified as Administrative Segregation, Protective Custody, inmates serving a Disciplinary detention sanction, and Inmates that are deemed non- compliant within a treatment unit. All Special Management housing is contained within the housing units of the new facility.

Medium Security Classification:

Includes housing for: inmates classified as Medium Security and new commitments to the Jail and House of Correction. Housing for Medium Security shall be in the new facility (Pods A,B,C,D and E).

Minimum Security Classification:

Includes housing for inmates classified as Minimum Security. Housing for Male Minimum Security inmates shall be contained in the old facility. Housing for the Female Minimum Security inmates shall be in B-Pod. Minimum Security inmates may be cleared for supervised work assignments outside of the unit on the grounds of the facility, or outside of the facility perimeter.

Pre-Release

Includes housing for inmates classified as Pre-Release (Re-Entry). Housing for Male Pre-Release inmates shall be in the Kimball House. Housing for Female Pre-Release inmates shall be in B-Pod. Pre-Release Classification affords an inmate the maximum degree of personal responsibility and autonomy while housed at F.C.S.O.

GPS

Includes inmates classified to live in the community while on electronic monitoring supervision. Inmates may live and work within Franklin County.

RECLASSIFICATION-Jail/House of Correction

A Reclassification Hearing is initiated by the Director of Classification typically as a result of one of the following:

- A warrant or habe for an open case is received concerning the inmate;
- The inmate has failed to substantially comply with his ISP;
- The Inmate was assigned to Administrative Segregation or served a Disciplinary Detention sanction;
- Reclassification was recommended through the Inmate

Discipline process

Reclassification Hearings shall be conducted within twenty (20) business days of an inmate's change of status. The specific reasons for reclassification may be withheld from the inmate if knowledge of this information by the inmate could present a threat to the safety of an

individual or the security or order of the facility.

CLASSIFICATION APPEAL-Jail/House of Correction

An inmate may appeal to the Superintendent/Special Sheriff or Designee any decision of the Classification Committee within five (5) working days of the inmate's notification of a Classification decision. Appeal forms are available from your Correctional Case Worker.

Appeal decisions shall be conveyed to the inmate in writing within ten (10) working days of receipt of the appeal by the Superintendent/ Special Sheriff or Designee.

A sentenced inmate who has no warrants, detainers, or outstanding criminal cases may request to meet with the Classification Board to consider lower security by discussing his/her suitability with their Correctional Case Worker. If the inmate meets the criteria for lower security, taking into account sentence structure, criminal history, overall adjustment, and compliance with their treatment plan, he/she may submit an application via the Correctional Case Worker to the Director of Classification. The Inmate will be scheduled for a formal Classification Hearing at the next available Board and will sign a Notice of Classification Hearing form containing the date and time of the hearing. The Correctional Case Worker will conduct a written review of each inmate every 60 days. This review will include the inmate's overall adjustment, compliance with ISP, housing placement and classification flow. The 60-day review will be documented in iCIM and a copy placed in the inmate's treatment file.

DEDUCTION FROM SENTENCE

Each sentenced inmate whose remaining sentence is in excess of sixty-one (61 days or more) days or more remaining, after jail credits, may receive a deduction from his/her sentence unless the law under which the inmate is committed specifically prohibits the awarding of such deductions. Deduction from sentence credits will be awarded on a monthly basis to eligible Inmates housed in a Treatment Unit for their satisfactory performance in work, education, and/or treatment programs approved by the Superintendent. Satisfactory performance shall mean the fulfillment of requirements, duties and responsibilities that are part of a program. (An inmate whose performance in a program is not satisfactory or found to be non-compliant during a month shall not receive credit for the month.)

INMATE MONEY ACCOUNT:

Upon scheduled discharge, any remaining funds from your account will be returned to you. You will sign the FCSO issued release form which is proof that you have received your funds. If you are released at court, you will have to return to the facility to request funds from your account.

- Purchase a money order or bank check made out to the inmate. Please fill out all parts on the money order: purchaser, address, etc. Please print legibly and include the inmate's birth date on the check or money order - this ensures that the funds

are credited to the correct inmate. These transactions will be processed on the next business day following receipt. Checks & money orders can be mailed to:

Inmate's Full Name
Franklin County Jail & House of Correction
160 Elm Street
Greenfield, MA, 01301

- To deposit funds directly into an inmate's canteen fund over the Internet, go to www.inmatedeposits.com and follow the instructions on the site.
- Additionally, deposits may be made over the phone, by calling Access Corrections at: 866-345-1884
- There is a banking kiosk in the reception lobby of our facility. This machine will accept cash or credit/debit cards (no $1 bills or change).
- There are limits to the amount that can be deposited via the kiosk, phone or Internet:
- Up to $300 in one day for one inmate.
- Up to $325 over a 12-day period from a single credit card.

There are service fees on all deposits made via the kiosk or over the Internet or phone. The amount depends on the type of deposit, and is displayed on the kiosk screen or webpage when you deposit funds on the Internet.

The Franklin County Sheriff's Office does not operate the lobby banking kiosk. Any questions or problems with its use (or with phone or Internet deposits) should be directed to *Access Corrections at* 866-345-1884.

Inmate Release Procedures:

Upon scheduled discharge, any remaining funds from your account will be returned to you. You will sign the FCSO issued check release form, which is proof that you received your funds upon release from the FCSO. When released, you may authorize another individual to pick up a check for the balance of their funds.

Once discharged, information pertaining to a Inmate's Money Account shall be maintained only by the Finance Department. This information shall not be available to unauthorized staff members.

Should an inmate with outstanding debits to his/her account be scheduled for release from a correctional facility, the Finance Department shall freeze the inmate's account. All outstanding debts, including those associated with the Detainee Financial Responsibility Program, shall remain active. Should the inmate be incarcerated again, all outstanding debits shall become active. The inmate shall be required

to pay off these existing debts prior to being allowed to purchase any items.

INDIGENT INMATES & SUPPLIES:

An indigent inmate is any inmate who has $10.00 or less within his/her detainee Money Account within the past 60 days. Indigent inmates shall be removed from indigent status when their Inmate Money Account has a balance of over $10.00. Should funds be sent to an indigent inmate, whatever money the inmate owes the FCSO shall be deducted from the inmate's Money Account before the account is reactivated for use. Indigent inmates, at the expense of the FCSO shall be provided with the following:

- **Clothing:**

  Indigents shall receive a basic quantity of clothing upon intake from FCSO Property. They shall wear these items while incarcerated.

- **Hygiene Items:**

  Male and female inmates will be issued personal hygiene items appropriate for their gender identity upon arrival. The distribution of hygiene items shall not be used as reward or punishment. Articles of feminine hygiene shall be provided to female inmates. Additional hygiene items can be purchased from the commissary for indigent and non-indigent inmates.

- **Pen & Paper:**

  Indigents shall receive 1 flexible blue pen per month, no exceptions. It will be the responsibility of the inmate to ensure that his/her pen is not lost or stolen. The Commissary shall distribute pens to indigent inmates on the first week of every month. Indigents shall obtain reasonable amounts of paper from the Commissary without cost. Inmate must fill out indigent request slip to receive items.

- **Privileged Correspondence:**

  Indigent inmates shall, when necessary and at the expense of the FCSO, be able to send an unlimited number of privileged correspondence to the authorized individuals who qualify as special correspondence. A complete list of authorized individuals can be located in the PRIVILEGED CORRESPONDENCE SECTION.

- **General Correspondence:**

  Inmates shall, at the expense of the FCSO, be able to receive three free stamps each week. To receive the stamps, the inmate must submit the sealed correspondence into the inmate outgoing mail and write "FS" in the upper right hand corner of the envelope where the stamp is placed. The mail will then be forwarded to the commissary officer who will verify that the inmate is eligible for a free stamp. Once verified, a stamp will be placed on the envelope and sent with the outgoing mail. This will allow the inmate to send

three free letters each week (first class weighing one ounce or less) to family and friends.

- **Special Correspondence:**

  Special handling mail, such as Certified Mail, to forward privileged correspondence, shall be permitted, at the expense of the institution, when such special handling is required by statute or rule of court. It shall be the inmate's responsibility to attach or provide verification of such statutory or court rule service requirement. Your caseworker, as needed, shall provide envelopes. An indigent inmate shall be removed from indigent status whenever the inmate's Money Account has a balance on account of over $10.00. If you have a freeze or outstanding balance on your account and funds are sent in to you, the amount you owe to the FCSO will be deducted from the funds sent to you.

INCOMING & OUTGOING MAIL:

The FCSO provides a mail service to inmates. Mail is delivered and picked up once a day, except on Sundays and postal holidays. For security reasons, all incoming mail will be opened and checked for contraband by staff. Mail will then be photo copied and photocopies will be delivered to the inmate. All original mail will be placed in property. Legal mail will be opened in front of the inmate and scanned for contraband in front of the inmate by a staff member. You will need to have a complete return address on all incoming and outgoing mail; first and last name and facility address.

- **Incoming Mail:**

  All incoming inmate mail must be mailed to the following address:

  Inmate's Full Name
  Franklin County House of Correction
  160 Elm Street Greenfield, MA 01301

  Letters, magazines, newspapers will be accepted via mail. Soft covered books, newspapers, and magazines must be in their original package and sent directly from the publisher/printer. Photos will be accepted from a printing company. Soft covered books received directly from a publisher are allowed only after the book(s) has been approved for possession by the FCSO Property Officer. Used books of any kind will not be allowed.

- **Contraband Mail:**

  The following are contraband items, which you will not be permitted to have with incoming mail: stamps, envelopes, blank paper, pencils, pens, markers, painted pictures, cards/paper with glitter, excessive newspaper or magazine clippings and cutouts, inappropriate material printed off of the internet, perfume, anything laminated and any other items deemed appropriate by the facility. Sexually suggestive or partially nude photographs sent to inmates in the facility are not allowed. Partially nude shall be defined as

females/males in underwear, bathing suits, bras, or revealing negligees. Such photographs shall be discarded or returned to the sender.

Incoming legal mail (from courts, attorneys, probation/parole officers) shall be opened only in front of you. FCSO staff will inspect the mail only for contraband.

- **Prohibited Mail:**

  For security purposes, certain magazines shall not be permitted. If the FCSO deems a magazine or book not permissible, the inmate will receive a FCSO Notification of Disapproval of Non- Privileged Mail Form, which will explain the reason why it was not allowed into the facility. Disapproved mail will be held for the 5 day appeal period and then be returned to sender. Should you receive any unacceptable packages, they will be held in the FCSO Property Room for no longer than 30 days. You will be responsible for having a person pickup the package or it will be disposed of if not picked up by a civilian. If you need to mail something out that requires money being taken out of your account, such as sending out certified mail, express, priority or to take money out of your account to pay for you will need to see your caseworker.

- **Incoming Inmate-to-Inmate Correspondence:**

  All Inmate to Inmate mail will only be allowed with approval from the Assistant Superintendent of Security or designee.

- **Outgoing Mail:**

  Inmates must have the proper postage placed on the top right-hand corner and include a return address as follows:

  Inmate's Full Name
  Franklin County House of Correction
  160 Elm Street Greenfield, MA 01301

  All outgoing inmate mail shall be placed in each unit's marked mailbox, no later than 11:00 p.m., except for the legal mail of indigent inmate. Prior to mailing, all outgoing mail will be stamped by the FCSO with a statement identifying that the correspondence is from a correctional facility.

  Any mail being sent out of the facility with any drawing on the front or back of the envelope will not be accepted by the post office; as well as any homemade box-type packages.

MONEY ISSUES:

If you receive money orders, bank checks, payroll checks or cashier's checks in the mail, they will be sent to the FCSO Finance Department and you will be sent a receipt. Personal checks and cash will not be accepted and will be returned to sender. Your name must be on the money order or cashier's check.

PRIVILEDGED CORRESPONDENCE:

Mail sent to or received from any of the following individuals shall be considered Privileged Correspondence:

1. Any officer of a court of the United States or the Commonwealth of Massachusetts (judge, attorney, clerk, probation or parole officers);
2. The President of the United States or the Governor of the Commonwealth of Massachusetts;
3. Any member of Congress of the United States or any member of the Legislature of the Commonwealth of Massachusetts;
4. The Attorney General of the United States or the Attorney General of the Commonwealth of Massachusetts;
5. The Director or any agent of the Federal Bureau of Investigation or the Commissioner of the Massachusetts Department of Public Safety;
6. The Sheriff of Franklin County;
7. The Commissioner of the Massachusetts Department of Correction, and, if applicable, the Superintendent of any State correctional institution in which the inmate was confined;
8. Any member of the Massachusetts Parole Board;
9. The Secretary of Public Safety;
10. Any member of the Governor's Advisory Committee on Corrections: and,
11. Any District Attorney of the United States.
12. Any representative of the news media.
13. Any state or local politician.

AUTHORIZED & UNAUTHORIZED (CONTRABAND) ITEMS:

- **Authorized Property Items:**

  The following authorized personal items may be allowed for you to keep on your person.

  - Plain Wedding Band without sculptured markings, diamonds or other precious stones;
  - Prescribed medical devices such as artificial limbs, hearing aides, prescription eyewear, etc.;
  - Legal materials for active cases;
  - Approved Religious head gear and,
  - Other approved FCSO issued property items or Commissary items.

- **Unauthorized Property (Contraband):**

  Items that are not inherently illegal are considered contraband, when, possessed by an inmate or visitor including, but not limited to any approved item, which is approved but in excess of the quantity allowed.

  The possession of contraband is a serious offense. Should you be found in possession of contraband, you will be disciplined, up to and including criminal charges. The following items are CONTRABAND. They shall be removed from you, collected as evidence and or destroyed.

  - Any item or article that is not issued or sold to you by the FCSO or is found to be altered or used for a purpose other than what it was intended;
  - Any item or article in the possession of an inmate that exceeds the quantity allowed for that item (see Cell Decorum).;
  - Any item that details weapons or explosive manufacturing, or gives information which could aid in planning or making an escape attempt or produce injury to another.;
  - Any symbols or related items (drawings, literature, etc.) that is related to STG (Security Threat Group) activity;
  - Any items declared illegal by state or federal law; and,
  - Any sexually suggestive or pornographic photos, magazines, centerfolds, etc.

THE FCSO MAY DECLARE ITEMS THAT POSE A SAFETY HAZARD OR A SECURITY CONCERN AS CONTRABAND A T ANY TIME.

CELL INSPECTION & SEARCH PROCEDURES:

You are subject to a search upon each admission into the FCSO and when there is reasonable suspicion to believe you may have contraband concealed on your person.

Pat searches are routine requirements when entering the housing units or when leaving the visiting area after a visit.

Routine unscheduled searches of the facility, inmate's person and property will be conducted as deemed necessary.

There are occasions when random searches will be conducted as an inmate enters or leaves a building, area or recreation.

Your bunk and personal property may be searched without you being present.

All searches are used as a means of interdicting contraband and ensuring safe and sanitary conditions exist within the facility.

Searches are not punitive in nature.

SANITATION & PERSONAL HYGIENE ISSUES:

You are required to keep your assigned living area clean at all times. You shall make your bunk every day before leaving your cell and shall keep it made while it is unoccupied. All of your property, either issued or personal must be stored in your locker when not in use.

No clothing, paper, or any other material will be hung on the bed, overhead lighting, or on the wall. No pictures or posters will be placed on your bunks, cell walls, ceilings and/or lights. No items will be placed in the windows of your assigned dorm/cell. If you do not have a towel hanger in your assigned cell wet towels may be hung on the corner frame closest to the wall of the bed only until dry and it can't block the direct view of the officer. No items will be hung under the bed. Covering the air vent or sprinkler head is not allowed.

You will be living in a facility with other individuals, so personal hygiene is essential. You are expected to bathe regularly and to keep your hair clean. Personal hygiene items, soap, toothpaste, toothbrush, will be issued to you upon admission and will be available through the Commissary thereafter. Inmates shall be permitted to use an issued razor during authorized time periods which encompasses open day room hours and excludes count times, and meal periods. At that time, the inmate will present his/her ID wristband to the housing unit officer. The officer will review the ID wristband and hand the inmate a razor from the storage container. Once the inmate is finished shaving, he/she shall return his/her razor back to the officer for disposal. Inmates attending court will be afforded the opportunity to shave before being transported to court.

BARBERING SERVICE:

Free barbering services will be located in a designated area of your assigned housing unit. For sanitary reasons, the cutting of hair any place else other than the designated area is strictly prohibited. Proper sanitation methods must be used between each haircut and directions of how to sanitize are posted in the designated barbering area. The FCSO provides sanitation supplies. It is also prohibited to possess cut hair or clippings, either your own or others.

No barber or beautician will serve any inmate when the skin of the inmate's face, neck, or scalp is inflamed, scaling, contains pus, or is erupted, unless service of such inmate is performed in accordance with the specific authorization of the Health Services Director.

No person will be served when infested with head lice.

Hair care services shall occur daily from 6:00 PM – 9:00 PM. Additionally, all housing units will have hair care services on Saturday and Sunday from 1:00 PM – 2:30 PM, unless doing so effects the orderly management of the housing unit.

COMMISSARY:

You must complete commissary orders by Wednesday evening no later

than 10:00 p.m. at which time **ALL SALES WILL BE FINAL.** Any changes to this schedule will be posted in advance.

You are permitted to spend up to $75.00 on food per week. Inmates may only purchase commissary for their own use or consumption.

The unit's delivery schedule is posted on your unit bulletin board.

All items purchased at the Commissary must be stored in your property bin or neatly under your bunk. You must present your identification wristband to receive your order.

When commissary is being passed out, you are required to remain in your cell and wait for the direction of the housing unit officer to approach the delivery line. Commissary will not add items to the list after it has been delivered. Some items will be limited to quantity on hand. All sales are final after the inmate has submitted the order. **NO RETURNS OR EXCHANGES.**

You are not allowed to accept commissary items on behalf of another inmate that is not present during commissary distribution.

MEALS:

All meals are nutritionally balanced and approved by a registered dietician. The FCSO cannot withhold or deviate from the standard meal menu as a disciplinary measure or to reward inmates.

According to schedule, you will be provided 3 meals per day. At least 2 of these meals will be served hot.

- **Meal Schedules:**

  Breakfast: 7:20 a.m.

  Lunch: 11:15 a.m.

  Dinner: 5:20 p.m.

  Meal schedules may be subject to change.

- **Expected Behavior:**

  Your meals will be served and eaten at a designated dining area in your housing unit. No food, utensils, dishes, etc. shall leave the dining area or kitchen. You cannot store any of these items for future consumption. All food or condiments shall be eaten during mealtime ONLY.

  You are expected to conduct yourself in an orderly manner during mealtime. You shall walk through the serving line ONCE per meal. You shall walk to a table in your dining area directly upon receiving a meal. Once seated, you shall begin to eat. You shall not roam during mealtime. If you need to obtain a drink, you shall go to that area and directly return to your seat. When finished, you shall clean your eating area and return your tray, cup, and other utensils as directed. Trash will go into the garbage.

You will be subject to search before, during, and after mealtime.

You shall wear sneakers in dining areas. Hats are not permitted during mealtime. You shall also properly wear your ID wristband during mealtime or face disciplinary action.

- **Medical Diets:**

  If you believe that you require a special medical diet, you must complete a FCSO Dietary Request Form, which shall be forwarded for review and signed by a Department Physician or Nurse Practitioner. Inmates must be evaluated by the medical department before a medical diet will be issued. The FCSO does **NOT** serve any pork products.

- **Religious Diets:**

  Religious diets will be provided to inmates whose religion requires one. You must submit a request form to Religious Services for review and approval. The form must state the diet and the specific foods required.

VISITATION:

You have the opportunity to have family members and friends visit with you in keeping with the facility rules and regulations. It is your responsibility to conduct yourself properly during visits and not accept or pass contraband.

- **Visitation Rules:**

  You will be allowed a one hour visit, twice per week to visit with family and friends. You will also be allowed an unlimited number of visits from legal representation. Visiting schedules are posted within the housing units and other areas. You will be allowed a maximum of 5 friends and unlimited family members on your visiting list. You shall supply these names to the visiting officer upon admission by means of an Inmate Visiting Request Form. All visitors shall be prescreened and preapproved prior to being allowed to visit. You will be able to change these names by submitting an additional Inmate Visiting Request Form. You shall be allowed no more than 2 adults and 2 minor children during each visit.

- **Rules for Visitors:**

  A visitor must complete a Request to Visit Form upon arrival. In order for a child to visit, he/she must complete a Parent/Legal Guardian Certification for each child before a child visit. A copy of the child's birth certificate must be submitted the first time a child visits. This copy will be kept on file for future visits. Visitors shall only be allowed to visit one inmate at one time. Visitors that act inappropriately will be escorted off FCSO property and barred from visiting. Facility visitor regulations are posted in the Lobby Reception Area. Visitors shall be subject to search.

- **Procedure for Visitor Approval:**

  All visitors must pass a background check before receiving approval to visit. Visitors with a previous criminal history will be required to obtain approval. Any visitor 17 years of age or younger must be accompanied by a parent or legal guardian.

- **Visiting Schedule**

  - Appendix D (see page 57)

- **Visitation Rules & Attire for Inmates:**

  You are expected to wear your issued jump suit top and bottom, sneakers or work boots for visits. No hoods, hats or sweat pants shall be allowed during visits. Clothing must be worn in a neat, presentable way. Bottoms and tops must be properly tucked. No ripped or excessively worn clothing shall be permitted.

  A visit may be denied or terminated under the following circumstances: The visitor(s) appears to be under the influence of drugs or alcohol. The visitor fails to produce sufficient identification or falsifies the identifying information. Reasonable suspicion exists that the visitor may endanger the security and order of the facility. You or the visitor attempts to pass items to one another. The visitor refuses to submit to a scanning or pat search. The visitor is in violation of facility rules or regulations. There is insufficient space in the facility. There are unforeseen emergencies within the facility. The visitor attempts to bring any item that is considered a security threat onto the facility grounds. Inappropriate contact or conduct by either you or the visitor is prohibited and may be cause for termination of the visit.

ATTORNEY VISITATION:

Legal visits are encouraged and will not be considered a regular visit session.

INMATE DISCIPLINE PROCEDURES, RULES & SANCTIONS:

The FCSO shall promote a safe and orderly living environment for inmates by establishing fair and equitable disciplinary procedures. Inmate disciplinary action shall not be capricious or retaliatory.

- **General Disciplinary Procedures:**

  You shall be responsible for following all FCSO policies, rules and regulations, as well as federal, state, and local laws.

  Informal disciplinary matters shall be addressed by the reporting staff member. Formal disciplinary matters shall be addressed by the Disciplinary Hearing Officer.

- **Low Level Disciplinary Infractions:**

  Low level disciplinary infractions may be enforced, up to 24, 48 or 72 hour confinement.

- **Awaiting Action (AA) Status:**

  You may be placed AA Status detention for your safety and/or the safety of the facility pending the following:

1. A transfer or reclassification of the inmate to a higher custody status; or
2. An investigation of a possible offense.

Your placement onto AA Status shall be reviewed within 72 hours.

- **Informal & Formal Disciplinary Procedures:**

  1. Informal Discipline:

  When a staff member reasonably believes that formal disciplinary action is not necessary, either a verbal warning or a loss of privileges of up to 24, 48 or 72 hour confinement may be issued by an Officer without formal disciplinary action. Loss of privileges status will only be allotted for a 24, 48 or 72 hour period. Where permitted by facility policy, staff shall informally settle minor transgressions through mutual consent whenever possible. The Shift Commander will determine if the sanction is warranted and sign off accordingly on all minor charges.

  Inmates will be required to sign the informal discipline documentation as an acknowledgement of receiving the sanction, not as an admission of guilt.

  2. Formal Discipline:

  Where informal handling is not appropriate and a staff member reasonably believes that a disciplinary offense has been committed by an inmate, that staff member shall write a Disciplinary Report. A Disciplinary Hearing Officer will then address the matter formally.

- **Major Offenses:**

  Major offenses shall include, but not be limited to, the following: (Depending on the severity of the offense, those listed below may be MAJOR or MINOR offenses).

- **Inmate Disciplinary Procedures:**

  It is expected that inmates will follow the rules of the facility. Some of the rules will be explained during the orientation program and others that are specific to the various housing units, work assignments, or programs will be explained to you by supervisors or officers in those areas. The following are the charges that my be brought against you (Code of Offenses) for rules violations:

  1. Disobeying an order, lying to or insolence towards a staff member.
  2. Violating any institutional rule or regulation, or any other rule,

regulation, or condition of the facility or community-based program.

3. Failure to keep one's person or quarters in acceptance with institutional rule.
4. Being out-of-place.
5. Unexcused absence from, or failure to accept or properly perform a work assignment
6. Counterfeiting, forgery, or the unauthorized reproduction of any document, article or identification, money, security, or official paper.
7. Tampering with or blocking any locking device, door, grate, or window.
8. Conduct which disrupts or interferes with the security or orderly running of the facility.
9. Escape or possession of escape tools.
10. Manufacture, possession, introduction, distribution, or use of any unauthorized controlled substance, alcoholic beverages or associated paraphernalia.
11. Misuse of authorized medication, for example: the unauthorized accumulation of prescribed medication, or the distribution of prescribed medication to others.
12. Refusal or failure to submit a valid urine specimen or take a breathalyzer test.
13. Gambling.
14. Participating in or encouraging a riot, work stoppage, hostage taking, or unauthorized group demonstration.
15. Possession, manufacture, introduction, or use of a gun, firearm, explosive, ammunition, chemical agent, weapon, sharpened instrument, knife, or tool.
16. Murder
17. Self mutilation or attempted suicide.
18. Fighting with, assaulting, or threatening another person with any offense against his person or property.
19. Use of obscene, abusive, or threatening language, action, or gesture to any inmate, staff member, or any other individual.
20. Engaging in sexual acts.
21. Setting a Fire.
22. Destroying, damaging or misuse of institutional property, or the property of another person.

23. Unauthorized possession of property belonging to another person.
24. Possession of anything, including money or currency, not authorized for retention or receipt by the inmate.
25. Giving money or any item of value to, or accepting money or any item of value from another inmate, family member or visitor without authorization.
26. Stealing.
27. Giving or offering any official or staff member a bribe.
28. Giving or offering any official or staff member any item of services or value.
29. Extortion, blackmail, or demanding money, receiving money, or anything of value in return for protection against others.
30. Charging or receiving money or anything of value either directly or indirectly from another inmate, a family member, or any other person for rendering any service.
31. Wearing or displaying colors or any type of emblem, insignia, or logo suggesting membership or affiliation with a gang, group, party, or other association whenever such wearing or displaying may pose a threat to the security, order and safety of the facility.
32. Violating any law of the Commonwealth of Massachusetts, or the United States of America.
33. Attempting to commit any of the above offenses, making plans to commit any of the above offenses, or aiding another person in committing any of the above offenses, shall be considered the same as committing the offenses itself.
34. Assault and Battery on an employee.
35. Violation of any contractual agreement relating to classification placement or community based programs.
36. Unauthorized or Improper Use of Recreational Equipment.
37. Inmate or inmate groups exercising authority over another inmate(s).

- **Sanctions for Rule Violations (Minor and Major):**

1. Minor sanctions include, but are not limited to, the following:
    a. Reprimand and warning.
    b. Extra work detail.
    c. Loss of privileges for specified period of time (Example: visiting, canteen, telephone, gym or recreation yard).

d. Cell/room restriction for a specified period of time.

e. Removal from work assignment.

f. Recommended reclassification.

g. Restitution.

h. Loss of Canteen

2. Major sanctions include, but are not limited to, the following:

a. Disciplinary detention for a specified period of time, not to exceed 10 days for any one offense or 30 days for all violations arising out of one incident.

b. Recommended loss of statutory Good Time credits, if applicable.

c. All minor sanctions.

3. Disciplinary sanctions may be suspended for a specified period of time not to exceed 90 days, and may be imposed during that time by action of the Assistant Superintendent or

4. Continuous confinement in disciplinary detention for more than 30 days requires the review and approval of the Superintendent.

5. When an inmate is found guilty of a major disciplinary offense, he will automatically lose his work assignment.

- **Appeal Process:**

1. Inmates may appeal decisions of the Hearing Officer within 7 business days following receipt of the written decision. Appeals shall be submitted in writing to the Superintendent or designee and shall be decided upon within 5 business days of its receipt. An inmate shall be notified within 24 hours of the results of an appeal.

2. The Assistant Superintendent or designee, acting as the appellate authority, may sustain the finding and sanction of the Hearing Officer, order a rehearing of the case, reduce the designation from a "major" to "minor" infraction, reduce or suspend the sanction, reverse the decision and dismiss the charge, or take whatever remedial action he/she deems appropriate. In no event shall an appellate authority increase any sanction on an appeal.

SUBSTANCE ABUSE TESTING:

You may be instructed by staff to provide a valid specimen sample for substance abuse screenings. Failure to provide this sample as directed will result in disciplinary action.

SPECIAL MANAGEMENT UNITS

- **Administrative Segregation:**

  Intended for inmates with special housing requirements, such as those pending investigation/hearing of prohibited acts, medical observation, mental health, pending transfer or release within 24 hours, security risk or protective custody.

- **Disciplinary Lock-up:**

  Intended for inmates that require special housing because they are a serious disruption in general population, they require additional physical confines or they have received a sanction by the Disciplinary Officer.

  Inmates confined to segregation housing will be afforded two hours and fifteen minutes for recreation, hygiene and telephone use seven days a week. Inmates on Administrative Detention will receive law library access via inmate tablets.

INFORMATION ON SEXUAL ABUSE/ASSAULT:

The FCSO supports the Prison Rape Elimination Act (PREA) by having a zero tolerance policy towards sexual abuse and sexual harassment. Sexual abuse and or sexual harassment of an inmate by another inmate and sexual abuse and or sexual harassment between an inmate by a staff member, contractor or volunteer will not be tolerated.

Sexual abuse by an inmate on another inmate includes any of the following acts, if the victim does not consent, is coerced into such an act by overt or implied threats of violence or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and anus,
2. Contact between the mouth and the penis, vulva or anus,
3. Penetration of the anal or genital opening of another person by a hand, finger or other instrument,
4. 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.

Sexual abuse of an inmate by a staff member, contractor or volunteer includes any of the following acts, with or without consent of the inmate:

1. Contact between the penis and vulva or the penis and the anus,
2. Contact between the mouth and the penis, vulva or anus. Contact between any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or

gratify sexual desire,

3. Penetration of the anal or genital opening by hand, finger, object or other instrument that is unrelated to official duties,
4. Any intentional contact either directly, or through the clothing of or with the genitalia, anus, groin, breast, inner thigh or buttocks that is unrelated to official duties,
5. Any attempt, threat or request by a staff member, contractor to engage in any of the above mentioned activities,
6. Any display by a staff member, contractor or volunteer of his or her uncovered genitalia, buttocks or breasts in the presence of an inmate,
7. Any voyeurism by a staff member, contractor or volunteer that is not part of their official duties is prohibited.

Sexual harassment includes repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures or actions of a derogatory or offensive sexual nature by an inmate directed towards another inmate.

Repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor or volunteer, including demeaning references to gender, sexual suggestive or derogatory comments about body or clothing, or obscene languages or gestures will also constitute sexual harassment.

Any sexual acts between inmates are considered a rule violation of the FCSO. A charge, (engaging in

sexual acts), will be brought against anyone engaging in such sexual acts.

Abusive sexual acts which are substantiated allegations of conduct that appears to be criminal shall be

referred for prosecution by the Northwestern District Attorney's Office.

If you have been a victim of a sexual assault, help is available through a Rape Crisis Center. A confidential phone line has been set up so you can contact a victim advocate for emotional support. Massachusetts mandatory reporting laws apply if you have a physical or mental health disability and/or are 17 or under, 60 or over. To contact a victim advocate free of charge, use your phone pin # and dial 139. You may also contact them in writing at;

Rape Crisis 4
79 Main Street
Greenfield, MA 01301

Third party reporting of sexual assaults and or sexual harassment is available by having a family member, friend or another inmate report it on your behalf to a staff member. You or someone else on

your behalf can also contact the Northwestern District Attorney's Office at;

Northwestern DA
56 Bank Row
Greenfield, MA 01301

For your immediate protection and safety, please inform an officer or staff member.

- **Reporting Sexual Abuse or Assault & the Investigation Process:**

  You may report alleged staff or inmate sexual misconduct with inmates by one of the following options:

  1. Filing a complaint;
  2. Forward information regarding staff sexual misconduct with an inmate via a request form or a letter;
  3. Speaking directly to a staff member; or,
  4. Using the established "hotline".

  It is the responsibility of the FCSO to review and assess each report of allegations and incidents of staff sexual misconduct with inmates. The Superintendent will determine what course of action shall be taken (i.e. further inquiry, immediate District Attorney referrals, etc.).

- **Treatment & Counseling:**

  If an inmate has alleged that a sexual assault occurred, the inmate must be immediately taken to the Health Services Unit of the facility for an emergency medical care/mental health referral. If warranted, as based on the time and extent of the allegations, the inmate may be transported to an outside hospital.

- **Inmate Hotline - Investigation Division:**

  You are provided a STRICTLY CONFIDENTIAL HOTLINE directly to the FCSO Investigations Division. This is a TOLL FREE number, which may be called from any inmate telephone inside the facility.

- **To Reach the Hotline - Dial PIN # then 138:**

  Staff sexual misconduct with inmates and inmate-on-inmate sexual misconduct is prohibited. You should report such matters promptly by calling the Hotline Number.

MEDICAL CARE FOR INMATES:

The FCSO provides medical service for all inmates by qualified medical staff. The following services are available: Initial medical, mental health, and dental screening, primary medical and dental care, emergency care, specialty health care, timely medical responses, mental health care, and hospitalization as needed within the local community. Inmates shall receive a medical examination within 14 days of their admission.

If you refuse a scheduled medical appointment to HSU or an outside facility, you shall be required to sign a Medical Refusal Form. You will be required to submit another Request Slip for future medical appointments.

- **Sick Call Requests:**

  Inmate Sick Call is seven days a week. Sick call requests must be written on a Health Services Request Form. The form must be completed with name, date, housing unit, the reason you want to be seen and your signature. To be seen for any reason, a Health Services Request Form MUST be completed. You should place the Health Services Request Form in the locked box located in your housing unit on the wall labeled MEDICAL. You should be scheduled for medical appointments within 48 hours (72 hours on weekends). You SHALL NOT mail Health Services Request Forms or ask staff to deliver these slips. You shall not give a Health Services Request Form to any other staff. If you feel that the issue is an emergency, notify a unit officer or other staff member immediately. On the Health Services Request Form, be sure to describe the problem, not "I need to see the nurse or doctor". If you need assistance completing the slip, ask for help from the officer or your caseworker. Health Services Request Forms are provided to you in English and Spanish.

- **Medication:**

  Prescription/Medication that is carried on your person during admission/intake will be held in your property until release. Illegal, unidentifiable, falsely held or unable to confirm prescriptions/ medications will be destroyed immediately. Syringes will be safely disposed of immediately. You will only receive medications that are prescribed to you. You will be provided with 30 days of a prescribed medication if you are released on bail or released by the Federal Court. You can purchase Ibuprofen, Tylenol, Cough, Cold and Flu Pack, Alka-Seltzer, Chlorphen, and antacids through the

Commissary. Keep on Person Medication (KOP) will be kept to a minimum. A provider will determine which medications are suitable for KOP use. The KOP medications must be kept in the labeled package provided by the Medical Department.

Any medication found on an inmate not prescribed for them, or medications found outside of the original container, will be considered contraband and disciplinary action may be taken.

- **Medical Grievance:**

  You must use an Inmate Medical Grievance Form if you have health care concerns/complaints that cannot be resolved during Sick Call. The forms shall be sent to the Health Services Director, who will respond in 21 working days. Appeals shall be sent in writing to the Superintendent, who will respond in 5 working days. Your inquiries and the responses shall be addressed and returned to you.

- **Medication Cart:**

  You are required to present your ID wristband to the nurse at the medication cart to receive medications. Medications must be taken at the medication cart. The Unit Officer will perform a visual mouth check to assure that you did swallow your medication. Any medication taken away from the cart will be considered contraband and confiscated. The medication cart is for medication only! If you have symptoms or issues that should be addressed, then a Health Services Request Form shall be filled out and placed in the designated Medical Box in your unit.

  Any inmate reporting to the medication cart after last call has been completed shall be notified his/her non-compliance of not reporting to the medical cart on time will result in a 24 hour lockup.

- **Dental Treatment:**

  Routine and emergency dental care is provided to each inmate under the direction and supervision of a licensed dentist. There is a defined scope of available dental services, including emergency dental care.

PROGRAMS & SERVICES:

- **Individual Service Plan:**

  Sentenced inmates will meet with a Case Manager within (1) one week of admission to the facility to complete and Intake

Assessment. Through this intake, an individual service plan will be generated that will include core clinical treatment groups as well as other treatment and education groups and courses based on the intake assessment. Sentenced inmates who follow their individual service plan will be eligible to receive earned good time.

- **Clinical Treatment/Substance Abuse Groups:**

  The facility offers a range of treatment groups for inmates sentenced to the facility. These groups help participants develop awareness of areas of their life that need to change and introduce skills to help with that process. Clinical groups cover topics such as trauma, substance misuse, and emotional and mental health. Treatment groups are assigned to participants based on an assessments from clinicians and case workers.

- **12 Step Groups:**

  Alcoholics Anonymous, Narcotics Anonymous, and other self-help and Recovery Supports will be offered to sentenced and pre-sentenced inmates according to the availability of community based volunteers.

- **Education and Vocational Training:**

  The facility provides academic courses including Adult Basic Education, High School Equivalency preparation and testing, and Transitions to College. Additionally, through a partnership with Greenfield Community College, college credit courses are offered periodically throughout the year. Education courses are available to both pre-sentenced and sentenced inmates.

  A number of vocational training and inmate jobs are offered throughout the facility including: kitchen, grounds maintenance and food service, print shop, auto-detailing, and the oil change program.

- **Special Education:**

  Under Chapter 766 of the Massachusetts Laws, certain individuals can be assessed and may be eligible to receive Special Education services. They must be under the age of 22. You may be eligible for Special Education even if you already have a GED.

- **Library:**

  The facility has a general library located in the inmate program area adjacent to the classrooms. Book carts will be routinely

brought to housing units with various reading materials for inmate use within their housing unit.

A satellite library is located in the Minimum Security Unit which contains books, magazines, newspapers, and reference books, etc.

Minimum Security Library hours are Sunday through Saturday from 7:00 am - 11:00 pm. Library may be closed intermittently based on program schedules.

- **Unit Newspapers:**

  A selection of local newspapers are provided to each housing unit.

- **Religious Services:**

  Inmates shall have opportunities to engage in practices of their religious faith that are deemed essential by that faith consistent with safety, security and the orderly operation of the facility. Attendance at all religious activities is voluntary. Religious activities shall be open to the entire inmate population, without discrimination based on an inmate's/ race, ethnicity, religion, national origin, gender, sexual orientation, or disability. All special requests relative to religious services are to be forwarded to the FCSO Religious Services Coordinator. Inmates in SMU unit will also have access to religious programs and services.

- **Marriage Requests:**

  It is the policy of the Franklin County Sheriff's Office to allow inmates to apply for and receive permission to marry unless the marriage is found to be unlawful or presents a security risk to the Jail and House of Correction.

- **Procedures for Requesting a Marriage Ceremony**

  1. An inmate may request to be married while incarcerated at the Jail and House of Correction by submitting a written request to the Superintendent/Special Sheriff at least 30 days prior to the intended wedding date. The inmate shall provide the name and address of the intended spouse in the request.

  2. After reviewing the inmate's status at the facility and legal issues, the Superintendent/Special Sheriff promptly approve or disapprove the request, giving reasons for any denial in writing. If the inmate is being housed at the facility from another jurisdiction, the Superintendent/ Special Sheriff or designee will consult with that jurisdiction prior to responding to the request.

3. If the request is approved, the inmate shall proceed pursuant to the requirements of M.G.L. Chapter 207, by seeking a license to marry in an office of the clerk or registrar of any city or town in the Commonwealth.
4. Upon issuance of a marriage license by a clerk or registrar of any city or town in the Commonwealth, pursuant to M.G.L. Chapter 207, section 20, the inmate who intends to marry within the facility shall contact the Assistant Superintendent of Programs, who shall assist in making the necessary arrangements for the marriage ceremony. The ceremony shall be scheduled consistent with the security needs of the facility, as well as space and personnel availability.
5. Inmates shall not be required to undergo any religious, psychological or other counseling/evaluation as a condition for approval of a marriage request.
6. Weddings and/or prenuptial arrangements shall not be allowed for Franklin County pre-trial detainees.
7. In no case shall the Commonwealth of Massachusetts or Franklin County Sheriff's Office accept the responsibility for any of the expenses related to an inmate marriage.

RECREATION & LEISURE ACTIVITIES:

1. Inside Recreation:

a. **Televisions:** Designated housing units will have television access. Televisions will be turned off during official counts or when it will interfere with other facility operations. Volume of televisions, without radio transmitters, shall be kept at a reasonable level so as to not disturb other inmates or other facility operations.

b. **Board Games:** Board games are available upon request from your housing unit officer.

c. **Special Requests for Scheduling:** Any requests for special scheduling of indoor recreation activities shall be forwarded to the Assistant Superintendent of Security for consideration.

2. Recreation:

You will be afforded at least 1 hour of recreation daily.

Schedules are posted in the units and are subject to change.

Dayroom/Recreation Deck will be available between the hours of

8:00 a.m. and 10:00 p.m. with the exception of facility headcounts, meal periods, emergency situations and any other time deemed necessary as not to interfere with the orderly running of the facility.

VOLUNTARY WORK PROGRAM:

You are eligible to apply for work assignments unless they fall under one of the following criteria: currently on Awaiting Action, Disciplinary Detention, Administrative Segregation Order, or Awaiting Action upon Investigation Status. No history of possession or manufacture of weapons during incarceration.

Inmates with disabilities who wish to work will be assisted in obtaining suitable employment compatible with his/her abilities.

The Correctional Caseworkers will screen all inmates to ensure that job criteria established for each work assignment is met.

Every effort will be made to provide you an opportunity to participate in the voluntary work program. You shall be required to sign and receive necessary training.

You must have both medical and security department clearances to participate in the work program. You are required to work according to an assigned work schedule and unexcused absences from work or unsatisfactory work performance could result in removal from the voluntary work program. You will be assigned jobs and may have your job changed or taken at any time as a result of a disciplinary action. You may not hold more than 1 full-time position. The FCSO will not discriminate based on disability, race, age, gender or sexual orientation.

LEGAL RESOURCES/LAW LIBRARY ACCESS:

- **Law Library:**

  You will have access to self-help material & legal software, via Inmate video phones and Inmate Tablets, for research use or for preparation of your defense. Any missing material shall be reported to the Asst. Superintendent of Programs using an "Inmate Request Slip".

- **Notary Public Services:**

  Inmate legal documents that require notarization can be notarized. The notary public shall retain the right to limit or refuse to perform notary services, as deemed appropriate. You will not be charged for Notary Public services.

- **Legal Assistance Program:**

  Inmates will have access to outside legal counsel to assist in their case and answer any questions. The attorney is typically at the facility 1-2 times per week, based on inmate need. If you would like to speak with the attorney, complete an Inmate Request Slip to Legal Services and the attorney will meet with you on his next visit.

GRIEVANCE PROCEDURES:

Inmates are allowed to submit an Inmate Grievance Form to address legitimate complaints. Inmates may address complaints through Informal Complaint or Grievance Procedures, as further outlined in the Grievance Policy. An inmate is free to bypass or terminate the informal grievance process, and proceed directly to the formal grievance stage.

- **Types of Complaints:**

  1. **Informal Complaint:** A complaint filed by an inmate on his/ her own behalf concerning an incident, condition of confinement, or application of a facility policy, rule or regulation for which redress is sought, which the inmate wishes to address informally and for which the submission of a written grievance is not required.

  2. **Grievance:** A complaint filed by an inmate on his/ her own behalf concerning an incident, a condition of confinement, or application of a facility policy, rule or regulation for which redress is sought, and for which 1.) the submission of a written grievance is required, or 2.) an Informal Complaint is not appropriate, or 3.) an inmate chooses to bypass Informal Complaint Procedures to address an Informal Complaint, or 4.) an inmate is dissatisfied with the resolution of his/her Informal Complaint.

- **Informal Complaint Procedures:**

  1. An inmate on his/her own behalf, may verbally address an Informal Complaint with his/her assigned caseworker and/or FCSO Staff Security Supervisor. Unless the submission of a written grievance is required, inmates should attempt to resolve complaints informally before filing a form. Inmates shall have up to 5 days from the date of an incident to bring their concerns to a FCSO staff member.

  2. Informal Complaints may be addressed verbally. However, if an inmate chooses to bypass Informal Complaint Procedures, the

inmate must submit a written grievance by filing an Inmate Grievance Form. By filing an Inmate Grievance Form, the inmate's complaint shall be considered a Grievance, not an Informal Complaint. A Grievance must be addressed in writing by submitting an Inmate Grievance Form, which is filed by the inmate by placing the form into the locked GRIEVANCE box located inside his/her housing unit or designated area.

3. Generally, assigned caseworkers and/or FCSO Staff Security Supervisors will be responsible for resolving general inmate complaints. They shall be available to inmates during the regular working day to resolve these problems as quickly as possible.

- **Grievance Procedures:**

  If an inmate chooses to utilize Grievance Procedures to address a legitimate complaint or a complaint which requires the submission of an Inmate Grievance Form, the inmate must:

  1. Inmates must initiate the grievance process by obtaining and completing an Inmate Grievance Form. Inmates must properly and legibly complete the form and complete Section I, "Inmate Use" of the Inmate Grievance Form, providing the following information:

     a. The inmate's name, identification number and housing location;

     b. The date the incident, problem or complaint occurred;

     c. A brief statement of facts by the inmate including efforts/ attempts made to resolve the incident, problem or complaint;

     d. The remedy being requested by the inmate or;

     e. The signature of the inmate; and,

     f. The date the grievance was signed.

  2. Inmate Grievance Forms must be submitted within 10 working days of 1.) the occurrence of the actual incident, problem or complaint, or 2.) after the unsuccessful resolution of an informal complaint.

  3. **Filing Procedure:** Upon completing an Inmate Grievance Form, an inmate must place his/her form into the locked GRIEVANCE box located inside his/her housing unit or

designated area. Inmate Grievance Forms shall be placed in the box located in your housing unit on the wall. Appeals must also be filed by placing the Grievance Appeal into the locked GRIEVANCE box located inside his/her housing unit or designated area. **NO PERSON SHALL HANDLE OR PLACE AN INMATE GRIEVANCE FORM OR APPEAL INSIDE A GRIEVANCE BOX OTHER THAN THE INMATE SUBMITTING THE FORM.** Locked grievance boxes will be situated in all housing units and living areas, including segregated housing areas.

4. **Assistance:** You may obtain assistance from another inmate, unit officer or other FCSO staff in preparing a grievance. Staff will not accept your need to obtain assistance as justification for exceeding the time limit on submissions unless staff caused the delay.
5. Facility Grievance Officer shall approve, deny or propose a resolution to the grievance within 15 business days from the receipt of the Inmate Grievance Form.
6. Inmates may appeal denied grievances to the Superintendent, or their designee within 10 business days from receipt of a decision.
7. The Superintendent or their designee shall render an appeal decision to the inmate in writing within 30 business days from the receipt of the appeal.

- **Filing Limitations:**

  Inmate Grievance Forms that are deemed unacceptable shall be returned to the inmate with a written explanation and without further review or action taken. Inmate Grievance Forms shall be deemed unacceptable for any of the following reasons:

  1. The form is illegible;
  2. The form is incomplete and does not contain required information;
  3. The form is repetitive in nature;
  4. The inmate uses inappropriate language on the form;
  5. The form addresses non-grievable matters
  6. Inmate Grievance Forms submitted by one inmate on behalf of another inmate shall be rejected without review;

7. Inmate Grievance Forms that address more than one subject shall be rejected without review;
8. Inmate Grievance Forms that are submitted by more than 1 inmate shall be rejected without review; or,
9. Inmate shall not use Inmate Grievance Forms for any other correspondence or purpose other than a legitimate complaint or problem regarding a condition of confinement, or application of a facility policy, rule or regulation. Misused forms will not be processed or forwarded.

- **Abuse of Grievance Process:**

  You shall not knowingly submit a grievance form(s) that demonstrates a pattern of abuse to the process. Such abuses include 1.) the filing, or pattern of filing, of repetitive grievances addressing the same issues where sufficient time for response has not elapsed or where a valid response has been provided, 2.) the filing of excessive, frivolous grievances, 3.) the filing of knowingly false or misleading information or documents, 4.) the grievances threaten the secure and orderly operation of the facility, 5.) the appeal of a grievance settled in the inmate's favor, or 6.) the intentional filing of emergencies or grievances concerning issues not grievable hereunder. Upon a demonstration of abuse, limitations on your ability of filing grievances may be imposed, including suspension of grievance privileges for a time and/or disciplinary actions.

- **Grievance Withdrawals:**

  1. An inmate may withdraw a grievance and/or appeal by notifying the Superintendent of his/her desire to withdraw his/her grievance or appeal, as follows:

     a. **Grievances:** The inmate must notify the Facility Grievance Officer, in writing, within 10 business days from the time the Inmate Grievance Form was filed of his/her desire to withdraw his/her Grievance.

     b. **Appeals:** The inmate must notify the Facility Grievance Officer, in writing, within 30 business days from the time the Appeal was filed of his/her desire to withdraw his/her Appeal.

     c. In order to withdraw a Grievance or Appeal, you will be required to acknowledge the withdrawal of your Grievance or Appeal by signing and dating the "WITHDRAWAL OF

GRIEVANCE" section, located in Section I of his/her Inmate Grievance Form.

d. When a Grievance is withdrawn, the Grievance will be deemed terminated.

WHEN AN APPEAL OF A DENIED GRIEVANCE IS WITHDRAWN, THE INMATE WILL BE DEEMED TO HAVE EXHAUSTED HIS/HER ADMINISTRATIVE REMEDIES WITH REGARD TO HIS/HER GRIEVANCE.

- **Emergency Grievances:**

If a complaint(s) is presented by an inmate to any staff member, and the complaint(s) is of an emergency nature (i.e., medical emergency, threat of bodily harm, etc.), the staff member shall immediately notify the Shift Commander.

The Shift Commander shall use his/her discretion in taking immediate action to rectify or mitigate the situation. In such a case, the Shift Commander shall ensure that such actions are documented and that the documentation is forward to the Grievance Officer for inclusion in a permanent file.

The Shift Commander shall use his/her discretion in notifying, through the chain of command, the Superintendent/Special Sheriff of any emergency issue or complaint.

SHOULD SUCH A CONFINED OR DETAINED INMATE FAIL TO FILE A GRIEVANCE, THE INMATE SHALL BE DEEMED TO HAVE EXHAUSTED HIS/HER ADMINISTRATIVE REMEDIES.

- **Sexual Abuse/ Harassment Grievances**

1. There is no time limit when an inmate submits a grievance regarding an allegation of sexual abuse.
2. Grievances alleging sexual abuse are responded to within ninety (90) days of the initial filing. If this time period is insufficient to make an appropriate decision, an extension of up to seventy (70) days may be claimed. The inmate will be notified in writing of any such extension which includes a date by which a decision will be made.
3. In cases involving allegations of sexual abuse, an inmate may submit a grievance without submitting it to a staff member who is the subject of the complaint.
    a. In these cases, an inmate may submit a grievance to staff

outside of their pod/unit.

b. The Grievance Coordinator is responsible for notifying the PREA Manager to begin an investigation.

4. Grievances of an emergency nature, e.g. injury or other damages shall be prioritized as necessary.

   a. Grievances alleging an individual is at risk of imminent sexual abuse shall be categorized as an emergency grievance.

   b. Upon receiving the emergency grievance, staff will immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a supervisor for review at which immediate corrective action may be taken.

      i. The Supervisor will also notify the PREA Coordinator and PREA Manager.

   c. An initial response shall be provided within forty-eight (48) hours with a final decision being issued within five (5) calendar days. The initial response and final HCSO decision shall document the agency's determination whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

- **Retaliation:**

  Staff will not harass, discipline, punish, or otherwise retaliate against an inmate lodging a complaint. However, if an inmate establishes a pattern of filing nuisance complaints or otherwise abusing the grievance system, staff may refuse to process subsequent complaints.

ALLEGATIONS OF STAFF MISCONDUCT:

1. Staff misconduct allegations can be reported directly to a supervisor or higher-ranking staff member or by filling out a grievance form and placing it in the grievance box located in your housing unit. An inmate may also report an allegation of staff misconduct directly to the OIG (Office of Inspector General) by either using the formal grievance procedure or by contacting the OIG at 1-800-323-8603, or e- mail them at dhsoighotline@dhs.gov. The number for the OIG is posted on the unit bulletin board and the call is toll free.

2. Staff shall not harass, discipline, punish, or otherwise retaliate against an inmate who files a complaint or grievance or who contacts the Inspector General or the Office for Civil Rights and Civil Liberties.
3. No harassment, punishment, or disciplinary action will result to an inmate who seeks resolution of legitimate complaints in good faith. However, if you demonstrate a pattern of abuse of the grievance system resulting in unnecessary burdens at the expense of legitimate complaints, such grievances may be returned unprocessed. Each grievance will be processed on a case-by-case basis.
4. Inmates also have the opportunity to file a complaint about officer misconduct including allegations of physical or sexual abuse and violations of civil rights directly to the Department of Justice at 800-869-4499 or by writing to:

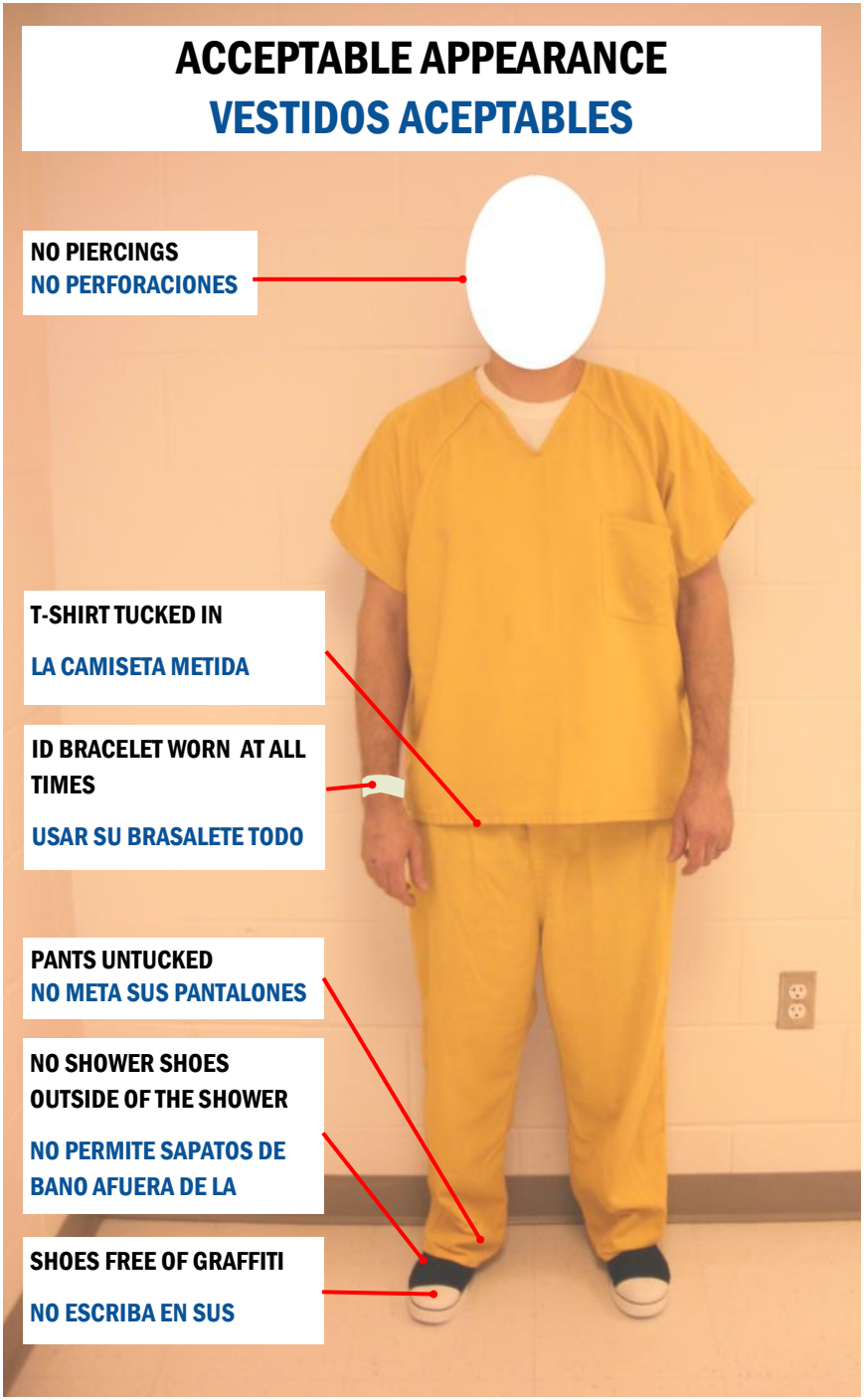
   Department of Justice
   950 Pennsylvania Avenue, NW
   Washington DC, 20530-0001

   or

   Department of Homeland Security
   Attention Office of Inspector General
   Washington, DC, 20528.

5. A copy of your grievance will be maintained in your file.

ACCEPTABLE APPEARANCE
VESTIDOS ACEPTABLES




DOORS REMAIN CLOSED AT ALL TIMES
MENTENGA LA PUERTA CERRADA TO EL TIEMPO
B02
B03
WINDOWS FREE OF OBSTRUCTIONS
MANTENGA LA VENTANA LEBRE DE OBSTRUCCION

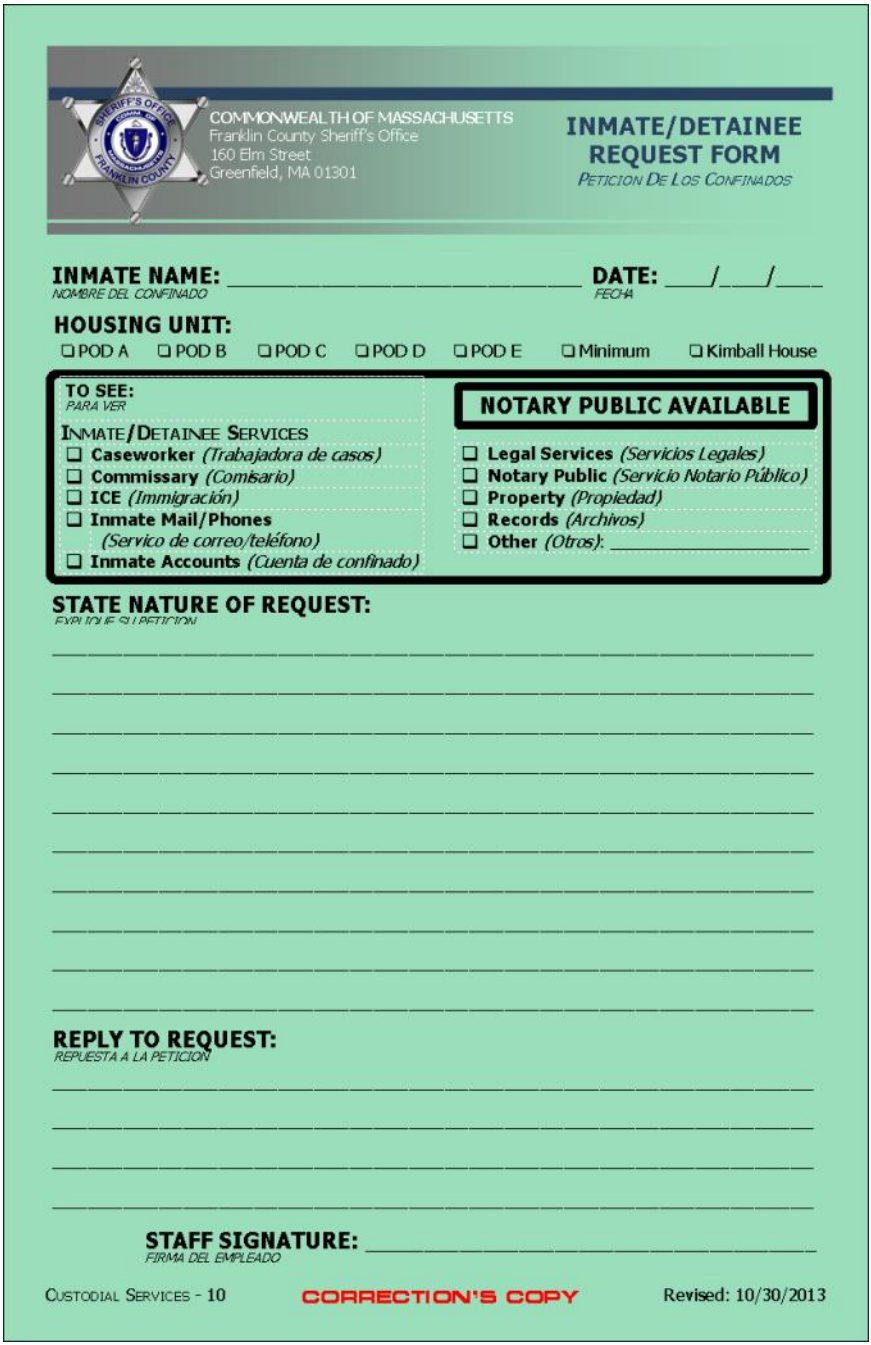

BED MADE WITH BLANKETS PULLED UP
CAMA HECHE Y LA SABANA HASTA ARRIBA
2ND BLANKET IS FOLDED NEATLY AT FOOT OF BED
2ND SABANA DOBLADA AL
CANTEEN, FOOTLOCKER, LAUNDRY BAGS & FOOTWEAR STORED UNDER BUNK
ARMARIO Y COMISARIO Y ZAPATOS YBOLSA


WALLS FREE OF WRITING. PICTURES HUNG WITHIN GRAY BOX.
PAREDES DEBEN ESTAR LIBRES DE ESCRITURA. CUADROS COLGADOS DENTRO DE LA CAJA GRIS
DESK FREE OF CLUTTER, CLEAN
ESTCRITO LIBRE DE BASURA Y LIMPIO


SHELF CLEAN AND ORGANIZED, TOWEL HANGING ON HOOK
TOALLAS ENGANCHADAS EN LOS GANCHOS
Tone


VENTS CLEAR OF OBSTRUCTIONS
RESPIRADEROS LIMPIOS
TOILET AND SHELF CLEAN AND ORGANIZED
RETRETE LIMPIO Y ORGANIZADO

Inmate Request Form — Used to submit a request to staff at the Franklin County Sheriffs Office.



COMMONWEALTH OF MASSACHUSETTS
Franklin County Sheriff's Office
160 Elm Street
Greenfield, MA 01301

INMATE/DETAINEE REQUEST FORM
PETICION DE LOS CONFINADOS

INMATE NAME: _____ **DATE:** ___/___/___
NOMBRE DEL CONFINADO *FECHA*

HOUSING UNIT:

☐ POD A ☐ POD B ☐ POD C ☐ POD D ☐ POD E ☐ Minimum ☐ Kimball House

TO SEE:
PARA VER

INMATE/DETAINEE SERVICES
- ☐ **Caseworker** *(Trabajadora de casos)*
- ☐ **Commissary** *(Comisario)*
- ☐ **ICE** *(Immigración)*
- ☐ **Inmate Mail/Phones** *(Servico de correo/teléfono)*
- ☐ **Inmate Accounts** *(Cuenta de confinado)*

NOTARY PUBLIC AVAILABLE

- ☐ **Legal Services** *(Servicios Legales)*
- ☐ **Notary Public** *(Servicio Notario Público)*
- ☐ **Property** *(Propiedad)*
- ☐ **Records** *(Archivos)*
- ☐ **Other** *(Otros)*: _____

STATE NATURE OF REQUEST:
EXPLAIN IF SI PETICION

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

REPLY TO REQUEST:
REPUESTA A LA PETICION

_____

_____

_____

_____

STAFF SIGNATURE: _____
FIRMA DEL EMPLEADO

CUSTODIAL SERVICES - 10 CORRECTION'S COPY Revised: 10/30/2013

COMMONWEALTH OF MASSACHUSETTS
Franklin County Sheriff's Office
160 Elm Street
Greenfield, MA 01301

INMATE GRIEVANCE FORM

Inmate Name: _____ Housing Unit: _____ Date: _____
(Nombre del Confinado) (Unidad) (Fecha)

Grievance filed regarding: _____
(Queja sometida respecto a) (NAME OF PERSON, DEPARTMENT, ETC./NOMBRE DE LA PERSONA, DEPARTAMENTO, ETC.)

Explain incident/issue in detail: _____
(Expliqué el incidente/tema en detalle)

_____

_____

_____

_____

Were there attempts made to resolve this issue formally? ❑ Yes (Si) ❑ No (No)
(Hubo algún esfuerzo hechos en resolver este asunto formalmente)

If yes, document the attempts made in detail: _____
(Si hubieron algún esfuerzo hechos, expliqué en detalle)

_____

_____

Action requested: _____
(Acción requerida)

_____

_____

_____

Signature of grievant:): _____ Date: _____
(Firma del querellante) (Fecha)

Signature of staff: _____ Date: _____
(Firma del personal) (Fecha)

Supervisor of reviewing grievance: _____ Date: _____
(Supervisor revisando la querella) (Fecha)

Supervisor's recommendation: _____
(Recomendación del Supervisor)

_____

_____

_____

_____

_____

Date Recieved: _____

CUSTODIAL SERVICES - 11 REVISION DATE: 03/29/22

Attachment A: (Maximum Allowable Male & Female Clothing)

Item	Admission	Medium	Minimum	Awaiting/Discipline	Protective Custody	Comments
						Facility issued, collapsable, retained by inmate upon classification change.
Footlocker	1	1	1	1	1	Minimum footlocker is a hard, facility issued plastic.
Hygiene kit	1	0	0	0	0	Facility issued admission
Plastic cup	1	0	0	1	0	Facility issued, orange, retained by inmate
Underwear	3	6	6	6	6	Facility issued and/or canteen purchased
Socks	3	6	6	3	6	Facility issued and/or canteen purchased, solid white
Jumpsuits	3	3	3	3	3	Facility issued, subject to color change with classification change
Pillow case	1	1	1	1	1	Facility issued, white
Sheets	2	2	2	2	2	Facility issued, white
Pillow	1	1	1	1	1	Facility issued, fire retardant only
Laundry bag	1	1	1	1	1	Facility issued, to remain with cell
Handbook	1	1	1	1	1	Facility issued
Orange spork	1	1	1	1	1	Facility issued
T shirts	3	6	6	6	6	Facility issued and/or canteen purchased, white only
Footwear (bobo's)	1	1	1	1	1	Facility issued
Sneakers	0	1	1	0	1	White only, velcro only, canteen purchased
Shower shoes	1	1	1	1	1	Facility issued and/or canteen purchased
Blanket	2	2	2	2	2	Facility issued, gray, reatined by inmate upon classification change
Towels	2	3	3	2	3	Two facility issued, white, one canteen purchased
Bracelet	1	1	1	1	1	Medical alert only
Pencils, pens						Expendable
Paper, stamps, letters,photos, newspaper, legal documents						One (1) cubic foot of personal letters, photos, news clippings and internet copies.

Books/Magazines	10	10	10	10	10	Books ordered from the outside may be exchanged with Property, not to exceed 10.
Headphones	1	1	1	0	1	Canteen purchased or facility transfer, must be etched
Religious medal with chain	0	1	1	1	1	No larger than 1 inch, no stone or gem
Board games	0	2	2	0	2	Canteen purchased
Plastic bowl	0	1	1	0	1	Canteen purchased
Faceclothes	0	2	2	2	2	Canteen purchased
Boots	0	0	2	0	0	Facility issued, non steel toe
Sweatpants	0	2	2	1	2	Canteen purchased, gray
Sweatshirts	0	2	2	1	2	Canteen purchased, gray
Work clothes	0	0	0	0	0	Facility issued, reasonable
Thermal tops	0	3	3	1	3	Canteen purchased, white only
Thermal bottoms	0	3	3	1	3	Canteen purchaed, white only
Prescription eyewear	1	1	1	1	1	Medically approved
Hygiene products						Expendable, reasonable quantity
T shirts Gray	0	3	3	0	3	Canteen purchased, gray only
Gym shorts Gray	0	3	3	0	3	Canteen purchased, gray only
Mattress	1	1	1	1	1	Facility issued, flame retardant
Coats	0	0	1	0	0	Facility issued, job/task specific
Gloves	0	0	1	0	0	Facility issued, job/task specific
Photo Album	0	1	1	0	1	Canteen purchased
Ring	1	1	1	1	1	Plain wedding band only, no gem stone
Offender I.D.	1	1	1	1	1	Facility issued
Sleepwear	1	1	1	1	1	Facility issued
Bras	3	6	6	6	6	Facility issued and Canteen purchased, solid white

Attachment B: (Maximum Allowable Male Clothing Release)

Item	Pre-Release	Comments
Work Clothes		**All work clothing issued by facility and must be returned upon release**
Work Pants	2	
Work Shirts (Issued by employer)	2	
Work boots	1	
Work Coat	1	
Work Hats	2	
Work Socks	1	
Work Sweatshirt	1	
Personal Property		**Aquired by family, friends, purchase, etc.**
Facility Issued Uniforms	3	
Laundry Bag	1	
Pre-Release ID	1	
Blankets/Sheets	2	
Mattress	2	
Towels	2	
Pants	5	
Gym Shorts/Shorts	5 total	
Underwear/Bras/Socks	7 each	
Shirts (various)	8	

Sweatpants	2	
Sweatshirts/Sweater	2	
Thermal Top & Bottom	2	
Sneakers/Sandals	3	
Shower Shoes	1	
Boots (other than issued)	1	
Gloves (winter)	1	
Dress/Skirt	2	
Coats (other than work issued)	1	
Hats (baseball or other)	2	
Bracelet (medical alert only)	1	
Religious Medal With Chain	1	
Board Games	2	
Wash Cloths	2	
Prescription Eyewear	2	
Wallet/Purse	1	**To be stored in Unit Manager's Office**
Photo Album	1	
Ring (plain wedding band-no stones)	1	
Books	10	Books ordered from the outside may be exchanged with Property, not to exceed 10.
Paper, Stamps, Pencils/Pens, Letters, Photos, Newspaper, Legal Documents		One (1) cubic foot of personal letters, photos, news clippings and internet copies.
Hygiene Products		Expendable

Attachment C: (Maximum Allowable Male Clothing Release)

Item	Pre-Release Issued in Minimum	Comments
Work Clothes		**All work clothing issued by facility and must be returned upon release**
Work Jeans	2	
Work T-shirts Blue	2	
Work Long/short sleeve button	2	
Work Boots	1	
Work Coat	1	
Work hats	2	Cap style or winter
Work socks	1 pkg	Thermal outdoor socks / 3 per package
Work Belt	1	
Thermal top & Bottom	2	
Laundry basket	1	Facility issued, to remain in room when released
Pre-Release ID	1	Facility Issues, return upon release
Blanket/sheets	2	Pre-Release has access to linen closet in hallway for these items/one set for each inmate
Mattress	1	Facility issued, flame retardant
Towels	2	
Fan, alarm clock & lamp	1 each	
		All property listed below is inmate acquired via family, friends, and/or donations
Fitted Sheet	1	Personal item brought from outside
Flat Sheet	1	Personal item brought from outside
Pillow Case	1	Personal item brought from outside
Blanket/Comforter	1	Personal item brought from outside
Pants	3	Jeans, Khakis, etc.
Shorts	2	Various colors and designs
Underwear	7	White and/or colored

Socks	7	White and/or colored
T shirts	7	Various colors and designs, NO tank top style
Shirts (long sleeve button/dress)	2	Various colors and designs, for job interviews/church, etc...
Short sleeve shirts (dress)	2	Various colors/designs
Neck Ties	2	Various colors for job interviews, court, church, etc.
Sweatpants	2	Various colors
Sweatshirts	2	Various colors
Sneakers/sandals	1	White or varied colors
Shower shoes	1	Facility issued, or store purchased
Boots (other than work issued)	1	
Gloves	1	Winter
Coats (other than work issued)	1	Winter coat, denim jacket, etc.
Belts	2	Various colors
Hats	2	Winter—NO baseball caps
Headphones	1	Canteen purchased or store purchased
Bracelet	1	Medical alert only
Paper, stamps, pencils, pens		Expendable
Letters, photos, newspaper		Reasonable
Books		Books ordered from the outside may be exchanged with Property, not to exceed 10.
Religious medal with chain	1	No larger than 1 inch
Legal documents		One (1) cubic foot of personal letters, photos, news clippings and internet copies.
Board games	2	
Facecloths	2	
Wristwatch	1	
Prescription eyewear	2	Medically approved
Wallet	1	Can contain ID, documents, etc.
Hygiene products/toiletries	1	Expendable, reasonable quantity
Razor	1	
Nail Clippers	1	
Photo Album	1	
Ring	1	Plain wedding band only, no gemstone

APPENDIX D: VISTING SCHEDULE

Pod A:	Tuesday:	6:00pm-8:30pm
	Thursday:	1:30pm-4:00pm
Pod B:	Tuesday:	1:30pm-4:00pm
	Friday:	7:00pm-8:30pm
Pre-Release/Minimum (Females):	Tuesday:	1:30pm-4:00pm
	Saturday:	4:30pm-5:30pm
Protective Custody (Females):	Wednesday:	6:00pm-7:00pm
	Friday:	1:00pm-2:30pm
Pod C:	Thursday:	6:00pm-8:30pm
	Saturday:	1:30pm-4:00pm
Protective Custody (Males):	Wednesday:	4:30pm-5:30pm
	Friday:	2:30pm- 4:00pm
Pod D:	Wednesday:	1:30pm-4:00pm
	Saturday:	6:00pm-8:30pm
Kimball House & Minimum:	Wednesday:	6:00pm-8:00pm
	Friday:	5:30pm-7:00pm



COMMONWEALTH OF MASSACHUSETTS
Franklin County Sheriff's Office
160 Elm Street
Greenfield, MA 01301

TABLET RULES

The rental of an electronic tablet is set up by a third party vendor. Any and all issues regarding improperly working tablets and any fees associated with will be the responsibility of the vendor.

1. Inmates will be allowed to be removed from the tablet cart during the housing unit unlock (recreation) time.
2. Inmates that have an Assigned Tablet (limited use) or have paid to enter into a 30 day subscription (Make it Mine) will be allowed to retain the tablet at all times, including the overnight hours.
3. It is the inmate's responsibility to charge their tablet during the times they are out of their cell. **Housing unit officers will not be responsible for charging inmate tablet.**
4. Headphones are required for sound, replacement headphones can be purchased through commissary.
5. DO NOT loan or borrow a tablet. If you do you, may be subject to disciplinary action.
6. Tablets are to be used by inmates in the dayroom areas of their housing unit and in their cells. Tablets shall not be taken out of the housing unit, to work assignments, on to the recreation deck or to the recreation yard.
7. Any misuse of the tablet will result in a loss of privilege with no refund.
8. Inmates will have their tablet privileges permanently suspended for violations resulting in the intentional damage or destruction of any tablet device.
9. Any alteration of the tablet or its programming will result in the permanent loss of tablet access.
10. Tablets may also be used as a telephone, rules for the use of the telephone still apply. Inmates using the tablet to make a phone call must do so inside of their cell.
11. If you commit a disciplinary offense you will have your tablet access suspended and no refund will be applied.

The use of a tablet is a privilege and not a right, nor is it grievable.

MEMORANDUM OF UNDERSTANDING

January 14, 2025

This Memorandum of Understanding (MOU) is entered into between **Franklin County Sheriff's Office ("FCSO"),** and **New England Learning Center for Women in Transition ("NELCWIT"),** and is written to facilitate an agreement between the parties for services related to goals and implementation of federal **Prison Rape Elimination Act (PREA)** mandates.

L UNDERSTANDING, AGREEMENTS, SUPPORT, AND RESOURCE REQUIREMENTS:

A. FCSO agrees to:

1. 1. Make involvement of certified rape crisis advocates a component of the standard response to a report of sexual abuse and/ or a request for help from a survivor of sexual abuse or sexual harassment.
2. Any time that an incident or allegation of sexual abuse is discovered or reported within 120 hours of the incident, **FCSO** will transport the victim of sexual abuse to **Baystate Franklin Medical Center** for a forensic medical exam, and to meet with a rape crisis advocate from **NELCWIT**.
3. If the incident occurred more than 120 hours prior to the report, **FCSO** will consult with the forensic medical examiner to determine if a forensic exam is medically or evidentiarily indicated. **FCSO** will ensure that the victim receives a medical evaluation and any needed treatment, a mental health evaluation, and contact information for the **NELCWIT**.
4. Facilitate follow-up, whenever possible, between the inmate and a **NELCWIT** advocate by mail or telephone while the victim is detained by **FCSO**. **FCSO** will also provide **NELCWIT** contact information to all inmates upon release. This will be done without regard to the presence or status of an investigation.
5. Provide inmates with confidential, 24-hour access to the **NELCWIT** hotline, at no cost, through the inmate telephone system.
6. Respect the confidential nature of communication between **NELCWIT** advocates and clients detained at **FCSO**.
7. Ensure that **NELCWIT** advocates are cleared to enter the jail for meetings and training sessions, or to meet with clients. Provide for other logistical needs, such as a private meeting space for counseling sessions.
8. Facilitate the placement of informational placards with instructions on how to access the **NELCWIT** hotline in areas visible to inmates.

9. Communicate any questions or concerns to the **NELCWIT** staff.

B. NELCWIT agrees to:

1. Respond to requests from **FCSO** to provide advocacy when inmates are brought to **BFMC** for sexual assault forensic exams.
2. Respond to calls from **FCSO** inmates received on the **NELCWIT** hotline.
3. Provide follow-up services and crisis intervention contacts to victims of sexual assault at **FCSO**, as resources allow.
4. Work with designated **FCSO** officials to obtain security clearance and follow all facility guidelines for safety and security, as necessary.
5. Maintain confidentiality of communications with clients detained at **FSCO**.
6. Communicate any questions or concerns about this **MOU** to **FCSO**.

II. TERM OF MOU:

This **MOU** shall begin January 14, 2025 and continue until it is terminated by either party.

III. MOU TERMINATION AND MODIFICATION:

This **MOU** may be terminated, without cause, by either of the parties with no less than 30 calendar days written notice. This **MOU** may be terminated by either party, with cause, with two days written notice.

Any modification must be agreed to and signed by both parties and attached to this **MOU** as a modification.

ACCOMMODATIONS POLICY

It is the policy of the Franklin County Sheriff's Office to afford people with disabilities the access to programs and services provided to all citizens. This will be done in the most integrated setting appropriate to the needs of the individual with a disability.

The Sheriff's Office will not use standards, criteria or methods of administration in our operation that screen out, exclude or discriminate based on disability. Individuals who need auxiliary aids for effective communication with respect to programs and services of the Franklin County Sheriff's Office are invited to make their needs and preferences known to the ADA Compliance Coordinator.

Address: Franklin County House of Correction & Jail
c/o Ed Hayes - ADA Compliance Officer
160 Elm Street
Greenfield, MA 01301



Hampden County
Sheriff's Department

Firmness and Fairness

Jail & House of Correction
627 Randall Road Ludlow, MA 01056
(413) 547-8000

Chapter 3 Inmate Operations	Section 3 Rules and Discipline	Number 3

3.3.3 Inmate Handbook

Current Effective Dates April 1, 2025 through March 31, 2026	Previous Review Dates: 7/1994, 11/1995, 10/1996, 8/1997, 9/1998, 8/1999, 8/2000, 8/2001, 10/2001, 10/2002, 6/2003, 4/2004, 4/2005, 4/2006, 4/2007, 2/2008, 2/2009, 3/2010, 3/2011, 11/2011, 4/2012, 3/2013, 6/2013, 3/2014, 3/2015, 3/2016, 8/2016, 3/2017, 5/2017, 3/2018, 3/2019, 5/2020, 3/2021, 2/2022, 1/2023, 3/2024, 3/2025	Staff Responsible For Review: Administrator of Standards, AS of Operations

Authorizing Signature: _____
Ben Mastay, Administrator of Standards

TABLE OF CONTENTS:

MOST RECENT MAJOR CHANGES:..... 1
POLICY STATEMENT:..... 1
BACKGROUND:..... 2
DEFINITIONS:..... 2
FORMS: 3
PROTOCOLS: 3
REFERENCES:..... 110

MOST RECENT MAJOR CHANGES:

None

POLICY STATEMENT:

The Hampden County Jail and House of Correction maintains an Inmate Handbook that is presented to inmates during their orientation process, prior to being placed in general population. The topics covered include but are not limited to:

- **Facility rules and sanctions;**
- **Mail and visiting procedures;**
- **Explanation of the grievance procedure;**
- **Explanation of all fees, charges, or co-payments that may apply;**
- **Description of services, programs, and eligibility requirements; and,**
- **Information on how to access medical care.**

Inmates in Special Management or Restrictive Housing are provided the information in written format so their access to the information is not impeded by their custody status. Staff is always available to answer questions concerning the Inmate Handbook.

Information is also provided to inmates about sexual abuse/assault including:

- **Prevention/intervention.**
- **Self-protection.**
- **Reporting sexual abuse/assault.**
- **Treatment and counseling.**
- **The information is communicated orally and in writing, in a language clearly understood by the inmate, upon arrival at the facility.**

If an inmate cannot read, orientation materials are read to the inmate by a staff member, or are provided through the use of an audio or video tape. For inmates who do not speak English, interpretive services are provided. All inmates verify, by signature, the receipt of their initial orientation and of the inmate handbook and written orientation materials. Signed acknowledgement of receipt of the handbook is maintained in the inmate's file.

BACKGROUND:
None

DEFINITIONS:
None

FORMS:
None

PROTOCOLS:
PROTOCOL 1: Inmate Handbook 3

PROTOCOL 1: Inmate Handbook

A. The Inmate Handbook is supported by the utilization of Policy and Protocol 3.3.1 Inmate Disciplinary Plan, Personnel, Appeals, Sanctions, and Limitations of Disciplinary Action and Handbook

Print From Here Down for Inmate Version.



Hampden County Sheriff's Office
Stonybrook Main Institution
Sheriff Nicholas Cocchi



Inmate Handbook

Revised 2025

Your operational guidebook to the facility and our regulations

Hampden County Sheriff's Office
627 Randall Road
Ludlow, MA 01056

1.01 SHERIFF'S MESSAGE..... 9
1.02 The Mission of the Hampden County Jail and House of Correction. 9
1.03 Map of Hampden County Jail and House of Correction (Main Institution-M.I.)..... 10
1.04 Inmate Rights..... 10
1.05 Responsibilities & Behavioral Expectations..... 11
SECTION 2: ADMISSION, BOOKING & ORIENTATION..... 11
2.01 Admission..... 11
2.01.01 Prison Rape Elimination Act (PREA) Screening for Risk of Victimization and Abusiveness..... 12
2.01.02 Medical and Mental Health Screening; History of Sexual Abuse..... 12
2.02 Booking/Identification Wristband..... 13
2.03 Orientation..... 13
SECTION 3: CLASSIFICATION..... 14
3.01 Definition..... 14
3.02 Rules..... 14
3.03.01 Levels..... 15
3.03.02 House of Correction..... 15
3.04 Movement..... 15
3.05 Restrictive Housing..... 15
3.06 Classification Boards..... 16
3.07 Security Risk Group..... 16
3.08 No Possession, No Smoking, Use, Ingestion of Drugs/Tobacco Safety and Security Risks - Drug Screens..... 16
3.09 Protective Custody..... 17
3.10 Transfers to Higher Custody..... 17
3.11 State Classification Information..... 17
3.12 Special Requests..... 17
3.12.01 Family Funerals (Private Viewing)..... 18
3.12.02 Inmate Marriage..... 18
3.12.03 Transfers..... 18
3.12.04 Classification Merit Override..... 18
SECTION 4: UNIT TEAMS..... 20
4.01 Unit Superintendent..... 20
4.02 Unit Supervisor..... 20
4.03 Correctional Officers in Pods..... 20
4.04 Correctional Caseworkers (CCWs)..... 20
4.05 Counselors..... 21
4.06 Communication Process..... 21
SECTION 5: HOUSING..... 21
5.01 Pod Structure..... 21
5.02 Daily Routine..... 21
5.03 Television..... 22
5.04 Housekeeping & Inspection..... 23
5.05 Cell (Room) Conditions..... 23
5.06 Common Areas..... 25
5.06.01 Hot Water Use..... 25
5.07 Inmate Uniform..... 25
SECTION 6: BAIL, LEGAL COUNSEL/ACCESS, FOREIGN NATIONALS, RESTRAINING ORDERS, VOTING ACCESS..... 26

6.01 Bail..... 26
6.02 Legal Counsel..... 26
6.03 Legal Access..... 26
6.04 Speedy Trials..... 27
6.05 Foreign Nationals..... 27
6.06 Zero Tolerance Policy on Violations of Restraining Orders (209A) 28
6.07 Voter Eligibility in Massachusetts..... 29
SECTION 7: INMATE CLOTHING & PROPERTY 30
7.01 Assigned Items..... 30
7.02 Property & Clothing Storage..... 31
7.03 Court Clothing..... 32
SECTION 8: COMMUNICATION 32
8.01 Telephone Use..... 32
8.01.01 Inmate Telephones..... 33
8.01.02 Emergency Calls..... 34
8.01.03 Direct Call Telephones..... 34
8.01.04 Pod Officer Telephones..... 34
8.01.05 Information Tip Hotline..... 34
8.02 Mail..... 34
8.02.02 Incoming Mail..... 36
8.03 Visits & Transportation to the Facility..... 39
8.03.01 General Public Visiting Hours:..... 39
8.03.02 Visiting Rules and Regulations..... 40
8.04 Inmate Request Forms..... 42
SECTION 9: GENERAL SERVICES 42
9.01 Meals..... 42
9.02 Laundry..... 43
9.02.01 Laundry Schedule..... 43
9.02.02 Laundry Guidelines..... 44
9.03 Commissary..... 44
9.04 Inmate Accounts..... 45
9.04.01 Indigent Inmates..... 47
9.05 Barber/Hair Care Services..... 47
9.05.01 Razor Issue and Return Process..... 47
9.06 Library..... 48
9.07 Recreation..... 48
9.07.01 Pod Activities..... 48
9.07.02 Gym..... 48
9.07.03 Gym Rules..... 49
9.08 Religious Services..... 49
9.08.01 Religious Diet..... 49
9.09 Notary..... 49
9.10 Interpreter Services..... 50
9.11 American Veterans in Prison..... 50
SECTION 10: HEALTH 50
10.01.01 Concept..... 50
10.01.02 Availability..... 50
10.01.03 Sick Call..... 50
10.01.04 Emergencies..... 51
10.01.05 Medication..... 51
10.01.06 Keep-on-Person Medication (KOP)..... 51

10.01.07 Hospitalization 51
10.01.08 HIV/AIDS 51
10.01.09 Communicable Diseases 52
10.01.10 Tattoos, Body Piercing, Body Alterations 53
10.01.11 Rhabdomyolysis (rab-do-my-o-ly-sis) 53
10.01.12 Personal Hygiene 53
10.01.13 No Smoking 54
10.01.14 Reasonable Accommodation of Special Needs 54
10.01.15 Medication Assisted Treatment 55
10.02 Mental Health 55
10.02.01 Concept 55
10.02.02 Referrals 55
10.02.03 Suicide Prevention 57
10.03 Dental 58
SECTION 11: CONDUCT AND DISCIPLINE 58
11.01 Behavioral Expectations 58
11.01.01 Crime Referral 58
11.01.02 Assaults upon Staff 59
11.02 Sexual Misconduct Guidelines/Relationships and Boundaries 59
11.02.01 Sexual Abuse 60
11.02.02 Sexual Abuse and Sexual Harassment are Prohibited 62
11.02.03 Prison Rape Elimination Act (PREA) Information 63
11.02.03 Disciplinary Sanctions for Inmates (Sexual Abuse Related) 64
11.02.04 Ways to avoid becoming the victim of sexual abuse 64
11.03 Definitions 66
11.04 Inmate Rules 66
11.04.01 Rules Outline 68
11.04.02 Major (A Violations) 69
11.04.03 Minor (B Violations) 70
11.05 Definitions of “A” Violations and Sanctions 78
11.06 Definitions of “B” Violations and Sanctions 83
11.07 Corrective Action 83
11.07.01 Minor/Informal Disciplinary Procedures 84
11.07.02 Major “A” Discipline Procedures 86
11.07.03 Emergency Detention 86
11.07.04 Not Guilty Finding 86
11.07.05 Attorneys 87
11.08 Appeal Process-Disciplinary/Classification 87
11.09 Grievance Policy 88
11.09.01 Staff Complaints 88
11.09.02 Freedom to Use Grievance Procedure 88
11.09.03 Grievance Regarding Sexual Abuse 89
11.09.04 Inmate access to outside confidential support services 90
SECTION 12: SAFETY AND SECURITY 90
12.01 Personal Safety 90
12.02 Inmate Counts 90
12.03 Shakedown Inspections 91
12.04 Searches 91
12.05 Internal Movement 91

12.05.01 Out of Pod Movement 91
12.06 Contraband 91
12.07 Wellness Checks 92
SECTION 13: PROGRAMS 92
13.01 Program Overview 92
13.01.02 Accountability Pod 93
13.01.03 Restrictive Housing Unit Programming 93
13.02 Specialized Non-Violence Program 93
13.02.01 Anger Management Programming 94
13.02.02 Anger Management Self Help 94
13.02.03 Domestic Relationships 95
13.02.04 Sex Offender Intervention Services 96
13.02.05 Victim Impact Program 96
13.02.06 Counseling 96
13.03 Drug and Alcohol Recovery Programs 96
13.03.01 Alcoholic Anonymous and Narcotics Anonymous 96
13.03.02 Intensive Substance Use Treatment 97
13.03.03 Substance Use Treatment Unit 97
13.04 Academic Education Programs 97
13.04.01 Educational Programming 97
13.04.02 Inmate Literacy Law 98
13.05 Vocational Education Programs 98
13.05.01 Culinary Arts 98
13.05.02 Building Trade Occupations 98
13.05.03 Custodial Maintenance 98
13.05.04 Graphic Arts & Printing Technology 99
13.05.05 Welding Occupations 99
13.05.06 Jail Industries 99
13.05.07 OSHA 10 General Industry 99
13.05.08 OSHA 10 Construction 99
SECTION 14: WORK ASSIGNMENTS 100
14.01 Inside Pod 100
14.02 Outside Pod 100
SECTION 15: EARNED COUNTY GOOD TIME 100
15.01 Earned State Good Time 101
SECTION 16: PAROLE 102
16.01 General Definitions and Procedure 102
SECTION 17: RELEASE 103
SECTION 18: COMMUNITY RE-ENTRY UNIT 104
SECTION 19: WESTERN MASSACHUSETTS RECOVERY & WELLNESS CENTER (WMRWC) 105
19.01 Entrance Criteria 105
SECTION 20: THE DAY REPORTING PROGRAM (DRP) 105
SECTION 21: ALL INCLUSIVE SUPPORT SERVICES (AISS) 106
SECTION 22: RESTORATIVE AND VICTIM SERVICES 107
Area/Item 109
Common Areas 109
Recreation Deck 109

SECTION 1: INTRODUCTION

1.01 SHERIFF'S MESSAGE

A Message from Sheriff Nicholas Cocchi:

Hello and welcome to the Hampden County Jail and House of Correction (HCJHOC). This facility is more than a place of safekeeping and custody for those accused and convicted of crimes. It is a place where you can take stock of your life, make a new beginning, learn and grow. At this facility we encourage you to take on greater responsibility, and to participate in the many programs available to you. We believe that everyone has the ability to grow and change and, ample opportunities for doing so are available here at our facility.

The HCJHOC is a facility with open living areas, recreational services, educational, treatment, and vocational programs. We use a classification system to divide inmates into relatively quiet living areas that allow for a positive atmosphere.

The HCJHOC is mandated by law to be responsible for the safekeeping, care and custody of all its inmates. Our goal extends beyond safekeeping and custody to providing opportunities for learning and growth.

This Handbook is a guideline to the operation of the facility. It explains what is expected of you while you are held in our custody. The rules and regulations are listed, as well as practical information for daily living.

Read this book thoroughly. You are expected to comply with these regulations. If you do not understand what is described here, ask for assistance from the staff, who are available in all living areas. Copies of this handbook are also available in all living areas. If you are unsure or have any questions, feel free to ask staff. We want an environment of harmony and cooperation. Each staff and each inmate must put forth an effort to create a level of accord. It begins with understanding this Handbook and agreeing to live by its terms and conditions.

1.02 The Mission of the Hampden County Jail and House of Correction

The Hampden County Sheriff's Office (HCSO) is a leader in the evolving field of corrections and reform. The HCSO provides a continuum of care designed to empower offenders to reclaim their liberty through informed and responsible choices and promote successful re-entry into the community as law abiding socially and civically responsible citizens.

The HCSO enhances public safety through the corrections process by providing offenders proper classification, security, treatment and

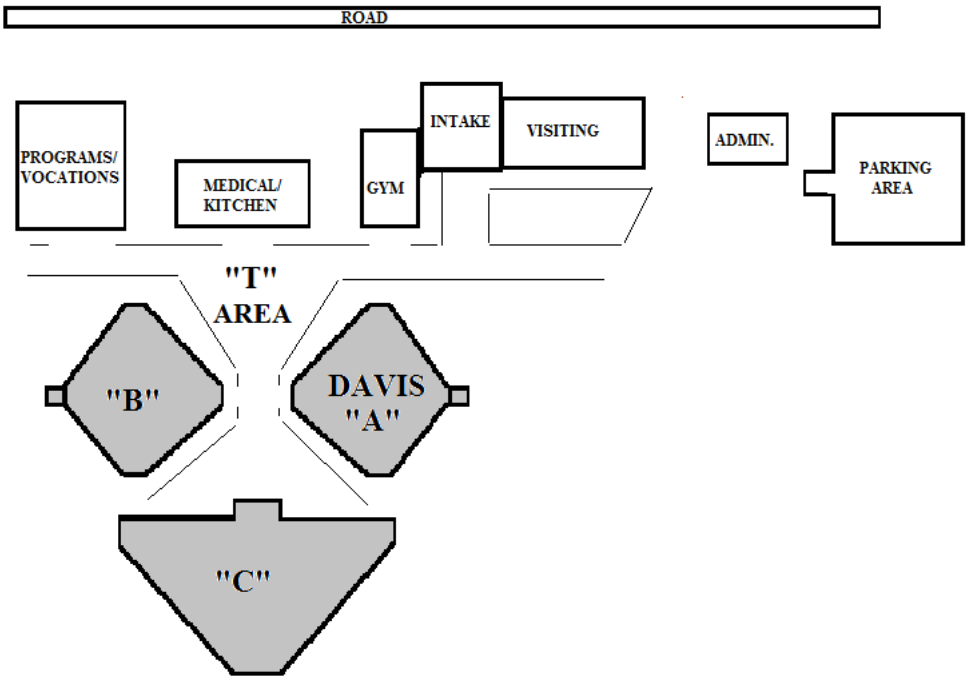
programs to accomplish positive life style changes and minimize and/or eradicate negative social traits and criminogenic behaviors.

The HCSO is committed to community based programs via the wellness of mind, body and spirit of those in our trust and is dedicated to always carry out our responsibilities with professional excellence and the highest standards of integrity.

The HCSO provides services and opportunities that encourages inmates to take responsibility for their actions. Opportunities are based upon victim and community input and are fashioned in a way that seeks to improve the harm done. The safety of the public is at the core of all we do.

Our motto is "Committed to community, dedicated to professionalism."

1.03 Map of Hampden County Jail and House of Correction (Main Institution-M.I.)



1.04 Inmate Rights

Hampden County Sheriff's Office (HCSO) employees are aware of and protect inmate rights, both civil and legal. These rights include, but are not limited to:

- Access to Health Services to include medical care, mental health and dental care
- Freedom from discrimination
- Protection from abuse
- The right to a clean environment
- Access to courts and attorneys
- Freedom of religious belief and practice

- Right to send and receive mail
- Right to be informed of rules

1.05 Responsibilities & Behavioral Expectations

You can't choose where you came from. You can only choose where you go from here.

The HCSO staff is committed to protecting your rights and treating you with dignity. We expect no less of you.
As an inmate at the HCSO, you must:

- Treat all staff and other inmates with respect, dignity, courtesy and fairness
- Follow the rules and regulations of the facility
- Follow the directions and orders of staff
- Cooperate fully to maintain both a clean, healthy environment, and a clean, neat personal appearance
- Respect the facility's property and the personal property of others
- Do not use loud or abusive language
- Respect the privacy of others
- Appropriately communicate your needs
- Do not gossip or judge others
- Participate in programs and activities for your own growth and well-being
- Be honest
- Take responsibility for your own behavior and actions
- Do not harass staff or other inmates

SECTION 2: ADMISSION, BOOKING & ORIENTATION

2.01 Admission

Admission is the process of entry. When you first arrive, staff gathers information about you, which includes taking your photograph, conducting searches for contraband, removing your personal property and offering you the chance to take a shower. Subject to limitations, your clothing and property are placed in the Property Room and you are given a receipt, which you must keep. You can store one (1) set of clothes and small items. You must make arrangement for family or a friend to pick up your excess items. Your stored personal property and clothing are returned when you are released from custody (thirty (30) days after your discharge, unclaimed personal property will be destroyed.)

Institutional uniforms, linen and a hygiene kit are issued to you along with a box to carry them to your cell.

You can make an attorney telephone call when you reach the Orientation Unit.

You must inform staff of any medical problems that exist. Emergencies are treated immediately. You are free to sit in the open waiting area as long as you remain calm and cooperative. Officers place combative, abusive or uncooperative individuals in the holding cells.

2.01.01 Prison Rape Elimination Act (PREA) Screening for Risk of Victimization and Abusiveness

The Prison Rape Elimination Act (PREA) is a federal law dealing with the sexual assault and rape of prisoners by inmates and correctional staff.

The HCSO maintains a zero tolerance toward all forms of sexual abuse and sexual harassment.

All inmates shall be assessed during the intake screening and upon transfer to another facility for their risk of being sexually abused by other inmates or sexually abusive toward other inmates. The screening shall ordinarily take place within seventy-two (72) hours of arrival at the facility and shall be conducted using an objective screening instrument.

Within a set time period, not to exceed thirty (30) days from the inmate's arrival at the facility, the facility will reassess the inmate's risk of victimization or abusiveness, based upon any additional relevant information received by the facility since the intake screening.

An inmate's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the inmate's risk of sexual victimization or abusiveness.

The HCSO shall use information from the risk screening to inform housing, bed, work, education, and program assignments with the goal of keeping separate those inmates at high risk of being sexually victimized from those at high risk of being sexually abusive.

Placement and programming assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats to safety experienced by the inmate.

2.01.02 Medical and Mental Health Screening; History of Sexual Abuse

If the screening indicates that an inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up

meeting with a medical or mental health practitioner within fourteen (14) days of the intake screening.

If the screening indicates that an inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, staff shall ensure that the inmate is offered a follow-up meeting with a mental health practitioner within fourteen (14) days of the screening.

2.02 Booking/Identification Wristband

Booking is the process of verifying your legal status and giving you an individual person number and an identification wristband. The band must be worn on your left wrist and visible at all times. Destruction or tampering with the wristband will not be tolerated. Violators may be subject to the disciplinary process and can be charged a $25.00 replacement fee. If problems occur with your I.D., report this to staff immediately. Inmates will not be allowed to leave their living unit without their proper identification and wearing it properly at all times.

During your stay at the HCSO, your I.D. will be electronically scanned many times; such as during internal movement, counts, when utilizing items in the Pod (razors, spray bottles, etc.), and as a form of electronic signature, such as during an inmate's disciplinary process. By scanning the I.D. you are agreeing to the necessary materials proposed or indicating receipt of materials.

During booking a staff member collects information about your current charges, outstanding warrants and court dates. You must attend your court dates, as scheduled.

DNA Sample- According to Massachusetts General Law C. 22E, most sentenced inmates are required to submit to a fingerprint and deoxyribonucleic acid (DNA) sample, which consists of a saliva swab procedure. Failure to comply can result in criminal prosecution, disciplinary sanctions and/or classification review.

2.03 Orientation

You will remain in the "New Inmate Orientation Unit" for several days. Within this time period, there are opportunities to learn about the facility's rules and operations. Privileges are limited during this time. You will receive an Inmate Handbook, which is available in both English and Spanish; you will view an orientation film and staff members will interview you. These interviews gather information and assist in classification and the development of your Individual Service Plan.

If you are ill, injured or have any medical/dental or mental health related questions or concerns, you should contact the Health Services Department using Sick Call.

Interviews are performed by:

- Medical staff, who will do a medical examination
- The Pod staff will collect information for classification

During the orientation, Pod staff will meet with you to review the inmate handbook.

Following the orientation period you are classified and assigned to a living unit called a "pod". Depending upon classification criteria, as well as safety and security considerations, mandatory programming may be required (Non-Compliance may result in restricted privileges and/or affect housing assignment classification as well as goodtime, and could result in a move to the Accountability Pod).

After you are transferred there, and within the next several days, staff will meet with you to review pod information and expectations, such as: casework, counseling, programs and pod activities.

There is a lot to learn. Ask questions!

SECTION 3: CLASSIFICATION

3.01 Definition

Classification is a process of evaluating, separating and housing inmates in terms of custody level, behavior, safety and security risk, work assignments, and program participation.

3.02 Rules

You are classified with the same rules regardless of race, color, religious creed, national origin, genetic information, gender identity, ancestry, sex, sexual orientation, age, disability, or other grounds prohibited by applicable law.

The Classification Board evaluates you based on:

- Attitude and Motivation
- Behavior (positive conduct or improper conduct)
- Inmate Needs
- Level of security risk/safety considerations
- Sentence constraints
- Program and work interests
- Available HCSO resources
- Pretrial and Sentenced individuals may be combined for all programming and treatment activities. If there is a concern, notify staff.

Acts of assault or fighting can result in a Disciplinary Sanction and/or referral to an Inmate Classification status which can result in the inmate being placed on/in:

1. Restrictive Housing
2. Referral to the District Attorney's Office for prosecution
3. An inmate's ability to remain in general population to the.
4. Inmates may also be required to complete designated educational programming.

3.03.01 Levels

All pre-trial detainees remain in "jail status" throughout detention.

Jail-Maximum: maximum security detainee

Jail-Medium: medium security detainee

3.03.02 House of Correction

Sentenced inmates are classified at medium and maximum security status. As a sentence progresses, inmates may become eligible for a lower security status.

3.04 Movement

Inmates, as directed, must move to their assigned living areas and/or cells. Some examples of this may be for safety, security, classification or programming needs.

3.05 Restrictive Housing

You may be classified to a Restrictive Housing Unit for discipline or if you being in general population pose too much danger: to the safety of others; to damage or destruction of property; or to the operation of the facility.

Inmates, who threaten the secure and orderly management of the facility, or for their own well-being, may be removed voluntarily or otherwise from general population and placed in special units and/or have certain limitations placed on their privileges and/or activities. Examples may be for Administrative, Disciplinary, Protective Custody, Medical or Mental Health reasons.

Privileges may be granted over a period of time according to the inmate's behavior pending investigation and/or risk to the security and orderly management of the facility as governed by the Classification Board

decisions based upon the individual case and reports reviewed as indicated.

3.06 Classification Boards

There are two types of classification: Unit and Central Classification. Normally, the Unit Board conducts reviews on Tuesday (Restrictive Housing normally on Wednesday) and the Central Classification conducts reviews on Friday. Your assigned Counselor or Correctional Caseworker (CCW) is responsible for planning your activities and programs with you. The Unit Classification Board, which consists of security and human services staff will review and make recommendations for your housing assignment, work assignments, behavior and discipline, and programs.

The Central Classification board also has security and human services staff. This Board reviews moves to general population, transfers to lower security status, and transfers to higher security status, review inmates who pose a risk to safety or security of the facility and work assignments.

The Classification Boards can also review inmate privileges requests, concerns and complaints if deemed appropriate.

3.07 Security Risk Group

If you participate in gang or unauthorized activities including verbiage, hand signals, attire, written statements or symbols, meeting, planning or recruitment, you may face disciplinary charges.

3.08 No Possession, No Smoking, Use, Ingestion of Drugs/Tobacco Safety and Security Risks - Drug Screens

The smoking of any substance or the possession/use of any drug and/or smoking paraphernalia or remnants to include smoke is considered a serious violation of the facility’s policies/rules.

Inmates are subject to random and targeted drug-screening testing. The Classification Board may review privileges and conditions of inmate activity. Examples include inmates who exhibit dangerous, violent and disruptive behavior and/or are found guilty of Possession of Drugs, Possession of Intoxicating Substances, Positive Drug Screening Testing Result, or Failure to Submit to Drug Screening Testing. Violations of this nature may result in disciplinary detention, and/or loss of privileges for a specified period of time. Inmates may be referred to a Restrictive Housing status and may be disqualified for a referral to a minimum status. You may also be referred to Programming and/or specialized housing.

Inmates may also be referred to the Criminal Investigation Unit (CIU), and/or to appropriate law enforcement officials for possible prosecution

3.09 Protective Custody

If you are in need to be separated from the general population due to fear of your own safety, you may be placed in protective custody by submitting to staff an Inmate Request Form. To be removed from Protective Custody status, you will need to submit an Inmate Request Form to staff. Staff will make a determination whether this request is approved based on the best interest for your safety.

3.10 Transfers to Higher Custody

You are considered for transfer to a higher custody level for the following reasons:

- Disciplinary offenses
- Safety, security, or classification issues
- Failure to meet conditions of current placement
- Your own request

A classification and/or disciplinary hearing will be conducted. You can be transferred to higher custody before your hearing if safety or security needs so dictate.

3.11 State Classification Information

Good time may be earned in three (3) areas: work, education and treatment. The DOC has the final decision with all approved goodtime. You will be notified of the DOC's decision by Classification

Inmates are responsible for sending their own property home from the state. A letter may be written to the facility indicating where they want it sent. Inmates are responsible for paying this expense. If an inmate states they do not have anywhere to send the property, they must then write the facility that has the property stating they have nowhere to send it. In this letter the inmate should request in writing how/when their property will be disposed of so they may have time to find someone to pick it up. HCSO will not accept any property until you transfer to lower security.

The HCSO has a lower security facility. You may be referred to lower security according to the HCSO classification criteria.

3.12 Special Requests

Special requests are submitted in writing to the Classification Department. Requests are usually submitted through your assigned Counselor/CCW. Special Requests fall into the following categories:

3.12.01 Family Funerals (Private Viewing)

Private viewings of the immediate family of an inmate (mother, father, brother, sister, spouse and children) may be approved by the Classification Department, subject to verification, safety, and security considerations as long as the services will be held in Massachusetts. A private viewing is under security escort and with restraints applied.

3.12.02 Inmate Marriage

The HCSO does not allow an inmate to marry while in custody, except under very extraordinary circumstances, which are approved by the Classification Board with final review/approval of the Administration.

3.12.03 Transfers

It is not the practice of this facility to get involved in inmate transfers.

You may request to be transferred from this facility by mailing a request to the receiving facilities' Classification Department. You may also contact your lawyer about being transferred to another facility.

3.12.04 Classification Merit Override

You may earn earlier access to lower security or you may access to the next lower security level from the lowest security level for which they are classified by fulfilling the Inmate Classification Merit Override criteria. To qualify, you must:

- Maintain a record of good behavior and compliance with your Individual Service Plan (ISP);
- Admit that your crime was wrong;
- Show genuine remorse for the victim;
- Be aware of the forces that drive your criminal behavior;
- Actively participated in and completed programs that address these issues;
- Be trustworthy and mature enough to live compliantly in lower security;
- Be recognized by the unit Staff as highly motivated and dedicated to positive change, and,
- Show through your attitude and behavior that you are in the Action stage of change.

Stage of Change-Defined

- Pre-contemplation-person is not aware that they have a problem.
- Contemplation-person is aware that they have a problem.

- Planning-person is aware of their problem and is cooperating to establish a plan of action.
- Action-person is aware that they have a problem and participated in activities to address it.
- Maintenance- person has been active in recovery for at least six (6) months.

Those that are approved for the Inmate Classification Merit Override are eligible for transfer according to the following schedule:

The lowest security level the inmate is classified for:	**The next lower security level:**	**When an inmate who meets the Inmate Classification Merit Override criteria is eligible to move to the next lower security level:**
Medium	CRU-Minimum	2 mos. from projected release/parole reserve
CRU-Minimum	Six Months Minimum	6 mos. from projected release/parole reserve
Six Months Minimum	Minimum (regular)	10 mos. from projected release/parole reserve
Minimum (regular)	Same, but 6 mos. early	16 mos. from projected release/parole reserve
Minimum/WMRWC	Pre-Release	4 mos. from projected release/parole reserve
Pre-Release/WMRWC	Day Reporting	4 mos. from projected release/parole reserve

Note: Inmates serving a minimum mandatory sentence are not eligible for PRC or DRP unless they completed the mandatory term and have time remaining to serve on their sentence.

SECTION 4: UNIT TEAMS

The Unit Team is comprised of the Unit Superintendent, Unit Supervisor, Pod Correctional Officers, Correctional Caseworkers, Counselors, Program Staff and others. The team is responsible for the housing unit's operation.

4.01 Unit Superintendent

The Unit Superintendent oversees the management and operation of the unit, which includes several living areas, called Pods. The Unit Superintendent or designee chairs the Unit Classification Board and appoints members to the Unit Disciplinary Board. The Unit Superintendent communicates regularly with other administrative staff in the facility.

4.02 Unit Supervisor

These Housing Supervisors manage the correctional staff and oversee the security and safety of the entire unit.

4.03 Correctional Officers in Pods

Uniformed staff is assigned as Pod Officers, who are stationed in the dayroom areas and, observe activities and are responsible for the operation of the Unit. They control security, custody, and cleanliness. They make all immediate decisions if a situation disrupts the area. They control the television, the doors to let you in and out of your cell. They can issue verbal warnings or informal sanctions at any time to maintain order.

The Officer's Control Station is off limits to inmates. The station is surrounded by a red floor barrier that is not to be entered/crossed, unless directed to do so by the staff.

With direct supervision, these Officers are available to talk regularly with you, to assist with problem solving, and guide you to resources.

You are expected to treat them with respect; address them as "Officer" and use their last name or simply "Officer" and follow their instructions.

The HCSO employs authorized male and female personnel who will be entering your housing unit to provide care and custody.

4.04 Correctional Caseworkers (CCWs)

These are uniformed staff that assists both the Pod Officers and the Counselors.

Uniformed staff that bridge security and human services functions.

4.05 Counselors

Counselors help you plan your progress through the system. After orientation and upon entering a Unit, a Counselor/CCW is assigned to you.

Counselor/CCWs are assigned to each individual upon entering the facility. They asses and assist you with treatment, programming and re-entry planning based on your individual needs.

4.06 Communication Process

You are encouraged to communicate with staff in person or by submitting an Inmate Request Form. Staff are assigned to units are available throughout the day.

Inmate Request Forms are available at the Unit Officer's Workstation. You must complete this form to request meetings with counseling, program, or other appropriate staff.

SECTION 5: HOUSING

5.01 Pod Structure

An enclosed housing area is called a Pod. A Pod consists of cells surrounding a central dayroom area. Showers are located along one side of the dayroom. Most Pods have an attached outdoor recreation deck.

5.02 Daily Routine

Normally, cells doors are unlocked each morning at approximately 8:15 a.m., at the Officer’s discretion. They remain unlocked until approximately 10:15 p.m. (or otherwise directed by the Officer). The facility reserves the right to lock cells at any time for safety or security purposes. Also, you may choose to have your cell locked during the day. If so, you can ask the Pod Officer.

Approximate Itinerary for General Housing Units

Under normal circumstances, inmates will be allowed out of their cells according to the following itinerary. All times are approximate and schedules may vary by area. Please talk to staff if you have any questions.

6:15-7:30 am	Breakfast meal
8:15-11:40 am	Out-of-cell time

11:30 am	Lock-in for lunch meal
12:00-1:00 pm	Lunch Meal
1:15-3:45 pm	Out-of-cell time
3:30 pm	Lock-in
4:15-5:50 pm	Out-of-cell time
5:50 pm	Lock-in for supper meal
6:00-7:00 pm	Dinner meal
7:00-10:10 pm	Out-of-cell time
10:10 pm	Lock-in

In general population you may normally use the central dayroom area, showers, and telephones at any time during the day, except during counts or when you are scheduled to be in programs or otherwise directed by staff.

NO INMATE IS ALLOWED TO ENTER ANOTHER INMATE'S CELL!

You may bring beverages into your cell in an approved container.

There are inmate phones which may be used at times when you are allowed in the dayroom, pending your phone privileges and subject to the Pod schedule.

In most pods the dayroom and recreational decks are common areas. You must be fully clothed in these areas. Gym wear may be worn in the recreation area, but you must change into your uniform to remain in the dayroom area. Be considerate of others. Loud noises, shouting, abusive, lewd, obscene, sexually suggestive behaviors, horseplay or littering are not allowed. Also, practicing shadow boxing, boxing, kicking, self-defense/offensive movements, and teaching one another how to fight is strictly prohibited.

5.03 Television

There are televisions mounted in most dayroom areas. You are given the privilege of watching TV as a result of your positive behavior. Different areas of the facility may have different viewing schedules.

This privilege can be amended or suspended by staff for negative behavior, programming issues. The Pod staff control the TV and volume.

5.04 Housekeeping & Inspection

All housing cells and common areas are cleaned often, and inspected regularly to ensure that a high standard of cleanliness and order is maintained. Daily inspections are made of cells and common areas by the Pod Officer. Inspections and/or searches of cells or property do not require your presence.

CLEANING

When working with cleaning supplies, general precautions need to be utilized.

- Ask staff before use on how to use the item.
- Sign chemical cleaning supplies in and out.
- In some instances, protective gear will be utilized, staff will instruct on usage.
- Avoid contact with skin, eyes or clothing.
- Do not inhale or ingest cleaning chemicals.
- Do not mix one cleaner with another.
- Do not contaminate drinking/food/food storage or processing areas or other areas/surfaces with any cleaning supplies.
- Do not cross contaminate clean areas/items with dirty/unsanitary items.
- Wash hands thoroughly after handling.
- See staff immediately if First Aid measures are needed for cleaning materials that come in contact with eyes, skin, inhalation or ingestion.
- Do not loan the item to another inmate.
- Return the item back to the staff when done.

Any questions, concerns or problems talk with Unit Staff.

Unit telephones are regularly cleaned with disinfectant to help in preventing the spread of germs from one person to another. As an extra precaution, you are also advised to spray a paper towel with the appropriate disinfectant and wipe down the telephone hand set before you make a call.

5.05 Cell (Room) Conditions

You are responsible for maintaining an orderly and clean cell.

General Guidelines for cells are:

- Windows on both doors and walls are kept free of all obstructions. Nothing is affixed to cell walls, floor, lights, ceiling, fire sprinklers, furniture, door or vents.

- In General Population you may purchase a photo album from the Commissary to display your pictures.
- Do not obstruct the Pod Officer's view at any time by placing towels, blankets, or articles of clothing at the end of the bunk or on the door.
- Beds are made whenever an inmate leaves their cell. The bed is made in the following manner: sheets are tucked in on the mattress; blanket is tucked in over the sheet and folded down at the pillow bump of the mattress. In most Pods, your bed must be made by 7:30 am Monday through Friday, and by 9:00 am on Saturdays, Sundays and non-working holidays.
- Your Property (blue) Box containing personal property is stored under the bed at all times.
- Stainless fixtures are clean.
- Vents are free of all obstructions, dust is removed and under no circumstances are any materials affixed to or near the vents.
- Vents should be cleaned with a broom or paper towel, never using any chemicals or water.
- Floors are swept, washed when necessary, cleaned and sanitary. This is to be done at least every Monday, Wednesday, and Friday or as directed.
- Store toiletry articles on the toiletries shelf, not on the sink or on desk shelves.
- Hang wet towels on hooks to dry. Dry towels are kept in your property box.
- Towels may not be used for rugs, decorative purposes or placemats.
- Items are not to be used to prevent your blue box or furniture from scraping your floor.
- Shoes are kept underneath the bed.
- You are held accountable for all marks on walls or damage to property. The cost of any repairs may be taken from your account.
- You are expected to clean your cell prior to being moved to another cell or discharged from the facility.

For fire prevention purposes, a limit on the amount of paper products in the cells is necessary and the following guidelines are established:

- All paper products including books, magazines, newspapers, legal papers, personal letters, and extra toilet paper rolls, must be able to fit inside, and stored in your property box.
- Pictures may be displayed on the top surface of the desk.
- The only exception, will be reviewed on an individual basis, is the amount of current personal legal paperwork of an open case. The Housing Unit Superintendent/designee will have the final authority in these decisions. Safety and security restrictions may also apply.

5.06 Common Areas

Some inmates receive a cleaning assignment or chore from the Unit Officer. You are given time each day to complete your chore.

Normally, at least once a week there is a general cleaning of the entire Unit. You may not be allowed to attend activities until this is completed.

Normally, every Thursday morning, a Command Inspection occurs in the Pods. All inmates are required to have their cell clean and be out of bed with your bed made. Failure to be prepared for Command Inspections can lead to a disciplinary sanction.

5.06.01 Hot Water Use

The hot water faucet at the Pod juice bar is there only for the purpose of providing cups of hot liquid for food and beverages. This is a privilege.

The hot water faucet is not there for use as cleaning or laundry station. Do not use or jam items into the faucet handle to have continuous running water.

Containers larger than the issued or purchased cups are not to be used.

Washing of laundry or other items is never permitted at the juice bar.

5.07 Inmate Uniform

In order to promote good personal hygiene and proper attire, you are required to wear your uniform properly.

The following are uniform attire and expectations:

- Uniforms must be on correctly and fully buttoned at all times. This includes the dayroom and outside of the Pod. ** See exceptions (below)
- Underwear and t-shirts must be worn underneath the uniform at all times.
- For your safety, the pants must be rolled to avoid dragging on the ground and in a manner that does not go higher than the ankle area.
- All clothing (t-shirts, sweatshirts, shorts and underwear) except for a jacket must be worn underneath the uniform.
- Hats are not allowed to be worn indoors.
- Alterations/changes to any HCSO issued clothing are not permitted.

** Exceptions:

- Commissary purchased shorts and t-shirts are allowed to be worn on the recreation deck, during supervised recreational activities with staff and inside the gym.
- Inmates are not permitted to be on the recreation deck or in the gym without a t-shirt.
- If an inmate does not have funds to purchase commissary shorts they may wear the top of their jumpsuit rolled down and buttoned to no lower than the waist at all times.

SECTION 6: BAIL, LEGAL COUNSEL/ACCESS, FOREIGN NATIONALS, RESTRAINING ORDERS, VOTING ACCESS

6.01 Bail

Massachusetts General Laws permit an inmate who has not posted bail to have a bail review hearing. See your Counselor/Caseworker if you have questions about this or the amount of your bail.

Times for bail are established by the Clerk on duty. If a family member contacts the Jail stating they have the money to post bail and the Clerk's fee, a time is given to them as to when they should arrive with the bail money.

If you intend to post bail with funds from your account, notify your Counselor/Caseworker to start the process.

If a friend or family member brings money for your bail, the money is brought to the Public Lobby, who contacts Intake staff to initiate the bail procedure to be released.

6.02 Legal Counsel

You have the right to contact legal counsel regardless of your status or charge. Telephones are set up in each Pod for you to be able to call your attorney or the Committee for Public Counsel Services (public defenders). If your attorney is not registered with the facility, you must add them to your phone list.

6.03 Legal Access

Access to courts at is facilitated by the assistance of persons trained in the law. Such persons provide assistance; they do not represent inmates in a lawyer-client relationship. In addition, the HCSO offers a legal reference center for use by inmates for the purpose of performing legal research.

Access to the Legal Resource Center (LRC), as well as assistance by persons trained in the law, is available by filling out a Legal Access Program Request Form located at the Officer's station. In Restrictive Housing, the forms are available through the Pod Officer and the Legal Resource Staff may visit you in the Pod. Forms are available in Spanish. The completed Legal Access Program Request Form is inserted in the LEGAL RESOURCES envelope; the envelope should not be otherwise marked. The sealed envelope with the contained Legal Access Program Request Form should be deposited by the Inmate in the green Legal Resources Mail Box located in the "T" area. You will receive a response from a member of the Legal Resource Department (LRD) Staff.

In the event that an inmate is not able to utilize the Legal Resources Department Mail Box, the inmate should give the sealed envelope, with the Request Form contained in it, to the applicable Pod Officer, Counselor/CCW, who will forward it to the Legal Resources Department.

"Jailhouse Lawyers" are not permitted. You may not perform services of any legal nature for another inmate.

Attorney visits may occur at the attorney's convenience. Professional visits do not count against you as part of your normal visitor authorization.

Notary services are available. Staff reserves the right to review and determine necessity on a case by case basis.

6.04 Speedy Trials

If you suspect you have an outstanding warrant in Massachusetts, you may fill out an Inmate Request Form requesting a Speedy Trial.

Anyone who has a pending matter (court date) and requires a Writ of Habeas Corpus (habe) for a probate matter, please request by way of Legal Resources Department by submitting a Legal Access Program Request Form.

6.05 Foreign Nationals

A "Foreign National" is any person who is not a U.S. citizen. Consular notification and access is available for all Foreign Nationals. You may communicate with your Consular Officers. A Consular Officer may be able to help you obtain legal representation, and may contact your family and visit you.

Foreign National inmates should include their nearest consulate phone number that is provided at Intake, on the Telephone Number Request Form. These phone conversations are not recorded or monitored and are free of charge. If you need assistance contacting the Consulate, you can complete an Inmate Request Form to your Counselor/CCW in order to arrange a

telephone meeting or a visit with the Diplomatic Representative/Consular Officer.

6.06 Zero Tolerance Policy on Violations of Restraining Orders (209A)

The HCSO has a Zero Tolerance policy for Violations of Restraining Orders.

Any Violation of Restraining Order may result in disciplinary action and criminal prosecution. Phone calls are subject to be recorded, monitored and call detailed, including the number being called.

Under All Circumstances of an active RESTRAINING order, do not abuse the plaintiff. This means you must **NOT:**

- Do anything which might physically harm the Plaintiff.
- Do anything that makes the Plaintiff afraid that you might do physical harm, i.e. make threats.

Remember: If the Plaintiff is frightened by your words or actions, even if you don't believe you are being abusive, it may still be considered abuse by a court.

Other Orders: There may be additional orders written into the Order of Protection by the Court, which you are required to obey. Read them carefully.

Do Not Contact the Plaintiff: You must not contact the Plaintiff in any way:

- No talking to the Plaintiff.
- No calling the Plaintiff
- No contacting the Plaintiff via any form of social media.
- No writing to the Plaintiff.
- No sending gifts, candy, flowers, e-mail, or faxes to the Plaintiff.
- No sending messages to the Plaintiff through friends, other inmates, relatives or children.

No contact means any contact at all, under any circumstance. You cannot have any contact with the Plaintiff even if the Plaintiff initiates the contact. If the plaintiff comes to visit you must deny the visit.

Remain a Certain Distance Away From the Plaintiff: The Order may specify that you stay a certain distance away from the Plaintiff. This means you

must never be closer to the Plaintiff than the specified distance, including public streets, shopping malls, schools, movie theaters, grocery stores, public transportation, restaurants, bars or any other place.

This Means:

- Immediately leave the house or apartment whose address is listed on the Order and stay away from the address.
- Return the keys to the house or apartment to a neutral party.
- You cannot shut off any utilities, like phones, electricity, interrupt mail delivery, or interfere in any way with their service.
- Only your personal belongings can be removed from the home by you with a Police escort.

Plaintiff's Address is impounded:

The court will not tell you, your attorney, or anyone else the Plaintiff's address.

Who Can Dismiss the Order?
Only the Court that issued the Order can change or dismiss it. Any changes in the Order are done in writing by the Judge. The decision is the Judge's not the Plaintiff's.

- You cannot move back to the Plaintiff's home or contact the Plaintiff, even if you are invited, without the Order being changed by a Judge.
- If you make any contact, you will be in violation of the Order and you will be arrested.

Remember:

- Even if the Court changes or dismisses the order, you cannot abuse the Plaintiff. Abuse is against the law.
- Violations of restraining orders are criminal offenses and subject you to criminal prosecution.

6.07 Voter Eligibility in Massachusetts

All U.S. citizens who reside in Massachusetts and are 18 years of age or older are eligible to vote in all municipal, state and federal elections **unless they are currently incarcerated on a felony conviction.**

Incarcerated people who are eligible to vote include:

1. People incarcerated pre-trial;

2. People incarcerated on misdemeanor convictions; and

3. People who have completed their sentence for a sex offense and are detained indefinitely, or civilly committed, at the Massachusetts Treatment Center.

Additionally once people are released from jail, regardless of whether they are on probation or parole, they immediately become eligible to register to vote.

Inmates who are eligible to vote may obtain an absentee ballot by contacting Legal Resources through a written request form and list their last known address prior to their present incarceration. If you have any questions pertaining to your present eligibility to vote, then you should contact the Legal Resources Department.

Note: According to the Secretary of State incarcerated voters may use either their most recent address (where they lived prior to incarceration) or the correctional facility (where they are incarcerated now) as their legal address. It is up to the incarcerated voter.

SECTION 7: INMATE CLOTHING & PROPERTY

7.01 Assigned Items

During the admission process you will receive issued uniforms, hygiene products and other necessary items needed.

You will receive the following issued items:

(3) Jumpsuits
(4) T-shirts
(6) Underwear shorts
(6) Pairs of socks
(1) Pair of sneakers
(1) Pair of shower sandals
(1) Sweatshirt
(1) Knit cap (when seasonably appropriate)
(1) Jacket (when seasonably appropriate)
(1) Laundry bag
(2) Sheets
(1) Blanket
(2) Towels
(1) Tumbler
(1) Property box
(1) Hygiene Kit
(1) Commissary Bag

You are responsible for the care of all items issued to you. Items are inventoried upon your release or transfer thirty (30) days after discharge all unclaimed personal property will be destroyed. You must pay from your account for any missing or damaged items. If you do not have the funds to pay for any missing items your account will be frozen. You may keep issued property in the form of one pair of socks, one pair of underwear and one t-shirt when discharged. Additional items are available for purchase in the Commissary. You must purchase toiletry items from the Commissary unless you are considered indigent.

All issued property and clothing as well as those purchased are to be folded neatly and kept under your bed in the inmate property box provided at admission.

Jewelry:

If you came in with the jewelry, you may wear the following jewelry items only:

- A wedding band (without gem stones)
- A chain with a religious medal only (the medal must be no larger than one (1) inch in diameter; and the chain must be reasonable as determined by staff).

All other jewelry is stored in a facility safe and will be returned to you upon release.

If you are in possession of these items after admission, the items will be confiscated and you may face disciplinary action for non-compliance.

The following amounts of toilet paper rolls will be allowed in the cell at any time:

- One man in a cell will be allowed a maximum of two (2) rolls
- Two men in a cell will be allowed a maximum of three (3) rolls
- Three men in a cell will be allowed a maximum of four (4) rolls

7.02 Property & Clothing Storage

Your personal clothing and property are collected upon entry. They are placed in a storage bag in the Property Storage Room. You are given a receipt with numbers matching your property. You must keep this receipt and present it to the Property Officer when you need your clothing because you are going to court for trial, or being released. At your release, the Property Officer inventories your property/clothing with you, obtains your signature, and returns them to you.

You must take sheets, blanket, towels, and other allowed property, when changing housing locations, and their assigned numbered, laundry bag. In

addition, it is important that you know what your specific bag number is for identification purposes. The bag is brought to Intake area with you whenever you are called there (court, transfer, release, etc.). Destruction or loss of the bag will result in a $10.00 replacement charge.

If you are a released inmate and cannot make the 30 day grace period, you may give a written statement to another person, with your signature, for them to pick up the property. This person also must have a valid ID.

7.03 Court Clothing

All inmates MUST wear their personal clothing to court except in extreme cases in which the clothing was destroyed due to unsanitary conditions. In such cases, a uniformed sweatshirt and/or pants will be provided. Only Court clothes and legal paperwork can be brought to court. Inmates will also wear their own personal footwear to court, from their property bags at Intake (without shoe strings). When inmates return from court they will receive back the same footwear that was taken from them prior to leaving for court. Dress shoes without shoelaces are the only items of footwear allowed in for clothing exchanges. Sneakers, boots and other types of footwear are not allowed. Belts and suspenders are also not allowed.

Pre-Trial inmates must bring their blue box with all personal and facility property to Intake for court.

Clean court clothes may be exchanged from the outside by friends and/or family in the Public Lobby on Monday, Wednesdays and Friday-9:00 am to 3:00 pm, with the exception of holidays and by appointment. Clothing for court appearances is exchanged or replaced only with like articles of clothing. Clothes/Property may not be swapped or released at court. Inmates are limited to one exchange per every six months. Exceptions are made for the release of out of season clothing, e.g., release of winter coat in June.

In order to have your court clothing here before your court date, you must submit a Clothing Exchange Form at least one week prior to your court date. Be sure to include the first and last name of the person who is making the exchange for you. Forms must be submitted to a Counselor/Caseworker.

Once released, you can pick up your property Monday through Friday from 9:00 A.M. to 3:00 P.M., with the exception of holidays.

SECTION 8: COMMUNICATION

8.01 Telephone Use

Telephone calls are subject to monitoring, recording, listening and the content of the telephone call may be used by law enforcement agencies for any legitimate law enforcement purpose.

Attorney/client conversation is not recorded or monitored.

Any attempt at establishing three-way, third party or conference calls will be detected and the call will be terminated. Three-way telephone calling is not allowed. Telephone system equipment will automatically and immediately disconnect phone calls that attempt to use 3-way telephone calling.

8.01.01 Inmate Telephones

All housing areas and the Intake area have phones for inmate use, referred to as "Inmate phones." The person you are calling must accept the call.

If you have phone privileges, subject to the Pod schedule, you may use these phones at any time you are free to use the dayroom (with exceptions of counts, meals, or other times specified by the Pod Officer).

The duration of each call will be limited to thirty (30) minutes, after which the call may be automatically disconnected.

Inmate Telephone System Instructions:

To place a Call:
Select language

- Press 1 to place a call
- Enter your PIN, followed by the pound '#' sign (ID + last 4 of SSN)
- Press '0' to make a prepaid collect call
- Enter the 10-digit telephone number

Calls May Be Blocked:

- At the customer's request
- At Administration's request
- Due to unpaid charges
- For exceeding toll or call limit
- For attempting 3-way calls

The HCSO Administration cannot respond to a request for information concerning blocks, rates, etc. The person receiving the calls must speak with Inmate Calling Solutions at 1-888-506-8407.

Upon entering the facility, you must fill out an Inmate Telephone Number Request Form which will be provided by the Orientation Unit Staff and processed by the Telecommunications Assistant or designee. You are able to request up to fifteen (15) numbers on your list not including pre-approved attorney numbers. Pre-approved attorney numbers are not required to be on a list and are available for all inmates to dial. Once the form is processed these will be the only numbers you can call.

You will have the opportunity to make changes to your telephone list weekly as noted: Davis Tower-Monday, B Tower-Friday, C Tower-Wednesday.

All changes must be made via an Inmate Telephone Number Request Form. You must indicate all numbers you wish to add, delete or keep. Only the numbers that are on your most recent request form will be on your list.

Sharing your PIN number with other inmates, using another inmate's PIN number, attempting three-way calls, not recording your name properly, or other misuse of the telephone system privilege may result in disciplinary action. Also, access to a telephone shall be subject to safety, security, and classification considerations.

8.01.02 Emergency Calls

Outside calls are not accepted for inmates. However, if an emergency telephone call is verified as such by security staff, information is given to the inmate.

8.01.03 Direct Call Telephones

You can dial directly, free-of-charge, the Committee for Public Counsel Services (Public Defender's Office) and Massachusetts Department of Children and Families offices.

8.01.04 Pod Officer Telephones

Counselor/CCW office phones are not for personal use. Use is under the discretion of staff and all calls are monitored.

8.01.05 Information Tip Hotline

The HCSO has a confidential Tip Line as a way individuals can pass valuable information in an anonymous way. Callers can leave their names and ID number but may choose not to. Anyone who has information about sexual misconduct, gang activity, drugs, weapons, assaults, cell fights, or crimes in the community can call the Tip Line and leave a brief detailed message at **413-858-0214**. Messages will be checked daily. Please note this does replace the facility Grievance Policy. This is a recording only; in case of emergency, please contact a supervisor.

8.02 Mail

There is no limit to the amount of mail you may send as long as you can pay for the postage. **You must put your correct and complete return address information, including inmate's name and Person Number, date of birth and**

facility address, on each piece of outgoing mail (both privileged and non-privileged mail).

Inmate's Name and Person Number/DOB
(As it appears on HCSO records)
HCJHOC at Stonybrook
629 Randall Road
Ludlow, MA 01056-1085

County owned items, commissary items, or homemade items are not allowed to be mailed by inmates.

You may deposit outgoing mail at the Officer Station and staff are responsible to ensure that mail collected is placed in the mail boxes inside the entrance of each housing tower or you may place it in the mailbox yourself if you are moving to another building such as programs, gym, etc. If you are housed in the Restrictive Housing Unit, outgoing mail is deposited at each Pod Officer's Workstation.

You may purchase writing materials, cards, and envelopes from the Commissary. If you do not have money, you may be designated as "indigent" and the HCSO will absorb the cost for all necessary and reasonable privileged/legal mail/postage. You can ask your Counselor/ CCW about Indigent Commissary where you receive three (3) postage-free, stamped envelopes and writing materials each week for general correspondence.

Mail should be properly addressed to the sender. It must have a visible and legible address of the intended recipient, noted only on the side of the mail bearing the postage.

Outgoing inmate mail is processed and sent out daily except Sunday and Postal Holidays.

The Legal Resource Mail is forwarded to the Legal Resource Center.

If the inmate is not certain as to the appropriate amount of postage required for a piece of mail, they must attach a request for postage to the sealed envelope. The mail with the attached request(s) for postage is forwarded to the inmate accounts office for processing.

The mailroom staff is not obligated to check outgoing envelopes for correct postage. Postage metering is a Post Office function.

Inmates must place their name, person number/DOB and complete address as noted above in the upper left corner of each envelope. This identifying information will allow staff to forward returned mail to the appropriate inmate.

8.02.02 Incoming Mail

Only properly addressed mail is received and delivered to inmates. Mail which cannot be delivered, (transfers, releases, etc.) will be forwarded to the United States Postal Service for delivery to the return address. Make sure your family, friends and others, use the following official address on the letters to you:

Inmate's Name and Person Number/DOB
(As it appears on HCSO records)
HCJHOC at Stonybrook
629 Randall Road
Ludlow, MA 01056-1085

Mail is delivered to each Pod every day there is mail service. Magazines, books and newspapers must be sent new and directly from the publisher or one of the following authorized booksellers:

Amazon
Barnes and Noble
Edward R. Hamilton
Hope of Salvation
Prison Book Program

If Privileged and/or Non-Privileged mail are returned from the Post Office with insufficient postage, HCSO may deduct from your account the necessary postage in order to facilitate your mail processing.

Inmates are permitted to send sealed privileged correspondence mail to and receive sealed privileged correspondence mail from the following:

- Any officer of a court of the United States or of the Commonwealth of Massachusetts (judge, attorney, clerk;
- The President or Vice President of the United States or the Governor of the Commonwealth of Massachusetts;
- Any member of the Congress of the United States;
- Any member of the Legislature of the Commonwealth of Massachusetts
- The Attorney General of the United States or the Attorney General of the Commonwealth of Massachusetts;
- The Director or any agent of the Federal Bureau of Investigation;
- The Commissioner of the Massachusetts Department of Public Safety or the Secretary of the Executive Office of Public Safety and Security;
- The County Commissioners or Sheriff of the county in which the inmate is confined;
- The Commissioner of the Massachusetts Department of Correction, and if applicable, the Superintendent of the State correctional institution in which the inmate was confined;

- Any member of the Massachusetts Parole Board or probation officer;
- Any member of the Governor's Advisory Committee on Corrections; and
- Any District Attorney of the United States;

Incoming privileged mail may not be opened except in the presence of the addressed inmate and then for the sole purpose of ascertaining that its contents are free from contraband.

In order to accomplish this more effectively, staff may under normal circumstances complete this task in an office setting, in your living area, or other suitable setting.

After opening the privileged mail in the presence of the inmate, and ascertaining that its contents are free from contraband, the inmate will be given the content(s), but instead of receiving the actual envelope/container that the content(s) was mailed in, the inmate will be given a photocopy of the envelope/container, showing the address and return address information. In addition, the facility will offer you a different envelope in order to store the contents, if needed.

HCSO has determined that this meets the inmate's legal need to properly receive the privileged mail and the facility's need to maintain the order and security of the facility, and not allow contraband/drugs into the facility.

Outgoing privileged mail may not be opened for inspection or any other purpose or otherwise impeded in its transmission if it meets the following requirements:

- It is addressed to a "privileged" person; and
- It includes the inmate's name and return facility address on the outside of the envelope.

Incoming non-privileged correspondence and packages may be inspected:

- To receive and record the receipt of any funds enclosed for the inmate;
- To verify and record the receipt of permitted personal property; and,
- To prevent the transmission of contraband to the inmate.

In order to prevent interference with the facility goals of security, safety, order or rehabilitation, and not allow contraband into the facility, incoming non-privileged inmate mail must meet the following standards:

- All inmate correspondence must be written/typed in BLACK INK or NON-COLORED PENCIL.

- The paper that the letter is written on must be white in color, free of stains, spills or discoloration (to include LIPSTICK, and PERFUME/COLOGNE).
- Envelopes must be PURE WHITE.
- Drawings must be NON-COLORED PENCIL or BLACK INK.
- Greeting Cards must be NON-LAYERED, no pop ups, or music devices.
- Only two-sided cards with no layers will be allowed.
- Photographs must be in the original form. Any alterations, to include glue like substance, tape or tears on the photo will not be allowed.
- Mail received that does not conform to this policy, will be either returned to the sender or placed into the inmate property bag until released from the facility, or sent to the Criminal Investigation Unit (CIU) for investigation.

The opening and inspection of outgoing non-privileged mail shall only be done when there is reasonable belief that such action is necessary to maintain the order and security of the facility.

The facility may authorize the reading of non-privileged mail when in its opinion; such action is necessary to maintain security or order in the facility or protect the safety of an individual.

Non-privileged correspondence shall be disapproved only to prevent interference with facility goals of security, safety, order or rehabilitation.

The facility may disapprove for mailing or receipt by an inmate non-privileged correspondence, the contents of which fall as a whole or in significant part, into any of the following categories:

- Information or materials which could clearly and reasonably be expected to encourage the use of physical violence or group disruption of facility operations;
- Threats of blackmail or extortion;
- Plans for sending contraband in or out of the facility;
- Plans to escape;
- Plans for activities in violation of Sheriff’s Office or facility regulations, orders, or policies;
- Criminal activity or plans for criminal activity;
- Coded messages which are not reasonably decipherable by the reader;
- Descriptions of the making of any weapon, explosive, poison, or destructive device;
- Sexually explicit material or material which features nudity which by its nature or content poses a threat to the security, good order, or discipline of the institution; and
- Any publications that may interfere with the treatment and rehabilitation process at that institution.

If any non-privileged correspondence is disapproved for mailing or receipt, a written notice stating one or more of the reasons shall be sent to the inmate (outgoing mail) or to the originator and the inmate (incoming mail). The notice shall inform the inmate or the originator of the right to appeal the decision in writing to the Facility Administrator.

8.03 Visits & Transportation to the Facility

You are allowed and encouraged to have visits. Inmates, except those who have lost their visiting privileges, are entitled to have visitors. Regular visits are non-contact. Any visitor who has been incarcerated within the last year or has been convicted of a felony may be denied a visit at the discretion of the Central Control Room Supervisor.

Bus Schedule:
The Pioneer Valley Transit Authority provides daily bus transportation to the Ludlow campus. For an up-to-date bus schedule visitors may call the PVTA information desk at (413) 781-7882.

By Private Vehicle:
The Sheriff's Office provides designated free parking at the Ludlow facilities.

You are expected to conduct yourself in an appropriate manner. You may refuse a visit from a visitor at any time prior to the start of the visit and you may terminate a visit whenever you choose by letting the Visiting Officer know. You must stay seated until the Officer states you may move to the exit of the visiting area. You will be subject to a search prior to and following any contact visits.

Normally, you are allowed two, one-hour visits per week. Three people at one time are allowed to visit. You are allowed to have non-contact visits unless you have been restricted by classification and/or for disciplinary reasons. Non-contact visits are available for Restrictive Housing inmates who qualify for visits.

8.03.01 General Public Visiting Hours:

Monday through Sunday: 2:20 p.m-3:20 p.m., 3:35 p.m. - 4:35 p.m., 4:50 p.m. - 5:50 p.m. and 7:00 p.m. - 8:00 p.m.

During the weekend, those inmates whose last name begins with A-O may receive visits on Saturday and inmates whose last name begins with P-Z may receive visits on Sunday. Additional hours may be provided for professional visiting by prior arrangement with the Central Control Room Supervisor except during count times.

THERE WILL BE NO VISITS FROM 11:50am-12:30pm and 5:50pm-7:00pm due to facility counts and meal service

ALL POD WEEKEND AND HOLIDAY VISITS ARE NORMAL HOURS:
2:20 p.m. - 3:20 p.m., 3:35 p.m. - 4:35 p.m., 4:50 p.m. - 5:50 p.m., 7:00 p.m. - 8:00 p.m.

The Pod Officer will call for you when your visitor arrives in the Visiting area. Please do not delay. If you delay, your visit may be shortened or terminated.

You will enter the visiting door where your wrist band will be verified. Associating with anyone other than your visitor (s) is not permitted.

8.03.02 Visiting Rules and Regulations

1. Visitors must register at the Public Lobby Reception Desk and complete a "Request to Visit" form. The completed form shall be presented to the Public Officer at the Reception desk.

2. Visitors are required to meet the following restrictions:

   A. Visitors age 18 and over with a valid picture ID. Picture identification for visitors may consist of a State issued picture ID with date of birth on it, or a picture ID and Birth Certificate.

   B. Minors 17 and under-Must present a valid form of ID such as (State ID or School ID) and the following information must be included: Picture, date of birth, and expiration date.

   C. Minors attempting to visit without their parents but accompanied by another adult must present a Parental Consent document notarized with expiration date and inmate name.

   D. Any minor (age 17 or under) wishing to visit their incarcerated parent, must have been pre-arranged and authorized by the Sheriff's Office or by the Department of Youth Services, etc. and provide a copy of their birth Certificate.

3. Baby bottles must be plastic, no glass.

4. All personal belongings-coats, jackets, purses, cell phone, personal keys, etc. must be left in the coin –operated lockers in the Public Lobby. The HCSO will not be held responsible for lost or stolen articles.

5. Visitors who appear to be under the influence of drugs or alcohol will not be allowed in the facility.

6. Visitors must walk through a metal detector before entering the facility. Visitors may be asked to submit to a pat or visual

body search by an Officer of the same gender identity. Any visitor may leave the facility rather than submitting to such a search.

7. No gum, candy, food or drink of any kind is allowed in the facility.

8. School aged children are not allowed in the facility during normal school hours unless accompanied by their parent or legal guardian.

9. Visitors attempting to introduce contraband into the facility (drugs, alcohol, cigarettes, weapons, etc.) are subject to ARREST and CRIMINAL PROSECUTION.

10. Children must be supervised by their parent/legal guardian at all times in the Public Lobby and Visiting Room. Visits may be terminated if children if they are not well-behaved.

11. You must stay in your assigned booth; any request to changes booths will be at the discretion of the Visiting Officer.

12. No use of obscene or abusive language or any other gestures or acts is permitted in the Public Lobby or Visiting Room. No form of sexual conduct or gestures will be tolerated.

13. All visitors must dress in an appropriate and acceptable manner as determined by the Public Lobby Officer/Supervisor. The following will not be allowed in the Visiting Room:

    A. Bathing suits

    B. See-through clothing

    C. Green or orange clothing or clothing resembling law enforcement uniforms

    D. Bare feet or flip flops

    E. Clothing that advertises alcohol, drugs, drug paraphernalia or gang representation

    F. Excessively tight and or revealing clothing

    G. Uniform Scrubs

14. Children or animals are not to be left unattended in automobiles while on State property.

ANY VIOLATION OF ANY VISITING RULES OR PROCEDURES MAY RESULT IN TERMINATION OF YOUR VISIT, POSSIBLE LOSS OF VISITING PRIVILEGES, AND/OR POSSIBLE CRIMINAL PROSECUTION.

Visiting Room Rules (Contact Visits)

- All above-mentioned rules apply
- The following will not be allowed into contact visiting
  a. Jackets, coats, hats, nothing worn in hair (barrettes, pins, etc.)
  b. No metal trimmed, ripped or torn clothing.
- A BRIEF hug and kiss at the start and conclusion of the visit are allowed.
- Children may sit on the inmate's lap
- You may hold hands as long as all hands remain in full view of the Visitor Control Officer at all times
- Exchange of anything between the inmate and a visitor is not allowed
- At the conclusion of the contact visit inmates may not escort visitors to the Visiting Floor Exit Door.
- Inmates exit through search area of the visiting room

8.04 Inmate Request Forms

Inmate Request Forms, located at the Officer's Workstation, are made available to you to assist with good communication between you and staff. You should fill out the form and place it in the request slot, also located at the Officer's Workstation. If you need help to complete the form, ask staff to help you.

SECTION 9: GENERAL SERVICES

9.01 Meals

Meals in the Food Services Department meet or exceed the daily requirements for nutrition and caloric intake and are approved by a nutritionist.

Meals are planned to provide balanced nutrition and variety, and are prepared in the facility kitchen. Meals are served in the Pods and will be eaten in the dayroom, one tier at a time, and/or as directed by staff.

Approximate meal times are as follows:

Breakfast 6:15 a.m.
Lunch 12:00 Noon
Dinner 6:00 p.m.

When the meal time is announced by the Pod Officer in your living unit, you must go to the food delivery area in the Pod and either takes the meal tray or you may tell the Pod Officer you are refusing the meal, but this must be done at the food delivery area.

You may request in writing a special diet for health reasons. This must be approved by the Health Services Department during sick call.

If, for religious reasons, you need a special diet, you must complete an Inmate Request Form and forward it to your Counselor/CCW, who can forward it to the Administrator of Programs for review, in order to be approved.

After finishing your meal, you are expected to place your trash in containers and return your tray to the food delivery area in the Pod. Kitchen items kept from the kitchen are considered contraband. The storage of perishable (stuff that expires or go bad) meal items in your cell is prohibited.

You may not 'take cuts' in the serving line. You may not receive extra or additional food or drink.

9.02 Laundry

9.02.01 Laundry Schedule

Central Laundry normal operating hours are from 5:00 am to 3:00 pm, Monday through Friday, with hours subject to change, allowing items to be sanitized on a regular basis. In cases of holidays, a temporary schedule is issued.

The laundry schedule specifies what days and times laundry is done for each Pod, and indicates what type of laundry is washed.

Inmates are responsible for being aware of their Pod's laundry schedule and for ensuring that their items are laundered according to schedule.

Special arrangements can be made for laundry to be washed more frequently. The Laundry Staff is notified of the circumstances and approves any special arrangements.

Washing linens and blankets are mandatory.

9.02.02 Laundry Guidelines

You are responsible for retaining your specific laundry bag and knowing the bag number for identification purposes. When changing housing locations or going to Intake for court, transfers, releases, etc., you are responsible for bringing the bag with you.

General population inmates have the availability of weekly laundering of all bedding, clothing, and towels. Inmates in Restrictive Housing will receive the issuance, exchange, or laundering of clothing, bedding, linens, and towels at least weekly.

In the event that you believe an item needs to be exchanged due to wear and tear, please see your Counselor/CCW.

Color Clothing

Your laundry bag must not be over packed. Place only your dirty uniforms and put them into your laundry bag. The laundry bags should contain color clothing only; no whites (i.e. towels, sheets, and blankets), no jackets, no sneakers, and no shower shoes. Mixing these items will result in the bag being returned unwashed and you will have to wait until the next scheduled color clothing bag wash day.

White Clothing/Towels

Your laundry bag must not be over packed. Place only your dirty underwear, socks, and towels, and put them into your laundry bag. White clothing items only; no colors, no jackets, no sneakers, no kitchen uniforms, and no bedding (i.e. sheets, blanket). Mixing these items will result in the bag being returned unwashed and you will have to wait until the next scheduled white clothing bag wash day.

Bedding (blanket and sheets)

You have the availability to launder your sheets (weekly), blankets (monthly) to according to the schedule. The blanket and sheets will be collected.

When the laundry is returned to your Pod, it is given back to you by the number on the bag. If you wish to make a claim of laundry being lost, damaged, or altered, you must notify staff upon the return of laundry.

You are responsible for keeping your clothing, bedding, and property in good condition. If items are damaged, lost or altered, you will be subject to the disciplinary process to include financial reimbursement

9.03 Commissary

You are allowed to order commissary once per week. Any additional orders placed in the same week or from a Pod you are not housed in will be denied. Utilize the commissary box available in your Pod. You can obtain a Commissary Order Form and a Commissary Menu from the Officer’s Station.

Commissary is delivered on a weekly basis. These are the only food items which may be stored in your cell.

When items are missing from a bag:
You must look through your bag and check your receipt to make sure everything you ordered is in the bag. This must be done in front of a Keefe staff person. If there is an error, tell Keefe before you walk away and Keefe will mark your receipt. No credit will be issued if the Keefe staff has not marked the receipt. Also, you must attach a copy of the receipt to the grievance and submit this to the Unit Superintendent.

If a newly ordered radio with headphone is broken:
Return the broken or damaged radio with a copy of your receipt to the Keefe staff. When Keefe has received the radio, Keefe will credit your account.

Requests to leave commissary with someone:
In accordance with policy, Keefe cannot leave your commissary bag with anyone but yourself.

This privilege can be lost through the Disciplinary process.

Where allowed, you are only permitted to order up to and have in your possession at any time six (6) batteries per person (to include the batteries in any radio or clock, etc.).

When commissary orders are delivered, you are required to exchange or turn in your old/worn batteries before being issued the new ones by the Commissary Staff. You may keep a maximum of 6 batteries, including the batteries in any radio or clock, etc.

If you are living in a Restrictive Housing Unit, the commissary, subject to the discipline process/or where inconsistent with the security of the unit, may limit the amount or types of items available from commissary.

Unreasonable amounts of commissary items may be considered contraband. Gambling, selling and loaning commissary items are not allowed.

Limited commissary items are available such as a hygiene kit, pencil, stamped envelope, and a writing pad for indigent inmates. For indigent inmates the facility will absorb the cost for all necessary and reasonable legal mail/postage. You may discuss this with your Counselor/CCW.

9.04 Inmate Accounts

An inmate account is established for you during the Admission/Booking process. Money you have with you entering the facility is placed in this account. You are never allowed to have any money in your possession while at the Main Facility.

Family and friends may not send you additional money to be entered into your inmate account through the mail. Business, payroll and personal checks will not be accepted.

Money (cash, credit card, or ATM card) can be deposited through the SecureDeposit System. Phone deposits (866-345-1884), internet deposits (www. accesscorrections.com), and a walk-up Kiosk for cash in the Visitor's Lobby at the Main Institution, Women's Correctional Center and the minimum security facility at 155 Mill Street in Springfield.

The Public Lobby hours are available for deposits from 8:00 am to 9:00 pm seven days per week. The SecureDeposit system will only accept $300 per day per inmate. The fee schedule for SecureDeposit is shown below.

Electronic Deposit Services:

Gross Amount Deposited	Credit/Debit Deposits via Website	Credit/Debit Deposits via Phone	Cash Deposits via Lobby Kiosk
$0.01-$19.99	$4.95	$6.95	$3.00
$20.00-$99.99	$7.95	$9.95	$3.00
$100.00-$199.99	$9.95	$11.95	$3.00
$200.00-$300.00	$11.95	$13.95	$3.00

You may not transfer funds to another inmate's account or have friends/family transfer money into another inmate's account.

Money may be sent out, from your account to cover bills or to order approved publications. A copy of the bill or order form must be attached to an Inmate Money Request form. A stamped envelope or authorization to withdraw postage from your account must accompany the request.

Money may be sent out to a private individual only once every 60 days. See your Counselor/CCW to process the form. The HCSO reserves the right to deny these requests. The receiving party must pick up the funds in person at the cash office.

An inmate's family, etc. when requested using the "Request to Send Money Out" form will receive a "Pay Card". The individual must arrive in the Public Lobby with a valid ID. The individual must provide the staff person with their Name, Address, Phone #, Date of Birth, and their Social Security Number.

Upon Release, you will receive a "Paycard" when the balance in their JMS account is $50 or more or at the discretion of Inmate Accounts Staff.

Problems with the card such as lost/stolen card, change PIN#, etc. will be handled by the card's Customer Service Department. The Customer Service phone number is printed on the back of each card.

Pending verification by appropriate staff, the facility may allow funds mailed from other correctional institutions, tax refunds, Social Security, from a lawyer, or a check directly from a bank, or other approved funds.

9.04.01 Indigent Inmates

If you have maintained a balance of $10.00 or less for 60 days or more, you may qualify for indigent commissary. If you have questions, needs, or concerns, see your Counselor/CCW.

9.05 Barber/Hair Care Services

The Hair Care Services area is located on the second floor of the Programs Building.

Shop hours for inmates are as follows:

Monday: 8:30 am-11:30 am and 1:00 pm-4:00 pm
Wednesday: 8:30 am-11:30 am and 1:00 pm-4:00 pm

In order to receive a haircut, submit a request slip to the Barber shop and allow approximately 3-4 weeks for confirmed appointment. Haircuts may be allowed in the Restrictive Housing Unit based upon schedule and must be requested through the Counselor/CCW.

Hair weaves; hair extensions and/or hair appliances will be removed by the inmate and placed in your property after removal.

Inmates not able to remove their hair weave, hair extensions and/or hair appliances is informed that they will have them removed by a professional barber.

The facility does not dictate restrictions related to personal hairstyles unless security precautions establish a reasonable need.

Hairstyles, rubber bands, fabric, or other items that impede a staff person from performing a proper search of the hair and scalp are forbidden.

9.05.01 Razor Issue and Return Process

In general population, razor use occurs according to the Daily Schedule. You will be allowed to use a razor for 20 minutes. Razors are not to be shared or given to others. Destruction, tampering or altering of razors creates an unsafe environment, is a serious matter, and may result in disciplinary action.

The use of razors is subject to safety, security, and health considerations.

Upon completion of shaving, return the used and cleaned razor to the Unit Officer at the workstation.

In Restrictive Housing, please follow staff instructions regarding shaving, which occurs according to schedule on Wednesday and Friday. In Restrictive Housing, inmates may be allowed razor usage on the morning of their court appearance.

As a reminder, any used razor must be returned to staff in a clean, un-tampered, safe manner.

9.06 Library

The facility has a library. Each Pod has a scheduled library time. A book cart goes to the Restrictive Housing Unit at scheduled times as well. If you are housed in a Restrictive Housing Unit, you can request specific materials by completing an Inmate Request Form and sending it to the Librarian. Respect books and keep them in good condition. Do not lend library books to others because you are responsible for any damages.

9.07 Recreation

You are encouraged to participate in regular physical activity in order to maintain your health, reduce stress and improve your mental outlook.

9.07.01 Pod Activities

Most Pods have an attached Recreational Deck. You are free to access this area according to schedule unless otherwise directed by the Pod Officer.

A certified fitness trainer is assigned to provide activities and classes that promote a healthy lifestyle. Classes may include Health, Stress Management, Stretching, Exercise Benefits and Wellness/Fitness topics.

Gym wear may be worn in the recreation area, but you must change into your uniform to remain in the dayroom area.

Shadow boxing/practice boxing, kicking, self-defense/offensive movements, and teaching one another how to fight is not allowed.

9.07.02 Gym

The Multi-Purpose Building (Gym) is available to designated pods on a scheduled basis: There are four basketball hoops, one handball court and a fitness room with cardiovascular machines. A weekly gym schedule shows which days and times your pod has gym. The schedule is subject to change.

9.07.03 Gym Rules

- You must wear your jumpsuit uniform while traveling to and from the gym.
- You may wear a t-shirt and gym shorts while exercising in the gym.
- Sneakers are the only accepted footwear in the gym.
- Do not enter the gym office. Knock on the door and a staff person will assist you.
- No throwing/kicking basketballs.
- No spitting in fountains or on floor/walls.
- Respect the facility, equipment, staff, and each other.

9.08 Religious Services

Religious services are held on a regular basis. Attendance is voluntary. Religious Program Schedules are available upon request. Other services not scheduled can be requested through your Counselor/CCW.

Clergy and religious counseling is available upon request. Clergy are willing to help out with family or personal crisis, religious education, spiritual guidance and as a resource for religious literature.

There is a Chapel and a Muslim Prayer Room located in the Programs Building on the second floor.

Catholic Mass, Protestant, and Muslim Services are held on a regular basis.

An inmate may not pass their Kufi off to another inmate for any reason.

9.08.01 Religious Diet

Inmates may request a special religious diet by completing an Inmate Request Form, addressed to the Programs Building Administrator.

9.09 Notary

Notary Publics are available. If you need a legal document notarized, you can put in a request on an Inmate Request Form. Only documents that need to be notarized to satisfy legal requirements will be notarized. Staff reserves the right to review and determine necessity on a case by case basis.

9.10 Interpreter Services

If your native language is not English, an interpreter can be provided for important information. Some materials, such as this Inmate Handbook, are provided in Spanish and English. Assistance will be arranged for hard of hearing or deaf inmates. See your Counselor/CCW for assistance.

9.11 American Veterans in Prison

The American Veterans in Prison (A.V.I.P.) group offers emotional and informational support for incarcerated Veterans. Outside speakers from the Veteran's Administration come to speak to the group and Veteran's Day; Memorial Day is celebrated with special programs. Inmates must have prior military service, which can be documented with a DD214.

SECTION 10: HEALTH

10.01.01 Concept

The HCSO recognizes that good health care is important to your entire well-being and positive adjustment to the facility. Health care consists of medical, dental and mental health. The Medical Intake process is mandatory and not complying may result in limited privileges and/or being moved to Restrictive Housing.

10.01.02 Availability

Emergency medical services are provided 24 hours per day, 7 days a week. When you need emergency medical attention, notify staff.

10.01.03 Sick Call

Medical Staff conduct in Pod visits/wellness checks, in order to allow inmates, who are restricted to their cells.

When you need medical attention, tell the Pod Officer and ask to be placed on the sick call list. All sick call requests to the Pod Officer for medical or dental evaluation must be made by 6:30 a.m. to be seen that day. Requests after 6:30 a.m. will be evaluated the next day, unless it is an emergency.

No medical records will be given to you during incarceration. You may request to meet with medical to discuss your health concerns. If you wish to inspect your medical records, an appointment may be arranged through the Legal Resources Department. This is subject to safety and security considerations. Upon release, you may, request a copy of your records. There may be a charge for such service.

10.01.04 Emergencies

Correctional Officers are trained to recognize medical emergencies and to immediately notify medical staff that evaluates and appropriately treat inmates with an emergency.

10.01.05 Medication

A qualified healthcare professional (QHP) distributes medication in the Housing Unit. You are encouraged to take the medication prescribed to you. Misuse and/or abuse of these medications may result in disciplinary action. Disciplinary action will be taken if you do not approach the medication cart and refuse in person to the QHP. Refusing from your cell or through a messenger is not acceptable.

10.01.06 Keep-on-Person Medication (KOP)

You may qualify for the Keep-On-Person Medication (KOP). If approved for KOP, you may keep a supply of approved medication and take the medication on your own. Your KOP privileges are subject to termination should you misuse or abuse it. You will receive an orientation from a QHP as to your responsibilities with each medication you are taking. A written contract will be signed by you, in which you acknowledge and agree to follow the rules and regulations of the program. Failure to follow the rules and regulations may result in disciplinary action.

10.01.07 Hospitalization

When specialized consultation or hospitalization is indicated, arrangements are made for these services through the Health Services Department.

10.01.08 HIV/AIDS

Staff acknowledges the major health crisis in our country caused by these infectious diseases. Staff is available for:

- Information on the disease, prevention, testing, and community resources are provided,
- Education regarding aspects of the disease; prevention, and safety tips,
- Counseling is available to all of you who consider yourself in potential risk categories, who request information about testing, or who have already been identified as HIV positive.

You can request information about testing, treatment, and re-entry planning, if you have already been identified as HIV positive. You receive

information about this during the Medical Intake. Communication is confidential. You receive information about this in the Medical Intake.

10.01.09 Communicable Diseases

Information about symptoms and prevention of several communicable diseases is provided during Medical Intake. Anyone who develops or has a contagious disease may be housed with restricted activities or privileges and removed from the general population. Communicable diseases are diseases that can be transmitted from an individual to others. For example, Tuberculosis, Chickenpox, lice and scabies are communicable diseases.

Sexually transmitted illnesses (STIs) are communicable diseases that you can become infected with by having sex with someone who already has one. Common STI's include: HIV (the virus that causes AIDS), Syphilis, Gonorrhea, Chlamydia, Herpes and Genital Warts.

You can contract an STI from vaginal, oral or anal sex. Also, if you have sex with someone who shares needles, you are more likely to contract an STI.

In the community, abstaining from sex (not having sex), not sharing needles, and wearing a condom, or for females, using a prophylactic dental dam recommended by your health care provider, are ways of reducing your risk of contracting an STI.

If you are an intravenous (IV) drug user or have sex with one, if you share needles, or you suspect that your sexual partner may be infected or you think that you might be infected, you should visit with a health care provider by signing up for sick call, or in the community, by visiting your health care provider or a public health clinic.

Some, but not all STI's have symptoms such as: a rash, bumps, sores or blisters around the penis, rectum, vagina or mouth, burning sensation when you urinate, unusual smell, discharge from the vagina or drip from the penis, bleeding or pain when you have sex.

If you have an STI, don't have sex. Take your medicine and tell your partner(s). Make sure your partner gets treated and make sure that you follow the directions from your health care provider completely.

Women who are pregnant, or think that they might be, need to be extremely careful since communicable diseases can sometimes be transmitted to the fetus either during pregnancy or during labor. Make sure you discuss this with your health care provider to allow for proper treatment if you or your sexual partner may or do have a communicable disease.

Sexually transmitted illnesses are avoidable. You need to take responsibility for your own health.

10.01.10 Tattoos, Body Piercing, Body Alterations

Tattooing, body piercing, and body alterations while incarcerated are very dangerous and not allowed.

In the process of tattooing/piercing/alteration, a needle or other sharp object pierces the skin over and over. The tip of the piercing device becomes contaminated with blood or other body fluids. It is not unusual that the same equipment is used over and over from one inmate to another. In this process, it is possible to transfer many diseases. This is extremely dangerous. There are certain illnesses which are passed from one person to another by this process such as: HIV/AIDS, Hepatitis, Cellulitis (a serious infection of the skin) and Methicillin-resistant Staphylococcus aureus (MRSA) is usually spread through direct physical contact with another infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is a cause of staph infection that is difficult to treat because of resistance to some antibiotics

10.01.11 Rhabdomyolysis (rab-do-my-o-ly-sis)

Self-inflicted behavior which causes severe health hazards is not allowed.

For example, the medical condition called **Rhabdomyolysis** can occur in anyone under particular circumstance with severe, sometimes fatal consequences that requires immediate medical attention and observation.

Excessive exercise is the leading cause of this serious medical condition that has required extensive stays in an outside hospital.

An extreme number of push-ups and/or squats without proper rest or hydration can lead to rhabdomyolysis. This behavior resulting from a debt or wager owed from either a type of gambling, hazing, or dare is prohibited.

Gambling is when one engages in, or organizes, wagers or games for personal gain, money or anything of value. The act of excessive exercise, as payback for a wager, debt, or dare is considered something of value and is in direct violation of institutional rules. This behavior poses an imminent threat to your health, safety, and security, and is therefore prohibited.

If you are involved in such self-inflicted injury, due to excessive exercise resulting from debt or wager, you can be subjected to the disciplinary process. If deemed guilty of such behavior you may be classified as a Restrictive Housing Unit inmate.

10.01.12 Personal Hygiene

You are given a hygiene kit upon entry. Other items are available through Commissary. It is your responsibility to maintain a clean and neat

appearance. You are encouraged to shower daily and should take a minimum of three showers per week. In addition, hot and cold running water is available, as well as soap. You can be proactive in your personal hygiene by consistent hand washing. Hand washing is the single most effective way to control the spread of bacteria and other contagious diseases/infections.

10.01.13 No Smoking

This is a smoke-free facility for the health and well-being of all staff and inmates. All smoking paraphernalia (cigarettes/tobacco products, matches, or a lighter, vape pens, nicotine products, etc.) are contraband. Written material on smoking hazards and smoking cessation tips are available to inmates during the medical intake process.

Possession of smoking paraphernalia, cigarettes/tobacco products, matches, nicotine products or a lighter at any time is not allowed.

For those of you who are addicted to illegal substances, such as heroin and cocaine, the confidence and pride you can obtain in abstaining from smoking, can bolster your willpower not to resume the use of addictive illegal substances that are also harmful to your health and wellbeing.

In 1988, the U.S. Surgeon General reported that nicotine (an active ingredient in cigarettes) is just as addictive as heroin and cocaine.

Smoking leads to lung cancer, emphysema, heart disease and other serious illnesses.

For women, lung cancer has now surpassed breast cancer as the leading cause of cancer deaths among women. Pregnant smokers have higher rates of miscarriage, stillbirths and babies who are born too early. More of their babies die soon after birth from crib death than newborns of non-smoking mothers.

10.01.14 Reasonable Accommodation of Special Needs

HCSO recognizes and follows the guidelines of the American’s with Disabilities Act. If you have a special needs concern and feel that you need accommodations, you may sign up for sick call to address your concerns with Health Services staff.

The HCSO provides a process to address inmate requests for special accommodations which may fall under the American with Disabilities Act (ADA) or other provisions of state and federal law.

10.01.15 Medication Assisted Treatment

Under the supervision of the HCSO physician, the Opioid Treatment Program (OTP) will provide Medication for Opioid Use Disorder (MOUD) to person(s) in custody (in any status). Treatment will be provided to individuals who were receiving MOUD through a legally authorized medical program or by a valid prescription before commitment or upon the recommendation of a QHP after the completion of a thorough clinical assessment. Treatment under the OTP is voluntary. Any change or discontinuation of treatment shall be determined by a QHP under the supervision of the physician.

Forms of MOUD offered at HCSO include Methadone, Buprenorphine (Subutex, Sublocade) and Vivitrol. Individuals are provided information during the medical intake, during Orientation, and during clinical evaluation. If you are interested in more information, please submit a Request Form or discuss further during a medical or mental health evaluation.

10.02 Mental Health

10.02.01 Concept

Mental Health services are provided by professional staff in the Health Services Department. Services include evaluation, treatment, and crisis intervention.

10.02.02 Referrals

Staff may place a referral for you to be seen by mental health if they have any concerns about your wellbeing or functioning. You may also request mental health attention by filling out an Inmate Request Form.

10.02.03 Suicide Prevention

HOW TO ASK FOR HELP

- Talk to your Counselor/CCW
- Talk to the Unit Officer or Supervisor
- Fill out an Inmate Request slip
- Talk to a (Mental Health) MH Clinician or Medical Staff

If you are having thoughts of suicide or hear someone else talking about suicide…

Do not wait!
Report it right away!!!
Every life matters!!!

What is suicide?

- It's ending ones' life on purpose
- Suicide may be a cry for help due to emotional pain or due to a situation/mental health
- In most cases, suicide can be prevented if the person gets help
- Suicide is final

Why do people become suicidal?

- When one's stress and emotional pain feels like it's too much to handle and they do not believe they have the ability to deal with the problem

OR

- When one's ability to think clearly or manage impulses is affected by mental health or they are high, drunk or detoxing

Common Myths about Suicide:

- MYTH: Mentioning suicide may give the person the idea
- MYTH: people who make suicide attempts just want attention
- MYTH: Once people are suicidal, they're beyond help
- FACT: You cannot make someone suicidal by asking them. Suicidal people already have the idea. Talking about suicide can help prevent a person from acting on those thoughts
- FACT: Often, a suicide attempt is a way for a person to reach out for help. Dismissing the incident only makes matters worse. If the person doesn't get help, they may make a more serious attempt next time.
- FACT: The crisis period may last only for a limited time. The person can get help; but, another crisis may occur. Take each time seriously and get the person the help they need
- FACT about JAIL: Over 50% of inmate suicides take place within the first 24 hours of incarceration
- FACT about JAIL: 27% of inmate suicides happen within the first 3 hours

Warning Signs:

- Depressive Symptoms
- Sudden calmness after Depression-A sudden change in mood can mean that the person is relieved because they believe their problems will soon end
- Hopelessness/helplessness
- Not thinking about the future
- Changes in behavior
- Making preparations
- Threatening suicide
- Talking/writing about death or dying

Risk Factors in Jail:

- 1st incarceration
- New to institution
- Serious changes
- History of trauma and/or mental health issues
- History of Substance Abuse

What should you do if…

Please let staff know if you feel suicidal, hopeless or trapped.

- I feel hopeless?
- I feel like I am trapped and there is no other way out?

LET STAFF KNOW!

What will happen?

- Staff will support you
- Arrangements will be made for you to meet with a MH Clinician.
- Security Staff will assess your safety and put you in a safe environment while you wait for a MH Clinician to meet with you

What should I do if…
If you overhear someone talking about wanting to die, making a suicidal comment or planning to end their life, let staff know immediately!

Take any mention of suicide seriously!

LET STAFF KNOW!!!

What will happen?

- Staff will handle the situation professionally and discretely.
- Staff will assess the safety of all inmates in custody.
- Staff will arrange for the individual to speak to a MH Clinician to see how we can best help.

REMEMBER: YOU COULD SAFE A LIFE!!!

10.03 Dental

You will be screened by the Health Services staff for any obvious dental problems at time of admission. A Dentist comes to the facility several times a week. If you think you need dental attention, you may request an appointment utilizing the Sick Call procedure. Generally, there is a waiting list to see the Dentist. Emergency dental treatment is given first priority.

Oral Hygiene

You can help improve your oral hygiene by making plaque and tartar control part of your daily routine. Proper brushing helps remove plaque from the outer, inner, and chewing surfaces of your teeth. This is an accepted method of proper brushing. Your dentist or hygienist may suggest another. Between Dentist visits, use fluoride toothpaste that reduces tartar formation and protects against cavities. It is recommended that you brush your teeth after every meal and before bed.

SECTION 11: CONDUCT AND DISCIPLINE

11.01 Behavioral Expectations

Your period of incarceration in the HCSO and life in general, is a series of choices. You can choose to create a life style of harmony, respect, and accomplishment, or you can choose negative thoughts and actions which make you and others around you miserable.

Three of the principles which guide this facilities operation are: Direction, Consistency, and Consequences. The Direction is contained in this book; abide by it, and you can discover personal success. Rules are maintained with consistency. Consequences follow violating the rules. Serious infractions toward an inmate, staff and/or visitor are investigated for consideration for prosecution.

11.01.01 Crime Referral

Inmates who are alleged to have committed a crime (an act covered by criminal law), when the alleged serious violation(s) of existing facility rules and regulations of existing local, state, and federal laws is apparent, are referred to the to appropriate law enforcement officials/agency for possible prosecution.

11.01.02 Assaults upon Staff

Massachusetts General Laws, Chapter 127, Section 38B.

(a) For the purposes of this section, “bodily substance” shall mean any human secretion, discharge or emission including, but not limited to, blood, saliva, mucous, semen, urine or feces.

(b) Any person in the custody of a correctional facility, including any jail, house of correction, trial court, detention facility or state prison, who commits an assault or an assault and battery upon an officer or other employee, any volunteer or employee of a contractor in any such facility or any duly authorized officer or other employee of any such facility

engaged in the transportation of a prisoner for any lawful purpose shall be punished by imprisonment for not more than 2 and one-half years in a jail or house of correction or for not more than 10 years in a state prison. Such sentence shall begin from and after all sentences currently outstanding and unserved at the time of said assault or assault and battery.

(c) Any person in the custody of a correctional facility, including any jail, house of correction, trial court detention facility or state prison, who commits an assault or an assault and battery by means of a bodily substance upon an officer or other employee, any volunteer or employee of a contractor in any such facility or any duly authorized officer or other employee of any such facility engaged in the transportation of a prisoner for any lawful purpose shall be punished by imprisonment for not more than 2 and one-half years in a jail or house of correction or for not more than 10 years in a state prison. Such sentence shall begin from and after all sentences currently outstanding and unserved at the time of said assault or assault and battery.

11.02 Sexual Misconduct Guidelines/Relationships and Boundaries

Jail is not a place to form love or sexual relationships. Therefore sexual misconduct/solicitation and flirtation is not allowed.

- Physical contact is prohibited.
- If you are in programs or vocational training together, you can discuss business only.
- You may not pass notes or contraband as a way of communicating socially.

11.02.01 Sexual Abuse

Sexual Misconduct is a serious violation of HCSO rules and regulations. However, in the event that you are sexually abused, the agency provides multiple internal ways for you to privately report sexual abuse and sexual harassment to staff or to a public or private agency that is not part of HCSO. Sexual abuse of an inmate, detainee, or resident includes: if the victim does not consent, is coerced into act by overt or implied threats of violence, or is unable to consent or refuse. If you are the victim of sexual abuse, you should not shower, and you should not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, drinking or eating. Also, you should give to staff, any clothing/bedding, etc. that can be used as physical evidence.

Once reported, appropriate action will be taken by staff as indicated and victims are seen by Health Services Staff for treatment and confidential counseling. The situation is reviewed for administrative,

classification/disciplinary purposes and for Criminal Investigation as warranted.

The HCSO makes known to all employees, vendors, contractors and consultants that it will fully enforce Massachusetts General Laws, Chapter 268, and Section 21A which reads as following:

Section 21A - An officer or other person who is employed by or contracts with any penal or correctional institution in the commonwealth, and who, in the course of such employment or contract or as a result thereof, engages in sexual relations with an inmate confined therein, within or outside of such institution, or an inmate who is otherwise under the direct custodial supervision and control of such officer or other person, shall be punished by imprisonment for not more than five years in a state prison or by a fine of $10,000 or both. In a prosecution commenced under this section, an inmate shall be deemed incapable of consent to sexual relations with such person. For purposes of this section, sexual relations shall include intentional, inappropriate contact of a sexual nature, including, but not limited to conduct prohibited by section 22 or 24 of Chapter 265 or section 2, 3, 35 or 53A of Chapter 272.

11.02.02 Sexual Abuse and Sexual Harassment are Prohibited

They include: sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; or by a staff member, contractor or volunteer.

Sexual Abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

2. Contact between the mouth and the penis, vulva, or anus;

3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and

4. 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.

Sexual Abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

2. Contact between the mouth and the penis, vulva, or anus

3. 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;

4. 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;

5. Any other intentional contact, either directly or through the clothing, of or with 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;

6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1-5 of this section;

7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and

8. Voyeurism by a staff member, contractor, or volunteer. Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions, requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate’s naked body or of an inmate performing bodily functions.

Sexual Harassment includes-

1. Repeated and unwelcome sexual advances, request for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and

2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident 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.

In the event that you feel you have been sexually harassed, retaliated against by other inmates or staff for reporting sexual abuse and sexual harassment, or that staff have neglected or violated their responsibilities that may have contributed to such incident, you may report abuse or harassment to staff or a public or private entity or office that is not part of the agency, which could receive and immediately forward your report(s) of sexual abuse and sexual harassment to HCSO staff, allowing you, to remain anonymous, upon request.

The HCSO shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

Following an investigation into an inmate's allegation that they suffered sexual abuse in the facility, the facility shall inform the inmates as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

Substantiated Allegation: Is an allegation that was investigated and determined to have occurred.

Unsubstantiated Allegation: An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

Unfounded Allegation: An allegation that was investigated and determined not to have occurred.

11.02.03 Prison Rape Elimination Act (PREA) Information

The HCSO has a zero tolerance towards sexual assault, sexual misconduct, staff sexual misconduct and sexual harassment. This includes any sexual act as noted above.

If you are a victim of sexual assault, sexual misconduct, sexual harassment, or staff sexual misconduct, you can report it in one of the following ways:

- Speak to a staff member
- Send an inmate request to any staff
- Request to speak with the PREA Manager or PREA Coordinator at your facility
  Your PREA Coordinator is Matt Roman
  Your PREA Manager is Ben Mastay
- Call the Rape Crisis Center Hotline: 1(800) 796-8711; TTY (413) 733-7100; or
  Llàmanos Spanish Language 24-hr Helpline: 1(800) 223-5001
- Contact the National Sexual Assault Hotline Tel: 1(800) 656-HOPE
- Report it directly to the State Police (413) 736-8390

- Foreign Nationals may contact their Consular Officer or Diplomat and relevant official at the Department of Homeland Security.

Calling the Rape Crisis Hotline and not informing Sheriff's Office staff will not allow for your immediate protection and investigation of a crime. You should notify Sheriff's Office staff immediately if you have been a victim of sexual misconduct or sexual assault.

If you are in need of rape crisis counseling, please notify staff so that they can assist you. If you want to receive confidential counseling you can contact the following agency:

YWCA of Western Mass., 1 Clough Street, Springfield, MA 01118
(Additional sites in Holyoke, Westfield, Huntington)
Hotline: (800) 796-8711
Office: (413) 732-3121
TTY: (413) 733-7100

If you need this information explained to you in a different language or format, please notify staff.

11.02.03 Disciplinary Sanctions for Inmates (Sexual Abuse Related)

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on- inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse.

Sanctions shall be in line with the nature and circumstances of the abuse committed, the inmate's disciplinary history, and sanctions for comparable offences by other inmates with similar histories. The disciplinary process shall consider whether an inmate's mental disabilities or mental illness contributed to their behavior when determining what type of sanction, if any, should be imposed.

If the facility offers therapy, counseling, or other interventions designed to address and correct underlying reasons or motivations for the abuse, the facility shall consider whether to require the offending inmate to participate in such interventions as a condition of access to programming or other benefits.

The agency may discipline an inmate for sexual contact with staff only upon a finding that the staff member did not consent to such contact.

For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.

11.02.04 Ways to avoid becoming the victim of sexual abuse

1. Be aware of situations that make you feel uncomfortable. Trust your instincts.
2. If something feels wrong about the environment or situation you find yourself in, leave the area.
3. Don't let your manners get in the way of keeping you safe. Don't be afraid to say "NO", "Stop it now".
4. Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak. Keep your head up and don't avoid eye contact.
5. Avoid talking about sex and casual nudity. These things may make another inmate believe you have an interest in sexual relationship.
6. Do not accept any food, clothing, or gifts from other inmates. Being in debt to another inmate may lead to the expectation that you will repay the debt with sex or sexual acts.
7. Avoid secluded area like closets, storage areas, stairwells, isolated showers or unoccupied bathrooms. Position yourself in plain view of staff members.
8. If you are pressured for sex or sexual acts, talk to a staff member immediately.
9. If you become aware that another inmate is being sexually abused, report it to a staff member. Next time it could be you.
10. Beware of inmates who offer to protect you. Protection has a cost.
11. Do not give out information about your family, friends, or financial support.
12. Do not buy large quantities of commissary items.

11.03 Definitions

These are important definitions for you to know before you read further.

Discipline Officer

- Staff appointed by the Sheriff to investigate alleged rule violations and to share findings with the Hearing Officer,

- The Discipline Officer has the authority to eliminate, adjust, or clarify violations or complaints. They can do this in a major violation case.

Discipline Board
Two (2) members and alternates appointed by the Sheriff; one (1) supervisor and one (1) other staff. The purpose of this board is to handle the formal disciplinary process for violations of rules of conduct.

Discipline Board Hearing
A hearing conducted by a Hearing Officer in order to: investigate and hear the facts of an alleged rule violation through the formal disciplinary

process; to determine the guilt/not guilty of the inmate accused of the alleged violation; and decide appropriate sanctions against the inmate found guilty.

Pre-Hearing Detention/Awaiting Action Status
The confinement of an inmate in an individual cell, which may be in the inmate's designated housing unit or in a Restrictive Housing Unit, until an investigation is completed or hearing is held relative to a disciplinary, administrative, or classification matter, including protective custody issues. Such confinement shall not be punitive and should only be used when necessary to ensure the safety of the inmate, staff or other inmates, or the security of the facility.

During this time, you may only be allowed out of your cell for medical/mental health rounds, attorney calls or attorney visits or exercise out of your cell and showers, as determined by the staff and safety and security considerations.

Privileges
A loss of privileges due to a disciplinary hearing can include regular commissary, personal phone calls, access to the library, personal visits, and access to television, radio, special events, recreational activities, Pod dayroom, and recreation deck, access to the Programs Building or Multi-purpose Building, and other areas of the facility.

Note: Restrictive Housing inmates may have limited privileges. Privileges may be gained or lost based on the enforcement of discipline and classification. Inmates in Restrictive Housing have privileges, subject to safety, security and classification, including access to phone, non-contact visits, recreation, and showers with the Pod population.

Sanctions
Sanctions are the denial of inmate privileges. The facility imposes sanctions for rule violations to the severity of the offense. Acceptable forms of discipline include, but are not limited to the following:

- Warning/Reprimand;
- Loss of privileges for a specified period of time;
- Removal from work assignment;
- Extra work duty for a specified period of time;
- Inability to earn good time credit earned in accordance with M.G.L. c127 and 129;
- Disciplinary detention for a specified period of time;
- Restitution; and
- A combination of the above.

11.04 Inmate Rules

The following rules of inmate conduct specify acts prohibited in the facility and the sanctions which can be imposed upon you as a consequence of violating these rules. This code is followed in order to:

- Ensure that staff takes disciplinary action at such times and to such a degree as is necessary to control inmate behavior within acceptable limits.
- Control inmate behavior in a fair and consistent manner.
- Ensure corporal punishment is prohibited.
- Ensure inmates are placed in disciplinary detention for a rule violation only after a hearing.
- Sanctions imposed for rule violations are reasonably related to the severity of the offense.

There are two types of rule violations: Major (A) Violations and Minor (B) Violations

11.04.01 Rules Outline

The following outline is intended to give you an idea on how to behave in the Pods. It does not cover every rule but it answers the most commonly asked questions of new inmates.

You are expected not to:

- Touch the TV
- Move the furniture or tables
- Place feet up on furniture
- Go into another inmate’s cell or allow someone who is not assigned into your cell
- Hang around the Officer’s Workstation or put your hands on the top of the Officer’s Workstation
- Place any pictures, covering(s) or items on cell walls, doors, windows, lights, or sprinklers
- Wear anything on their heads including issued hat (hats may only be worn outdoors)
- Remove anything from bulletin board(s)
- Use foul/abusive language
- Litter
- Enter another Pod, without being directed to do so
- Yell across the Pod or yell from the recreation decks
- Shave, wash hair, or brush teeth in the sink at the juice bar
- Disrespect others

- Transfer, give away, exchange or sell any clothing or personal items
- Talk through the vents or toilets
- Be completely covered by blankets, sheets, clothing, or other articles
- Leave your Pod with your radios and/or headphones (inmate radios and /or headphones are for Pod, cell, and rec-deck use only)
- Card games are not allowed in the dayroom areas (Cards will be allowed in cells only between roommates)
- Be on a tier which you are not housed; that is, if you live on the first tier, you are not to be on the second tier, unless directed to be there by staff
- Gathering (hang out) in front of another inmate's cell doorway
- Harass or extort (obtain by threat) information from other inmates in regards to their charges or criminal history
- Harass or extort (obtain by threat) commissary, property or paperwork from other inmates

Inmates must:

- Store blue box and footwear underneath bunk at all times.
- Make bed and leave the cell clean before going to work, programs, etc.
- Clean-up after yourself at all times.
- Maintain sanitary and hygienic conditions.
- Respect others.
- Wear full uniform when out of Pod and must be wearing their ID bracelet.
- If announced by staff to "Lock In", you are to return to your cell immediately and if possible, shut the cell door
- In case of an emergency (fight, disturbance, medical emergency, etc.), you will go to your cell immediately and lock yourself in. Do not wait to be told to do so.
- If for some reason you are unable to get to your cell, if there is a disturbance between you and your cell, for example, you must move as far as possible from the disturbance area, sit quietly on the floor and wait until advised by a staff member to move to another location.
- If you are able to get to your cell, but it is locked, you must stand by your door until it is opened for you. Inmates will follow the directions of the Pod Officer, and staff. A slow response to any instructions given by a staff member or Central Control (over the PA system), may result in disciplinary action.
- All inmates are responsible for having a staff scan their ID bracelet when leaving or entering an area.

Inmates are aware of:

- Weekly Command Inspections every Thursday.
- Daily cell inspections.
- All inmates must immediately return to their cells when the Pod Officer or staff calls for a lock down.
- Mandatory meals
- The Officer's Workstation is off limits to inmates. The station is surrounded by a red floor tile barrier that is not to be entered/crossed, unless directed to do so by staff.

11.04.02 Major (A Violations)

These are the most serious offenses, which can be considered an immediate threat to the security and safety of the facility or its staff, inmates, or visitors; or any act, which violates statutory law. The maximum period of disciplinary detention that may be imposed is (10) ten days for one offense and (30) thirty days for all violations arising out of one incident. The Discipline Board may also refer the inmate to Classification for Restrictive Housing status and/or recommend prosecution and/or restitution for damage to property.

Any A-violation during a given month, results in forfeiture of earned good time for that month.

A1 Arson
A2 Assault
A3 Destroying county property
A4 Possession of a drug
A5 Possession of an intoxicating substance
A6 Positive drug screening testing result
A7 Failure to submit to drug screen testing
A8 Escape
A9 Planned or attempted escape
A10 Foul, Abusive Language and/or Threatening Language
A11 Possession of dangerous contraband
A12 Riot
A13 Encouraging a riot
A14 Encouraging a demonstration
A15 Engaging in a demonstration
A16 Stealing
A17 Tampering with a lock and/or a safety device
A18 Premeditated violation
A19 Multiple and persistent minor violations
A20 Violation of an institutional rule
A21 Possession of contraband
A22 Bribery
A23 Creating a disturbance
A24 Attempted violation
A25 Disobeying a direct order
A26 Fighting

A27 Intoxication
A28 Threat
A29 Sexual misconduct
A30 Interfering with a staff member
A31 Misconduct during a visit
A32 Encouraging another to violate a rule
A33 Disruptive behavior or interfering with an institutional policy
A34 Harassment
A35 Conspiracy (more than one involved)
A36 Violation of a local, state or federal statute
A37 Extortion
A38 Gang or other unauthorized activity
A39 Refusing Housing Placement or Required Programming
A40 Gambling
A41 Tattooing, Piercing, Body Alteration
A42 Violation of program related activity (PRA) rules
A43 Misconduct regarding work
A44 Reserved for lower security
A45 Unauthorized use of mail or phone
A46 Medication/Sick Call Violation
A47 Reserved
A48 Reserved

11.04.03 Minor (B Violations)

These are less serious and are not considered an immediate threat to the security of the facility, staff, inmates, or visitors.

B1 Late for count
B2 Foul and abusive language
B3 Malingering
B4 Unauthorized use of mail or phone
B5 Disruptive behavior
B6 Interfering with a staff member's duty
B7 Sexual misconduct
B8 Threat
B9 Fighting
B10 Disobeying a direct order
B11 Creating a disturbance
B12 Bribery
B13 Possession of contraband
B14 Sanitary violation
B15 Medication/Sick Call violation
B16 Gambling
B17 Loitering
B18 Violation of an institutional rule
B19 Encouraging misconduct
B20 Attempted violation
B21 Sick Call violation
B22 Residents are responsible for following their personal contracts (minimum security inmates only)
B23 Returning late from outside activity (minimum security inmates only)

B24 Misconduct regarding a visit
B25 Out of place in the facility (minimum security inmates only)
B26 Violation of program-related activity (PRA) rules
B27 Stealing
B28 Destroying County Property

11.05 Definitions of "A" Violations and Sanctions

A-1 ARSON
An inmate commits this violation when they start a fire or causes an explosion.

SANCTIONS: Minimum-seven (7) days disciplinary detention, Maximum- ten (10) days

A-2 ASSAULT
An inmate commits this violation when they physically attack another or takes an action to propel a dangerous instrument or offensive or dangerous substance at another person.

SANCTIONS: Minimum-seven (7) days disciplinary detention, Maximum-ten (10) days

A-3 DESTROYING COUNTY PROPERTY
An inmate commits this violation when they purposely damage, tamper with, alter, or mutilate an article of county property or county issue.

SANCTIONS: Minimum- Restitution and/or three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention and/or restitution.

A-4 POSSESSION OF A DRUG
An inmate commits this violation when they have in their possession and/or distributes any drug or paraphernalia that was not officially prescribed and issued to the inmate by staff (or distributes medication that was legally prescribed). Possession of unauthorized quantities of prescribed drugs will be considered a violation of this rule. Possession is defined as in one's control, i.e. on the person, in the cell with the personal property.

SANCTIONS: Minimum-five (5) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-5 POSSESSION OF AN INTOXICATING SUBSTANCE
An inmate commits this violation when they have in their possession any behavior modifying substance or paraphernalia, i.e. liquor, alcohol, glue.

SANCTIONS: Minimum-five (5) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-6 POSITIVE DRUG SCREENING TESTING RESULT
An inmate commits this violation when either physical assessment or analysis results in a positive finding through drug screening testing procedures.

SANCTIONS: Minimum-five (5) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-7 FAILURE TO SUBMIT TO DRUG SCREEN TESTING
An inmate commits this violation when they fail to submit and/or provide a urine sample within two (2) hours of original order to do so.

SANCTIONS: Minimum-five (5) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-8 ESCAPE
An inmate commits this violation when they leave the facility without authorization, when they exceed assigned limits of temporary release without permission, when they leave custody, or when they fail to return at the prescribed time while on temporary release from the facility.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days.

A-9 PLANNED OR ATTEMPTED ESCAPE
Attempting or planning escape.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days.

A-10 FOUL AND ABUSIVE LANGUAGE AND/OR THREATENING LANGUAGE
An inmate commits this violation when they use obscene or insulting language or makes an obscene gesture with intent to cause annoyance, offense or threaten staff.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days and disciplinary detention.

A-11 POSSESSION OF DANGEROUS CONTRABAND

An inmate commits this violation when they make, transfers, has in their possession, when they bring into or causes to be brought into the institution an unauthorized item or substance such as the following:

1. A deadly item or a dangerous item.

2. Any item or device for use in making, attempting, or aiding an escape.

SANCTIONS: Minimum-seven (7) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-12 RIOT

An inmate commits this violation when they:

1. With two or more inmates intentionally or recklessly cause or creates a grave risk or alarm.

2. Assembles with two or more inmates for the purpose of engaging in conduct constituting the offense of riot.

3. Advocates, urges, or organizes two or more inmates to engage in disruptive and/or violent conduct of a kind likely to cause alarm.

4. Incites, instigates, organizes, connives at, causes, aids, abets, assists, or takes part in any disorder, disturbance, strike, demonstration, riot, or other organized disobedience to the rule(s) and regulation(s) of the institution.

SANCTION: Minimum-seven (7) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-13 ENCOURAGING A RIOT (See riot definition and sanctions)

A-14 ENCOURAGING A DEMONSTRATION (See riot definition and sanctions)

A-15 ENGAGING IN A DEMONSTRATION (See riot definition and sanctions)

A-16 STEALING

An inmate commits this violation when they take, obtain, or withhold property of another without the owner’s consent.

SANCTIONS: Minimum-Restitution and/or three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention and/or restitution.

A-17 TAMPERING WITH A LOCK AND/OR A SAFETY DEVICE

An inmate commits this violation when they damage, tamper with, manipulate, or alter locking or safety devices.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention plus costs.

A-18 PREMEDITATED INSTITUTIONAL VIOLATION

An inmate commits this violation when staff determines through investigation that a violation was planned and/or coordinated.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention plus costs.

A-19 MULTIPLE AND PERSISTENT MINOR VIOLATIONS

When an inmate commits this violation or commits a minor violation in conjunction with a major violation, the act(s) will be considered a major or an "A" violation.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-20 VIOLATION OF AN INSTITUTIONAL RULE

An inmate commits this violation when their behavior interferes with or violates institutional policy (ies) and/or procedure(s) not specifically listed herein.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-21 POSSESSION OF CONTRABAND

An inmate commits this violation when they makes, transfers, has in their possession, or when they bring into or causes to be brought into the facility any unauthorized item or substance.

1. Unauthorized items or currency which may prove to be a threat to the orderly operation of the facility.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-22 BRIBERY

An inmate commits this violation when they offers, confers, or agrees to confer on any person, any benefit in return for the recipients decisions, opinion, recommendation, vote or action.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-23 CREATING A DISTURBANCE

An inmate commits this violation when they create a hazardous condition by any act which they are not authorized to do or when they annoy or interferes with others by disorderly conduct in an area where other inmates are present.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-24 ATTEMPTED VIOLATION

SANCTIONS: See specific violation. To be dealt with as if violation was actually committed.

A-25 DISOBEYING A DIRECT ORDER

An inmate commits this violation when the order is given to control or to avert a dangerous situation, or one that impacts safe and secure operations.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-26 FIGHTING

An inmate commits this violation when they engage in physical combat or in violent behavior towards another person or when they strike another person.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days.

A-27 INTOXICATION

An inmate commits this violation when they are under the influence of alcohol or any intoxicating substance or drug.

SANCTIONS: Minimum-five (5) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-28 THREAT

An inmate commits this violation when they:

1. Conveys the intent to commit any crime or inflict present or future harm or injury on another person, their property, or their family and/or friends.

2. Compels another to engage or not engage in an act by means of instilling fear that if the command is not complied with, the inmate will inflict present or future harm or injury on them, their property, or their family.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-29 SEXUAL MISCONDUCT

An inmate commits this violation when they engage in sexual contact, solicitation or flirtation with another. "Sexual contact" means the touching of the sexual or other intimate part(s) of another for the purpose of gratifying the sexual desire of either party, or purposely exposes their genitalia or other intimate body part(s) for public view. Solicitation in the form of written, verbal or specific behavior mannerism of a sexual nature. Flirtatious type behavior with inmate(s), staff or others is prohibited.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-30 INTERFERING WITH A STAFF MEMBER

An inmate commits this violation when they intentionally interferes with or obstructs any staff member who is engaged in the performance of their duties. Giving false or misleading information will be considered interfering.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-31 MISCONDUCT DURING A VISIT

An inmate commits this violation when they refuse to comply with visitation policies and procedures or disrupts the visitation area with their actions.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention and/or loss of visits.

A-32 ENCOURAGING ANOTHER TO VIOLATE AN INSTITUTIONAL RULE
To be dealt with as if the inmate committed the violation.

SANCTIONS: See specific violations

A-33 DISRUPTIVE BEHAVIOR OR INTERFERING WITH AN INSTITUTIONAL POLICY
An inmate commits this violation when their behavior is such that it disrupts and/or interferes with the orderly running of the facility.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-34 HARASSMENT
An inmate commits this violation when they annoy or interferes with staff or other inmates, disrupting the orderly operation of the facility.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-35 CONSPIRACY (MORE THAN ONE INVOLVED)
Engaging in a secret plan by a group to commit a violation will be dealt with as if the violation was committed.

SANCTIONS: See the specific violation. To be dealt with as if the inmate had committed violation.

A-36 VIOLATION OF A LOCAL, STATE OR FEDERAL STATUTE
An inmate commits this violation when they commit an act strictly forbidden by law.

SANCTIONS: Minimum-seven (7) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-37 EXTORTION
To gain from an unwilling person by physical force, threat, menace, duress, torture, or any undue or illegal exercise of power or ingenuity.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum- ten (10) days disciplinary detention.

A-38 GANG OR OTHER UNAUTHORIZED ACTIVITY

An inmate commits this violation when they participate or involves themselves in gang or other unauthorized activities including: verbiage, hand signals, attire, written statements or symbols, meeting, planning or recruitment.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

NOTE: The disciplinary panel may recommend, for certain offenses, consideration for placement on Restrictive Housing Status.

A-39 REFUSING HOUSING PLACEMENT OR REQUIRED PROGRAMMING

As determined by assessment criteria, appropriate staff, classification or service plan, an inmate is required to move to an assigned pod/living area and/or cell, and/or participate in required programming.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention and/or referral to Restrictive Housing.

A-40 GAMBLING

An inmate commits this violation when they engage in, or organizes wagers or games for personal gain, money or anything of value.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-41 TATTOOING, PIERCING, BODY ALTERATION

An inmate commits this violation when they are found with tattooing, body piercing and/or body alteration paraphernalia (tattoo guns, dye, or needles, etc.) in their possession or has received any tattoos, piercings and/or body alterations while incarcerated at any facility.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-42 VIOLATION OF PROGRAM RELATED ACTIVITY RULES

An inmate/resident commits this violation when any of the agreed upon and signed rules and regulations of a program related activity are violated by the inmate/resident.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention and/or loss of PRA.

A-43 MISCONDUCT REGARDING WORK

An inmate commits this violation when their behavior regarding work is deemed inappropriate. This includes late for work, unauthorized sickness, walking off the job, being fired, quitting a job without prior discussion with the appropriate staff.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-44 RESERVED FOR LOWER SECURITY

A-45 UNAUTHORIZED USE OF MAIL OR PHONE

An inmate commits this violation when they use of mail or phone interferes with the orderly running of, or procedures of the facility.

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

A-46 MEDICATIONS /SICK CALL VIOLATION

Inmates commit this violation when they do any of the following:

- Does not follow the rules or directions of staff on how and when to take medication
- Hoards medication
- Uses a false I.D. to obtain medication
- Conceals medication
- An inmate who falsifies claims of illness
- An inmate who does not properly follow the sick call process

SANCTIONS: Minimum-three (3) days disciplinary detention, Maximum-ten (10) days disciplinary detention.

11.06 Definitions of "B" Violations and Sanctions

Three or more "B" Violations will result in the offender not earning good time for the month.

B-1 LATE FOR COUNT

An inmate commits this violation when they deliberately disrupt the count procedure by arriving to their cell, or designated area, after a reasonable amount of time.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-2 FOUL AND ABUSIVE LANGUAGE

An inmate commits this violation when they use obscene or insulting language or makes an obscene gesture with intent to cause annoyance, or offend.

SANCTIONS: Minimum-reprimand, Maximum-three (3) days disciplinary detention.

B-3 MALINGERING

An inmate commits this violation when they exaggerate or fake an illness to avoid programs or work assignments.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-4 UNAUTHORIZED USE OF MAIL OR PHONE

An inmate commits this violation when their use of the mail or phones interferes with the orderly running of, or procedures of the facility.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-5 DISRUPTIVE BEHAVIOR

An inmate commits this violation when they engage in activity that undermines the orderly operation of the facility.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-6 INTERFERING WITH A STAFF MEMBER'S DUTY

An inmate commits this violation when they interfere with, or obstruct, any staff member who is engaged in the performance of their duty.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-7 SEXUAL MISCONDUCT

An inmate commits this violation when their sexual behavior becomes a nuisance to themselves, others or interferes with the orderly running of the facility, or solicits in a written, verbal or with specific behavior mannerisms of a sexual nature. Flirtatious type behavior with inmate(s) or staff or others is prohibited.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-8 THREAT
An inmate commits this violation when by their word(s) or action(s) places a person in fear of any type of injury or interference.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-9 FIGHTING
An inmate commits this violation when they engage in physical combat or violent behavior toward another person. This violation may be charged for retaliation of an attack.

SANCTIONS: Minimum-twenty-four (24) hour disciplinary detention, Maximum-three (3) days disciplinary detention.

B-10 DISOBEYING A DIRECT ORDER
An inmate commits this violation when they fail to comply with an instruction or order from a staff member.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-11 CREATING A DISTURBANCE
An inmate commits this violation when they annoy or interfere with others by any act which they are not authorized to do.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-12 BRIBERY
An inmate commits this violation when they offer or suggests money, benefits or favors to staff or other inmates in order to receive an uncalled for benefit.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-13 POSSESSION OF CONTRABAND
An inmate commits this violation when they make, transfers, or has in their possession any unauthorized item or currency.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-14 SANITARY VIOLATION

An inmate commits this violation when they refuse to maintain their own personal hygiene or facility housekeeping standard(s).

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-15 MEDICATION/SICK CALL VIOLATION

An inmate commits this violation when they do any of the following:

- Does not follow the rules or directions of the staff on how and when to take medication.
- Hoards medication.
- Uses a false I.D. to obtain medication.
- Conceals medication.
- An inmate who falsifies claims of illness.
- Does not properly follow the sick call process.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-16 GAMBLING

An inmate commits this violation when they engage in, or organizes wagers or games for personal gain, money or anything of value.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-17 LOITERING

An inmate commits this violation when they are in an area without permission, out of bounds, or remains in an area beyond the length of time necessary to accomplish the authorized purpose.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-18 VIOLATION OF AN INSTITUTIONAL RULE

An inmate commits this violation when their behavior interferes with or violates any policy and/ or procedure not specifically listed in this handbook.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days disciplinary detention.

B-19 ENCOURAGING MISCONDUCT
An inmate commits this violation when they support or encourages others to commit a violation.

SANCTIONS: See specific violation for sanction.

B-20 ATTEMPTED VIOLATION

SANCTIONS: See specific violation. To be dealt with as if violation was committed.

B-21 SICK CALL VIOLATION (minimum security only)
A resident commits a sick call violation when they fail to inform their employer; fails to notify unit staff; or fails to properly follow the sick call process. In addition, a resident who falsifies claims of illness will be found in violation.

SANCTIONS: Minimum- reprimand, maximum-three (3) days room restriction

B-22 RESIDENTS ARE RESPONSIBLE FOR FOLLOWING THEIR PERSONAL CONTRACTS (Minimum security only)
A resident is in violation of not following their personal contract when they fail to participate in any required activities. This includes both in-house and outside activities on their personal itinerary or contract.

SANCTIONS: Minimum-verbal reprimand, Maximum-three (3) days room restriction.

B-23 RETURNING LATE FROM OUTSIDE ACTIVITY (minimum security only)
A resident is in violation of this regulation when any return time exceeds the approved contract or itinerary time.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days room restriction.

B-24 MISCONDUCT REGARDING A VISIT
An inmate commits misconduct during visits when they refuse to comply with visitation policies or disrupts the visitation area with their actions. This includes intimate physical contact with visitors.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days room restriction.\

B-25 OUT OF PLACE IN THE FACILITY
An inmate found in any area without proper authorization from staff.

SANCTIONS: Minimum- reprimand, Maximum-three (3) days room restriction.

B-26 VIOLATION OF PROGRAM RELATED ACTIVITY (PRA) RULES

A resident/inmate commits this violation when required programming and/or any of the agreed upon and signed rules and regulations of a program related activity are violated by the resident/inmate

SANCTIONS: Minimum- reprimand, Maximum-three (3) days room restriction.

B-27 STEALING

An inmate commits this violation when they take, obtains, or withholds property of another without the owner's consent.

SANCTIONS: Minimum- Reprimand and/or restitution, Maximum-three (3) days disciplinary detention and/or restitution.

B-28 DESTROYING COUNTY PROPERTY

An inmate commits this violation when they purposely damage, tamper with, alter, or mutilate an article of county property or county issue.

SANCTIONS: Minimum- Reprimand and/or restitution, Maximum-three (3) days disciplinary detention, and /or restitution.

11.07 Corrective Action

It is the intent of the Direct Supervision concept for Pod Officers to become familiar with inmates living under their supervision and to guide them constructively to improve attitudes and behavior. They have a similar responsibility to challenge and correct inmate's negative behavior as it occurs.

11.07.01 Minor/Informal Disciplinary Procedures

Minor/Informal Discipline is a type of correction intended to be handled directly by the Officer (or other staff members) who witness/believe a violation has occurred.

Guidelines for resolving minor inmate infractions include a written statement of the rule violated and a hearing and decision within seven (7) days, excluding weekends and holidays, by a person not involved in the rule violation. You have the right to waive the hearing.

Pod staff may apply sanctions to offenses for which the sanction is a 72-hour period or less, in room confinement, disciplinary detention, and/or loss of privilege(s) or a combination of the above, but not exceeding one 72-hour period. Informal Minor Discipline may also include but not limited to: a reprimand, removal from work assignment, and/or extra work detail, not to exceed 72 hours, or a combination of the above.

Upon becoming aware of the rule violation(s), the staff member will explain and may offer you with the option of proceeding informally or formally. If you choose to proceed informally, the staff member may impose a sanction involving the loss of privileges and/or a period of room confinement up to, but not exceeding, one 72-hour period, once approved by a supervisor.

Utilizing the Minor/Informal Disciplinary Report, the staff person submits the completed report to the area supervisor on the day it occurs. The report includes: name of the inmate involved, the housing unit, the rule infraction and sanction, including starting and ending times, and shall be signed by the inmate, the reporting staff member and supervisor. A copy of the report shall be given to the inmate, and placed in the inmate's file.

11.07.02 Major "A" Discipline Procedures

(1) The facility has developed and implemented a written plan for inmate discipline. The plan and rules are reviewed/updated annually and includes, but is not limited to, the following elements:

   (a) Rules of inmate conduct and penalties for violations;
   (b) Placement in detention in awaiting action status;
   (c) Informal and formal disciplinary procedures;
   (d) Disciplinary hearing procedures;
   (e) Sanctions; and,
   (f) Appeal process.

(2) The inmate discipline plan establishes a code of offenses to specify acts prohibited within the facility and penalties that may be imposed for various degrees of violation(s). To ensure that all inmates have knowledge of the rules, the rules are provided to each inmate via this handbook (may also be posted on bulletin boards) and during Orientation, and shall also be translated into those languages spoken by a significant number of inmates.

(3) The Sheriff's Office provides training for all staff that interact with inmates so that they are familiar with the code of offenses, the sanctions available, the rationale for the rules, and the procedures to be followed.

(4) When a staff member has reason to believe that a disciplinary offense has been committed by an inmate who, due to its nature, repetitiveness, possible sanction, or the inmate's refusal of an informal procedure, requires formal resolution, the staff member shall prepare an Incident Report and forward it to the designated supervisor(s) before completion of the tour of duty.

(5) There is a provision for pre-hearing detention of inmates who are charged with a rule violation. The Facility Administrator or designee reviews the inmate's pre-hearing status within 72 hours, including weekends and holidays.

"A" Violations go through a process and an investigation. They can proceed to the Disciplinary Board for a full hearing and sanctions. The "A" Violation procedure is summarized below:

- Staff observes incident and takes any steps necessary to control the situation.
- Staff completes an Incident Report.
- Incident Report is forwarded to the Supervisor by end of shift and referred to Discipline Officer.
- Discipline Officer begins investigation within 24 hours of receipt of Incident Report.
- Discipline Officer completes investigation in 72 hours, unless exceptional circumstances delay the investigation.
- Discipline Officer adjusts documents and/or clarifies incident, and produces a Violation Report.
- Discipline Officer gives a copy of Violation Report to inmate.
- Discipline Board conducts a hearing with the inmate present, unless waived or through negative behavior/actions is not present, is conducted not less than 24-hours, and within seven days, excluding weekends and holiday, unless the hearing is prevented by exceptional circumstances, unavoidable delays or reasonable postponements.
- The inmate will receive written notice of the time of the hearing at least 24 hours in advance, but may consent, in writing, to a hearing within less than 24 hours.
- Sanctions can be imposed by the Disciplinary Board.
- Inmate can submit an appeal to Unit Superintendent by asking staff for a Grievance/Appeal Form and submitting it to the Unit Superintendent.

The inmate is normally present during all phases of the hearing, except for the Board's deliberations.

(1) Disciplinary hearing proceedings shall provide that:

(a) Inmates charged with rule violations are present at the hearing, unless they waive the right in writing or through behavior; the waiver is documented;

(b) Inmates may be excluded during the testimony of any inmate or other informant whose testimony must be given in confidence and the reasons for the inmate's exclusion are documented;

(c) The charged inmate is given an opportunity to make a statement and present documentary evidence and to request as a witness any person who has relevant and not repetitive information; such requests may be denied when the appearance of the witness may jeopardize the life or safety of persons or the security or order of the facility; reasons for such denial shall be stated in writing;

(d) If an inmate is illiterate or non-English speaking, or when the issues presented are complex and it is apparent an inmate is not capable of collecting and presenting evidence on their behalf, the inmate shall be afforded the assistance of a staff member designated by the Sheriff/facility administrator or designee; and

(e) Postponement or continuance of the hearing may be granted for a reasonable period upon good cause, which shall be documented.

(2) The hearing officer shall, before reading the charge regarding a disciplinary offense which has been or may be referred to the district attorney for prosecution, advise the inmate that anything which is stated may be used against them in any subsequent criminal proceedings.

(3) The hearing officer's decision shall be based solely upon information obtained in the hearing process, including staff reports, statements of the inmate charged, and evidence derived from witnesses, documents, and video recordings.

(4) A written record shall be made of the disciplinary hearing decision, the disposition and sanctions, and the reasons for the action(s) imposed. The decision shall be reached and a copy of the hearing decision shall be given to the inmate within 48 hours of the conclusion of the hearing.

(5) The inmate has no right to confront or cross-examine witnesses.

11.07.03 Emergency Detention

In the event of a serious facility disruption, which requires emergency measures, inmates can be held in Pre-Hearing Detention, in order to restore order.

11.07.04 Not Guilty Finding

If you are found not-guilty of violation, references to the violation are taken out of your record.

11.07.05 Attorneys

Attorneys are allowed to attend Disciplinary Board Hearing. They may not participate other than by observing and listening. Inmates may consult their attorneys before or after a hearing. Requests for attorneys are made to the Unit Superintendent or designee by submitting an Inmate Request Form.

11.08 Appeal Process-Disciplinary/Classification

Inmates may appeal decisions of the disciplinary hearing officer(s) to the administrator or independent authority. The administrator or independent authority must uphold or reverse the decision of the disciplinary hearing officer(s) within an established time frame.

Inmates have up to seven (7) days from receipt of the decision to submit an appeal in writing for Disciplinary appeals, and five (5) working days for Classification appeals after receipt of the decision. Please include an explanation of the reason(s) for the appeal, the date and your signature, with an accompanying violation report form if applicable. You can give this to your Counselor/CCW or other Pod staff. The staff person will forward this to the appellate authority for review.

The Disciplinary appeal shall be decided within five (5) days of its receipt, and the inmate shall be notified of the results within twenty four (24) hours of the decision.

Classification Appeals are responded to in writing within ten (10) working days of receipt of the appeal.

11.09 Grievance Policy

If you have a legitimate complaint or problem with the operation of the facility or with a staff member, you have the right to ask that it be considered and resolved. You should first attempt to informally resolve the issue with staff. Most times, situations can be clarified or resolved in this manner. Regarding allegations of sexual abuse, you are not required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse (See 11.09.03 Grievance Regarding Sexual Abuse.)

Also, there is a formal "Inmate Grievance" procedure. To file a formal complaint, inmates complete the inmate "Grievance/Appeal Form", within five (5) days, of the incident, available at the Officer's Station or you can ask a either a Counselor/CCW, or a Supervisor. Only one (1) grievance issue may be submitted on a grievance form, and only an individual inmate may file a grievance (not a group or a representative of a group of inmates).

Your complaint must contain the following information:

- Inmate's name
- Unit, Pod and cell number
- Nature and date of complaint
- Inmate's signature

If the complaint is an emergency-please write "emergency" on the grievance form and let staff know the nature of the emergency. Please be specific. Give the completed Grievance Form to the Counselor/CCW or other unit staff.

Grievances are responded to within ten working days upon the responding staff receiving the grievance. Working days exclude weekends and holidays. A grievance needs to be legitimate in nature and not intended to harass and/or disrupt staff and/or operations. Excessive, multiple/repetitive grievances are not legitimate.

Appeals of denied grievances need to be addressed to the area Unit Superintendent/designee within seven (7) days. The Unit Superintendent/designee informs the inmate in writing of the appeal finding within ten (10) working days after receipt of the appeal.

11.09.01 Staff Complaints

If you believe that you are being subject to improper treatment by a staff member, you may file a grievance. Give it to any staff that will then send it to the proper reviewing authority.

11.09.02 Freedom to Use Grievance Procedure

No action will be taken against you resulting from submission of a legitimate grievance unless you knowingly and intentionally make a statement which is proven false.

11.09.03 Grievance Regarding Sexual Abuse

There is no time limit on when an inmate may submit a grievance regarding an allegation of sexual abuse.

You are not required to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse. An inmate who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, nor will such grievance be referred to a staff member who is subject of the complaint.

The HCSO shall issue a final decision on the grievance alleging sexual abuse within 90 days of the initial filing of the grievance following an investigation into an inmate’s allegation that they suffered abuse in an agency facility; the agency shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

Computation of the 90-day period shall not include time consumed by the inmate in preparing any administrative appeal.

The HCSO may claim an extension of time to respond, of up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The HCSO shall notify the inmate in writing of any such extension and provide a date by which a decision will be made.

At any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist inmates in filling requests for administrative remedies relating to allegations of sexual abuse, and shall also be permitted to file such requests on behalf of inmates.

If a third party files such a request on behalf of an inmate, the HCSO may require as a condition of processing the request that the alleged victim agree to have the request filed on their behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process. If the inmate declines to have the request processed on their behalf, the HCSO shall document the inmate's decision.

If you believe that you are at risk of imminent sexual abuse, you are to staff and complete a GRIEVANCE/APPEAL FORM showing the emergency. Also, write "Emergency" on this form.

After receiving an emergency grievance alleging an inmate is subject to a substantial risk of imminent sexual abuse, the HCSO shall immediately forward the grievance (or any portion thereof that alleges the substantial risk of imminent sexual abuse) to a level of review at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and shall issue a final HCSO decision within five calendar days. The initial response and final HCSO decision shall document the agency's determination whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

The agency may discipline an inmate for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the inmate filed the grievance in bad faith.

11.09.04 Inmate access to outside confidential support services

The HCSO shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations, and for persons detained solely for civil immigration purposes, immigrant services agencies. The HCSO shall enable reasonable communication between inmates and these organizations and agencies, in as confidential manner as possible (See 11.02.02 Sexual Abuse and Sexual Harassment are prohibited).

If you are detained solely for civil immigration purposes you shall be provided information on how to contact the consular officials and relevant official at the Department of Homeland Security.

SECTION 12: SAFETY AND SECURITY

12.01 Personal Safety

To ensure your safety, a number of security measures are always enforced. Your cooperation is required to allow staff to perform their duties without interference.

12.02 Inmate Counts

Counts of the inmate population are conducted by staff several times daily to keep track of all inmates.

You must return to your assigned cell, and close your door completely, when the words "count time", "lock in", or "lock down" are announced by staff. Talking to or distracting a Correctional Officer during the count is a rule violation.

12.03 Shakedown Inspections

Periodic and unannounced searches of your housing area and other designated areas of the facility are made to search for contraband.

These searches are done for the safety of you, the other inmates and the staff. Interference during a shakedown is a rule violation. Searches of cells or property do not require your presence.

12.04 Searches

Searches of the facility and inmates may be conducted in order to detect and prevent the introduction of contraband, recover missing or stolen property, and to prevent escapes and other disturbances. The searches shall include, but not be limited to the following:

1. Visual inspection of the facility to include housing units, vocational, program and activity areas, vehicles and deliveries.

2. Visual searches and pat searches of inmates to be conducted, and may be employed in, but not limited to, the following situations:

    - Entrance or exit into secure area;
    - Transportation to and from court/medical trips/visits;
    - Alleged disciplinary infraction;
    - Inmate believed to be in possession of contraband;
    - After escape or attempted escape;
    - Placement into Restrictive Housing;
    - Prior to and following visits; and

- Return from temporary release (emergency escorted trips, work release, etc.).

12.05 Internal Movement

Internal movement is the process of going to and from various buildings inside the secure perimeter. You are responsible for having your ID when moving from one area to another. You must report to assigned staff and ensure that your ID is scanned into or out of each area.

You are expected to go directly to your destination, do not use this time as a time to socialize or for recreation. You may be subjected to a search at any time before, during, or after this movement. Your inmate ID must be worn and visible at all times during movement within the facility.

12.05.01 Out of Pod Movement

- All movement will be announced.
- If you are moving, report to the sally port door in proper attire and line up in single file.
- You will walk in single file along the right wall down the stairs without stopping until you have reached the stop line outside the building.

While outside, heading to your destination you will:

- Go directly to your destination, without stopping.
- Loud, profane, or abusive language will not be tolerated.
- You will not spit.
- You will not talk to inmates on rec-decks or inmates in the "T" area if you are on a rec-deck.

12.06 Contraband

"Contraband" is any item in your possession (on your person or in your cell) that is not issued to you by the facility, purchased by you through the Commissary, or otherwise received or purchased by you through channels specifically approved by the rules of the facility. Authorized items may be considered contraband when found in excess quantities or when altered from the original condition as issued, or used in a way not intended. Other than the lending of newspapers and periodicals (where appropriate), you are not allowed to lend or sell or otherwise transfer any items to anyone. All such items are considered contraband. Furthermore, facility

equipment and supplies found in your possession in other than the authorized area is considered contraband.

The following items are always considered contraband:

- Weapons
- Items that interfere with facility goals of security, safety, order or rehabilitation
- Pornography
- Books (except as loaned, authorized or issued by the HCSO)
- Currency
- Firearms of any type
- Ammunition or explosives
- Knives, kitchen utensils or unauthorized tools
- Intoxicants, such as liquor, alcoholic beverages and/or drugs
- Medication and drugs (certain medications may be dispensed and in your possession only as authorized by the Health Services Department and small amounts of over the counter drugs may be purchased through the Commissary)
- Hazardous and poisonous chemicals
- Toxic or caustic materials
- Destroyed, tampered with or altered clothing, bedding, towels or razors

If contraband is found, items are confiscated and disciplinary procedures may be taken.

12.07 Wellness Checks

Please be aware, that in order to maintain safety and security, appropriate staff conduct wellness checks in housing unit areas that include showers, offices and recreation decks. In certain circumstances, you may be asked to step to the shower door to ensure visual movement in order to verify wellness.

SECTION 13: PROGRAMS

13.01 Program Overview

Participation and eligibility for programs are subject to safety, security and classification. Please see your Counselor/CCW regarding program availability/eligibility, program criteria, and Good Time criteria and availability.

13.01.02 Accountability Pod

The Accountability Program in the Responsibility Pod is a highly structured setting that provides those inmates who are located there with an opportunity to decide what they need to do to stay out of jail.

The Accountability Program is not Restrictive Housing but everything in the unit is done according to a clearly defined schedule.

The Transitional Program in the Responsibility Pod is for inmates who come to jail and are at a high risk to commit more crimes after release because of a number of reasons that include but are not limited to:

- Lack of Education
- Drug or Alcohol Dependency
- Lack of Work Skills
- A Criminal Lifestyle
- Poor Social Skills
- Poor Communication Skills

The Accountability Program is also for those inmates who do little to address the reasons why they are in jail.

These inmates don't comply with their Individual Service Plan (ISP) and fail programs or just don't participate in programming. Criteria can also include a high-risk /need score through a screening process or return from lower security.

The Accountability Pod has a minimum stay of fourteen (14) days but how long you actually stay depends upon you.

Inmates can avoid remaining in or being assigned to the Accountability Pod by complying with their Individual Service Plan (ISP).

13.01.03 Restrictive Housing Unit Programming

Inmates in the Restrictive Housing Unit may be eligible to participate in housing programming. This includes, but is not limited to, re-entry programming, mental health counseling, and programming designed to help rebuild interpersonal relationships. In the Restrictive Housing Unit, you should talk to your Counselor/Caseworker for more information.

13.02 Specialized Non-Violence Program

There are specialized programs that teach skills for non-violence. A Counselor/Caseworker referral is required for participation.

13.02.01 Anger Management Programming

Anger Management Programming is offered. Special emphasis is directed to correct the negative thoughts/attitudes or incorrect beliefs by which people justify using threats or violence toward others. If you have anger issues and you are unsure about how to effectively deal with them, you should consider being a participant in this specialized programming area.

13.02.02 Anger Management Self Help

Anger is… An emotion, a communicator, a feeling, and a cause. There is a reason behind our anger. However, anger is a choice.

Control: To manipulate those afraid of our angry behavior, forcing others to do what you want.

Win: Anger takes over when you are determined to prove you were right.

Control over anxiety: Anger can be used to get out of a situation that scares you.

Create distance: People use anger to maintain distance, fear closeness.

Get even: Revenge, get back at someone.

Protect one's rights: When you feel your rights have been violated.

DO YOU HAVE PROBLEM WITH ANGER?

If your anger is too frequent, lasts too long and disrupt relationships, you may have problem with anger!

Monitor your anger before it blows up!

Step 1:
Recognizing anger indicators is the first sign of controlling your anger. Anger is physically arousing to the body and shows in different ways. When indicators appear, direct your emotions to avoid the painful effects of anger. **Examples**: Fists clench, ears get red, heart races and getting sweaty.

Step 2:
Document the frequency and duration of your anger. Find ways to reduce the frequency and duration of anger by learning to Manage the Power of Anger.

Step 3:
Monitor your anger by using a Daily Anger Inventory Journal. Use the journal to determine your progress of managing your anger.

Directing Anger

1. **Plan for Anger:** You will get angry! So develop a shield to deal with your anger on a daily basis, before, during and after an anger action. Pray, work out, practice relaxation techniques. Try to associate with people who do not anger easily.

2. **Create Reactionary Distance:** Getting away from an angry situation allows you the reactionary distance you need to avoid reacting inappropriately, hurting others. Walk or jog if allowed.

3. **Create Positive Thoughts:** Your beliefs, avoid negative self-talk. Create positive thoughts!

4. **Communication:** Use "I" statements to create positive responses. This avoids "you" statements which accuse people. "I feel_____, because_____."

5. **Develop Anger Alternatives (Choice)**
   a) _____
   b) _____

Effects of Anger

Consequences of inappropriate expression of Anger:
Aggressive/Suppressive anger management has real physical, emotional and behavior consequences that can explode and hurt you and others.

Physical: Nervous, headaches, temperature, scared, sweaty/clammy skin, weight gain, or loss, fatigue, insomnia, heartburn, teeth grinding, rash, hypertension, heart attacks, heart disease and ulcers.

Emotional: Unloved, frustrated, feeling incomplete, resentment, low self-esteem, irritability, worrying, hiding from others, lack of intimacy, mood swings, chronic sadness and depression

Behavior/Intellectual: Sleeping, procrastination, forgetfulness, poor concentration, loss of creativity, bored, negative self-talk, no motivation, cynical of others, divorce, spouse/child abuse and everybody gets angry, but those who learn how to deal with it will ultimately lead happier, healthier, and more productive lives.

If you feel that you need help in order to better deal with your anger, feel free to speak with staff.

13.02.03 Domestic Relationships

These are programs that teach relationship-based skills to help achieve healthy relationships without resorting to threats or violence.

13.02.04 Sex Offender Intervention Services

These intervention services are for those inmates who are incarcerated for offenses that are sexual in nature. Programming is both educational and treatment focused. Services are also available for individuals who need assistance because of being victimized, when they were young. A Counselor/Caseworker referral is necessary for program participation. If you just want to talk, your Counselor/Caseworker will advise you about whom you should contact.

13.02.05 Victim Impact Program

The main objective of this program is to provide participants with an understanding of the physical, emotional and financial impact their offense has had upon the victim, the victim's family, the victim's friends, the victim's neighbors, the victim's community and to empathize with the victim.

13.02.06 Counseling

You may receive counseling from the Counselor/CCW or other Program Staff. You request to be seen for counseling by one of the Counselors/Caseworker by completing an Inmate Request Form. Counseling services are also available based upon need by Mental Health, which is made available by staff referrals or through Sick Call.

Counseling may be for crisis intervention, individual or in a group format. Your assigned Counselor/Caseworker may refer you to the trained Substance Use Counselors, the Violence Prevention Counselors or the Sex Offender Treatment Counselor.

There are also, Health Services Staff and other Counselors that may assist you with HIV/AIDS Counseling.

Services are also available for individuals who need assistance because of being abused or victimized when they were young. A Counselor/CCW referral is necessary for program participation. If you just want to talk, your Counselor/CCW will advise you about whom you should contact.

13.03 Drug and Alcohol Recovery Programs

13.03.01 Alcoholic Anonymous and Narcotics Anonymous

Your Counselor/CCW can refer you to Alcoholics Anonymous meetings and/or when available, a Narcotics Anonymous meeting. Your name must appear on the appropriate list in order to attend these meetings.

13.03.02 Intensive Substance Use Treatment

In order to participate in Intensive Substance Use Treatment you must be referred by your Counselor/CCW and approved by classification. Depending upon your substance use history, you could be referred to at least one of the following:

1. Substance Use Education
2. Break-Thru Program
3. 28-Day Intensive Program

13.03.03 Substance Use Treatment Unit

Substance Use Treatment Unit is available as a living unit for those who have been determined to need more substance use programming. If you reside on this unit, you are expected to have a job (if medically cleared to do so) and/or attend school as well as attend classes, meetings, and groups in the substance use program.

13.04 Academic Education Programs

13.04.01 Educational Programming

The HCSO places a high priority on educational program participation and advancement. Every inmate who does not have a high school diploma, GED, HiSET, or High School Equivalency Diploma is required to enroll in school. Refusal to do so may result in disciplinary action.

Classes offered include:

- GED (High School Equivalency)
- ABE (Adult Basic Education-Level 1 and Level 2)
- ESOL (English for Speakers of Other Languages-Level 1 and Level 2)
- Special Education (17-22 years of age)
- Computer Literacy
- College classes

You must attend each class, be on time, and participate to the satisfaction of your teacher. Only necessary and verifiable excuses will be accepted. Please notify your teacher regarding any absences.

Please note that failure to arrive in a timely fashion and attend regularly scheduled education classes, refusal to comply with assigned class work, disrespect during or disruption of classes may result in disciplinary action.

The Education Department staff can also help you enroll in school when you are released.

13.04.02 Inmate Literacy Law

In 1991, Massachusetts adopted the Literacy Law, Chapter 452 that requires all sentenced inmates must, based on Literacy Testing, demonstrate a reading grade level in English of Grade 8 or higher. If you do not have a Grade 8 reading level, you must attend school.

For those with a high school or GED who do not test at the 8th grade level, you will be given the option of re-testing, enrolling in school for a minimum of 90 days, or signing a refusal form, which will be forwarded to the Parole Board. If you have any questions, you may discuss them with the Education Staff.

13.05 Vocational Education Programs

After successfully completing the mandatory Transitional Program and the VFP/Skills Essential Skills Workplace Training, you may be enrolled into one of the following programs:

13.05.01 Culinary Arts

The Culinary Arts Program is designed to teach in skills necessary to be qualified for entry-level food service jobs with an emphasis on proper care, use and cleaning of tools and equipment commonly found in food service establishments. Students will learn basic cooking skills in the preparation of meats, fish, vegetables, sauces, starches, and bake shop production. Emphasis is also placed on proper sanitation in the workplace and proper attitude. Students prepare food in the Stonybrook and the Olde Armory grill. In addition, students will become proficient with the point of sale and menu systems. The Culinary Arts Program has formed a relationship with Holyoke Community College. Students that complete the Culinary Arts Program will be eligible to earn credits that are transferable to Holyoke Community College upon release.

13.05.02 Building Trade Occupations

The course curriculum in the Building Trades Skills training shop is designed to focus on the primary skills needed for and the techniques used in the carpentry industry. Heavy emphasis is placed developing proficiency in the use of plum, line, square, measuring, reading blueprints and the proper use of hand tools.

13.05.03 Custodial Maintenance

The Custodial Technician program has been designed to teach basic high quality cleaning that contributes to public health and safety. Students are taught the required skills to become a competent, professional custodian: knowledge of cleaning chemicals, germ control, cleaning tools

and machinery, principles of soil removal, safety, efficient and effective cleaning procedures and building labor and safety regulations. Upon completion of the course, a final exam is taken. Students must pass the exam to receive a certificate.

13.05.04 Graphic Arts & Printing Technology

This program offers a complete training program in all aspects of the Graphic Arts Industry. It consists of hands-on training in desktop publishing, offset printing operation, negative stripping, plate making and finishing operations. The student will obtain an understanding and knowledge of work ethics, organizational skills and responsibility needed in the Graphic Arts Industry.

The Graphic Arts and Printing Technology Program provides opportunities for the student to make connections with employers throughout the Graphic Arts Industry. The program also offers up to 6 credits at the Springfield Technical Community College in the following areas: GA 360 Offset Presswork (3 credits) and GA 145 Intro to the Graphic Arts Computer (3 credits)

13.05.05 Welding Occupations

The Welding Occupations training curriculum is designed to provide basic instruction of industry related standards for shop safety, as well as a working knowledge in oxy/acetylene welding and cutting. Students also learn the specific welding techniques used in arc welding, mig welding, tig welding, and plasma cutting. In addition, welding technology, and an introduction into metallurgy are also discussed.

13.05.06 Jail Industries

Jail Industries is a manufacturing program designed to operate on a self-sufficient basis. Jail Industries is a factory producing products for cities, towns, schools, libraries, state agencies, and others.

13.05.07 OSHA 10 General Industry

The Occupational Safety and Health Administration (OSHA) Outreach Training Program teaches workers about their rights, employer responsibilities, how to identify, abate, avoid, and prevent job related hazards.

13.05.08 OSHA 10 Construction

The OSHA Outreach Training Program teaches workers about their rights, employer responsibilities, how to identify, abate, avoid, and prevent job related hazards.

SECTION 14: WORK ASSIGNMENTS

The HCSO encourages all inmates to take advantage of work opportunities but can require all sentenced inmates to work if they are not assigned to programs.

14.01 Inside Pod

All inmates housed at this facility are expected to keep their Unit clean. Besides keeping your cell in a clean and orderly condition, you may be given daily and weekly Pod jobs. This maintains a clean and healthy living area. Pod jobs are assigned and checked by the Pod Officer. Most unit assignments are not eligible to receive earned good time credit.

14.02 Outside Pod

You can contract for work assignments outside of your Pod by first contacting your assigned Counselor/CCW. Most outside of Pod assignments are eligible to receive earned good time.

SECTION 15: EARNED COUNTY GOOD TIME

Offenders serving a county sentence of sixty (60) days or more are eligible to earn good time, and certain eligible pre-trial offenders may be eligible to earn a maximum of ten (10) days earned good time to be deducted from their sentence for each month of participation in a work, educational, vocational or treatment program at the facility. Not all programs are eligible for good time. The Counselor/CCW coordinates the handling of earned good time information.

Earned good time criteria and program availability are subject to change. Your Counselor/CCW can inform you of any revisions and guide and assist you on which programs can best individually meet your needs. Safety, security and classification considerations are primary, therefore certain work or programs may be restricted.

The facility offers many work, educational, vocational and treatment programs. Following are examples of Good Time Earnings Potential. See your Counselor/CCW for more information regarding programs and Earned Good Time information/questions.

Type A = Ten (10) days can be earned.

Type B = Seven and a half (7.5) days can be earned.

Type C = Five (5) days can be earned.

Type D = 0.0 days earned, but if combined with other categories good time can be earned as follows:

- 1 Type B+ 1 Type D= 10 days
- 1 Type C+ 2 Type D= 7.5 days
- 3 Type D = 5.0 days
- 1 Type C+ 3 Type D = 10 days

Type E = 0.0 days can be earned.

Eligible offenders can earn a maximum of 10 days Good Time per month. The following scenarios can earn 10 days Good Time per month:

1 Type A	=	10 days good time per month
2 Type B	=	10 days good time per month
2 Type C	=	10 days good time per month
1 Type B+ 1 Type C	=	10 days good time per month
1 Type B+ 1 Type D	=	10 days good time per month
1 Type C+ 3 Type D	=	10 days good time per month

Offenders forfeit earned good time for any "A" Violation or the equivalent of 3 "B" Violations of the discipline code or termination from an assigned activity. Discipline may disqualify you for Good Time if occurring within the applicable month. Partial credit is not awarded to an offender. Certain types of sentences disqualify sentenced offenders from earned good time eligibility due to statutory restrictions.

10-Day Earned Good Time GED or High School Equivalency Diploma
Any custodial inmate/resident who attains their GED equivalency diploma while incarcerated shall receive a one-time earned ten (10) day good time award, in addition to any other good time earned for participation in that month

15.01 Earned State Good Time

Offenders serving a state sentence are eligible to earn a maximum of ten (10) fifteen (15) days of earned good time to be deducted from their sentence for each month of participation in a work/educational program at the facility. Earned good time, for treatment programs, is limited to those previously approved by Department of Correction, as stipulated by M.G.L. c. 127.

State offenders may accrue no more than five (5) days of earned good time credit for each month in a given category. The offenders may earn five (5) days for work, five (5) days for attendance of an educational program, and an additional five (5) days for certain approved structured activities.

Full earned good time credit is awarded by the facility upon release of an inmate if 50% or greater program participation by the offender is achieved for a program they are currently enrolled. Partial credit is not awarded; all credits are awarded in blocks of 5 days.

All contractual obligations must be satisfied prior to the granting of earned good time related to work assignments. Certain types of sentences

disqualify sentenced state offenders from earned good time eligibility due to statutory restrictions. It is the responsibility of the Classification Manager to maintain a list of these disqualifying sentences.

SECTION 16: PAROLE

16.01 General Definitions and Procedure

Parole Eligibility (PE) dates is the date which an inmate first becomes eligible for parole release. If you are serving a sentence of 60 days or more, county case, you are eligible for parole after half of your sentence has been served. Parole is not an automatic early release. It is a system, which evaluates your responsibility based on your progress in the facility, disciplinary record, nature of your crimes and prior criminal history. It is determined by sentence structure:

- If you are serving a county sentence, you are eligible for parole after serving 50 percent of your entire sentence, including any on and after sentences.
- If you are serving a mandatory sentence your parole eligibility date cannot go lower than the mandatory term of incarceration.
- Your parole eligibility date is not reduced by good time on a county sentence; however your max date is reduced.

Initial Parole Hearing Interview
A questionnaire will be given to you prior to your Parole Hearing.

You are to complete paperwork and a Parole Officer will review it at your pre-parole interview.

You will be called to Parole Office at a later date for interview and to review completed paperwork.

You must bring any other documents that you may want Parole to be made aware of: Certificates of Completion of Programs/Letters of Support, etc.

Parole Hearing
The Parole Board will make a decision based on the following information:

Governing offense, Criminal Record, Institutional Adjustment, Ability to Understand your Criminal Behavior and Public Safety, and whether or not you meet the legal standard for Parole.

The Parole Board will then make a decision that day, along with a reserve date. Reserve date means on or after the specific date contingent upon approval of home and/or work plan determined by the Parole Board by a Field Parole Officer or acceptance into residential Substance Use Programs. A decision of the Parole Board could also be parole denied, postpone, or action pending.

Parole Reserves
If you receive a parole reserve from the Parole Board, the field staff will be notified of your home plan to be investigated:

Field staff has 10 business days to complete investigation. If the home plan is deemed unacceptable for any reason, you will be notified in writing of the home plan denial, and will be afforded the opportunity to submit a subsequent home plan.

Parole Violators
If you are back on a 15 day detainer, you are entitled to a preliminary hearing. Parole staff will have you sign a form 48 hours before your hearing. This form will list the violations being brought against you. You will receive a copy of this once signed.

If you are back on a warrant for permanent custody, you are entitled to a Final Revocation Hearing within 60 days of your return, as long as this warrant has been signed into effect. Parole staff will have you sign a form at least 72 hours before your hearing informing you of the violations being brought against you.

If the warrant for permanent custody is lodged for any reason (new charges, bail, etc.) you will not have a final revocation hearing until the warrant is either served, or you receive another sentence and are eligible for parole on this new sentence (this is called an intervening sentence, crime on parole.)

State inmates are seen by Parole Board Members and hearings occur when eligible. State inmates are informed of their decision at the hearing and will receive written notification within 48 hours.

Any positive Parole Board decisions can be rescinded if an inmate receives any disciplinary actions, warrants, or outstanding criminal charges in other states which the Board was unaware of at the time of initial hearing.

State sentenced inmates are eligible for parole under the "Truth in Sentencing Law" at their minimum date
(i.e., 3-5 years sentence, PE is at 3 years). Earned Good Time will reduce your PE date.

Housing Education
It is important to provide a suitable housing plan to receive parole. If you submit a housing plan that is Subsidized/Section 8 it will be denied by the Parole Field Officer. Subsidized/Section 8 Housing is not acceptable, unless your name is on the lease.

SECTION 17: RELEASE

You earn release either by receiving a parole or by completing your entire sentence minus your earned good time.

When you are released from custody, the Pod Officer reviews with you the condition of your cell and all issued clothing and property. If you have damaged, lost, or altered any property, you are required to make restitution with funds from your account prior to being released.

If all is in order, you show your property receipt to the Property Room Officer who inventories your personal items as they return them to you.

You receive a "Paycard" when the balance in your JMS account is $50.00 or more or at the discretion of Inmate Accounts staff.

You are required to make arrangements to travel back to your home area after you are released. Public transportation is available. See your Counselor/CCW for details.

Upon discharge and within thirty (30) days you are obligated to have removed all personal property that had been stored in the inmate property. All unclaimed property after thirty (30) days will be removed and destroyed.

If you are anticipating being transferred to a state facility, please notify the Property Room Staff in advance of the name of the person who will pick up the property within thirty (30) days.

SECTION 18: COMMUNITY RE-ENTRY UNIT

The Community Re-Entry unit is structured to assist sentenced inmates during approximately the last thirty (30) days of their sentences for their transition to the community and to enhance public safety.

The program focuses on education and planning in those areas of your life that can help you reduce your risk of re-incarceration. Program content is varied and may include participation/information on employment, treatment and education. AISS provides assistance in areas such as: Housing, Employment, Substance Use Disorder, Community Resources and Health Services.

In addition, part of this program allows for the opportunity for escorted program related activities into the community in order to facilitate release planning activities with the All Inclusive Support Services (AISS) for eligible inmates.

As is currently our practice, participation and eligibility for programs are subject to institutional safety, security and classification criterion.

SECTION 19: WESTERN MASSACHUSETTS RECOVERY & WELLNESS CENTER (WMRWC)

WMRWC—is a facility operated by the HCSO. It is a stand-alone, adult community residential correctional facility located at 155 Mill St., Springfield, Ma. 01108. WMRWC provides recovery programming in a community based setting for male and females. Referrals are received from MA Trial Courts, participating Houses of Correction, Massachusetts Parole Board (MPB) as well as the office of the Commissioner of Probation. WMRWC is a thirteen (13) week program. Upon completion, WMRWC residents, if appropriate, may be considered for work release or electronic monitoring opportunities as well as possible release under the supervision of the MPB.

The thirteen (13) week program includes substance use education and individual and group counseling sessions as well as attending community self-help meetings, to help offenders develop the discipline to live a chemically free, productive and law abiding lifestyle.

Offenders are offered the opportunity to connect with a number of re-entry services prior to being released.

19.01 Entrance Criteria

Referrals are received from MA Trial Courts, participating Houses of Correction (HOC), MPB as well as the Office of the Commissioner of Probation.

1. Referral has been received from participating HOC
2. Referral has been cleared by the WMRWC Nursing Supervisor and MH Clinical Supervisor
3. Approval has been obtained from the WMRWC Classification Supervisor
4. A bed becomes available at the WMRWC facility.

SECTION 20: THE DAY REPORTING PROGRAM (DRP)

Since 1986, the DRP has provided home-based incarceration as guidance, structure, and support for participants seeking to transition back into the community. Participants on Day Reporting have a privilege and responsibility to make the most of their DRP involvement by living in a way that is healthy, productive and crime-free. The Mission of the Day Reporting Program is to support participants on their journey to recovery, well-being, positive and healthy relationships, responsible living, and successful, sustained community re-entry.

The Day Reporting Program believes participants will do better with their goals if given encouragement, support, and supervision. Participants will be supported and supervised in the following ways: daily itineraries, daily check-ins, GPS, community spot checks, home-based wellness checks, random urine drug screen, routine alcohol breathalyzer tests, random pat

searches, weekly meeting with their counselor, and individualized treatment planning.

Each DRP participant works with their counselor to develop an individualized treatment plan. Treatment/Service plans are developed to address specific needs including: substance use and mental health treatment, vocational training, educational services, job development, housing and medical treatment. Participants attend programming both at DRP and in the community. Many participate in community AA/NA meetings, individual counseling, peer support groups, CAB, intensive outpatient programs, job search, and GED classes.

To be accepted into the Day Reporting Program, the participant must be screened by classification. Through this process, classification reviews past and current criminal history, institutional behavior, home plan, and willingness to participate in treatment. Classification will complete an interview with each potential participant to explore the above areas. Staff will need to complete a home plan visit for the following reasons: meet with home sponsor, confirm the home plan is not Section 8 or subsidized housing (only allowed if the participant is on the lease), explain DRP requirements with the sponsor, complete paperwork, and confirm they are willing to have each participant reside with them while at DRP.

SECTION 21: ALL INCLUSIVE SUPPORT SERVICES (AISS)

The All Inclusive Support Services (AISS) is a program based in the community serving Hampden County residents. Prior to your release, you will have an opportunity to meet a Re-Entry Assistant from the AISS Program and it is our hope that you will get to meet with a Re-Entry Assistant a number of times prior to your release. During those meeting they will discuss with you your Release Plan. The Re-Entry Assistant will be your AISS case manager in the community when you are released, if you decide to voluntarily utilize the help that AISS offers. If you engage with a Re-entry Case Manager, Baystate (SAMHSA), DMH, or Roca, rest assured that all services at AISS remain open and available to you through that case manager

If for some reason, you do not meet with a case manager prior to release, a staff from AISS will meet with you to discuss the AISS program and the benefits of following through with AISS upon your release. You may show up for a walk-in at Intake 8-11:30am any weekday morning or Monday afternoons 12:30 – 2pm.

AISS strongly encourages you to begin thinking about your release from the first day of your incarceration. Your participation in programming during your incarceration will reflect the types of services you will be eligible for upon your release. You are encouraged to take advantage of as many programs as you can while you are incarcerated and assist you in planning for release and on your return to the community.

The AISS Program is ready to support you and assist you as you make the transition from incarceration back to the community. Services are free of charge.

The AISS Re-Entry Center is located at 736 State Street in Springfield, at the corner of State and Buckingham in the building marked "Johnson Life Center." To get there from State Street, turn onto Buckingham Street at the bright red furniture store by the stoplight across from the public library. You must enter at the parking lot, which is located at 28 Buckingham Street.

AISS works closely with many community agencies. Many of those agencies provide services right there at 736 State Street.

The Re-Entry Center offers such in-house programs as: Mentoring, Community Based Support Groups, Employment (Readiness, Job Search, and Job Retention), Mental Health services, Intensive Outpatient Programs, and many types of Educational classes.

AISS also provides Community Resources Information and Referrals. Other services we can assist you with in the community include: food, shelter, Mass ID, employment, interview preparation, completing your resume, online job applications, clothing, health, education, dealing with D.O.R or D.T.A, spiritual reconnection and drug and alcohol treatment.

AISS also have Mentors who want to help you not return to jail. Many of the Mentors are ex-offenders who have changed their lives, are now living crime-free lifestyles, and want to reach back to help people like you, who right now, are where they used to be.

The AISS Program is not a program of supervision. AISS is not parole or probation. AISS is here to help those who are serious about making changes in their lives so that they never have to see the inside of a cell again. AISS is available to you at any time after your release whether you contact us the first day of your release or months after you have been released.

AISS's Motto is: Supporting the Whole Person

Re-entry after incarceration will surely bring challenges, but you can face the challenges with help and support by connecting with AISS. If you want to find out how AISS can help you once you are released, contact (413)781-2050 ext. 8300 or come by our Drop-In Center located at 736 State Street, Springfield (enter at 28 Buckingham Street).

SECTION 22: RESTORATIVE AND VICTIM SERVICES

The staff strongly encourages offenders to acknowledge the impact of their criminal behavior upon victims and other community members. It is HCSO's philosophy that offenders need to understand the impact of their actions and how these actions affect other people. As corrections professionals

HCSO is committed to challenging all offenders to their responsibility and offer an opportunity, (through involvement in the Victim Impact Program and Community Accountability Boards for each offender to acquire the tools necessary to address the impact.

HOUSEKEEPING PLAN

Product Number		#5	#52	#2	#51	
Product Name		Virex II 256 Disinfectant	Alpha-HP Multi-Surface Cleaner	Top Notch Surface Cleaning	Revive Plus SC Floor Maintainer	
Personal Protection Equipment	Use Solution		None		None	
	Concentrate		None		None	
Special Use		Spray-Leave wet for 10 minutes	Spray & Wipe NO MIX WITH AMMONIA, BLEACH AND CHLORINATED COMPOUNDS	Apply with sponge, cloth, wipe and rinse	Spray & Buff	Frequency Cleaning
Area/Item						
Carpets						Vacuum Daily
Floors			X		X	Daily
Stairs			X			Sweep Daily
Cells						
Walls			X			
Floors			X			
Sink/toilet		X (use 2nd)	X (use 1st)			Cleaning materials available daily
Bunk		X				Cleaning materials available daily
Mattress		X				Upon admission or discharge
Windows			X			Weekly
Bathrooms						
Sink/toilet		X (use 2nd)	X (use 1st)			Daily
Floors						Weekly
Equipment						
Clippers/Tweezers		X				After each use
Gym		X				After each use
Phone		X				Daily
Common Areas						
Tables/Chairs		X				Daily
Windows/Sills			X			Daily
Stairs						Sweep Daily
Counters		X				Daily
Sinks		X (use 2nd)	X (use 1st)			
Showers		X (use last)	X (use 2nd)	X (use 1st)		Daily
Water fountains		X				Daily
Handrails		X				Daily
Door handles		X				Daily
Recreation Deck						
Floor						Sweep Daily
Bench			X			Weekly

REFERENCES:
CMR:
103 CMR 943.01, 943.04, 943.05, 943.06, 943.07, 943.08

943.01: Inmate Disciplinary Plan

(1) The county correctional facility shall develop and implement a written plan for inmate discipline. The plan shall include, but not be limited to, the following elements:

(a) Rules of inmate conduct and penalties for violations;

(b) Placement in detention in awaiting action status;

(c) Informal and formal disciplinary procedures;

(d) Disciplinary hearing procedures;

(e) Sanctions; and,

(f) Appeal process.

(2) The inmate discipline plan shall establish a code of offenses to specify acts prohibited within the county correctional facility and penalties that may be imposed for various degrees of violation. To ensure that all inmates have knowledge of the rules, the rules shall be posted in a conspicuous place given to each inmate during orientation, and shall also be translated into those languages spoken by a significant number of inmates.

(3) The county correctional facility shall provide training for all staff who interact with inmates so that they are thoroughly familiar with the code of offenses, the sanctions available, the rationale for the rules, and the procedures to be followed.

(4) The county correctional facility shall review the written discipline plan and rules of inmate conduct on an annual basis and update them, if necessary, to ensure that they are consistent with constitutional and legal principles.

943.04: Informal Disciplinary Procedures

The inmate discipline plan shall include written policy and procedure that provides for and governs the informal handling of disciplinary offenses. Such informal procedures shall not apply to offenses for which the sanction imposed may exceed one 72-hour period in room confinement or disciplinary detention and may include the loss of statutory good time. Such informal procedures shall include, but not be limited to, the following:

(1) Upon becoming aware of the rule violation(s), the staff member may confront the inmate with the option of proceeding informally or formally. If the inmate choses to proceed informally, the staff member may impose a sanction involving the loss of privileges and/or a period of room confinement up to but not exceeding one 72 hour period once approved by a supervisor.

(2) The incident and informal resolution shall be documented in a report submitted by the staff person to the shift supervisor or other designated staff on the day it occurs. Such report shall include the name of the inmate involved, the housing unit, the rule infraction and sanction, including starting and ending times, and shall be signed by the inmate and the reporting staff member. A copy of the report shall be placed in the inmate's case files.

(3) The Sheriff/facility administrator shall appoint a staff member(s) to review such reports and informal resolutions on a regular and continuing basis to ensure their appropriateness and effectiveness in promoting inmate discipline and the good order and safety of the facility.

943.05: Formal Disciplinary Procedures

The inmate disciplinary plan shall include written policy and procedure that provides for and governs the formal handling of disciplinary offenses. Such formal procedures shall include, but not be limited to, the following requirements:

(1) When a staff member has reason to believe that a disciplinary offense has been committed by an inmate which, due to its nature, repetitiveness, possible sanction, or the inmate's refusal of an informal procedure, requires formal resolution, the staff member shall prepare a disciplinary report and forward it to the designated supervisor(s) before completion of the tour of duty.

(2) Disciplinary reports prepared by staff members shall include, at a minimum, the following information:

(a) The specific rule(s) violated;

(b) A formal statement of the charge(s);

(c) An explanation of the event, including who was involved, what transpired, and the time and location of occurrence;

(d) Unusual inmate behavior;

(e) Staff, or other, witness(es);

(f) Disposition of any physical evidence;

(g) Any immediate action taken, including the use of force; and

(h) Reporting staff member's signature and date and time report is made.

(3) An appropriate investigation of the alleged rule violation(s) shall be begin within 24 hours, excluding weekends and holidays, after the disciplinary report is received by a designated supervisor, and shall be completed without unreasonable delay unless there are exceptional circumstances for delaying the investigation.

(4) Upon completion of an investigation indicating that further disciplinary action is warranted, a copy of the disciplinary report shall be given to the disciplinary officer/committee, and a written statement of the charge(s), including a description of the incident and the specific rule(s) violated, shall be given to the inmate. The inmate shall receive such written statement at least 24 hours prior to the disciplinary hearing.

(5) A disciplinary hearing shall be scheduled as soon as practicable, but not later than seven days, excluding weekends and holidays, after the disciplinary report is filed with the disciplinary officer/committee, unless the hearing is prevented by exceptional circumstances, unavoidable delays, or reasonable postponements. The reasons for any delays shall be documented.

(6) The inmate shall receive written notice of the time of the hearing at least 24 hours in advance, but may consent, in writing, to a hearing within less than 24 hours.

943.06: Procedures for Disciplinary Hearings

The inmate disciplinary plan shall include written policy and procedure governing disciplinary hearings which shall include, but not be limited to, the following requirements:

(1) Disciplinary hearings shall be conducted by an impartial hearing officer appointed by the Sheriff/facility administrator.

(2) Disciplinary hearing proceedings shall provide that:

(a) Inmates charged with rule violations are present at the hearing, unless they waive the right in writing or through behavior; the waiver is documented;

(b) Inmates may be excluded during the testimony of any inmate or other informant whose testimony must be given in

confidence and the reasons for the inmate's exclusion are documented;

(c) The charged inmate is given an opportunity to make a statement and present documentary evidence and to request as a witness any person who has relevant and not unduly cumulative information; such requests may be denied when the appearance of the witness may jeopardize the life or safety of persons or the security or order of the facility; reasons for such denial shall be stated in writing;

(d) If an inmate is illiterate or non-English speaking, or when the issues presented are complex, the inmate shall be afforded the assistance of a staff member designated by the Sheriff/facility administrator or designee; and

(e) Postponement or continuance of the hearing may be granted for a reasonable period upon good cause, which shall be documented.

(3) The hearing officer shall, before reading the charge regarding a disciplinary offense which has been or may be referred to the district attorney for prosecution, advise the inmate that anything which is stated may be used against him in any subsequent criminal proceedings.

(4) The hearing officer's decision shall be based solely upon information obtained in the hearing process, including staff reports, statements of the inmate charged, and evidence derived from witnesses, documents, and video recordings.

(5) A written record shall be made of the disciplinary hearing decision, the disposition and sanctions, and the reasons for the action(s) imposed. The decision shall be reached and a copy of the hearing decision shall be given to the inmate within 48 hours of the conclusion of the hearing.

(6) A review shall be conducted of all disciplinary hearings and dispositions by the Sheriff/facility administrator or designee.

(7) Disciplinary reports concerning an alleged rule violation of which an inmate is found not guilty shall be removed from the inmate's files.

943.07: Appeal Process

(1) The inmate discipline plan shall provide policy and procedure allowing inmates to appeal decisions of the hearing officer to the Sheriff/facility administrator or designee.

(a) Inmates shall have up to seven days from receipt of the decision to submit an appeal in writing; and,

(b) The appeal shall be decided within five days of its receipt, and the inmate shall be notified of the results within 24 hours of the decision.

943.08: Sanctions

(1) The county correctional facility shall have written policy and procedure providing that in instances in which an inmate is alleged to have committed a crime, the case is referred to appropriate law enforcement officials for possible prosecution.

(2) The county correctional facility shall ensure that sanctions imposed for rule violations are reasonably related to the severity of the offense. Acceptable forms of discipline shall include, but not be limited to, the following:

(a) Reprimand;

(b) Loss of privileges for a specified period of time;

(c) Removal from work detail;

(d) Extra work duty for a specified period of time;

(e) Forfeiture of good time credit earned in accordance with M.G.L. c. 127, § 129;

(f) Disciplinary detention for a specified period of time; and

(g) A combination of 103 CMR 943.08(2) (a) through (f).

(3) If an inmate is to be confined in disciplinary detention for more than three days, the Facility Administrator shall be informed and the reason(s) therefor.

ACA:
5-ALDF: 2A-25, 2A-26, 2A-27, 3A-01, 3A-02, 5C-07, 6C-01, 6C-02, 6C-03, 6C-06, 6C-13, 6C-18, 6D-01

5-ALDF-2A-25
(Ref. 3-ALDF-4A-01, 4A-02, 4-ALDF-2A-27)

Prior to being placed in the general population, each inmate is provided with an orientation to the facility, which includes at a minimum the following:

- Written information describing facility rules and sanctions.
- Explanation of mail and visiting procedures.
- Explanation of grievance procedures.
- Explanation of all fees, charges, or co-payments that may apply.
- Description of services, programs, and eligibility requirements.
- Information on how to access medical care.

This information is provided to inmates in a written and/or electronic format. If the inmate handbook is provided electronically, inmates in special management or restrictive housing are provided the information in a written format so their access to the information is not impeded by their custody status. The handbook is translated into those languages spoken by significant numbers of inmates.

Comment:
The use of electronic kiosks is allowed as a means of providing the inmate handbook. Agencies using such kiosks should implement strategies to allow access to this information by general population inmates without interference by facility staff without a valid security-related reason. Inmates who are unable to read and write should be assisted through case management services provided by the facility.

5-ALDF-2A-26
(Ref. 3-ALDF-3C-03, 4-ALDF-2A-28)

If an inmate cannot read, orientation materials are read to the inmate by a staff member, or are provided through the use of an audio or video tape. For inmates who do not speak English, interpretive services are provided. Inmates verify, by signature, the receipt of their initial orientation and of the inmate handbook and written orientation materials. Signed acknowledgement of receipt of the handbook is maintained in the inmate's file.

5-ALDF-2A-27
(Ref. 4-ALDF-2A-29)

Information is provided to inmates about sexual abuse/assault including:

- Prevention/intervention.
- Self-protection.
- Reporting sexual abuse/assault.
- Treatment and counseling.
- The information is communicated orally and in writing, in a language clearly understood by the inmate, upon arrival at the facility.

5-ALDF-3A-01
(Ref. 3-ALDF-3C-01, 4-ALDF-3A-01)

Rules of inmate conduct specify acts prohibited within the facility and the range of penalties that can be imposed for various degrees of violation. The rules are reviewed annually and updated if necessary.

Comment:
The rules should prohibit only observed behavior that can be shown clearly to have a direct, adverse effect on an inmate or on facility order and security. Penalties should be proportionate to the importance of the rule and severity of the violation.

5-ALDF-3A-02
(Ref. 3-ALDF-3C-02, 4-ALDF-3A-02)

Disciplinary procedures governing inmate rule violations address the following:

- Rules
- Minor and major violations
- Criminal offenses
- Disciplinary reports
- Pre-hearing actions/investigation
- Pre-hearing detention

5-ALDF-5C-07
(Ref. 3-ALDF-5A-02, 4-ALDF-5C-07)

The facility can require all sentenced inmates to work if they are not assigned to programs.

5-ALDF-6C-01
(Ref. 3-ALDF-3C-05, 4-ALDF-6C-01)

There are written guidelines for resolving minor inmate infractions that include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; the inmate may waive the hearing.

5-ALDF-6C-02
(Ref. 3-ALDF-3C-06, 4-ALDF-6C-02)

An inmate who allegedly commits an act covered by criminal law is referred to the appropriate criminal justice agency.

5-ALDF-6C-03
(Ref. 3-ALDF-3C-07, 4-ALDF-6C-03)

When rule violations require formal resolutions, staff members prepare a disciplinary report and forward it to the designated supervisor.

5-ALDF-6C-06
(Ref. 3-ALDF-3C-10, 4-ALDF-6C-06)

There is a provision for pre-hearing detention of inmates who are charged with a rule violation. The facility administrator or designee reviews the inmate's pre-hearing status within 72 hours, including weekends and holidays.

5-ALDF-6C-13
(Ref. 3-ALDF-3C-17, 4-ALDF-6C-13)

A staff member or agency representative assists inmates at disciplinary hearings. A representative is appointed when it is apparent an inmate is not capable of collecting and presenting evidence on his or her own behalf.

5-ALDF-6C-18
(Ref. 3-ALDF-3C-22, 4-ALDF-6C-18)

Inmates may appeal decisions of the disciplinary hearing officer(s) to the administrator or independent authority. The administrator or independent authority must affirm or reverse the decision of the disciplinary hearing officer(s) within 15 days of the appeal. For facilities that are part of an agency with a system-wide appeal process, the decision to affirm or deny the appeal is made within 30 days.

5-ALDF-6D-01
(Ref. 4-ALDF-6D-01)

The facility provides services and opportunities that encourage inmates to take responsibility for their actions. Opportunities are based upon victim and community input and are fashioned in a way that seeks to ameliorate the harm done.

NCCHC: J-E-01, J-B-04, J-F-03

J-E-01 INFORMATION ON HEALTH SERVICES

Essential

Standard

Information about the availability of, and access to, health care services is communicated orally and in writing to inmates upon their arrival at the facility, in a form and language they understand.

Compliance Indicators

1. A sign explaining how to access health services is posted in the intake/processing area.

2. Within 24 hours of their arrival, inmates are given written information about:

   a. How to access emergency and routine medical, mental, and dental health services.

   b. The fee-for-service program, if one exists; and

   c. The grievance process for health-related complaints.

3. Special procedures ensure that inmates who have difficulty communicating (e.g., foreign speaking, developmentally disabled, illiterate, mentally ill, deaf) understand how to access health services.

4. All aspects of the standard are addressed by written policy and defined procedures.

Definition

Written information may take the form of a facility handbook, a handout, or postings in inmate housing areas.

J-B-05 PROCEDURE IN THE EVENT OF SEXUAL ASSAULT

Important

Standard

The medical and psychological trauma of a *sexual assault* is minimized as much as possible by prompt and appropriate health intervention.

Compliance Indicators

1. Victims of sexual assault are either referred to a community facility for treatment and gathering of evidence, or if these procedures are performed in-house, the following guidelines are used.

a. A history is taken and qualified healthcare professionals conduct an examination to document the extent of physical injury and to determine whether referral to another medical facility is indicated. With the victim's consent, the examination includes collection of evidence from the victim using a kit approved by the local legal authority.

b. Prophylactic treatment and follow-up care for sexually transmitted or other communicable diseases (e.g., HIV, hepatitis B) are offered to all victims as appropriate.

c. After the physical examination, there is an evaluation by a qualified mental health professional for crisis intervention counseling and long-term follow-up.

d. A report is made to the correctional authorities to effect a separation of the victim from the assailant in their housing assignments.

2. All aspects of the standard are addressed by written policy and defined procedures.

Definition

A **sexual assault** is a sexual act that is coercive or assaultive in nature and that involves the use of threat or force.

J-F-03 USE OF TOBACCO

Important

Standard

There is no smoking inside the facility. There are prevention and abatement activities regarding the use of all tobacco products.

Compliance Indicators

1. Smoking is prohibited in all inside areas. If the facility allows smoking outside, specific areas are designated.

2. At a minimum, the prevention and abatement program includes nicotine replacement products and written materials on prevention and abatement of tobacco use. The written materials are available in areas accessible to all inmates (e.g., Clinic, library, housing areas).

3. All aspects of the standard are addressed by written policy and defined procedures.

MGL:

None

Hampshire Jail and House of Correction

INMATE MANUAL



Revised February 2021

THE COMMONWEALTH OF MASSACHUSETTS

Hampshire Sheriff's Office
Jail & House of Correction

P.O. Box 7000
205 Rocky Hill Road
Northampton, Massachusetts 01061-7000

Sheriff
PATRICK J. CAHILLANE

TELEPHONE
(413) 584-5911
FAX
(413) 584-2695

The staff of the Hampshire Sheriff's Office has developed this Inmate Manual to assist you in adjusting to our facility. The text of this manual covers the policies and procedures of the Hampshire Jail and House of Correction, which are important for you to familiarize yourself with during your confinement. Please read it over, if you have any questions, please ask your Case Manager or a Correctional Officer for clarification.

We are very proud of the inmate programs that are offered at our facility, and suggest that you take full advantage of the many opportunities that are available. With your cooperation, your stay here will be as comfortable as possible.

Good Luck,

Patrick J. Cahillane
Sheriff

Should any sections of this manual be found to be in conflict with any:

A. Facility policy,

B. Governing standard,

C. Federal or state law,

D. Final decree of a court of competent jurisdiction,

Then the provisions of A-D above shall supersede those conflicting sections.

HAMPSHIRE JAIL AND HOUSE OF CORRECTION

INMATE MANUAL – TABLE OF CONTENTS

SECTION	PAGE NUMBER
1. INTRODUCTION	1
2. ADMISSION, BOOKING, PREA SCREENING, INITIAL CLASSIFICATION AND GENDER ANNOUNCEMENT	1
3. PROPERTY / MONEY	3
4. INMATE ACCOUNTS	4
5. VISITS	10
6. MAIL	14
7. TELEPHONES	16
8. RELIGIOUS ACTIVITIES	17
9. HEALTH SERVICES UNIT	17
10. PREA / ZERO TOLERANCE OF SEXUAL ABUSE / ASSAULT / HARASSMENT	18
§ 115.6 DEFINITIONS RELATED TO SEXUAL ABUSE AND SEXUAL HARASSMENT:	18
§ 115.6 SEXUAL HARASSMENT INCLUDES:	19
PROGRAMS FOR VICTIMS OF DOMESTIC VIOLENCE IN WESTERN MASS	21
MASSACHUSETTS RAPE CRISIS CENTER (RCC) IN WESTERN MASS	21
OTHER RESOURCES	22
COUNSELING FOR ABUSIVE AND CONTROLLING BEHAVIOR	22
RESOURCES FOR IMMIGRANTS IN MASSACHUSETTS	22
11. FORENSIC MENTAL HEALTH SERVICES	32
12. ORIENTATION	33
13. MODULAR UNIT RULES & REGULATIONS	33
14. COMMISSARY	35
15. MEALS / SPECIAL DIETS	36
16. PERSONAL APPEARANCE	38
17. INSPECTION / COUNTS	40
18. HOUSEKEEPING	41

19. WORK ASSIGNMENTS **43**

20. RECREATION **44**

21. EMERGENCY EVACUATION ROUTES **45**

22. PROGRAMS / TREATMENT / LIBRARY / LAW LIBRARY **48**

23. CLASSIFICATION **56**

24. FURLOUGHS **57**

25. MINIMUM SECURITY / WORK RELEASE PROGRAM **59**

26. LEGAL INFORMATION AND SENTENCING FACTS **64**

27. INMATE GRIEVANCE **65**

28. SEARCH PROCEDURE **67**

29. INMATE DISCIPLINE **68**

30. INMATE RIGHTS & RESPONSIBILITIES **77**

31. GENERAL ITEMS **78**

INMATE VISITING LIST **80**

INMATE GRIEVANCE FORM **82**

Inmate Manual

1. Introduction

The Hampshire Jail and House of Correction (HJHC) was opened in January of 1985. The Hampshire Jail and House of Correction offers services for pre-trial detainees and sentenced county and state inmates. The Hampshire Jail and House of Correction offers a variety of educational services, treatment services, and work training programs. There are opportunities in these programs and services to improve yourself and you are encouraged to participate.

Efforts have been made to orientate you to the facility. This manual has been prepared to inform you of the rules, regulations and services of this facility. Understanding of and adhering to these rules is necessary for adjustment to living within this correctional community. Any questions concerning these rules may be directed to a Correctional Officer or Case Manager.

Upon arrival here you will:

1. Have all of your possessions and person thoroughly searched.

2. Have all of your possessions inventoried and documented. All contraband items will be confiscated and required to be disposed of.

3. Be required to take a shower.

4. Be assigned a jumpsuit, bedroll, Inmate Manual and visiting list.

5. Be booked-in, fingerprinted, photographed and allowed phone call(s).

6. Be informed of the Hampshire Sheriff's Office Zero Tolerance policy on Sexual Abuse, Assault and Harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.

7. After completion of the Admission Process, be assigned to a housing unit and assigned an identification wristband.

This Manual is a guide to your living in the Hampshire Jail and House of Corrections. As such it is subject to change at the direction of the facility administrator.

2. Admission, Booking, PREA Screening, Initial Classification and Gender Announcement

A. Admission

1. Admission is the process by which you enter the facility. New inmates are placed temporarily in holding cells until the admission process is complete. This process includes the following:

    a. Verification of court commitment papers or other legal documentation to determine that the inmate is legally committed to the facility and a check for outstanding warrants.

    b. Medical Screening and Health Appraisal as required to determine that the inmate is not in need of immediate medical attention.

    c. A complete and immediate search of you and your possessions upon arrival at the facility.

    d. Orientation, including basic personal data to be used for mail and visiting procedures including written orientation materials (Inmate Manual).

    e. Interview for obtaining identifying data.

f. Photographing and/or fingerprinting including notation of identifying marks or unusual characteristics.

g. Computer check for past suicidal history and criminal history check.

h. Institutional number is automatically generated by the booking-in computer program.

i. Screening to detect signs of drug/alcohol abuse.

j. Inventory of clothing and personal possessions.

k. Before reassignment from intake and short term holding to housing, there is an initial classification of the inmate that considers safety and security issues.

l. Prior to placing an inmate in the general population, the inmate is given the opportunity to shower and is issued clean, laundered clothing

m. Inmate Wristband Identification will normally be affixed to the inmates left wrist. The identification band must be worn and visible at all times. Destruction or tampering with the wristband will not be tolerated. Inmates found guilty of destruction of or tampering with their identification wristband will be subject to disciplinary action up to, but not limited to the replacement cost of the wristband. If the inmate has problems with his/her identification wristband then the inmate shall immediately notify a staff member.

n. Access to telephone. New inmates are allowed the opportunity to complete at least one telephone call during the admission process and are assisted, as needed, to notify persons of their admission to custody.

o. Screening interview by counselor or other trained interviewer.

p. Issue of personal hygiene items.

q. Prison Rape Elimination Act (PREA) Screening

B. Booking – Intake Process

1. Booking is the process during which your legal status is verified and an institutional identification number is assigned to you. During booking, staff collects information about the following:

   a. Your current charges

   b. Outstanding warrants

   c. Court dates*

   *You must attend court on your scheduled dates.

2. When you are booked in, you will be asked for your social security number. You must provide HJHC staff with a legitimate social security number.

3. Massachusetts General Law C.22E states that most sentenced inmates are required to submit to a fingerprint and DNA (deoxyribonucleic acid) sample. This sample uses a "pin prick" procedure, which takes a small sample of blood and is practically painless. If you fail to comply, criminal prosecution, disciplinary sanctions and/or classification restrictions may result.

C. PREA Screening & Initial Housing Classification

1. Prior to being placed in the general population, case management staff completes a Prison Rape Elimination Act (PREA) screen and initial housing classification to determine appropriate housing. During the screening process, inmates will receive the following:

a. A PREA brochure.

b. An explanation of the HSO Zero Tolerance policy on Sexual Abuse, Assault and Harassment policy.

c. Reporting procedures for PREA incidents, including notification of the PREA hotline phone number and consequences of making false accusations.

d. Information on prevention, intervention and self-protection. A more detailed educational session will be conducted at Orientation.

D. Gender Announcements

1. The following announcement will be made, via public address, at the beginning of each shift:

   a. Male and female personnel working in the area. A log entry will be made on the housing area Shift Log annotating the time of the announcement and the following entry: PREA Announcement.

   b. When entering a unit that does not already have a female staff member present, female staff are required to verbally announce their presence on the unit. This announcement shall be; "female on the unit".

2. When the status quo of the gender-supervision on a housing unit changes from exclusively same gender, to mixed- or cross-gender supervision, the opposite-gender staff is required to verbally announce their arrival on the unit. The announcement is required for both custody and non-custody staff, and may include, for example, a clinician or case worker who spends time on the unit, or senior staff making supervisory rounds.

3. Property / Money

During the admission process you will be issued an approved Inmate Property List. Items not listed on the approved list will be held as contraband and will be disposed of through a Property Disposal Form in one of the following ways:

1. To be picked up by a visitor.

2. Mailed at your expense.

3. Destroyed or donated to a non-profit organization.

Property or money may be dropped off for you Monday - Friday between the hours of 8:00 a.m. and 12:00 p.m. The person dropping off the property or money must be on your approved visiting list. **Please note that if an item is not on the property list, it will not be accepted.** All property will be processed and inspected before it is delivered to you. **No transfer of personal or facility property is allowed between inmates.**

The HJHC shall supply the following furnishings:

- 1 Bed above floor level
- 1 Mattress with integrated pillow
- 2 Sheets
- 2 Blankets
- 2 Towels
- 1 Washcloth
- 1 Locker
- Writing surface and proximate area to sit

A. Transportation of Department of Correction Inmate Property (DOC Policy on Property)

1. The Central Transportation Unit will endeavor to deliver all inmate property within three working days after transfer, if the property is ready at the sending facility.

2. Inmates being transferred shall be allowed to be transported with a small bag containing the items listed in Section 403.09 of 103 CMR 403 Inmate Property.

a. This (ditty) bag shall be transported with the inmate, but kept separate from him/her. The bag shall be inventoried by the sending institution property officer, sealed, marked with the inmate's name, commitment number, and a copy of the inventory shall be attached. Inmates shall only be allowed to carry a handkerchief, medically prescribed inhaler and/or NTG and/or glucotab. Inmates will not be allowed to carry or wear wristwatches during a transportation detail.

3. If you wish to have your property sent from your previous institution to this one, you must pay for it yourself. Write to Property at the previous institution and ask for the cost of mailing your belongings. Once you have the dollar amount, fill out a Money Transaction Request (available in the control pod) and send it to Finance.

4. Inmate Accounts

An account is established for you following booking procedures. Any money you come in with will be placed in this account. Maximum and Medium Security inmates are never allowed to have money in their possession. You should strive to resolve financial issues through family and friends.

Your funds are primarily maintained for purposes related to the facility, e.g., Commissary purchases, and Room and Board deductions. The Finance Office is responsible for all money records and for determining if there is a sufficient amount of money in your account to allow for money disbursements.

A. General Inmate Population

1. Incoming Inmate Funds

   a. Money may be dropped off at the facility Monday through Friday between 8:00 a.m. to 12:00 p.m. A receipt will be sent to your housing area. Any money dropped off at the facility must be by a person on your approved visiting list.

   b. Money that is received or that is dropped off will be placed in your account on the following workday, with the exception of legal holidays. In the event of a Monday holiday, all money must be deposited by the previous Friday for the following week's canteen.

   c. You may request a copy of your account from Finance by completing an Inmate Request Form.

   d. The HJHC does not accept personal, business, or travelers checks for deposit into the inmate's accounts.

   e. The HJHC does accept bank checks, cash, and money orders for deposit.

2. Money Transaction Requests

   a. If you wish to send money out of the institution, you must complete a Money Transaction Request. The forms are available in your housing area and are delivered to the Finance Office daily.

   b. The Assistant Superintendent must review any transaction of $350 or more. If your transaction is approved, a check will be written from the institutional checking account.

   c. Money transactions for inmates in Medium and Maximum Security are limited to two (2) transactions per month.

   d. Money Transaction is defined as any service performed by the Finance Office that requires a Money Transaction Request Form (MTRF). Each MTRF that is sent to the Finance Office for processing counts as one (1) transaction.

   e. The volume of disbursements relative to inmate accounts shall be strictly controlled. All disbursements shall be subject to scrutiny. All transactions are processed by a check from the institutional checking account.

SENTENCED/TREATMENT UNIT INMATE PROPERTY LIST

(North and South Mods)

Inmate personal property and money may be dropped off at the facility
Monday through Friday between the hours of 8:00 a.m. - 12:00 p.m. only.

THE PERSON DROPPING OFF THE PROPERTY MUST BE ON THAT INMATES APPROVED VISITING LIST

CLOTHING

3 Pants/Jeans (Blue/Black/Gray) **(No Logos)**

5 Shirts (White/Blue/Black/Gray) **(No Logos, No Thermal, No Tank Tops)**

1 Light Weight Jacket (Blue/Black/Gray) **(No Logos No Hoods)**

JEWELRY

1 Wedding Band

1 Religious Medal not to exceed 1" × 1 ½ " with chain (not to exceed 28 inches)

1 Medic Alert Bracelet

PERSONAL/HYGIENE ITEMS

1 Pair **Prescription** Eyeglasses With Case

1 Pair **Prescription** Contacts Lenses With Case

1 Religious Book (i.e., Bible/Koran) **(No Hardcover)**

5 Books **(No Hardcover)**

1 Non-Electronic Board Game, Factory Sealed at Time of Drop-Off

THE FOLLOWING ITEMS ARE PERMITTED BY THE ADMINISTRATOR BUT MUST BE PURCHASED THROUGH THE COMMISSARY VENDOR:

7 T-Shirts
7 Pairs Underwear
7 Pairs Socks
2 Shorts
2 Pairs Sneakers
2 Pairs Shower Shoes
2 Sweatshirts
2 Pairs Sweatpants

1 TV Clearview® 13 inch
1 AM/FM Walkman®-Type Radio
1 Pair Headphones
1 Fan With Plastic Blades
1 Saline Solution for Contact Lenses
1 Battery Operated Shaver
1 Pair reading glasses

HJHC IS NOT RESPONSIBLE FOR LOST PROPERTY OR FOR ANY PROPERTY AFTER YOU TAKE POSSESSION OF IT.

Items purchased from the Inmate Commissary are allowed in the inmate's cell/room. There may be a limit to the number of items allowed. **Any items available in the Commissary will not be approved for purchase elsewhere and will not be accepted by mail.**

THE HJHC RESERVES THE RIGHT TO DISAPPROVE ANY ITEMS DEEMED TO BE INAPPROPRIATE. ALL OTHER ITEMS WILL BE CONSIDERED AS CONTRABAND AND DISPOSED OF AS SUCH.

The following items are not allowed in the facility:

- Earrings
- Nose rings, studs or tongue rings
- Body jewelry
- Any spliced cords
- Electrical outlet "splitters"

*** Court clothing** for **sentenced inmates** requires Assistant Superintendent approval.

ALL CONTRABAND (AS EXCESSIVE PROPERTY, DISALLOWED ITEMS) WILL BE DISPOSED OF.

Any property that is brought in by you, or is dropped off for you, is done as a condition of comfort.

PRE-TRIAL & SENTENCED (NON-TREATMENT UNIT) INMATE PROPERTY LIST

Inmate personal property and money may be dropped off at the facility
Monday through Friday between the hours of 8:00 a.m. - 12:00 p.m. only.

THE PERSON DROPPING OFF THE PROPERTY MUST BE ON THAT INMATES APPROVED VISITING LIST

JEWELRY

1 Wedding Band

1 Religious Medal not to exceed 1" × 1 ½ " with chain (not to exceed 28 inches)

1 Medic Alert Bracelet

PERSONAL/HYGIENE ITEMS

1 Pair **Prescription** Eyeglasses With Case

1 Pair **Prescription** Contact Lenses With Case

1 Religious Book (i.e., Bible/Koran) **(No Hardcover)**

5 Books **(No Hardcover)**

1 Non-Electronic Board Game, Factory Sealed at Time of Drop-Off

THE FOLLOWING ITEMS ARE PERMITTED BY THE ADMINISTRATION BUT MUST BE PURCHASED THROUGH THE COMMISSARY VENDOR:

7 T-Shirts

7 Pairs Underwear

7 Pairs Socks

2 Sweatshirts (to be worn in the housing area only)

2 Sweatpants (to be worn in the housing area only)

2 Pairs Sneakers

2 Pairs Shower Shoes

1 TV Clearview® 13 inch

1 AM/FM Walkman-Type Radio

1 Pair Headphones

1 Fan With Plastic Blades

1 Battery Operated Shaver

1 Saline Solution for Contact Lenses

1 Pair reading glasses

Court Clothing is allowed for **Pre-Trial** Inmates. This clothing is not allowed to be stored within the inmate house areas. The items permitted are as follows:

- 1 Suit Jacket **(No Brown, No Tan)**
- 1 Dress Pants **(No Brown, No Tan)**
- 1 Dress Shirt **(No Brown, No Tan)**
- 1 Necktie
- 1 Belt (Brown or Black standard buckle type only)
- 1 Pair of Shoes
- 1 Pair Dress Socks

*** Court clothing** for **sentenced inmates** requires Assistant Superintendent approval.

HJHC IS NOT RESPONSIBLE FOR LOST PROPERTY OR FOR ANY PROPERTY AFTER YOU TAKE POSSESSION OF IT.

Items purchased from the Inmate Commissary are allowed in the inmate's cell/room. There may be a limit to the number of items allowed. **Any item available in Commissary will not be approved for purchase elsewhere and will not be accepted by mail.**

THE HJHC RESERVES THE RIGHT TO DISAPPROVE ANY ITEMS DEEMED TO BE INAPPROPRIATE. ALL OTHER ITEMS WILL BE CONSIDERED AS CONTRABAND AND DISPOSED OF AS SUCH.

The following items are not allowed in the facility:

- Earrings
- Nose rings, studs or tongue rings
- Body jewelry
- Any spliced cords
- Electrical outlet "splitters"

ALL CONTRABAND (AS EXCESSIVE PROPERTY, DISALLOWED ITEMS) WILL BE DISPOSED OF.

Any property that is brought in by you, or is dropped off for you, is done as a condition of comfort.

MINIMUM SECURITY INMATE PROPERTY LIST

Inmate personal property and money may be dropped off at the facility
Monday through Friday between the hours of 8:00 a.m. - 12:00 p.m. only.

NO PROPERTY SHOULD EVER COME IN FROM A FURLOUGH!

THE PERSON DROPPING OFF THE PROPERTY MUST BE ON THAT INMATES APPROVED VISITING LIST

CLOTHING (*No Camouflage Clothing*)

6 Pants/Jeans (Blue/Black/Gray) **(No Logos)**

7 Shirts (White/Blue/Black/Gray) **(No Logos, No Tank Tops, No T-Shirts)**

4 Pairs Thermal Underwear

3 Sweaters (Blue/Black/Gray) **(No Logos)**

2 Pairs Shorts (Blue/Black/Gray) **(No Logos)**

2 Pairs Shoes or Work Boots*

*** A total of 4 Pairs of Sneakers, Shoes or Boots is allowed.**

5 Handkerchiefs

2 Belts (Brown or Black standard buckle type only)

2 Winter Coats **(No Logos)**

1 Light Weight Jacket **(No Logos)**

1 Set Wet Weather Gear (Coat, Pants, Rubber boots)

2 Hats (Employer Logo OK)

1 Pair Earmuffs

2 Pair Work Gloves

JEWELRY

1 Wedding Band

1 Religious Medal not to exceed 1" × 1 ½ " w/chain (not to exceed 28 inches)

1 Medic Alert Bracelet

1 Wrist Watch

PERSONAL/HYGIENE ITEMS

2 Face Cloths / 2 Towels

1 Pair **Prescription** Eyeglasses With Case

1 Pair **Prescription** of Contact Lenses With Case

1 Religious Book (i.e., Bible/Koran) **(No Hardcover)**

5 Books **(No Hardcover)**

THE FOLLOWING ITEMS ARE PERMITTED BY THE ADMINISTRATION BUT MUST BE PURCHASED THROUGH COMMISSARY VENDOR:

10 Pairs Socks

10 T-Shirts

2 Pairs Shorts

7 Pairs Underwear

2 Pairs Sneakers

2 Pairs Shower Shoes

2 Sweatshirts

2 Pairs Sweatpants

1 TV Clearview® 13 inch

1 AM/FM Walkman-Type Radio

1 Pair Headphones

1 Fan With Plastic Blades

1 Battery Operated Shaver

1 Saline Solution for Contact Lenses

1 Pair reading glasses

Specialized clothing, if a job requirement, will be approved on an individual basis.

HJHC IS NOT RESPONSIBLE FOR LOST PROPERTY OR FOR ANY PROPERTY AFTER YOU TAKE POSSESSION OF IT.

Any item available in the Commissary will not be approved for purchase elsewhere and will not be accepted by mail.

THE HJHC RESERVES THE RIGHT TO DISAPPROVE ANY ITEMS DEEMED TO BE INAPPROPRIATE. ALL OTHER ITEMS WILL BE CONSIDERED AS CONTRABAND AND DISPOSED OF AS SUCH.

The following items are not allowed in the facility:

- Earrings
- Nose rings, studs or tongue rings
- Body jewelry
- Any spliced cords
- Electrical outlet "splitters"

ALL CONTRABAND (AS EXCESSIVE PROPERTY, DISALLOWED ITEMS) WILL BE DISPOSED OF.

Any property that is brought in by you, or is dropped off for you, is done as a condition of comfort.

3. Approved Disbursements may include

    a. Child support payments

    b. Restitution payments

    c. Magazine orders

    d. Payments to family members (the person must be on your visiting list)

4. Disapproved Disbursements may include

    a. Contests requiring entry fees

    b. Time payments e.g. book clubs, record clubs

    c. Subscription orders without payment in full for the designated time period

    d. Transfer of funds between inmates and/or staff and inmates

5. Mandatory Authorized Disbursements

    a. In some cases as noted below, money may be paid out of your account without your permission. These payments may include but not be limited to the following:

        i. Court ordered payments as victim/witness fees, drug assessment and legal counsel fees.

        ii. Restitution to HJHC for theft or malicious damage to property.

        iii. Work Release participation payments for Room/Board/Transportation.

        iv. Electronic monitoring programs if applicable.

        v. Any court ordered payment would be deducted automatically from your account. A hold will be placed on your account until the amount stated on the court document is paid.

        vi. A hold will also apply for deductions from your account as a result of disciplinary action regarding theft or malicious destruction of property.

6. Commissary Orders

    a. You are allowed to order from the commissary once a week provided funds are available in your account. An account balance report shall be printed and given to the Commissary Vendor to verify that you have enough money for the order that you submit. Commissary order forms are available in your housing area and are generally filled out on Sunday and submitted to the officer at morning inspection on Monday morning. Commissary orders are limited to $100.00 with the exception of a television purchase.

7. Inmate Labor Compensation

    a. Compensation for inmate labor is provided through the Finance Office. Your pay will be credited to your account each Wednesday.

8. Releases

    a. All inmates being released from this facility will be given the balance in their account at the time of release. However, money orders/bank treasury checks that are deposited into an inmate's account will require a seven (7)

business day bank clearing period before the money is available. This excludes Saturdays, Sundays, and federal holidays.

If you are unexpectedly released from the court or after business hours, please contact the facility to close out your account. You have thirty days from the release date to contact the facility to close out your account.

b. The seven (7) day bank clearing period also applies to inmates requesting bail money.

B. Minimum Security / Work Release Participant

Inmates housed in the Minimum Security building and participating in the Work Release Program are allowed the following:

- Pouch/soda money
- Shopping for work related items

You must maintain a minimum balance of $50.00 in your account at all times. Requests for money transactions that would bring the balance below $50.00 will not be allowed.

1. Room and Board

   a. Deductions for room and board/transportation are made on a weekly basis at a rate of $3.50 a day for room and board and $5.00 a week for transportation provided by the facility van.

   b. A security deposit/equipment fee will be deducted for inmates that are required to wear an Electronic Monitoring (ELMO) bracelet.

2. Shopping

   a. Requests may be made to the Director of Minimum Security for the purchase of work clothing and necessary tools while participating in the Work Release Program. Purchases shall be made with a staff member at local stores.

3. Pouch Money

   a. Cash is available on request for inmates that are participating in the Work Release Program for the purpose of lunches and soda. On Friday a listing is brought to the Finance Office of inmates who are requesting cash. Finance then provides the cash to be divided according to the listing, and distributed by the OIC of Minimum Security as needed.

4. Money Transactions

   a. Money transactions for inmates in Minimum Security are limited to four (4) transactions per month.

5. Furlough Money

   a. You may request a maximum of $100 from your account prior to an approved furlough through a Money Transaction Request.

6. Unclaimed Money

   a. Any funds belonging to inmates who have been discharged from the facility and remain unclaimed for more than 2 years are transferred to the Commonwealth of Massachusetts. A list of inmate names and amounts is kept on file.

5. Visits

The HJHC encourages inmates to maintain community ties and allows eligible family and friends to visit. All inmates, with the exception of those who have lost their visiting privileges through the Discipline Hearing Board or the Classification Board are entitled to have visitors. These visits allow for informal communication, and include the opportunity for physical contact. All visitors, professional and contract, must register when entering the facility.

A. Inmate Visit Approval

1. You will receive an Inmate Visiting List[1] during the admission process.

2. Fill out the Visiting List and give it to a staff member during morning inspection.

3. You will not be allowed to receive a visit until you have an **approved** Inmate Visiting List on file.
   a. All visitors are subject to approval or rejection by the Assistant Superintendent or his Designee.
   b. Persons with prior felony convictions who wish to visit you must:
      i. Receive special permission from the Assistant Superintendent.
      ii. Receive permission prior to coming to the facility.
   c. Persons with pending charges will not be allowed to visit until those charges have been resolved.
   d. Inmate visiting lists are limited to 15 individuals.

4. All inmates will be strip-searched at the conclusion of their visit and prior to leaving the visiting area unless instructed otherwise by the OIC of the area.

B. Length of Visits

1. The facility shall provide at least three (3) visiting periods per week. Each visiting period is at least two (2) hours in length. However, an individual visit is one (1) hour in duration as long as there is enough time to complete the visit within the designated period.

   Each inmate receives:

   a. A weekday afternoon visiting period.
   b. A weekday evening visiting period.
   c. A Saturday or Sunday visiting period.

C. Visiting Schedule

House Block & Modular Unit (Sentenced)

Monday	6:30 p.m. - 8:30 p.m.
Tuesday	1:15 p.m. - 4:00 p.m.
Saturday (A - L)	1:15 p.m. - 4:00 p.m.
Sunday (M - Z)	1:15 p.m. - 4:00 p.m.

Pre-Trial

Monday	1:15 p.m. - 4:00 p.m.
Friday	1:15 p.m. - 4:00 p.m.
Saturday	6:30 p.m. - 8:30 p.m.

[1] Refer to back of Inmate Manual for the Inmate Visiting List Form

Minimum Security / Work Release

Tuesday	6:30 p.m. - 8:30 p.m.
Friday	6:30 p.m. - 8:30 p.m.
Sunday	6:30 p.m. - 8:30 p.m.

Inmates housed in the Special Management Unit (SMU) will have visits based on their classification i.e. Sentenced or Pre-Trial. Inmates on a restriction status in the SMU will receive non-contact visits.

THERE WILL BE NO VISITS WHEN A HOLIDAY FALLS ON A WEDNESDAY OR A THURSDAY.

All holiday visits will be on a first come, first let in basis. Depending on the number of people visiting, the Senior Officer or Shift Supervisor can shorten the length of individual visits to accommodate all visitors.

D. Number of Visitors

1. Only children, grandchildren, stepchildren and siblings of the inmate will be allowed to enter the facility for visits. All children must be placed on the Inmate Visitors List prior to visiting. Before entering the facility, the parent or legal guardian must also complete a Parental Consent Form and present appropriate forms of identification (birth certificate).

2. Three visitors, excluding children, may visit an inmate at one time. If more than three visitors arrive, the inmate's hour will be divided among the visitors and the total time shall not exceed one hour.

3. Inmates may add visitors to their list at any time by filling out a Visitor Add-On Form. The new names will be authorized and added to the list. Visitors may be deleted at any time at the inmate's request.

E. Visitor Rules

1. All new visitors, with the exception of the officials listed on the back of the form, must complete a new Visitor Registration Form. These forms may be obtained at the front desk.

   - Visitors shall only visit with the inmate indicated on their Visitors Registration Form.
   - Visitors who appear to be under the influence of alcohol or drugs will be denied entrance into the facility.

2. Each visitor is required to produce a current photographic identification such as a Massachusetts driver's license or a passport. Children, grandchildren, stepchildren and siblings, must have previously completed a Parental Consent Form and must have a birth certificate on file.

3. All social visitors must be on the inmate's approved Visitor's List.

4. All other types of visitors (e.g. attorneys, members of the clergy, etc.) must complete the Visitor Registration Form, and are also required to register in the Outer Control log. All attorneys are required to produce a Bar Card and a current photographic identification. All clergy are required to produce a current photographic identification and identification from a recognized religious organization.

F. Entrance Procedures

1. The visitor must lock up all personal property, and must remove all jewelry and piercings and place them in a designated locker. The facility permits the following: one wedding band, one traditional engagement ring, one religious medal and a Medical Alert Bracelet.

2. Visitors receive a locker key in exchange for identification. The identification is returned when the visitor exits the facility. The HJHC is not responsible for any items secured by a visitor in a locker.

3. If an infant enters the facility, one **clear** plastic bottle will be permitted in.

4. Visitors are not allowed to carry anything into the facility such as purses, cell phones, prescription drugs (unless lifesaving drugs, see below), chewing gum, watches, nor any other items that may be defined as contraband. This includes food and drink, books, magazines, letters, notes, pens, pencils, periodicals, newspapers, etc. You must remove all hair ornaments.

5. Visitors attempting to introduce contraband into the facility (drugs, cigarettes, money, weapons, etc.) will be subject to ARREST and CRIMINAL PROSECUTION.

6. No one is permitted to bring a camera inside the facility other than into the lobby and administrative area, without the approval of the sheriff or his designee.

7. **Lifesaving medication** may remain in the visitor's possession after the Office in Charge of outer control has been notified and approval has been received from the Shift Supervisor. Only the amount required may be brought in.

G. Denial of Visit

1. In the event that a visitor fails to meet the standards for entrance they shall be required to leave the premises of the HJHC.

H. Search Procedures for Visitors

1. GENERAL: Any visitor may be subject to a search prior to entering the facility. All visitors failing to successfully pass the metal detector (as outlined below) shall be searched prior to entering the facility. A warning sign shall be posted in the lobby in English and Spanish as follows:

   - ALL VISITORS ARE SUBJECT TO BEING SEARCHED
   - TODAS LAS VISITAS ESTAN SUJETAS A REVISION

2. All visitors must successfully pass through the metal detector and hand held metal detector before being allowed entrance to the facility. If an individual still cannot successfully pass through the metal detector and hand held metal detector after several attempts, then the visitor shall be asked to submit to an authorized body search.

3. In the event the officer discovers contraband or there exists probable cause that contraband is being concealed and/or smuggled into the facility, the person may be detained as provided under the Massachusetts General Laws.

4. Any visitor discovered carrying contraband might be barred from a visit for that day at the discretion of the Shift Supervisor. A serious breach shall result in notification to the visitor that he/she must obtain the specific written approval of the Sheriff or Assistant Superintendent before attempting any future visits at the facility. A serious breach may also lead to criminal prosecution of the visitor, inmate or both.

5. When a visitor has successfully passed the metal detector or satisfied the requirements of the search procedures, if applicable, he/she may proceed to the Visiting Room.

6. Any visitor, including one who has obtained prior permission to visit, may be denied entrance to the facility or told to terminate a visit and leave the premises.

7. The visitor who has been denied entrance may address a note to the inmate stating they were denied entrance. The visitor shall be provided with paper and envelope upon request.

8. Non-social visitors, i.e. professional and outside contract workers, receive a visual search of attaché cases or other paraphernalia.

I. Visitors Under Seventeen (17) Years of Age

1. All persons less than seventeen years of age shall be accompanied by a parent, legal guardian or close relative who is above the age of eighteen.

2. The parental consent form needs to be approved by the Assistant Superintendent or his designee prior to the visit.

3. Proper documentation must be provided for the following prior to the admission:
    - Child of inmate – Birth Certificate and Parental Consent Form
    - Stepchild – Birth Certificate, Parental Consent Form and Marriage Certificate
    - Grandchild – Birth Certificate, Parental Consent Form
4. All of the above must be on the approved Inmate's Visiting List.

J. Termination of Visits

1. The OIC of the Visiting Room can terminate a visit if he/she feels there is an immediate danger or threat to the facility, staff, inmate or other visitor(s).
2. The Shift Supervisor may terminate visits already in progress at any time because of inappropriate conduct, behavior, etc.
3. If a visit is terminated the visitor shall be required to leave the premises of the HJHC.
4. The only person who may cancel an inmate's visit before the visit has begun is the Assistant Superintendent or his/her designee.

K. Visitor Dress Code

1. Both inmates and their visitors shall wear presentable attire. All visitors to the HJHC must comply with the dress code. Individuals who are wearing the following will not be allowed in:

Bathing suits	Sleeveless shirts or dresses
Shorts*	Backless shirts, blouses or dresses
Halter tops	Hats
Excessively tight or revealing clothes	Coveralls
See through clothing	T-shirts that are obscene
Ripped clothing	Spaghetti strapped tops or dresses
Tank tops	Hair ornaments
Tube tops	Body piercings (e.g. eyebrows, nose, lips, ears)
Hooded clothing	Jewelry (wedding band & 1 religious medal with chain allowed)
Any shirt not fully covering the midriff	
Mini Skirts	Coats or jackets

VISITORS WITH PIERCINGS THAT CANNOT BE REMOVED WILL BE DENIED ENTRANCE TO THE FACILITY.

Except for the above-mentioned articles of clothing, all coverings of the upper body are allowed as long as the garment includes some type of over the shoulder covering. A dress, skirt, slacks or shorts must cover the lower part of the body. *All shorts and skirts must be no higher than two inches above the knee.

Prescription eyeglasses are allowed.

L. Contact Visits/Inmate Conduct During Contact Visit

1. A contact visit includes conduct in a manner acceptable in public places. Excessive displays of affection between visitors, which may offend or embarrass other visitors, may result in termination of the visit.
2. Although informal contact visits are encouraged, inmates shall conduct themselves reasonably, and not engage in physical contact with a visitor that is excessive or inappropriate for a public place.

3. Serious deviations from appropriate standards of behavior may result in administrative action such as a verbal warning, termination of a visit, non-contact visits or visiting suspension.

4. Disciplinary reports resulting from incidents in the visiting room (e.g., contraband, disruptive behavior) may result in suspension of visiting privileges and/or loss of contact visits for a period determined by the Assistant Superintendent or his/her designee.

M. Non-Contact Visits

1. The Sheriff or his designee may allow visits to take place in the non-contact visiting area where a window separates visitor and inmate. Communication is done via phone/intercom. The Assistant Superintendent or his/her designee shall assign all non-contact visits.

2. Any inmate found guilty by a Disciplinary Board of violation #10 (manufacture, possession, introduction or use of any unauthorized controlled substance, alcoholic beverage or associated paraphernalia), shall be placed on non-contact visits until either the Sheriff or Assistant Superintendent decides otherwise.

3. High risk inmates may include but are not limited to the following:

- Potential escapees
- Assaultive
- Mentally unstable
- Behavioral problems
- Medical isolation
- Any behavior which may cause a disruption during normal contact visits
- Any inmate found guilty by a disciplinary board of use of a controlled substance

N. Disciplinary Detention Visits

1. All inmates in segregation shall be allowed visiting privileges in accordance with visiting policies and procedures of the HJHC except where substantial reasons for withholding such privileges exist. Non-contact visits are provided to high-risk inmates whose actions or circumstances present a security risk or threat to safety of others.

2. If visiting privileges are temporarily suspended, inmates will be allowed a phone call, either collect or via the inmate phone card system, to inform their family.

6. Mail

A. Outgoing Mail

1. All indigent inmates shall be permitted to mail three letters per week first class weighing one ounce or less at the expenses of the HJHC to maintain community ties.

2. An indigent inmate shall be permitted, when necessary, to send an unlimited number of letters of any weight to any court official or attorney at the expense of the HJHC.

   a. The HJHC has adopted the definition of an indigent inmate as contained in 103 CMR 481.06

      i. Indigent Inmate for the purpose of Mail – Upon request for waiver of fees or cost of postage, an Inmate may be declared indigent if:

         a. At the time of the request, the inmate has, in all accounts to which he or she has access, a total less than or equal to ten dollars ($10.00) plus the cost or fees sought to be waived; and

b. At no time for the sixty days immediately preceding said request, have the inmate's accounts contained more than ten dollars ($10.00) plus the cost or fees sought to be waived (e.g. request to waiver $5.00 on 7/1/89, indigent if, at no time since 5/1/89, total in accounts has been more than $15.00).

In addition to the above definition, the superintendent may in his discretion, designate an inmate as indigent if the inmate has less than $2.00 in his account at the time of the request, or in other circumstances, as he or she deems appropriate.

3. All outgoing mail shall be placed in the mailbox in your living unit. All outgoing mail must have the inmate's name and the return address of P.O. Box 7000, Northampton, MA 01061-7000. Please place the return address on the front of the envelope in the upper left-hand corner. The Hampshire Sheriff's Office reserves the right to inspect all outgoing mail. Mail will be picked up from the mailboxes during morning inspection.

4. All outgoing mail shall have a disclaimer on it, which states: "This correspondence is forwarded from the Hampshire County Jail and House of Correction. The contents have not been evaluated and the HJHC is not responsible for the substance or content of the enclosed material."

5. Indigent inmates should attach a request slip to the outgoing mail and write in the body of the request slip, "Indigent, need postage." Envelopes submitted without this request slip will be sent back to the inmate to be re-submitted.

B. Incoming Mail

1. Incoming mail will be picked up at the US Post Office during its business hours. All incoming mail and packages will be opened and examined for contraband or funds. Funds will be replaced by a money receipt, which will be made out by the staff member who opened the mail. All letters will be delivered to the unit in which the inmate is assigned when appropriate time allows. Packages will be turned over to the Property Officer to be recorded. All acceptable property will be forwarded to the inmate. Funds will be turned over to the Finance Office for recording into inmate's account. An officer in the housing unit will pass out inmate mail. Inmates may not distribute or receive another inmate's mail.

2. You will be notified of any mail or packages that are not allowed or are considered contraband. Mail that is not allowed will be given to you on release from the facility, or may be required for you to dispose of them.

Some examples of contraband items are:

a. Electronic musical greeting cards
b. Any form of identification
c. Pressure sensitive stickers
d. Sexually explicit personal photos, body hair
e. Sweepstakes or lottery tickets
f. Magazines not by direct subscription
g. Material(s) that cannot be inspected without damage
h. Material(s) contaminated with foreign substance
i. Postage Stamps

C. Privileged Correspondence

1. Inmates are permitted to send letters to a specified class of persons and organizations, including, but not limited to the following: courts, counsel, officials of the confining authority, government officials, administrators of grievance systems, and members of the parole authority. Mail to you from this specified class of persons and organizations might be opened only to inspect for contraband and only in your presence, unless waived in writing.

D. Mailing Address (Proper format for addressing incoming mail)

Name
P.O. Box 7000
Northampton, MA 01061-7000

Notice: The Sheriff may authorize the reading and/or rejection of both incoming and outgoing mail when there is reliable information that there is a threat to security or that the mail is being used to further illegal activity. You will be notified in the event of rejection of mail.

7. Telephones

The Hampshire Sheriff's Office has an automated inmate phone system, which includes recording and monitoring of phone calls and provides an audio notification about the monitoring and recording of calls at the beginning of each call an inmate makes.

Attorney/client conversation is not recorded or monitored.

All inmates are provided access to telephones. Inmates with hearing or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, will have access to a Telecommunications Device for the Deaf (TDD) or comparable equipment. Public telephones with volume control will be made available to inmates with hearing impairments.

A. Admission Phone Calls

1. You will be allowed to make collect phone calls on admission to the HJHC. The calls, or refusal of, will be documented.

B. Telephone Schedule

1. All living areas have telephones. Phones are operational from 9:00 a.m. to 10:00 p.m.

C. General Rules

1. Outgoing calls are made collect, prepaid to the vendor, or by use of a prepaid calling card.

2. Have consideration for others who may want to use the phone. If you monopolize the phone, slam or bang the phone, or verbally abuse the recipient of the call, a staff member may require you to hang up.

3. Requests to staff to call a blocked line will be denied. Blocks are placed by the local or institutional phone company or by an individual for the following reasons:

    a. Requested by the customer.
    b. Nonpayment of a phone bill.
    c. Exceeding the toll or call limit.
    d. Attempting a 3-way call.

D. Emergency Telephone Messages

1. Routine incoming calls from family and friends are not permitted. If there is a family emergency, the authenticity of the emergency will be verified before the information is passed on. A call to a hospital may be allowed. Calls to blocked lines will continue to be denied. It is your responsibility to notify family and friends of this.

E. Suspension of Telephone Use

1. All telephone contacts not directly related to contacting courts or attorneys may be suspended by the Sheriff or his designee, when it is determined that inmate telephone use would present a threat to the facility's security.

8. Religious Activities

The HJHC provides opportunity for you to participate in religious services and counseling on a voluntary basis. You have the right to practice your religion, subject only to the limitations necessary to maintain order and security in the facility.

A. Religious Activities Schedule

1. Catholic Services are usually held on Saturday mornings.

2. Spanish Chapel Services are usually held on Wednesday evenings.

B. Religious Leaders

1. You are encouraged to develop and/or attend services of your choice. Your own religious leader, with appropriate qualifications, may come in to counsel you during reasonable hours at the Shift Supervisor's discretion.

2. The term religious leader shall mean a person who is a trained and qualified professional in his/her respective faith and certified by an appropriate religious certifying body.

3. All religious leaders equivalent must contact the facility Chaplain or ADS Treatment/Services or ADS Security before entry into the facility.

9. Health Services Unit

A. Health Services Unit

1. The HJHC provides health care services, including medical and dental services, to the inmate population. All health concerns may be directed to the Health Services Unit for evaluation as needed. Both routine and emergency care is provided.

2. The Health Services Unit is located on the first floor of the main building. It is typically staffed daily from 7:00 a.m. to 11:00 p.m. The Shift Supervisor and the on-call health care provider handle medical emergencies occurring at other times. All outside medical appointments are to be scheduled through the Health Services Unit.

B. Sick Call / Access to Health Care

1. Sick call is held on weekdays (excluding holidays) from 9:00 a.m. to 11:00 a.m. Those who wish to be seen must submit a request stating the nature of the problem and place it in the medical request box located in the unit. Requests will be reviewed by the health service staff on duty for evaluation and treatment as needed.

2. Medical staff determines whether an inmate is to be seen by the nurse, the nurse practitioner, or the physician.

3. Per DPH regulations 105 CMR 205.200, each inmate will be screened for tuberculosis. Screening for other diseases such as hepatitis and HIV is available based on history. Vaccinations against certain diseases are also provided as necessary. A routine physical and dental exam will be scheduled.

C. Physician

1. The Doctor is at the facility weekly.

D. Medications

1. Medication is distributed in the housing units four times daily at approximately 7:00 a.m., 12:00 noon, 4:00 p.m. and 9:00 p.m. Inmates who consistently miss medication call or refuse to take their medication, risk having that medication discontinued. It is the inmate's responsibility to approach the med cart during distribution times.

2. Medication call is not the time to address other complaints, unless the condition of the inmate requires immediate attention; these must be routed through the sick call process.

3. **If a medication is abused, misused, or given to anyone else, it may be discontinued. Disciplinary action may result, if appropriate.**

10. PREA / Zero Tolerance of Sexual Abuse / Assault / Harassment

§ 115.6 Definitions related to sexual abuse and sexual harassment:

1. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and

2. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident 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.

3. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

   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 in paragraphs (1)-(5) of this section;

   g. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and

h. Voyeurism by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

§ 115.6 Sexual harassment includes:

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 inmate, detainee, or resident directed toward another; and

2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident 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.

A. Prohibition of and Reporting of Sexual Contact / Abuse / Assault & Harassment

1. Sexual Abuse and Sexual Harassment, as defined above, are prohibited.

2. **All inmates in the HJHC are prohibited from any sexual contact with any person**. Any such incident should be reported immediately. Any accusation or incident of sexual contact, abuse, assault or harassment will be taken seriously and investigated fully. You have the right to serve your sentence or await trial without fear of being sexually exploited.

3. However, if you knowingly make a false accusation you will face disciplinary action. You will not be subjected to harassment for reporting sexual abuse or assaults.

B. Reporting Sexual Contact / Abuse / Assault / Harassment

1. Speak to a staff member immediately to report any contact or harassment of a sexual nature by other inmates, staff, volunteers, or outside contractors. If you are uncomfortable doing so, you may use the hotline that has been set up through the inmate telephone system. The ***hotline*** number is (413) 584-0591. Calling the Rape Crisis Hotline and not informing Sheriff's Office staff will not allow for your immediate protection and investigation of a crime. You should notify Sheriff's Office staff immediately if you have been a victim of sexual misconduct or sexual assault. You may also place written notification of sexual abuse, assault, or harassment in the Medical Drop Box (white with a red cross) located in your unit.

2. Inmate Reporting

   a. The HJHC shall provide multiple internal ways for inmates to privately report sexual abuse and sexual harassment, retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents.

   b. The HJHC shall also provide at least one way for inmates to report abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials, allowing the inmate to remain anonymous upon request. Inmates detained solely for civil immigration purposes shall be provided information on how to contact relevant consular officials and relevant officials at the Department of Homeland Security.

   c. All persons shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.

   d. The HJHC shall provide a method for staff to privately report sexual abuse and sexual harassment of inmates.

   e. Inmates who are victims of sexual abuse have the option to report the incident to a designated staff member other than an immediate point-of-contact line officer.

3. Inmate Reporting of Sexual Assault/Abuse, Formal Processing of Inmate Grievance

    a. The following will be adhered to regarding Inmate Grievance as it relates to sexual harassment or sexual abuse.

        i. Filing – Inmates who have an unresolved complaint as it relates to sexual harassment or sexual abuse, may formally process their complaints by informing any staff member of said abuse or harassment, writing to the facility superintendent, anonymously report in writing by placing complaint into medical drop box or calling the facility hotline (413) 584-0591. The inmate may request assistance from family members, attorneys, outside advocates, fellow inmates or staff. All complaints shall be forwarded to the Assistant Superintendent's office; he/she will assign the appropriate staff to investigate the complaint. Under no circumstances will the investigation be completed by a person who is a party to the complaint. The investigation shall be completed within 90 days from the reporting of the complaint. However, the Assistant Superintendent may extend this period, not to exceed 160 days.

C. Prevention, Intervention, and Self-Protection

1. Prevention and self-protection education is provided during orientation to the facility and is an ongoing part of the health curriculum.

D. Treatment and Counseling / Access to Outside Confidential Support Services

1. 24-hour treatment and counseling are available with continued counseling available through the facility. At any time any concerns may be directed to a staff member or your Case Manager.

2. Inmate Access to Outside Confidential Support Services:

    a. The facility shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, State, or national victim advocacy or rape crisis organizations, and, for persons detained solely for civil immigration purposes, immigrant services agencies. The facility shall enable reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible.

    b. The facility shall inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

    c. The agency shall maintain or attempt to enter into memoranda of understanding or other agreements with community service providers that are able to provide inmates with confidential emotional support services related to sexual abuse. The agency shall maintain copies of agreements or documentation showing attempts to enter into such agreements.

E. Sexual Misconduct

1. The Hampshire Sheriff's Office makes known to all employees, inmates, vendors, contractors, and consultants that it will fully enforce Massachusetts General Laws Chapter 268, Section 183, which reads as following:

    a. Section 21A. An officer or other person who is employed by or contracts with any penal or correctional institution in the Commonwealth, and who, in the course of such employment or contract or as a result thereof, engages in sexual relations with an inmate confined therein, within or outside of such institution, or an inmate who is otherwise under the direct custodial supervision and control of such officer or other person, shall be punished by imprisonment for not more than 5 years in a state prison or by a fine of $10,000 or both.

    b. In a prosecution commenced under this section, an inmate shall be deemed incapable of consent to sexual relations with such person. For purposes of this section, sexual relations shall include intentional, inappropriate contact of a sexual nature including, but not limited to conduct prohibited by section 22 or 24 of this Chapter 265 or Section 2, 3, 35 or 53A of Chapter 272.

Programs for Victims of Domestic Violence in Western Mass

Program Name	City/Town	Hotline / TTY
* Center for Women & Community	180 Infirmary Way, Amherst, MA 01003	(413) 545-0883 Office / (413) 545-0800 24 Hour Rape Crisis Hotline / (888) 337-0800 Toll Free Rape Crisis Hotline
* NELCWIT	479 Main Street Greenfield, MA 01301	(413) 772-0806 Hotline
* Womanshelter / Compañeras	476 Appleton Street, Suite 2, Holyoke, MA 01040	(413) 539-1628 Hotline / (877) 536-1628 Toll Free
* Safe Passage	43 Center Street, Suite 304, Northampton, MA 01060	(888) 345-5282 Hotline / (413) 586-5066 TTY
* Elizabeth Freeman Center	43 Francis Ave, Pittsfield, MA 01201	(866) 401-2425 Hotline / (413) 499-2425 TTY
YWCA of Western MA	1 Clough Street Springfield, MA 01118	(800) 796-8711 Hotline / (413) 733-7100 TTY

* Represents those agencies that fall under the umbrella organization of the Massachusetts Coalition Against Sexual Assault & Domestic Violence (a.k.a. Jane Doe, Inc. – www.JaneDoe.org)

Programs may have more than one location. Please call for the location nearest you.

Programs provide assistance to victims of domestic violence, sexual assault or stalking regardless of gender pursuant to their internal policy. Please call for available services.

Massachusetts Rape Crisis Center (RCC) in Western Mass

Program Name	City/Town	Hotline / TTY
* Center for Women & Community	180 Infirmary Way Amherst, MA 01003	(413) 545-0883 Office / (413) 545-0800 24 Hour Rape Crisis Hotline / (888) 337-0800 Toll Free Rape Crisis Hotline
* NELCWIT	479 Main Street Greenfield, MA 01301	(413) 772-0806
* Elizabeth Freeman Center	43 Francis Ave Pittsfield, MA 01201	(866) 401-2425 Hotline / (413) 499-2425 TTY
YWCA of Western MA	1 Clough Street Springfield, MA 01118	(800) 796-8711 Hotline / (413) 733-7100 TTY

* Represents those agencies that fall under the umbrella organization of the Massachusetts Coalition Against Sexual Assault & Domestic Violence (a.k.a. Jane Doe, Inc. – www.JaneDoe.org). For more information see: http://www.mass.gov/dph/sexualassaultservices

Programs may have more than one location. Please call for the location nearest you.

Programs provide assistance to victims of domestic violence, sexual assault or stalking regardless of gender pursuant to their internal policy. Please call for available services.

Suicide Prevention/Crisis Intervention

Program Name	City/Town	Hotline/TTY
National Suicide Prevention Lifeline	Nationwide	(800) 273-8255 / (800)799-4889 Spanish- (866) 628-9454 Veterans-(800) 273-8255
The Trevor Project(LGBTQ Youth)	Nationwide	(866) 488-7386
Samaritans Statewide Helpline	Massachusetts	(877) 870-4673

Other Resources

Program Name	City/Town	Hotline / TTY
National Domestic Violence Hotline	Nationwide	(800) 799-7233 (SAFE) / (800) 787-3224 TTY
Domestic Violence Safelink	Massachusetts	(877) 785-2020 / (877) 521-2601 TTY
National Sexual Assault Hotline	Nationwide	(800) 656-4673 (HOPE)

Programs provide assistance to victims of domestic violence, sexual assault or stalking regardless of gender pursuant to their internal policy. Please call for available services.

Counseling for Abusive and Controlling Behavior

Program Name	City/Town	Hotline
* Men Overcoming Violence (MOVE)	409 Main Street, Suite 125 Amherst, MA 01003	(413) 253-9887
* Berkshire Batterer Intervention Program	165 Tor Ct Pittsfield, MA 01201	(413) 445-9160
* Batterer Intervention Program Gandara Mental Health Center	2155 Main Street Springfield, MA 01104	(413) 736-8328

* Denotes those agencies that fall under the umbrella organization of the Massachusetts Coalition Against Sexual Assault & Domestic Violence (a.k.a. Jane Doe, Inc.)

Programs may have more than one location. Please call for the location nearest you.

Programs provide assistance to victims of domestic violence regardless of gender pursuant to their internal policy. Please call for available services.

Resources for Immigrants in Massachusetts

Immigrant service agencies offer refugee resettlement, English language classes, referrals, and other services for noncitizens. Massachusetts agencies include:

Catholic Charities

Description: helps refugees and other immigrants with basic needs, legal advice, and counseling and training to become self-sufficient.

Services:

- Refugee Resettlement Program
- Legal counseling on immigration for low-income clients
- Walk-in immigration clinic
- English as a second language (ESL) classes
- Employment training and counseling
- Case management and counseling
- Information and referrals for housing, food assistance, health care, etc.
- Interpreter and translation services
- Citizenship preparation
- Computer training
- Haitian multi-service center (Dorchester)
- Other immigrant services

Massachusetts locations: Greater Boston, Worcester

Contact Information:

- Catholic Charities of Greater Boston
  75 Kneeland Street
  Boston, MA 02125
  Phone: 617-451-7979
  Fax: 617-629-5768
  Web site: Refugee and Immigration Services
  - Community Interpreter Services
  - Immigration Legal Services
  - Refugee Resettlement
  - Refugee Employment Services
- Catholic Charities Haitian Multi-Service Center
  185 Columbia Road
  Dorchester, MA 02121
  Phone : 617-506-6600
  Fax: 617-474-1009
  Web site: Haitian Multi-Service Center
- Catholic Charities of Worcester County
  Refugee Resettlement Program
  10 Hammond Street
  Worcester, MA 01610
  Phone: 508-798-0191
  Fax: 508-797-5659
  Web site: Catholic Charities - Worcester County

International Institute

Description: offers a wide range of services to refugees and other immigrants to help them become self-sufficient members of their communities. Services are free, except for certain legal and citizenship services which are offered at a reasonable fee. Services may vary by location.

Services:

- Refugee Resettlement Program
- Legal Services (walk-in immigration clinic; full legal representation for asylum seekers and low-income immigrants; application assistance)
- English language and literacy skills training
- Refugee Employment and Training Program
- Case management and counseling
- Information and referrals for housing, food assistance, health care, etc.
- Translations
- Homebuyer training
- Family reunification
- Other immigrant services

Massachusetts locations: Boston, Lowell

Contact Information:

- Web site: International Institute of New England
- International Institute of New England, Boston Office
  One Milk Street
  Boston, MA 02109
  Phone: 617-695-9990
  Fax: 617-695-9191
- International Institute of New England, Lowell Office
  144 Merrimack Street, Suite 202
  Lowell, MA 01852
  Phone: 978-459-9031
  Fax: 978-459-0154

Jewish Family Service

Description: helps refugees become reunited with family members and transition into American life by offering social, educational, vocational, medical, and economic assistance.

Services:

- Refugee Resettlement Program
- Job training and counseling
- Citizenship preparation
- Information and referral services
- English language classes
- Social and recreational programs
- Youth programs
- Translations
- Special programs for elder refugees

Massachusetts locations: Waltham, Lynn, Framingham, Springfield

Contact Information:

Jewish Family & Children's Service (JF&CS)
1430 Main St.
Waltham, MA 02451
Phone: 781-647-5327
Contact online: Contact us
Web site: JF&CS New American Services

Jewish Family & Children's Service (JF&CS)
298 Union St.
Lynn, MA 01901
Phone: 781-593-0100
Fax: 781-599-3329
Contact online: Contact us
Web site: JF&CS New American Services

Jewish Family Service of Metrowest (JFS)
475 Franklin St., Suite #101.
Framingham, MA 01702
Phone: 508-875-3100
Fax: 508-875-4373
Web site: JFS New American Services

Jewish Family Service of Western Massachusetts (JFS)
15 Lenox St.
Springfield, MA 01108
Phone: 413-737-2601
Fax: 413-737-0323
Web site: Refugee Services

Lutheran Social Services of New England (LSSNE)

Description: provides resettlement and support services to help refugees and other immigrants become self-sufficient and productive citizens of the United States.

Services:

- Refugee Resettlement Program
- Unaccompanied Refugee Minor Program
- Sponsorship
- Refugee Employment and Training Program
- Case management and counseling
- Information and referrals for housing, food assistance, health care, etc.
- Translations and legal assistance
- English language instruction
- Family reunification
- Other immigrant services

Contact Information:

Lutheran Social Services of New England
Refugee and Immigrant Services
51 Union Street
Worcester, MA 01609
Phone: 508-754-1121
Fax: 508-754-1393
Web site: LSSNE Refugee and Immigration Services; Immigration Legal Assistance Program

Lutheran Social Services Center of New England
593 Main Street
West Springfield, MA 01089
Phone: 413-787-0725
Fax: 413-734-0859

Massachusetts Alliance of Portuguese Speakers

Description: provides a wide range of health and human services to Portuguese speakers and other residents of eastern Massachusetts.

Services:

- Immigrant social services, including job and housing search, and benefit program assistance
- Elder services
- Youth services and family counseling
- Youth violence prevention
- Citizenship classes, naturalization support, and other immigration services
- English and Portuguese language instruction
- Computer skills and other education classes
- Domestic violence prevention and batterer intervention
- Housing counseling for homebuyers and renters
- Substance abuse prevention and treatment
- HIV/AIDS outreach, education, case management, and transportation
- Cape Verdean Women's Initiative for reproductive health
- Community Health Project (outreach, education, and screening for high blood pressure, diabetes, heart disease, breast and cervical cancer)

Massachusetts locations: Cambridge, Somerville, Allston, Dorchester, Lowell and Framingham

Contact Information:

- Massachusetts Alliance of Portuguese Speakers (MAPS)
  1046 Cambridge Street
  Cambridge, MA 02139
  Phone: 617-864-7600
  Fax: 617-864-7621
  Web site: MAPS Home; MAPS Offices
- Framingham: 508-872-2652; 508-397-9051 (Portuguese); 508-259-9889 (Spanish)
  24 Union Ave., Suites 8 & 10, Framingham, MA 01702
- Allston: 617-787-0557, toll-free: 800-232-7725
  569 Cambridge St., Allston, MA, 02134
- Lowell: 978-970-1250
  11 Mill St., Lowell, MA, 01852
- Dorchester: 617-825-5897
  1 Stoughton St., Dorchester, MA, 02125
- Somerville: 617-864-7600 (open by appointment only)
  92 Union Square, Somerville, MA 02143

Refugee and Immigrant Assistance Center (RIAC)

Description: helps Somali women and children and other immigrants by providing resettlement and support services.

Services:

- Refugee Resettlement Program
- Case management and counseling
- Information and referrals for housing, food assistance, health care, etc.
- Translations and legal assistance
- English language instruction
- Family reunification
- Domestic violence awareness
- HIV/AIDS education
- Youth programs
- Other immigrant services

Massachusetts locations: Jamaica Plain, Worcester, Lynn

Contact Information:

- Refugee and Immigrant Assistance Center (RIAC)
  31 Heath Street
  Jamaica Plain, MA 02130
  Phone: 617-522-8882
  Fax: 617-238-0064
  Web site: RIAC Boston
- Refugee and Immigrant Assistance Center (RIAC)
  298 Union Street
  Lynn, MA 01901
  Phone: 781-593-0100
  Fax: 781-599-3329
- Refugee and Immigrant Assistance Center (RIAC)
  340 Main Street, Suite #965
  Worcester, MA 01608
  Phone: 508-756-7557
  Fax: 508-756-7708

Community organizations

Description: other Massachusetts agencies offering services for noncitizens

Services: Call the agency for information

- Asian American Civic Association
  87 Tyler Street
  Boston, MA 02111
  Phone: 617-426-9492
  Fax: 617-482-2316
  TTY: 617-426-9157
  Focus: Boston's Asian immigrants and immigrants from other parts of the world
  Web site: Asian American Civic Association

- Bosnian Community Center for Resource Development (BCCRD)
  298 Union Street
  Lynn, MA 01902
  Phone: 781-593-0100 x20
  Fax: 7 81-593-3329
  Focus: Refugees from Bosnia and other parts of former Yugoslavia living in greater Boston
  Web site: Bosnian Community Center

- Cambodian Mutual Assistance Association of Greater Lowell
  120 Cross Street
  Lowell, MA 01854
  Phone: 978-454-6200
  Focus: Cambodian Americans and other minorities and economically disadvantaged residents of Lowell
  Web site: Cambodian Mutual Assistance Association

- City of Chelsea Refugee Services Program
  194 Broadway
  Chelsea, MA 02150
  Phone: 617-889-0745

- East Boston Ecumenical Community Council (EBECC)
  50 Meridian Street, Suite B1
  East Boston, MA 02128
  Phone: 617-567-2750

- Russian Community Association of Massachusetts (RCAM)
  215 Harvard Ave.
  Allston, MA 02134
  Phone: 617-731-7789
  Focus: Russian-speaking and other immigrant groups living in Massachusetts
  Web site: RCAM

- Somali Development Center (SDC)
  203-205 Green Street
  Jamaica Plain, MA 02130
  Phone: 617-522-0700
  Fax: 617-522-6300
  Focus: Somali and other African immigrants living in New England
  Web site: Somali Development Center - Boston or MAAC: Somali Development Center

  SDC - Chelsea
  267 Broadway
  Chelsea, MA 02150
  Phone: 617-884-3238 x225

  SDC - Springfield
  130 Maple Street, Suite 243
  Springfield, MA 01103
  Phone: 413-739-9860

- Southeast Asian Coalition of Central Massachusetts
  484 Main Street Suite 400
  Worcester, MA 01608
  Phone: 508-791-4373
  Focus: Southeast Asians living in Central Massachusetts
  Web site: Southeast Asian Coalition of Central Massachusetts

- Urban Missionaries of Our Lady of Hope
  27 Chandler Street
  Worcester, MA 01609
  Phone: 508-831-7455
  Fax: 508-831-1104
  Focus: Refugees living in the Worcester area
  Web site: Urban Missionaries of Our Lady of Hope

- Vietnamese-American Civic Association
  1452 Dorchester Avenue, 3rd Floor
  One Fields Corner
  Dorchester, MA 02122

Fax: 617-569-5946
Focus: East Boston's Spanish-speaking immigrants
Web site: EBECC - East Boston Ecumenical Community Council Immigration Assistance

Phone: 617-288-7344
Fax: 617-288-4860
TTY: 617-288-4443
Focus: Vietnamese population of greater Boston

- Ethiopian Community Mutual Assistance Association (ECMAA)
  552 Massachusetts Avenue, Suite 202
  Cambridge, MA 02139
  Phone: 617-492-4232
  Fax: 617-492-7685
  Web site: ECMAA

For additional organizations, see:

- Massachusetts Mutual Assistance Coalition (MAAC)

Organization Profiles:

- AAC (African Assistance Center)
- AICD (African Initiative for Community Development)
- BCCRD (Bosnia Community Center for Resource Development)
- CCM (Cambodian Community of Massachusetts)
- CMAA (Cambodian Mutual Assistance Association)
- ECMAA (Ethiopian Community Mutual Assistance Association)
- HAPHI (Haitian American Public Health Initiative)
- RCAM (Russian Community Association of Massachusetts)
- SDC (Somali Development Center)
- SWCA (Somali Women and Children's Association)
- UHRI (Universal Human Rights International)
- VACA (Vietnamese American Civic Association)

- Massachusetts Immigration and Refugee Advocacy Coalition (MIRA) members

A Better Tomorrow Services	www.abticharity.org
A New Day	anewdayma.org
ABCD - Action for Boston Community Development	www.bostonabcd.org
ACLU MA	www.aclum.org
ACLU MA, Worcester Chapter	www.aclum.org/central
Agencia ALPHA	www.agenciaalpha.org
Alliance to Develop Power	www.a-dp.org
Amnesty International, NE	www.amnesty133.org
Anti-Defamation League	www.adl.org
Asian American Civic Association	aaca-boston.org
Asian Center of Merrimack Valley	www.asiancentermv.org
Asian Community Development Corporation	www.asiancdc.org
Asian Task Force Against Domestic Violence	www.atask.org/site
Association of Haitian Women	www.afab-kafanm.org
Benjamin Franklin Institute of Technology	www.bfit.edu
Berkshire Immigrant Center	berkshireic.com
Bosnian Community Center for Resource Development, Inc.	www.bccrd.org
Boston Area Rape Crisis Center	www.barcc.org
Boston Chinatown Neighborhood Center	www.bcnc.net
Boston College Immigration & Asylum Project	www.abanet.org/legalservices/probono/lawschools/9.html
Boston Public Health Commission	www.bphc.org

Brazilian Immigrant Center	www.braziliancenter.org
Brazilian Woman's Group	verdeamarelo.org
Bristol Elder Services	www.bristolelder.org
Cambridge Economic Opportunity Council	www.ceoccambridge.org
Cambridge Health Alliance	www.challiance.org
Catholic Charities Agency	www.diospringfield.org/charities
Catholic Charities Archdiocese of Boston	www.ccab.org
Catholic Charities of Worcester	www.ccworc.org
Catholic Social Services of Fall River	www.cssdioc.org
Center For New Americans	www.cnam.org
Centro Latino	centrolatino.org
Cleghorn Neighborhood Center	www.cleghorncenter.org
Clementine Refugee Scholarship Fund	clemrsf.org/default.htm
Clinton Adult Learning Center	www.clinton.k12.ma.us
Close To Home	www.c2home.org
Coalition for a Better Acre	www.coalitionforabetteracre.org
Community Action Agency of Somerville	www.caasomerville.org
Community Connections of Brockton	www.ccbrockton.org
Community Learning Center, City of Cambridge	www.cambridgema.gov/dhsp2/clc.cfm
Community Legal Aid	www.laccm.org
Cooperative Metropolitan Ministries (CMM)	www.coopmet.org
Crittenton Women's Union	www.liveworkthrive.org
Dorchester House Multi-Service Center, Inc.	www.dorchesterhouse.org
East Boston Harborside Community School	mysite.verizon.net/hside00/ebhcsedprog
East Boston Neighborhood Health Center	www.ebnhc.org
EBECC - East Boston Ecumenical Community Council	www.ebecc.org
El Centro del Cardenal	www.ccab.org/cc_jp.html
Elizabeth Freeman Center	www.elizabethfreemancenter.org/
Ethos	www.ethocare.org
Families United in Educational Leadership	www.fuelaccounts.org
GBLS - Greater Boston Legal Services	www.gbls.org
Global Evangelical Church	www.globalchurch.us
Greater Boston Labor Council AFL-CIO	gbclc.com
Greater Boston Nazarene Compassionate Center Inc	www.gbncc.org
Haitian American Public Health Initiative	www.haphi.org
Health Care for All	www.hcfama.org
Health Imperatives	www.hcsm.org
Health Law Advocates, Inc.	www.healthlawadvocates.org
Hondureños Unidos de Massachusetts	www.facebook.com/hondurenosunidos.demassachusetts
Immigrants' Assistance Center, Inc.	www.immigrantsassistancecenter.com
International Institute of New England	www.iiboston.org
International Institute of Rhode Island	www.iiri.org
International Medical Interpreters Association (IMIA)	www.imiaweb.org
Irish International Immigrant Center	www.iicenter.org
Jewish Community Relations Council	www.jcrcboston.org

Jewish Family and Children's Service	www.jfcsboston.org
Jewish Family Services of Western MA	www.jfswm.org
Jewish Vocational Services	www.jvs-boston.org
Jobs with Justice MA	www.massjwj.net
Jones Library ESL Center	www.joneslibrary.org
Kozeli Law Office	www.kozelilaw.com
La Alianza Hispana	www.laalianza.org
La Comunidad Inc.	www.lacomunidadinc.org
Lawrence Family Development and Education Fund, Inc.	www.lfdcs.org
Lowell Community Health Center	www.lchealth.org
LUMA - Latinos Unidos en MA	www.facebook.com/luma.boston
Lutheran Social Services of New England	www.lssne.org
Lynn Community Health Center	www.lchcnet.org
MACDC - Mass. Association of Community Development Corporations	www.macdc.org
Mapa Translations & Language Solutions	www.mapatranslation.com
MAPS - Massachusetts Alliance of Portuguese Speakers	www.maps-inc.org
Massachusetts Coalition For Adult Education	www.mcae.net
Massachusetts School Counselors Association	www.masca.org
Massachusetts Senior Care Association	www.maseniorcare.org
Massachusetts Transgender Political Coalition	www.masstpc.org
MASSCAP - Massachusetts Association For Community Action	www.masscap.org
MassCOSH - Massachusetts Coalition for Occupational Safety and Health	www.masscosh.org
MATSOL - Massachusetts Association Of Teachers Of Speakers Of Other Languages	www.matsol.org
Mattapan School Of Technology	www.mattapantech.com
Medical-Legal Partnership Boston	www.mlpboston.org
Metrowest Legal Services	www.mwlegal.org
MGH Social Services	www.mghsocialwork.org
Multilingual Action Council (MAC)	www.multilingualactioncouncil.org
Muslim American Society Boston	masboston.org/live
National Association of Socially Responsible Organizations	www.nasro-co-op.org
Neighborhood Health Plan	www.nhp.org
Neighborhood of Affordable Housing (NOAH)	www.noahcdc.org
New Bedford CEDC	www.cedc-sm.org
New England Bangladesh American Foundation (NEBAF)	www.nebaf.us
New England Regional Council of Carpenters	www.necarpenters.org
North Shore Community Action Program	www.nscap.org
Northern Essex Community College - ABE Programs	www.necc.mass.edu/academics/prep/adult-literacy
Notre Dame Education Center	www.ndecboston.org
Notre Dame Education Center - Lawrence	www.ndeclawrence.org
Notre Dame Health Care Center, Inc.	www.notredamedulac.org
O'Donoghue & DiTrani, LLC	www.ditranilaw.com
PAIR - Political Asylum Immigration Representation Project	www.pairproject.org

Pine Street Inn	www.pinestreetinn.org
Public Policy Institute	www.realclout.org
Raphia - Immigrant Support Center	raphiaonline.com
REACH Beyond Domestic Violence	www.reachma.org
ROCA, Inc.	www.rocainc.org
Russian Community Association of MA	www.facebook.com/RussianAssociation
SCALE - Somerville Center for Adult Learning Experiences	www.somerville.k12.ma.us/scale
SEIU 1199 United Healthcare Workers East. MA Division	www.1199seiu.org
SEIU 615	www.seiu615.org
SEIU Local 509	www.seiu509.org
Social Justice Outreach Committee of the Unitarian Universalist Society of Wellesley Hills	www.uuwellesley.org
South Boston en Acción	www.sbaccion.org
South Coastal Counties Legal Services, Inc.	www.sccls.org
Southeast Asian Coalition	www.seacma.org
The Immigrant Learning Center, Inc.	ilctr.org
Tri-City Community Action Program, Inc.	www.tri-cap.org
UNITE HERE! Local 26	www.bostonhotelunion.org
UNITE HERE! New England Joint Board	www.nejb.us
Urban College of Boston	www.urbancollege.edu
Urban Edge	www.urbanedge.org
Waltham Power Program	walthampp.org
Whittier Street Health Center	wshc.org
Womanshelter/Compañeras	www.womanshelter.org
Worcester Immigrant Coalition	worcesterimmigrantcoalition.org
Worker Education Program, Inc.	www.workereducationprogram.org

* Please be aware that, although the above resources are being provided for your use, the Hampshire Jail & House of Correction does not guarantee confidentially of communications to these outside parties.

11. Forensic Mental Health Services

A. Services Provided

1. Evaluations, diagnosis, and treatment of mental illness, evaluations and recommendations for transfer of inmates in crisis to psychiatric hospitals, referrals to Department of Mental Health case management services and community mental health providers for treatment after release, tracking and monitoring medication and appointments with psychiatrist.

B. Eligibility for Services

1. Inmates who meet the Department of Mental Health's general eligibility criteria, which is defined as: a substantial disorder of thought, mood, perception, orientation, or memory which grossly impairs judgment, behavior, capacity to recognize reality or ability to meet ordinary demands of life.

C. Referral Process

1. Case Managers screen inmates who request or who appear to be in need of mental health services. Screening outcomes:

    a. Referral to Forensic clinician for evaluation. The clinician will determine if further assessment and treatment is necessary.

    b. Forensic treatment not indicated.

D. Evaluation by Forensic Clinician

1. The Forensic clinician will address mental health issues only and will not make decisions regarding classification, disciplinary, or property issues. When the risk of harm appears to be high, the clinician will offer specific recommendations regarding the management of acutely suicidal, assaultive, or psychotic inmates.

E. Evaluation Outcomes

1. Referral to psychiatrist for medication evaluation and treatment.

2. Individual treatment provided by the clinician.

3. Ongoing monitoring of mental status.

4. Transfer to psychiatric hospital.

5. No treatment at this time.

F. Medication Review

1. The psychiatrist will evaluate inmates to determine the need for psychotropic medication and order appropriate laboratory tests. The psychiatrist guides diagnosis and treatment planning.

2. The medical staff maintains the responsibility for administration and monitoring of medications. Any problems should be reported to the psychiatrist immediately via the clinician.

G. Referrals and Release

1. For medication/prescriptions: contact the Forensic Clinician at least 2 weeks before release to have the prescription sent to a local pharmacy. Usually, up to a 30-day supply will be offered.

2. For outpatient services: contact the Forensic clinician at least 3 weeks before release to schedule services.

3. Inmates with serious mental health disorders may be scheduled for outpatient services, regardless of their intent to attend or follow up with such services.

12. Orientation

1. Each inmate is provided with an orientation to the facility. The orientation is normally conducted each week, which includes at a minimum:

    a. Written materials describing facility rules and sanctions.

    b. Explanation of mail and visiting procedures.

    c. Explanation of transportation options for visitors.

    d. Explanation of grievance procedures.

    e. Explanation of all fees, charges or co-payments that may apply.

    f. Description of services, programs and eligibility requirements.

    g. Information on how to access medical care.

    h. Identification of available pretrial release options.

    i. Prison Rape Elimination Act (PREA) video

    j. Explanation of PREA zero tolerance policy. The HSO provides comprehensive education to inmates either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents.

2. Dissemination of Orientation Information

    a. If an inmate cannot read, orientation materials are read to the inmate by a staff member, or are provided through the use of an audio or videotape. For inmates who do not speak English, interpretive services are provided. Inmates verify, by signature, the receipt of their initial orientation and of the inmate handbook and written orientation materials. Signed acknowledgement of receipt of the handbook and orientation is maintained in the inmate's file.

    b. The HSO ensures that key information is continuously and readily available or visible to inmates through posters, inmate handbooks, or other written formats.

13. Modular Unit Rules & Regulations

A. Rooms

1. All inmates are responsible for keeping their area clean and neat at all times.

    a. Beds are to be made for inspections.

    b. All furnishings are to remain in place. If you have any questions ask the OIC of the Unit. OIC **only** will change bed assignments.

    c. Nothing is to be hung or draped from the beds to obstruct a clear view of the bed at any time.

d. Inmates are not allowed to hang any material on their lockers. Pictures are allowed on the inside of the locker only.

e. Inmates are not allowed to hang or place anything on the walls, ceiling, doors, vents or windows.

f. Blankets, sheets, rugs, towels, clothing, etc. are not allowed on the floors.

g. There is to be no tampering with switches, light fixtures, heat sensors, ceiling panels, windows, blinds, door locks, outlets, vents, etc.

h. Window screens will remain in place at all times.

i. Personal televisions and radios will remain in the possession of the rightful owner (the person who can produce a valid property receipt of ownership showing them as the owner).

j. No objects may be placed in front of windows, including televisions and radios.

k. There are to be no pets (animal, reptile or insect) of any type in the rooms.

l. There is to be no vegetation (plants) in any area of the housing unit.

m. Only food items purchased through the Commissary will be allowed in the inmate housing areas.

B. Day Rooms

1. No personal radios or televisions will be permitted.

2. Trash receptacles are to be used. No trash is to be left on the tables, chairs, sinks, shower rods, windowsills, book-cases, telephones, etc.

3. Nothing is to be placed on the walls other than facility notices.

4. There is to be no sitting, standing or laying on the tables.

5. There is to be no lying on the couches.

6. No bedding material, pillows, etc. will be permitted in the Day Room, unless housed there.

C. Schedules

1. Your program and leisure time activities will be scheduled as part of your treatment plan.

2. Electrical power will be turned off at 12:00 a.m. and turned back on at 6:30 a.m.

D. Program / Dining Area

1. No personal radios or televisions will be permitted.

2. Proper attire will be worn. This consists of full shirts, long pants, footwear and socks.

3. There is to be no headwear of any type. (Exception: kitchen workers)

4. No one is to be in the kitchen area unless participating in the Culinary Arts Program or with permission of the OIC of the Unit.

5. When meals/programs are called, you will be expected to be ready and lined up.

E. Inmate Movement

1. If you are attending a program in the Main Building, you will only be allowed to move to that program at specific movement times. You will be expected to move as a group to the scheduled activity. Movement time for scheduled inmate activities will be five (5) minutes before the hour to five (5) minutes after the hour, and twenty-five minutes (25) after the hour to thirty-five (35) minutes after the hour. It is your responsibility to be ready for the program. If you are not ready at the designated movement time, you will not participate in that activity for that particular day. If repetitive lateness occurs, you can be referred to the Inmate Review Board, or other appropriate personnel, to determine if you are appropriate for the activity. All inmate movement in the corridors is to be to the right side of the hallway with minimal noise.

F. Major Headcount

1. All inmates will be in their assigned rooms for count at 8:15 a.m., 3:15 p.m. and 10:30 p.m. You will remain in your assigned room until the count has been completed. You may be required to report to your room at any time for good reason.

G. Inspection

1. There are two inspections daily, the first one at approximately 8:15 a.m. and the second one at approximately 3:15 p.m. When inspection is called, all inmates will be in, or report to their assigned rooms. Rooms are to be cleaned, trash emptied and beds made.. All televisions and radios are to be turned off. Each inmate is to be fully dressed and standing by his bed. No headwear of any type is permitted at this time. All inmates are to remain in their assigned rooms until inspection has been completed.

H. Quiet Hours

1. You will be restricted to your own room from 10:00 p.m. onward. The only permitted movement will be to use the toilet facilities or to complete an assigned work detail.

2. You will not be allowed to sit and read or watch TV in the day room area.

3. All radios will be turned down to a reasonable level at 10:00 p.m.

4. All games will be terminated at 10:00 p.m.

5. Overhead room lights are turned out at 11:00 p.m. onward. The only permitted light will be a reading light.

6. All inmates will be restricted to their bunks at 11:00 p.m.

I. General

1. There will be no movement between North and South units other than to attend approved programs.

2. Headwear will be permitted only at gym, yard or in the inmate's room (outside of inspection hours).

3. Request forms must be turned in at inspection unless there is an emergency.

14. Commissary

A. Commissary Orders

1. Commissary Order Forms will be passed out on the weekend (Saturday or Sunday) and turned in at morning inspection the following Monday. Delivery of the commissary items will be the following Thursday. If a holiday occurs during the week, the commissary schedule may be changed. You will be informed if a change in the schedule occurs.

2. You are allowed to order from the commissary once a week as long as you have funds in your account. Commissary order forms are available in your housing area and are to be submitted no later than Monday morning.

3. The Commissary Vendor delivers orders on Thursday of each week.

4. Commissary orders are limited to $100.00, with the exception of a television purchase.

5. All extraordinary commissary orders will be carefully scrutinized to discourage violation of HJHC rules and regulations, as well as illegal activities.

6. Schedules for commissary may change from time to time at the direction of the Administration.

B. Indigent Commissary Orders

1. For canteen purposes, you may be declared indigent if, at the time of the request, you have a total amount less than or equal to five dollars ($5) in your account. In addition, you must not have had more than five dollars ($5) for the 10 days prior to the request.

2. The Sheriff/Facility Administrator may designate you "indigent" in such other circumstances as deemed appropriate.

3. If you are indigent, fill out the Commissary Order Form with the "Indigent Commissary Kit" box checked. The form will be collected with regular Commissary Orders and submitted to the Finance Office.

4. The Finance Office will verify if you are indigent. If you qualify, a notation will be made on the form and it will be forwarded to the Commissary Vendor.

5. The following items are contained in an indigent commissary order:

- 1 Soap
- 1 Toothbrush
- 1 Comb
- 1 Shampoo
- 1 Toothpaste
- Paper
- 1 Shave Cream
- 1 Deodorant
- 3 Stamped Envelopes

15. Meals / Special Diets

A. Meals in Dining Area

1. A weekly menu is posted in the Dining Area.

2. For meals, you will proceed to the main dining room at appropriate times. You will stay to the **RIGHT** side of the corridor. There will be **no running, talking,** or **horseplay**. Each person will receive one tray. Each tray will contain all food items served for the meal. **NOTHING** (knives, forks, spoons, food, etc.) is allowed to leave the respective dining area.

3. Lunch and dinner will have available an alternate entree for the meal. The inmate will request the alternate if he/she so desires. If requested, the entree replaces the meat portion of the meal only; all other food items on the menu are available for the alternate meal and will be served on the tray.

4. Proper clothing shall be worn in the Dining Area at all times; this includes socks and closed toe shoes. Shorts and sleeveless shirts are not allowed.

5. There is to be no conversing with inmate kitchen workers.

6. If you are housed in House Block or Special Management Unit (including Admissions Screening Unit (ASU) and choose not to attend chow, you will be locked into your cell for the duration of the feeding period. When the officer calls "chow" in your housing area, you can either go to the dining area or be locked in by correctional staff.

7. If you are housed in a treatment program (LSP, CAP) you must comply with program rules for attendance at meals. Program rules state that you must attend lunch and dinner, regardless of whether you choose to eat. If you do not attend a meal, you are subject to a written informational report for a program violation. This does not apply for holidays and weekends.

B. Medical / Religious Diets

1. All medical/religious diets are handled on a case-by-case basis.

2. Religious diets shall be authorized by the Assistant Superintendent or the Assistant Deputy Superintendent for Security (ADSS) and an authorized Religious leader.

3. Medical diets will be authorized only by the appropriate medical or dental personnel which include the responsible health authority official or his/her designated qualified health care personnel, physician or dentist.

4. If your medical/religious diet is approved, you should identify yourself to the food service staff before picking up your tray.

C. Restricted Inmate Meals

1. All inmates in Segregation will receive the same meals as those in general population.

2. All inmates, except those on special diets, will eat the same meals as specified on the menu.

D. Feeding Schedule

1. Meals are served at the *approximate* times listed below:

Feeding Schedule

MEAL	FEEDING TIME	HOUSING AREA
Breakfast	6:30 am	SMU (tray service)
	6:30 am	ASU
	6:30 am	RLU (early court trips)
	7:00 am	House Block
	7:15 am	Modular Unit - North
	7:15 am	Modular Unit - South

Feeding Schedule – Continued

MEAL	FEEDING TIME	HOUSING AREA
Lunch	11:00 am	SMU (tray service)
	11:00 am	ASU
	11:00 am	BTTF/RLU
	11:15 am	House Block
	11:30 am	Modular Unit - North
	11:30 am	Modular Unit - South
Dinner	4:30 pm	SMU (tray service)
	4:30 pm	ASU
	4:30 pm	BTTF/RLU
	5:00 pm	House Block
	5:15 pm	Modular Unit - North
	5:15 pm	Modular Unit - South

A tray meal may be requested for an inmate before or after the above listed feeding times in the event of transportation concerns.

2. If you are going out of the building (court, medical appointment . . .) a lockup meal may be requested and sent to the living area before you leave or after you return.

16. Personal Appearance

A. Dress Code

1. You must be appropriately dressed outside of your living unit. This means you need to wear long pants, shirt, closed toed shoes (no sandals/flip flops) and socks.

2. Your shirt must be buttoned and tucked in if designed to do so.

3. Tank tops or shirts that do not cover the armpit area will not be permitted.

4. Shoes and socks are to be worn outside the living unit for safety and sanitary purposes.

5. Pants must be worn at the waist.

6. Failure to wear clothing/uniform properly will result in disciplinary action.

7. Headgear is permitted only at gym, yard or in your room. Headgear is not permitted during inspection hours or in the dayroom(s) or corridors.

B. Personal Hygiene

1. It is your responsibility to shower regularly and present a neat and clean appearance at all times.

2. *Hand washing* is one of the best ways to prevent the spread of germs and infection. Soap and warm water should be used to wash your hands throughout the day, particularly after every use of the bathroom, after you blow/wipe your nose, and before each meal.

3. New tattoos', if noted by staff are subject to the disciplinary process.

C. Haircuts

1. You may request a haircut by filling out an Inmate Request Slip and submitting it to a Correctional Officer in your housing area.

2. Haircuts will be scheduled as soon as practical. You should not expect a haircut monthly.

D. Tattooing, Branding, Disfigurement or Piercing

1. Tattooing, branding or disfiguring any part of your body is strictly **prohibited** and **very dangerous**.

2. Possession of tattoo paraphernalia is strictly prohibited.

E. Why Are These Actions Dangerous?

1. Needles and sharp objects are involved in the process of tattooing and piercing. When you get either a tattoo or a piercing, the needle or sharp object pierces through your skin and comes in contact with body fluids and blood. In jail settings, it is common for these needles and sharp objects to be used again and again on different inmates. In this process you risk transferring many diseases; this is very dangerous! When these needles or sharp objects are used over and over, diseases and infections can be passed from one person to another.

2. Common infections/diseases can include:

   a. HIV/AIDS

   b. Hepatitis

   c. Cellulitis (a serious infection of the skin)

   d. Staph Infections/MRSA

3. These diseases and infections can cause pain, deformity and even death! These actions are prohibited in order to protect the safety and health of you and others. If you have any other questions about these actions, please submit a request slip to Health Services or the Communicable Disease Coordinator.

F. What is MRSA?

1. Staphylococcus aureus, often referred to as "staph", is a common type of bacteria that is found on the skin and in the nose of healthy persons (this is why it is very important to wash your hands after blowing/wiping your nose). Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain "staph" bacteria that have become resistant to the first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to incision and drainage and/or antibiotics.

2. How is MRSA spread from person to person?

   a. MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

3. How can you prevent becoming infected with MRSA?

   a. Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.

   b. Never touch another person's wounds, infected skin, or dirty bandages.

   c. Don't scratch skin rashes.

d. Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including regular laundering of your bed linens.

e. Don't EVER share personal hygiene items with others, including toiletries and towels.

f. Clean off any surfaces shared with others such as weight benches.

g. Use a clean barrier such as a towel or shirt between your bare skin and exercise equipment.

h. Shower after participating in close-contact recreational activities whenever possible.

i. Don't get a tattoo in prison, don't inject drugs, and do not have sexual contact with other inmates.

4. How does a person know that he or she has MRSA?

   a. Swabbing or aspirating pus from a skin infection is the most common way to detect MRSA.

5. Can MRSA be treated?

   a. MRSA infections are often first treated with frequent warm soaks and draining of the wound. Strong antibiotics can be effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics.

   b. Always seek medical attention if you develop a boil, red or inflamed skin, insect or spider bite, or a sore that does not go away.

17. Inspection / Counts

A. Counts

1. As part of the daily routine, you will be required to report to your housing unit or assigned area for count. Formal and informal counts will be taken at the following times:
   - 8:30 a.m. (inspection)
   - 2:15 p.m.
   - 3:15 p.m. (inspection)
   - 10:30 p.m.

2. Counts may be taken at any other time as directed. Counts are essential to the facility's management. Failure to comply with count procedure or unauthorized absence from your assigned area will result in disciplinary action.

B. Inspections – Main Building

1. When inspection are called, you should:

   a. Be standing next to your cell door.

   b. Be properly and fully dressed for the day.

   c. Be quiet (talking shall not be permitted).

   d. Have your locker open for inspection.

   e. Have your clean clothes hung up and dirty clothes put away.

   f. Have your bed made and your toilet/sink cleaned.

g. Have your floor swept and mopped, nothing hanging on walls, ceiling or window and nothing covering the vent.

2. Cleaning for inspection may be done the night before as long as the room and area are clean for the designated inspection time.

3. Inmates working in the kitchen, laundry, wood/cane shop, barbershop etc., have no special privileges in regards to personal property or inspections. If you work in one of these areas, you should clean your room the night before so that in the morning the only thing that needs to be done before reporting to work is to make your bed.

18. Housekeeping

The care of your living area (cell/room, dayroom) is your responsibility. Cleanliness and neatness are of the utmost importance. Be aware that no institutional food is allowed in the housing areas. Lock up meals will be disposed of half hour after the meal is served.

A. Prior to Inspection

1. Your bed should be made and your floor swept and mopped.

2. Your locker will be open for inspection.

3. Your toilet and sink should be cleaned.

4. You will ensure that your assigned block job is completed.

B. Pictures

1. Nothing is to be hung on the walls, ceilings, windows, doors, beds, vents or outside of locker.

2. No pictures are allowed on the floor nor should they be attached to the mirror in the cells.

C. Furnishings

1. The window and door of your cell must be unobstructed at all times. Writing, painting or disfiguring the walls, floor, ceiling or furniture will not be tolerated.

2. Nothing will be placed in front of or under your cell/room door.

3. There will be no tampering with or blocking any locking device, door gate, or window.

4. No vents in your cell/room will be blocked at any time.

5. No curtains or window coverings will be allowed.

6. No rugs or floor coverings will be permitted.

D. Personal Property / Appliances

1. You will not have any property in your possession that does not belong to you.

2. Only approved appliances are allowed at the facility. NO SPLICED ELECTRICAL CORDS.

3. All televisions and radios will be turned off when you leave your cell/room.

4. Earphones may not be worn while in corridors.

E. Safety / Maintenance / Sanitation

1. You are required to place any and all trash in proper trash receptacles.

2. Under no circumstances will the following materials be allowed to be stored in your cell/room: flammable, caustic, toxic materials, plastic bags or cardboard.

3. No cleaning supplies are allowed to be stored in your cell/room.

4. Any maintenance problems should be reported to the staff member assigned to the housing unit.

5. After using a mop bucket, you are responsible for completely emptying the bucket so that there is no water left in it.

6. Any appliance that has been altered from its original condition will be considered contraband and will be confiscated.

F. Common Areas

1. You will be required to share in the cleaning of the common area(s) of your housing area. This assignment will be completed before inspection. The cleaning detail will be done to the satisfaction of the staff member conducting the inspection in your area.

   a. Cleaning assignments are not assigned based on sex, race, religion, or national origin.

2. Radios and televisions are to be played at a low and unobtrusive noise level in your cell/room. If the radio or television is being played too loudly, you will be asked to turn the volume down. If you do not comply, the appliance will be taken away.

3. Use of a radio in a common area will be with earphones only.

4. Only authorized recreational activities will take place in the housing areas. Horseplay will not be tolerated.

G. Clothing Issue, Laundry Schedule

1. The HJHC provides for the supply of bedding, linen and special clothing.

2. The HJHC Kitchen Officer is responsible for inmate clothing and bedding and issues suitable clothing to all inmates.

3. Linen Schedule: This schedule is subject to change. If a change does occur, you will be notified.

Tuesday	South Modular Unit (afternoon/evening)
Thursday	Every Week – Special Management Unit and House Block Cells 1-36 North Modular Unit (afternoon/evening)
Friday	Every Week – House Block Cells 37-84, Medical Unit and ASU

4. Blanket Exchange: Your blanket will be exchanged on a monthly basis. On the 4th Thursday or Friday of the month a staff member will pick up and exchange your blankets for cleaning. You will be issued a clean blanket.

5. Laundry & Linen Exchange Schedule:

Monday	Personal Laundry	House Cells 37-84
Tuesday	Personal Laundry	House Cells 1-36
	Linen Exchange for South Modular Unit (afternoon/evening)	
Wednesday	Personal Laundry	Special Management Unit, Medical Unit, ASU and Sallyport
Thursday	Every Week – Institutional Linen Exchange (sheets)	Special Management Unit and House Block Cells 1-36
	Linen Exchange for North Modular Unit (afternoon/evening)	
	Last Thursday of the Month – Institutional Blanket Exchange (sheets)	Special Management Unit and House Block Cells 1-36
	Personal Laundry for Minimum Security if necessary.	
Friday	Every Week – Institutional Linen Exchange	House Block Cells 37-84, Medical Unit and ASU
	Last Friday of the Month – Institutional Blanket Exchange	House Block Cells 37-84, Medical Unit and ASU
	Personal Laundry for South Modular Unit.	
Saturday	Personal Laundry for the North Modular Unit, if necessary. Kitchen towels and jumpsuits.	
Sunday	Kitchen Towels/Jumpsuits	
	Last Sunday of the Month – Modular Unit Blanket Exchange	

6. Personal Laundry: Includes all items of clothing authorized by policy, it does not include sheets or blankets issued by the HJHC.

7. Laundry Schedule: Includes sheets and blankets.

SCHEDULES ARE SUBJECT TO CHANGE DUE TO INCREASES AND DECREASES IN THE POPULATION

19. Work Assignments

Work assignments shall be made without regard to sex, race, religion, disability or national origin.

There are work assignments (jobs) that are part of an individual treatment plan available within the facility (e.g., Kitchen, Wood Shop, Cane Shop, Corridors). There are a variety of work assignments that afford inmates an opportunity to develop good work habits and attitudes that can be applied to jobs after their release. All inmates will normally receive their first work assignment in the kitchen.

A. Work Assignment Application Process

1. You may request an Application for Work Assignments from the OIC of your housing area or your Case Manager.

2. After you have completed the application you shall submit the application to your Case Manager.

3. Your Case Manager will initial and date your application.

4. Your Case Manager will make a recommendation on your application and forward it to Health Services Unit.

5. Health Services will either approve or deny the application and then forward it to the Inmate Review Board.

6. The Inmate Review Board will make a finding either approving or denying the application.

7. Some work assignments require the final approval of the Assistant Superintendent.

8. You may be eligible to apply for an alternate job if, after 30 days from date of application approval, you are not hired for work in the kitchen.

B. Work Assignment Criteria

1. The following criteria is considered:

   a. Medical clearance and health related issues.

   b. Skills, abilities and work history.

   c. Security.

   d. Your interest in any specific job.

2. If you have a disability, your Case Manager shall review your request for work and consult with the Inmate Review Board.

C. Compensation

1. Compensation for inmate labor is provided through the Finance Office. Your pay will be credited to your account each Wednesday.

20. Recreation

The HJHC provides that inmates have access to recreational opportunities and equipment, including one (1) hour of daily physical exercise or leisure time activities outside of the cell and outdoors when weather permits.

A. Recreation Schedule

Area	Day Time	Afternoon/Evening Time
South Modular Unit	8:30 a.m. - 9:30 a.m.	7:30 p.m. - 8:30 p.m.
Special Management Unit	9:30 a.m. - 10:30 a.m.	4:00 p.m. - 5:00 p.m.
Pre-Trial	9:30 a.m. - 10:30 a.m.	4:00 p.m. - 5:00 p.m.
Admissions Screening Unit (ASU)	As per classification of population	
Medical Unit	As per classification of population	
North Modular Unit	12:30 p.m. - 1:30 p.m.	7:30 p.m. - 8:30 p.m.
House Block	1:30 p.m. - 2:30 p.m.	6:30 p.m. - 7:30 p.m.

B. Recreation Rules & Regulations

1. No fighting.

2. No spitting on floor.

3. No food or drink allowed in gymnasium.

4. Approved sneakers must be worn (no shoes or boots allowed on gym floor or weight room).

5. No bare feet or socks allowed on floor (sanitary reasons).

6. Return all equipment to proper area after recreation period is over.

7. Pick up paper and deposit it in the wastebasket.

8. Any misuse of equipment or damage to the gymnasium shall terminate its use.

9. No hanging in nets, on rims or backboard supports.

10. No kicking balls unless related to activity.

11. Permission must be given to use bathroom.

12. No one is allowed to go into the locker room without permission.

13. No one is allowed to go into the stairway once gym period has started.

14. No one is allowed to leave the gym once the period has started.

15. No one is to participate in any activities if restricted from gym or yard by the medical staff.

16. Only Walkman® type radios are allowed in the gym. You are not allowed to wear headphones in corridors.

17. Inmates must ask for permission to use treadmill, stairmasters, lifecycles, etc. Inmates must have medical permission also.

18. All equipment will be returned or picked up and placed where it belongs.

C. "Out of Bounds" Areas During Outside Recreation

1. These areas are:
   a. Along the chain link fence.
   b. Any other area that is posted out of bounds.
   c. Any area that you are instructed is out of bounds by a staff member.

   Any violation of these regulations is subject to disciplinary action.

D. Recreation Cancellation

1. The Sheriff, Assistant Superintendent, Major or Shift Supervisor may reserve the right, without notice, to cancel, postpone, restrict and/or limit participation in a recreation period. This may be done to meet security and safety needs or to protect the well being of the facility, staff or inmates.

E. Movies

1. Movies will be shown at the discretion of the facility. These movies are popular up-to-date releases shown for the entertainment of all inmates.

21. Emergency Evacuation Routes

The HJHC maintains a written evacuation plan for use in the event of fire or major emergency, which is certified by an independent outside inspector, trained in the application of national fire safety codes. The plan is reviewed with the Northampton Fire Department Fire Prevention Bureau annually, updated if necessary, and reissued.

The purpose of this plan is to offer two alternatives in the event of a fire or other emergency, which requires partial or total evacuation of the building. The primary exit is listed first. The next choice of an exit in the event that exit 1 is blocked is the alternative exit. The third listing is not an exit but rather a location to which inmates or staff may be relocated in the event of an emergency in their present location.

The life and safety of visitors, staff, inmates and the community is of primary concern. The security of the facility and the separation of housing areas, etc. are also of vital importance.

These routes are designed to clear the building quickly while maintaining security interests. In the event of an actual emergency, staff may be forced to make an immediate evaluation of a situation and proceed as quickly as possible to the nearest, available exit.

All staff and inmates shall leave in an orderly fashion - NO RUNNING. WALK to all exits. Stay calm at all times with no unnecessary talking. All inmates and staff shall regroup in relocation areas for head count and check for any injuries.

No one is to be allowed entrance into the building once it has been evacuated, unless authorized by correctional personnel or the Fire Department. Once the Fire Department has arrived, they are in charge of the fire scene until the situation is under control.

A. House of Correction

1. Primary Exit: West Exit to Main Yard, between House Block and Special Management Unit, leading to the Main Yard. Inmates to stand near Tower #l on the basketball court.

2. Alternative Exit: North Exit (North Door) to Main Yard, between House Block and Kitchen.

3. Relocate: Courtyard 2 (yard adjoining the House of Correction from HOC hallway) or Main Yard/if indoors Gymnasium or Dining Hall.

B. Special Management Unit

1. Primary Exit: Down South-West stairwell to Main Yard (door at end of Special Management Unit, leading to the Admissions Screening Unit (ASU). Inmates to stand by baseball diamond.

2. Alternative Exit: West Exit to Main Yard, door located between House Block and Special Management Unit.

3. Relocate: As designed by the Shift Supervisor.

C. Admissions Screening Unit (ASU)

1. Primary Exit: South-West corridor, Exit out to Main Yard (door at end of ASU, leading to the main yard). Inmates to stand by exit door.

2. Alternative Exit: Through Transportation Sallyport.

3. Relocate: Gymnasium or Visiting Area.

D. Modular Unit – North Section

1. Primary Exit: Northwest Corridor, exit to Main Yard or Main Building.

2. Alternative Exit: West Exit (Main Entrance) to Main Yard or Main Building.

3. Relocate: Dining/Program area.

E. Modular Unit – South Section

1. Primary Exit: Southeast Corridor, exit to Main Yard or Main Building.

2. Alternative Exit: West exit (Main Entrance) to Main Yard or Main Building.

3. Relocate: Dining/Program area.

F. Visiting Area

1. Visitors

a. Primary Exit: Exit out the front door, Main Exit.

b. Alternative Exit: Exit through the Kitchen, to Delivery Truck Sallyport.

c. Relocate: Visitors shall leave the building.

2. Inmates

a. Primary Exit: Return to respective housing units, exit with unit if time does not permit, the inmates shall be escorted as a group to the nearest exit to a secure, designated area. First choice shall be West Door to Main Yard. Second choice shall be North Door to Main Yard.

b. Alternative Exit: Exit downstairs through the Gym, West or Southwest Exit.

c. Relocate: Return to housing unit.

G. Medical Unit

1. Primary Exit: (Consider the classification of inmates present at the time of emergency) Corridor to West, down Southwest Stairwell to Main Yard/Main Corridor to Front Exit.

2. Alternative Exit: Downstairs through Transportation Sallyport.

3. Relocate: Visiting Area.

H. Booking and Admissions Area

1. Primary Exit: Exit through Sallyport.

2. Alternative Exit: Through Women's Section, South-West Corridor Exit.

3. Relocate: Gymnasium or Visitor's Area.

I. Kitchen/Dining Hall/Class Rooms/Wood Shop

1. Primary Exit: North Exit, Main Yard between Kitchen and House Block.

2. Alternative Exit: Exit through Delivery Sallyport.

3. Relocate: Return to Housing Area.

J. Administration and Treatment Area

1. Primary Exit: Exit through Front Door, Main Exit.
2. Alternative Exit: Fire Exit through Lounge Area.
3. Relocate: Conference Room

K. Conference/Records/Parole Offices

1. Primary Exit: Front Door, Main Exit.
2. Alternative Exit: Downstairs (by conference room) out to Lower Parking Lot.
3. Relocate: Administration and Treatment Area.

L. Gymnasium

1. Primary Exit: West Exit (exit next to property room in gymnasium) to Main Yard.
2. Alternative Exit: Upstairs, West Exit between Special Management Unit and House Block.
3. Relocate: Return to respective Housing Units.

M. Minimum Security Building

1. Primary Exit: Nearest accessible exit. Inmates to congregate by Loading Dock Gate for head count.
2. Alternative Exit: Next nearest fire door exit.
3. Relocate: Loading dock gate area (near Dumpster).

N. Property/Storage Building

1. Primary Exit: Southwest exit to yard (Main Entrance).
2. Alternative Exit: Northwest exit to yard.
3. Relocate: Modular Unit (entrance area).

22. Programs / Treatment / Library / Law Library

A. Pretrial Inmate

1. A Case Manager will complete an initial intake and assess you for mental health or medical issues not already reported during booking. Case Managers are available for crisis intervention and adjustment problems. Case management may be accessed via Inmate Request forms – the specific issue must be stated on the request.
2. You are encouraged to use your own resources to resolve problems i.e., writing letters, using the Law Library, contacting family members.
3. Educational services are available to pretrial detainees who are under 22 and who do not have a high school diploma or G.E.D.

B. Sentenced Inmate

1. A Case Manager will complete an initial intake and assess your mental health or medical issues not previously reported. When sentence structure warrants, a Case Manager will complete an LS/CMI (Level of Science Case Management Inventory), which provides a detailed history and reflects your risk of reoffending. Both the intake and the LS/CMI, along with criminal records and police reports, are used to develop treatment plans for programming to reduce your risk to the community and yourself.

2. Case Managers are available for crisis intervention and adjustment problems. Case Management may be accessed via Inmate Request forms – the specific issue must be stated on the request. Inmate Request forms should be submitted to security staff at morning inspection.

3. You are encouraged to use your own resources to resolve problems i.e., writing letters, using the Law Library, contacting family members.

4. You are strongly encouraged to participate in treatment. If you do, you will be transferred to the Community Accountability Program (CAP) unit in the South Mods. You will meet with a Case Manager and devise a treatment plan that takes into account your educational, vocational, and program needs. The primary role of the Case Manager is to identify opportunities to make your re-entry to the community successful.

C. Treatment Unit Programs

1. Treatment Programs are available in Medium and Minimum Security as follows:

   - ***Phase I:*** **C**ommunity **A**ccountability **P**rogram **(CAP)**, South Mods, 60-man unit. First step in treatment provides structure and familiarizes inmates with treatment plans, daily schedules, and groups. Depending on the length of the sentence, some men will remain in CAP, the majority, however, will move on to Phase II if they meet the criteria.

   - ***Phase II:*** Life Skills Program **(LSP)**, North Mods, 60-man unit, 6-month to 1-year program. Provides more advanced treatment for men who have at least 6-months remaining to sentence expiration. **LSP** men receive priority slots for programs with limited enrollment and for work assignments. Some programs are available only to the residents of this unit.

   - ***Phase III:*** Minimum Security, Community Service. Up to 40 men, emphasis is on planning for release. Increased levels of personal responsibility and conduct are expected, men attend outside AA/NA meetings. Inmates are required to complete Phase III goals within 30 days of moving to Minimum Security. Phase III goals are specifically designed to formulate how the information obtained in Phase I and Phase II may be utilized upon release. Some men will be eligible for *Pre-Release* or *Educational Release.*

   - ***Phase IV:*** Pre-Release, Work Release. Inmates are required to complete Phase IV goals within 30 days of obtaining Pre-Release Status. Phase IV goals are specifically designed to focus on the inmate's discharge plans for release. Inmates in this status are eligible to go to escorted AA/NA meetings. All goals will be monitored & reviewed by the Minimum Security Case Manager. Some men will be eligible for work release or ELMO.

   - ***Phase V:*** ELMO. This Phase is designed to maximize the reentry process by allowing the participant to maximize amount of responsibility, while still incarcerated and still being supervised by Hampshire Sheriff's Office staff.

D. Life Skills Program (LSP) and Community Accountability Program (CAP) Expectations & Guidelines

These expectations and guidelines are designed to promote the smooth running of programs, ensure safety in the units, and meet the varied needs of community members. They do not take the place of or supersede other rules outlined in this manual.

1. All room doors remain open from 7:30 a.m.-4:30 p.m. LSP, except on weekends and holidays.

2. Lunch and dinner are mandatory Monday-Friday, even if you choose not to eat. Breakfast is optional.

3. No inmate may enter another inmate's room.

4. Inspection: You should be dressed and standing by your bunk with your bunk made, 7 days a week, weekends and holidays included.

5. Gym or Yard (8:30 - 9:30 a.m. for CAP; 12:30 - 1:30 p.m. for LSP, except Tuesdays) is mandatory Monday - Friday unless you have court, work, a class, or have been excused by medical. In addition, PT is mandatory for LSP residents Monday - Friday at 7:00 am.

6. Attendance at scheduled programs is mandatory unless you have court, have been excused by medical, or have received proper authorization.

7. There will be no lying on bunks, sleeping, or watching television in rooms during the following hours of any designated treatment day: 7:00 a.m. - 4:30 p.m. LSP and 8:00 a.m. - 4:30 p.m. CAP. You may have access to your room during these hours except during scheduled activities.

8. Community Meetings are required for all inmates: 8:35 a.m. & 4:05 p.m. for LSP, 4:05 p.m. for CAP.

9. Respect staff and each other. Racial, ethnic, or sexual slurs are not tolerated.

10. Respect community property. No feet on chairs, tables, or walls. No tipping in chairs.

11. Clean up after yourself (sinks, toilets, showers, dayroom) and dispose of any trash properly, whether yours or not.

12. You are restricted to your room, except for bathroom use or assigned work detail, as follows: 10:00 p.m. - 6:15 a.m. LSP and 10:00 p.m. - 7:00 a.m. CAP.

13. You are expected to be seated in groups and classes prepared to participate. You must be on time and properly dressed. Chairs should set up in a circle. You should be seated before the group starts. Take care of bathroom needs ahead of time, as you will not be allowed to leave group.

14. No eating or drinking during programs or community meetings.

15. No hats, headgear, headphones during groups or meetings.

16. Bring paper and pen or pencil always.

17. No books, magazines, newspapers or games during groups.

18. No side conversations (disruptive activities).

Expectations for Group Treatment and Classes

1. CAP and LSP dayroom groups meet at 10:00 a.m. and 2:00 p.m.

2. Anyone in the unit at the time of a group is to attend that group.

3. Come to each group ready to contribute and prepared for both active and insightful participation.

4. Demonstrate an honest and sincere effort.

5. Respect others' points of view.

6. Maintain confidentiality. What is said in group, stays in group.

7. In general, the dayroom TV will be turned on after Peer Led group Monday - Friday and turned off at 10:00 p.m. If a group is running in the dayroom, it will be turned on when the group ends. The TV may be turned on earlier at the discretion of the officers.

E. Phase III and IV (Minimum)

1. Concentrate on implementing and reviewing treatment and discharge plans that were developed earlier on in treatment. The focus is on detailed goal setting and planning for transition and re-entry to the community. Inmates will be expected to comply with individual treatment plans developed by the Case Managers. Programs run Monday-Friday. Some programming will take place at community corrections, and may include education, substance abuse groups and 12-step recovery groups in the community. Community service work is also required. Treatment staff meets on the last Wednesday of each month to review earned good time for individuals in Phase III and IV.

2. Minimum's Phase III goals give the inmate opportunity to formulate how the information obtained in Phase I and Phase II may be utilized upon release. At the end of Phase III, which is a minimum / at least 30 days after entering the minimum program, the inmate is responsible for completing specific goals. These goals aid in the exploration of ones own addiction and ability to express them verbally and in writing.

3. The groups are facilitated in a manner which allows the inmate to express his thoughts and encourage the receipt of feedback. Written goals are reviewed with the inmate on an individual basis which also encourages the exchange of ideas.

4. Phase III goals consist of, and are reviewed by, the specific staff member responsible documenting completion. Once completed the inmate may request to apply for Pre-Release/Work Release status.

F. Phase IV Pre-Release / Work Release Objectives

1. The inmate has 30 days to complete his Phase IV objectives once Pre-Release/Work Release status has been obtained. These objectives are developed to encourage in depth evaluation of release plans and preparation for his transition back into the community.

G. Disciplinary Issues – CAP

1. A **Unit Discipline Report** will be written for each program infraction. Anyone who receives **3** Unit Discipline Reports within a 30-day period will be relocated for a period of 30, 60, or 90 days after a finding from the disciplinary process. Both security and treatment staff will write and track Unit Discipline Reports. A **Disciplinary Report** is cause for removal and relocation.

H. Disciplinary Issues – LSP & Minimum Security

1. A **Unit Discipline Report** will be written for each program infraction. Anyone who receives **3** Unit Discipline reports within a 6-month period may be relocated for a period of 30, 60, or 90 days after a finding from the disciplinary process. Both security and treatment staff will write and track Unit Discipline Reports. A **Disciplinary Report** is cause for removal and relocation.

I. Earned Good Time – CAP and LSP

1. Good time is earned in 4 areas: education, work, programs and exemplary performance. Up to 10 days earned good time may be awarded at the end of each month and deducted from the sentence provided the following conditions are met:

   - You are in full compliance with your treatment plan and program rules
   - Sentence structure allows good time deductions
   - You are working or are on a waiting list for a specific job
   - You are not in any type of disciplinary status

2. Treatment staff normally meets on the last Tuesday of each month to review the amount of good time an individual will be awarded.

3. If you have resided in the unit for less than 30 days but meet above standards, partial earned time will be awarded.

J. Earned Good Time –Minimum Security (Phase III & Phase IV)

1. You are eligible to earn up to 10 days per month if you are in full compliance with your treatment plan and with Minimum Security rules and regulations.

K. Groups and Classes – CAP and LSP

Groups may include, but are not limited to the following:

- AA & NA
- Accountability in Treatment
- Anger Management
- Art
- Bible Study
- Big Book Study
- College Level Courses
- Communicable Diseases
- Coping Skills
- Criminal Thinking
- Culinary Arts
- Decisional Training
- Domestic Violence Education
- Drunk Driving Curriculum
- Employability
- Family Issues
- Goal Setting
- Connecting with your Child
- Labyrinth Program
- Mentor Program
- Vocational Education group
- OSHA
- Parenting/Family Focus
- Peer Led Groups
- Pet Tech Certification
- Re-Entry Goals/Needs
- Release Preparation
- Relapse Prevention
- Smart Recovery
- Substance Abuse Therapy
- Victim Impact

Science of Addiction

Some groups have limited enrollment, some require a significant time commitment, some occur only occasionally, and some are mandatory for all CAP and LSP residents. Additional classes are listed in the Education section.

L. Groups and Classes –Minimum (Phase III & IV)

- 12-Step Sponsorship
- AA/NA (Outside meetings)
- Anger Management
- Bag Share
- Belief Systems
- Community Corrections (CCC)
- Criminal Thinking
- Daily Journal
- Decision Making
- Domestic Violence
- Education Reintegration
- Family Focus & Parenting Groups
- Goal Setting
- G.E.D.
- Health Education
- Men's Resource
- Mentor Program
- OUI Group
- Parenting
- Re-entry Issues
- Substance Abuse

M. Educational Programs

1. Adult Learning Center mission statement:

   "To provide each and every adult with opportunities to develop literacy skills needed to qualify for further education, job training, and better employment, and to reach his/her full potential as a family member, productive worker, and citizen."

   Adopted in 1993 Massachusetts Department of Education, http://www.doe.mass.edu/acls/

N. Adult Learning Center (ALC) Rules & Agreement

1. Education referrals are required for men residing in program units who do not have high school diplomas or G.E.D.'s. The following is a partial list of rules and expectations. Students will sign a full agreement during school orientation.

   a. Attend all scheduled classes.

   b. Legitimate absences, such as court, medical, and visits (attorney or other), must be verifiable. It is your responsibility to inform your teacher about your absence from class.

   c. Being locked or restricted are not legitimate excuses for being absent.

   d. If you are absent once without an excuse, your teacher will write a unit discipline report.

   e. Three absences may result in a disciplinary report.

   f. Be respectful of staff and other students at all times.

   g. Language that could be considered sexist, racist, vulgar, homophobic or otherwise derogatory or inappropriate will not be tolerated.

   h. Complete all assigned work.

   i. Entering the teacher's office or storage cabinets is not permitted.

   j. Do not enter the classroom when other classes are in session.

   k. Do not tamper with or use computers or any other equipment unless authorized by a staff person to do so.

   l. Do not schedule a haircut during class time.

O. Readmission to Education Programs

1. If for some reason (discipline/medical or other) you are removed from educational programming and returned to LSP or CAP, your Case Manager will send a referral to the Reintegration Manager. The Reintegration Manager will meet with you and review the ALC Agreement made at the time of the referral.

2. You will start class at the beginning of the next month if there is space, and you will not have to repeat Orientation. Preference will be given to the first time student if there is limited space in class.

P. Adult Basic Education for Pre-GED Students

1. These classes are available only to students who do not have a high school diploma or GED.

Adult Basic Education Class (ABE)

- Class is designed for students who test below the GED (General Education Development) level and need to improve basic reading and math skills before moving into the GED level.

Pre-GED Computer Class: Beginner & Advanced Levels

- The beginner class is an introductory course to computer software and hardware. The advanced class allows the student to become more proficient in software/hardware applications.

Educational Services in Institutional Settings (ESIS)

- Class is available to inmates who are 21 years of age or under and eligible for state mandated special education services under Chapter 766. In addition, they must have an Individual Education Plan (IEP).

Title 1 Class

- Focuses on remedial reading, writing, and math. Open to students 21 years of age and under.

Fathers Read Aloud Program

- Program gives fathers the opportunity to read books on tape to their children and send the tape, plus the book, to the child/children. No one with a violation 209A will be accepted to this class.

Reintegration Class

- Focuses on essential life skills and the emotional aspects of transitioning from jail to the community.

Q. Post-GED Course Descriptions

1. Available to students who have a high school diploma or GED.

General Math Review

- Class is designed to review general math skills according to each inmate's individual level. Topics range from basic math to work in algebra.

Typing and Computer Skills

- Basic typing skills are incorporated into all general areas and may include computer typing programs, researching topics using Encarta encyclopedia, use of Microsoft Word and familiarizing oneself with other software programs.

Resume Writing

- Using available resume software programs, inmates can set up a functional or general resume.

Reading Literature

- Inmates can read American classics such as "To Kill a Mockingbird", "Grapes of Wrath", and "Of Mice and Men" and discuss the literature.

Special Topics in Social Sciences

- Students will examine various historical and scientific topics through readings, discussions, lectures, and video recordings, and learn how to engage and create historical and scientific arguments. Students also evaluate the work of historians and scientists who have tackled these topics.

Computer Literacy

Microsoft Word: Introductory, intermediate and advanced classes that will give students the opportunity to learn how to create everything from a simple letter to learning how to edit and format documents. Basic knowledge in how to use a mouse is a pre-requisite to begin the intro course.

Microsoft Excel: Introductory, intermediate and advanced classes that will give students the opportunity to learn how to create spreadsheets, learn how the application can be used in everyday life and complete a year-long budget using the functions of the program. Pre-requisites include knowing basic mouse skills (pointing, clicking vs. double-clicking, selecting text); how to start an application; what a file is, what a folder is, and the difference between them.

Microsoft PowerPoint: Introductory, intermediate and advanced classes that will give students the opportunity to learn how to create simple presentations, slide shows and in-depth object animation. Pre-requisites include knowing basic mouse skills (pointing, clicking vs. double-clicking, selecting text); how to start an application; what a file is, what a folder is, and the difference between them.

Steps to Success: For students planning on attending college, courses are offered to prepare for the Accuplacer exam; now an admissions requirement to enroll in college courses. Preparation around math, reading and writing is offered 3 days a week from 7:00 - 9:00 p.m.

Intensive Career Preparation: Designed for those nearing release, the six week course includes topics on goal setting, time and budget management, job search, resume writing and job interview skills. Graduates are put in touch with career centers in their areas.

Intro to Journalism: Students will learn the foundations of journalism, including reporting and writing news. The course will cover fundamentals, basic news writing skills, basic reporting techniques, reporting & writing short news stories and other forms of media writing.

Amherst College Courses: Inmate students learn alongside Amherst College students in specialized social science and historical topics. Coursework includes extensive reading and essay writing. A GED or HS Diploma is required. Graduates may earn Amherst College credits.

R. Library Schedule

The library schedule is assigned according to housing units. For SMU, House and Admissions Screening Unit units, the officer in charge announces library call and the library coordinator escorts inmates to and from the library.

Modular Unit library call is made by phone and the officer in charge sends down inmates. Work Release Unit is provided library access through a book exchange system of approximately 150 books.

Library Hours

Housing Units 1 and 3 (Sentenced Inmates)	Monday	1:00 - 1:30 p.m.
North Modular Unit	Tuesday	12:30 - 1:00 p.m.
Housing Units 2, 4 and 5 – Pre-trial (Orange)	Tuesday	1:00 - 1:30 p.m.
Housing Units 6, 7 and 8 Pre-trial (Orange)	Thursday	12:30 - 1:00 p.m.
South Modular Unit	Thursday	1:00 - 1:30 p.m.

Library schedule is subject to change

Request slips from the SMU are fulfilled as they are received.

Minimum Security is done through request slips and monthly book exchanges

Circulation:

Sentenced Population: Two (2) paperbacks and one (1) hardcover book at any one time.

Pre-Trial Population: Three (3) paperback books at any one time.

Library hours are subject to change in the event of a holiday, emergency or other administrative cause.

You are responsible for the proper care of library materials. You are subject to disciplinary action if you abuse library privileges.

S. Inmate Law Library

1. The law library allows you access to legal materials as well as supplies and services related to legal matters.

2. The library is accessible from 9:00 a.m. to 10:00 p.m. seven days per week. To use the library, complete an Inmate Request Form and submit it during morning inspection. Only one inmate at a time will be allowed to use the law library unless special permission is granted by the Assistant Superintendent.

3. Legal materials shall not be removed from the Inmate Law Library.

4. Paralegal services are available to provide guidance regarding how to use the law library and to access materials. The paralegal does not offer or provide legal advice. The paralegal will monitor the collection of legal materials and be available to photocopy any original legal work of the inmate's. The paralegal's schedule is posted in the law library.

23. Classification

Classification is a system of evaluating, separating, and housing inmates in terms of custody level, behavior, safety, security risk, work assignments, and program participation. You will be classified without regard to sex, race, religion, disability, or national origin. Both security and non-security staff provide information and make recommendations regarding your classification.

A. Pre-trial Inmates

1. Pre-trial inmates are classified as Maximum Security unless determined otherwise.

B. Classification of Sentenced Inmates

1. Inmates serving over 30 days are classified by a designated Board as Medium Security, Minimum Security, Pre-Release or ELMO. Inmates who are classified as Pre-Release and are housed in the Minimum Security building may be eligible to participate in the Work Release program. Department of Correction inmates remain Medium Security for the length of their stay at HJHC unless specifically designated otherwise.

C. Classification System

1. The Classification Board makes recommendations for the facility based upon information gathered from, but not limited to, Security and Treatment staff concerning your overall adjustment. The recommendations are forwarded to the Assistant Superintendent or designee.

D. Classification Board

1. The Classification Board meets weekly normally on Thursdays to review the classification and treatment plan and recommendations made regarding your security rating, housing, and program needs. The Classification Board consists of at least three (3) staff members. One Board member is the Chairperson, who is responsible for the overall

quality of the review process and ensures compliance with existing policy and procedures. The Board includes at least one (1) member of the security staff.

E. Appeal Process

1. You may appeal the classification decision by filling out the Appeal Form and submitting it within five (5) working days from the date you receive the decision. Appeals will only be accepted if based on new information or supportive evidence pertaining to the hearing. The Sheriff or his designee will respond in writing within ten (10) days of receipt of the appeal.

F. Department of Correction Classification Information

1. State inmates must be reviewed by the Classification Board annually. DOC inmates classed lower security or coming up for a Parole review will be seen every six (6) months. At this time you may request to remain at HJHC, or you may request a lateral transfer or lower security at a state institution. If you request to remain at HJHC, you must be in compliance with your state Risk Reduction Plan and with your HJHC treatment plan. In addition, behavior and adjustment must be favorable.

2. In most cases, you will receive an update of your earned good time at each Classification review. Good time is earned in four areas: work, education, treatment and exemplary performance.

24. Furloughs

A. Furloughs

1. Sentenced inmates may be granted authorization to leave their place of confinement for a specified period of time not to exceed 7 days at any one time or 14 days in a twelve (12) month period.

2. Furloughs may be granted for up to 36 hours in duration. Furloughs are generally twelve (12) hours in length – from 9:00 a.m. to 9:00 p.m. with the inmate normally being eligible for one furlough every 60 days.

3. Furloughs or emergency escorted trips may be granted for the following reasons:

   a. to visit a critically ill relative

   b. to attend the funeral of a relative

   c. to obtain approved medical or psychiatric services not available at the facility

   d. to contact prospective employers

   e. to secure housing for parole or discharge

   f. for appropriate community reintegration services

4. While on furlough you remain in the custody of the HJHC. Failure to return from furlough constitutes an escape. A late return from furlough may constitute an escape.

B. General Eligibility

1. The HJHC allows eligible inmates escorted and unescorted leaves into the community pursuant to M.G.L. c. 127, s. 90A. To be eligible for a furlough you must meet the following requirements:

   a. You may receive a furlough application after you have been at the facility for a minimum of 90 days, and have been classified as Minimum Security and are currently residing in that building.

LENGTH OF SENTENCE	MAY REQUEST APPLICATION AFTER SERVING
up to 3 months	None
more than 3 months up to 1 year	in 90 days (3 months)
more than 1 year up to 1-1/2 years	in 120 days (4 months)
more than 1-1/2 years up to 2 years	in 150 days (5 months)
more than 2 years up to 2-1/2 years	in 180 days (6 months)
more than 2-1/2 years up to 3 years	in 210 days (7 months)
more than 3 years up to 3-1/2 years	in 240 days (8 months)
more than 3-1/2 years up to 4 years	in 270 days (9 months)
more than 4 years up to 4-1/2 years	in 300 days (10 months)
more than 4-1/2 years up to 5 years	in 330 days (11 months)
more than 5 years up to 5-1/2 years	in 360 days (12 months)
more than 5-1/2 years up to 6 years	in 390 days (13 months)
more than 6 years up to 6-1/2 years	in 420 days (14 months)
more than 6-1/2 years up to 7 years	in 450 days (15 months)

* Applies to County inmates only.

* Computed from Effective date of sentence.

C. Application and Approval

1. At least one week before the Classification Board meets to consider furlough applications, a notice will be posted in your housing unit giving the date of the meeting and the eligibility dates to be considered.

2. You may request a furlough application by sending an Inmate Request Form to the A.D.S. of Classification, or designee.

3. If you are eligible, you will be given a furlough application. You must fill out the form completely and return it to the ADS of Classification or designee.

4. You will be notified if your application is approved. If it is, the Furlough Agreement, the Furlough Permit and notices to respective Police Departments will be prepared.

D. Department of Correction Inmates

1. Furloughs for state inmates are strictly limited and are granted in accordance with Massachusetts Department of Correction 103 CMR 463.

E. Release Procedures

1. On the day of the furlough, an officer will read the Furlough Agreement to you and both of you will sign it. You will then be issued the Furlough Permit and given any money that has been requested and approved for your furlough.

2. On arrival at the facility, your Furlough Sponsor is identified and signs the appropriate forms. You will then be released from the facility.

F. Return from Furlough

1. An officer will log you in when you return to the facility.

2. You will be strip-searched and a urine sample will be taken. A Breathalyzer may also be administered.

3. If you appear unstable, you may be held in protective custody and a disciplinary report may be issued.

4. Failure to adhere to the conditions of your furlough will be deemed an abuse of furlough privileges and you may be subject to disciplinary action or criminal prosecution.

25. Minimum Security / Work Release Program

Participation in the minimum, Pre-Release, Work Release and Electronic Monitoring programs is determined by compliance with classification and treatment programs. Your behavior and conduct should reflect prosocial community values. Successful reintegration is the most important goal to strive for while in Minimum Security. All residents must actively participate in treatment and work on, update, and revise their release plans.

Some men may progress to the Work/Educational Release program and may work or attend classes in the community. The HSO attempts to find appropriate placement for all qualified participants. Treatment, Community Service, and institutional work assignments continue while you are in Work Release status.

You are required to attend the Mandatory peer led group, normally held in the Minimum visiting room Monday - Friday from 7:30 a.m. - 8:00 a.m. and you must be on time and if absent once without an excuse, you will be written up on a unit discipline report by the staff member present.

A. Access and Clearance

1. The front door of the Minimum Security Building is the primary entrance/exit from the building. The back door exits the building from the back of the kitchen/dining area (by stairs to "D" Section) and will only be used with staff permission. All other doors will only be used in emergency situations or as directed by a staff member.

2. You must receive permission by staff before leaving the building.

3. You must check in with staff when you return to the building, i.e. front or back door. If staff is not immediately available, you must wait by the control office until staff returns before going farther into the building.

4. There shall be no standing or loitering outside the front door. "Getting some air" is to be done out the back door at the back of the building (kitchen area) and only after receiving permission from staff.

5. No resident is allowed to lock any individual room door while he is inside the room.

6. Whenever you are in another individual's room, the door to that room must remain completely open.

7. No one is allowed outside the building for recreation during the following times/events unless directed by staff:
   a. After dark
   b. During institutional headcount
   c. During all scheduled facility visiting periods

8. Men in the building are not allowed in the area of the officer's desk when other men are returning from or going out to work, until staff has granted permission to do so.

9. You may not linger near the officer's window.

10. Medication is to be dispensed only at the specified times.

11. Recreation is not allowed during the day on weekdays unless authorized by staff during free time. Men on work release status, who work the second shift, or those on a "day off" during the week, may seek permission from staff as

long as they are not required to be in treatment or performing an institutional job assignment. Recreation is allowed on weekends for men who have no assigned detail. Men who work on weekdays may participate in recreation after they return from work, if they have no work detail or treatment group assigned.

NOTE

The Minimum Security Building must be clean before anyone is allowed to recreate. All participants should be active contributors to the cleaning and upkeep of the building.

12. Requests for changes in room assignments must be directed to and approved by security staff.

13. No windows may be opened that are not equipped with screens.

14. No inmate, while recreating, shall enter "out of bounds" area. This shall include the front of the building, grass on either side of the building, or go beyond the cul-de-sac behind the building unless directed by staff. While recreating outside, you will have a shirt on at all times.

B. Quiet Hours

1. Quiet hours are in effect from 10:00 p.m. until 6:00 a.m. During quiet hours, there will be no talking, card playing, horseplay or any other activity outside of the rooms except reading and thinking. Room activities must remain quiet enough not to bother anyone else.

2. The laundry room may not be used after quiet hours.

3. The weights may not be used after 8:00 p.m. or before 9:00 a.m. The weight room has specific hours which are posted in the building.

C. Food

1. You may not eat meals in your room. Small snacks purchased through the commissary are allowed in individual rooms.

2. You may not store any institutional food in your room.

3. Only items ordered through the commissary may be stored in inmate's rooms.

4. No foodstuffs or any liquid / drinks will be allowed back in the building when you return from employment or community service.

5. All dishes, pots, pans, cooking implements, utensils and food will be cleaned and returned back to the Officer by the person doing the cooking or preparation. This includes the "bag lunch" area. No institutional eating utensils are to be kept in your room.

6. No one is to take more than one portion of any meal.

7. Breakfast: Hours: Mon-Friday 5:00 a.m. to 7:15 a.m. and Weekend Hours are 5:30 a.m. - 8:00 a.m. for all inmates.

NOTE

Breakfast food is only handed out from 5:00 a.m. - 6:45 a.m. daily by the Staff and you must be finished by 7:15 a.m. No one is allowed to cook after 7:00 a.m. during weekdays and 8:00 a.m. on weekends. The kitchen facilities are closed with the exception of coffee and juice.

8. Bag lunch materials are locked in the refrigerator and may not be used by anyone except as a bag lunch.

9. All food products stored in the refrigerator must be removed from metal cans or trays and stored in plastic resealable containers with a solid lid.

10. You may not take any food other than the allowed lunch of three sandwiches, two milks, and one dessert out to work. Taking anything out, other than the approved lunch, shall be considered stealing.

11. The "lock-up" trays, which are placed in the refrigerator during supper, are not to be eaten by men already in the building as they are intended for men still at work.

12. Alternate meals - All inmates must inform the Officer in charge if they want an alternate meal instead of the regular meal served. You must submit a request form to the Officer during the morning and afternoon inspections prior to each meal.

D. Cleaning / Room Standards

1. As part of your daily routine, you will be required to report to your assigned room for daily Headcount and Inspection at 8:00 a.m. and 9:00 p.m. you shall be expected to be out of bed and dressed by 7:00 a.m. The condition of your room is the shared responsibility of the occupants. Furniture in the room must be arranged in accordance with established room decorum guidelines allowing uninhibited walking access to beds. Lockers must be arranged so there is no hidden area behind them to conceal something or someone. All trash bags must be emptied. All beds must be made.

2. Lockers must be arranged so they are not blocking the windows or the heating vents. In rooms where it is impossible to comply, allowances shall be made. You must follow the room decorum map that is located on the inside of your room door.

3. Nothing – as papers or cloth – is to block the fluorescent lighting in your room.

4. Family pictures are to be taped on the inside of the locker doors. No pictures, posters, or decorations may be on the walls, back of the room doors, or on the outside of the lockers. Locker doors shall be kept closed for inspection.

5. No object shall be taped, wired, propped, wedged or hung from or in any way touching or obstructing the sprinkler head.

6. No rugs, floor spreads, etc., may be on the floor. Floors are to be kept clean and free of dust, scuff or stain marks. It is to be swept, mopped and buffed as needed.

7. All clothes are to be kept in the lockers. Excessive amounts of clothes are to be sent home. Shoes shall be kept in the lockers, or placed neatly under the bed. Shoes shall not be kept in the hallways at any time.

8. No unnecessary items are to be in your room (i.e. old newspapers, paper bags, empty boxes, cans, food wrappers).

9. Only publications/magazines received via US Mail from a publisher are allowed. Contents of said publications are to remain in the publication. Any article removed from publication will be considered contraband and will be confiscated. The publication/magazine must remain in your locker when not being used and may not leave your room.

10. Nothing can be stored or placed outside of the windows (i.e. food, antenna, clothes, etc.).

11. Nothing may be stored on top of cabinets or closets.

12. There should be nothing, which bumps the door as it opens, close to the hinge side of the door, so that the door does not become popped off the hinges.

13. All electrical devices must be in proper working order. No exposed or taped wires.

14. All block jobs must be done to the satisfaction of the officer on duty. A written description of what is to be done for each block job is posted.

15. All block jobs, unless otherwise specified, shall be inspected at the indicated time.

16. All block jobs have a specific time they are to be started. In order to maintain the cleanliness of the building, these times are strictly adhered to.

17. Occupants of rooms, which are not maintained at minimum cleanliness standards, may be removed from the Minimum Security building and be subject to the disciplinary process.

18. When mopping floors, clean water and soap are required. When finished, the mop bucket must be emptied in the utility sink, the mop and bucket must be rinsed out and the mop hung up.

19. Inmates working, attending AA/NA, administrative cleaners, community service etc. have no special privileges in regards to inspections. If you work or attend any of these programs, you should clean your room the night before so the only thing you would have to do is make your bed before you leave.

E. Community Service and All Work Details

1. If you are not yet employed or are between employments, you must present yourself in the dayroom at 8:00 a.m. daily and indicate you are ready for your assignment. If there is a work detail that needs to be started before 8:00 a.m., the officer will call for the men s/he wants on the crew. All residents are available for work details at any time.

2. All men leaving the grounds for work or community service must wear shirts and be properly attired. All men working on the grounds of the facility and/or entering the main building must be properly attired. Properly attired means a shirt with sleeves, long pants and shoes. The shirt must cover the shoulders and armpits and reach the pants. Tank tops are not acceptable. Shorts are not acceptable. Hats or sunglasses of any kind are not to be worn inside the building.

3. You may not take any of your personal property (except clothing you are wearing) with you when off facility grounds. On-ground work detail – no radios, magazines, books, letters.

4. You are responsible for getting yourself up, prepared, present, and on time for Phase III Programming, community service, work, or morning inspection. Staff is not responsible for waking you up. Alarm clocks are available through the commissary.

5. If you are sick you must put in a sick form to the nurse before 6:15 a.m. Anyone not putting in a slip must attend all treatment groups, employment, community service and/or on-grounds work details, unless otherwise directed by staff. Everyone who puts in a sick slip should remain in his room except for meals in order to rest and recuperate. The sick form is to be filled out completely, legibly and submitted in person to the Officer ONLY between the hours of 3:00AM – 6:15 am. You MUST see the Nurse during the morning med pass to be evaluated first before being excused from any activities. Forms turned in after this time will be passed along to medical staff for evaluation, but will not excuse you from any activities unless otherwise given by the Officer in charge.

F. Property

1. Property will only be accepted during the approved drop off times. No new property may come back into the building from work, community service or furloughs.

2. You may not give, sell, or trade your property.

3. Private radios are not allowed to be played in public areas.

4. No electrical device is to be left on when there is no one in the room, except clocks.

5. Each individual is allowed one chair, one table one bed and one mattress with integrated pillow.

6. The purple chairs with arms are not allowed in your rooms. They are to be used in the dayroom for groups and the Community Meeting.

G. Money

1. When receiving money from your pouches, your initials shall be required on the ledger sheets, which keep track of both the lunch and soda monies on every transaction.

2. No one may have more than four dollars ($4.00) on his person or in his room at any one time.

3. The maximum amount of money you may take on furlough is one hundred dollars ($100.00). Anything over $4.00 shall be turned over to the Officer upon your return. This money will be placed in your pouch.

4. Inmates shall submit a request slip weekly usually every Thursday morning prior to 8:00 a.m. You may request up to, however no more than a total of $60.00 per week. When you fill out the request, you must designate how much you want in $5.00's or $1.00's. Inmate workers are allowed to take $10.00 per day from their pouch when they are scheduled to work. The pouches are generally filled weekly by Friday evening but no later than the following Monday at 4:00 p.m.

H. Facilities

1. You may only use the bathroom and shower that is associated with your current room unless directed otherwise by staff.

2. Anyone staying in or around the building for the day is restricted from doing his laundry at night in order to maximize use of the laundry facilities for the men who are working. Individuals who are on community service are to do their laundry in the late afternoon.

3. Any damage caused by a resident or of unknown origin to any area of the Minimum Security building is to be reported to the officer immediately.

4. You must be properly attired in a shirt, pants and shoes during visiting hours in the building. The shirt must cover the shoulders and armpits and reach the pants. Tank tops are not acceptable. Shorts are not acceptable. This applies to those receiving visits and those with business at the desk or anywhere they are visible to the visitors – for example, anyone on the stairway to room 7 and 8 or at the window near the stairway to the lower section. Anyone not receiving a visit will remain in his room during visiting hours.

I. Miscellaneous

1. You are required to be on time for all programs, classes, or job assignments.

2. You are required to actively participate in all treatment groups as appropriate with a respectful attitude.

3. You are responsible for having the appropriate materials with you in all groups, including your discharge plan and writing materials.

4. Residents will not be disruptive in meals, classes, programs, gym/yard, jobs, or living areas within the community in general.

5. There will be no lying or sleeping on beds Monday through Friday between 7:00 a.m. and 4:30 p.m. unless approved by staff – such as an approved medical bed rest.

6. Respect community property. No sitting on tables. No feet on chairs, tables or walls. No tipping in chairs.

7. No yelling in the building.

8. No eating or drinking at any programs.

9. Be respectful towards others. Racial, ethnic or sexual slurs will not be tolerated.

10. No unexcused absences from groups.

11. No gambling or betting.

12. No type of headgear shall be worn during any group or scheduled activity. Pants will be worn appropriately, i.e. pants must remain at the waist at all times. No tank tops are allowed in the building.

13. Minimum Security residents shall not have any contact or conversation with any visitor entering or leaving the main building.

14. Minimum Security residents shall not converse with Medium Security inmates while outside.

15. You are not allowed to be in the case managers work-station located in the visiting room unless given permission by a staff member. There is a red line on the floor indicating out of bounds for this area. The black chairs in that area are for staff only, no inmate is allowed to use the chairs or take them out of the area at any time.

J. Work Release Program

1. The Sheriff is authorized to establish a Work Release Program in the House of Correction, which allows inmates to leave the facility for specified hours to engage in approved employment opportunities in the community. Participation in this program is a ***privilege***, not a right.

2. Your Case Manager will be able to advise you about this program.

26. Legal Information and Sentencing Facts

A. Eligibility for Parole Hearing

1. You are eligible for a parole eligibility hearing on a County sentence of sixty days or more prior to the half time date, or prior to two years, whichever comes first. The facility Parole Office is responsible for compiling the information contained in your parole packet. The facility Parole Office will review your case and may or may not recommend a parole. Parole will hear all cases. Any questions regarding parole should be directed to the Institution Parole Office (IPO).

2. If granted a parole reserve date, conditions such as having a job, a home and participation in treatment programs may be required before you are released on parole.

3. Henschel – Sentences may be aggregated for parole purposes. Parole eligibility date is computed on the basis of half the total time.

4. The following sentences cannot be aggregated under Henschel:
   a. Crimes committed on parole.
   b. First-degree murder.
   c. Assault on a Correctional Officer.
   d. Mandatory sentences (such as Bartley Fox Gun Law).

B. Sentencing Computations

1. The Records Office is responsible for all computations with respect to eligibility dates and discharge dates. Computations are made for Effective Date of Sentence, Maximum, Parole Eligibility and Good Conduct Discharge. The following methods are employed:

a. Effective date of sentence: The actual date subject was sentenced less any Jail credits.

b. Maximum: Effective date of sentence plus actual length of sentence. Ex.: If sentence is 1 year, add 365 days. If sentence is 12 months, add 30 days for each month, or 360 days.

c. Parole Eligibility: On county sentences of 60 days or more, Parole Eligibility is generally one half of the time from the effective date of the sentence to the maximum, not withstanding mandatory sentences. D.O.C. sentences have a different Parole Eligibility.

2. Statutory Good Time: Under Chapter 127, Section 129, good time credits and deductions are made in the following manner:

Sentence	Monthly Deductions
Up to 4 months	0
4 months but less than a year	2-1/2 days
1 year but less than 2 years	5 days
2 years but less than 3 years	7-1/2 days
3 years but less than 4 years	10 days
4 years or more	12-1/2 days

a. Effective July 1, 1994, Chapter 127, Section 129 was repealed by Chapter 432 Section 10. This effects offenses committed July 1, 1994 or after.

3. Earned Good Time

a. Under Chapter 127, Section 129D, Earned Good Time offers the opportunity to reduce a sentence by a maximum of 10 days per month. Earned Good Time is achieved by satisfactory completion in work, education or other programs. A maximum of 5 days per month per program or activity may be earned by meeting strict requirements and recommendations.

4. Discharge Date: Your date of release with all allowed deductions for statutory and earned good time.

27. Inmate Grievance

A. Grievance Procedure

1. If you have a legitimate complaint or problem with the operation of the facility or with a staff member, you have the right to ask that it be considered and resolved. You should first attempt to informally and respectfully resolve the issue with a staff person responsible in the particular area of the problem. Situations can often be clarified or resolved in this manner. If a resolution to the problem cannot be reached informally, then the formal process of "Inmate Grievance" should be followed.

B. Formal Processing of Inmate Grievance

1. Filing – If you have not been able to resolve your complaint informally, you may formally process your complaint by obtaining an Inmate Grievance Form[2] from the OIC of your housing unit.

a. All forms shall normally be forwarded to the Department Grievance Coordinator within five (5) working days from the incident of the complaint. However, the Department Grievance Coordinator may extend this period, not to exceed fifteen (15) working days, if it is determined that it is not feasible for the inmate to file within this period.

[2] Refer to back of Inmate Manual for the Inmate Grievance Form

b. The Department Grievance Coordinator will then forward the grievance to the responsible supervisor for investigation and resolution of the grievance.

c. No grievance will be accepted which is filed by a group or on behalf of a group of inmates.

C. Content of the Grievance Forms

1. All grievances should be legible and must contain the following information:

   a. The date the incident occurred.

   b. A brief statement of facts.

   c. Solution being requested.

   d. The signatures of both the inmate and the staff person the form is submitted to.

2. The grievance form will be returned to you with a written explanation if any of the problems listed below exist on the form:

   a. The information on the form is not LEGIBLE.

   b. If any of the information on the form is not complete.

   c. If there is more than one grievance listed on the same form.

   d. If there are any additional issues that make the form improper.

D. Time Limit for Response

1. Upon investigating the factual basis of the grievance, the responsible supervisor will sign the form and forward the finding to the DGC and to the grievant. The finding will be forwarded to the grievant within 10 working days of receipt for formal processing.

E. Non-Grievable

1. Inmates may not grieve the following:

   a. Classification Decisions.

   b. Disciplinary Decisions.

   c. The substance of any HJHC facility policy, rule, or regulation.

F. Appeals For The Result of a Grievance

1. If you are dissatisfied with the grievance response, you may file an appeal. Appeal Forms will be made available from the OIC of your housing unit.

2. To ensure this, the original grievance form must accompany all appeal forms. The appeal form must be sent within five (5) working days from receipt of a decision from the responsible supervisor.

3. Upon receipt of an inmate's appeal the Department Grievance Coordinator shall date the form, investigate the grievance, and confer as necessary with the appropriate staff. The DGC will also ensure that this policy has been complied with in the filing and processing of the grievance.

4. The Department Grievance Coordinator will review the original grievance only.

5. The DGC will respond to the inmate grievant appeal in writing within ten (10) working days from receipt of the grievance.

G. Emergency Grievance

1. Emergency Grievance ***115.52 (f)-5)*** – In cases where the grievance is of an emergency nature, the grievance shall be immediately forwarded to any Shift Supervisor who will verify the emergency and if appropriate, forward the grievance to the Assistant Superintendent for immediate review.

H. Inmate Abuse of Grievance Process

1. The HJHC may discipline an inmate for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the inmate filed the grievance in bad faith. ***115.52 (g)***

I. Exceptions

1. Failure by an inmate to comply with the time restrictions imposed by this policy, unless waived by the DGC, will terminate the grievance process.

2. Failure to render a decision at any step of the grievance process within the prescribed time periods constitutes a denial and the inmate may proceed to the next step, unless the inmate has been notified that the time period has been extended.

28. Search Procedure

A. Searches

1. The HJHC provides for searches of the facility and inmates to control contraband and provide for its disposition. This policy is made available to staff and inmates and is reviewed at least annually and updated if necessary.

B. Sheriff's Search Authority

1. The Sheriff or his designee may order the search of any person entering or confined in the Hampshire Jail and House of Correction, in or on the Hampshire Jail and House of Correction property, including parking areas, in order to ensure the security and safety of the facility, its inmates, employees and visitors. Those searches shall not exceed the standards established under the United States Constitution and the Laws of the Commonwealth.

C. The HJHC Facility Search Plan

1. It shall be the plan of the HJHC to do on-going searches of inmates' rooms, pat and strip searches and searches of the public areas of the facility. You need not be present for your room to be subject to search. Anyone coming into the facility, vehicular traffic, and public areas of the facility are also subject to search. Searches shall be done in these areas to control contraband coming into the facility, to check malicious waste or destruction of HJHC property and to discover hazards to health and safety. The seizure of contraband shall result in either a Disciplinary Report or Incident Report, and, if the condition warrants, criminal prosecution. Staff and inmates shall be notified in writing (via Policy and Operations Manual or Inmate Manual) of the general facility policy regarding searches and the items considered to be contraband.

2. Searches will be conducted in a manner, which will avoid unnecessary force, embarrassment, or indignity to an inmate. An inmate's refusal to submit to a pat search, strip search or room search shall result in the inmate being considered a security risk after failing to comply with a direct order. The inmate shall then be isolated in the room where the original order was issued with at least one staff member present. The Shift Supervisor shall be notified of the situation and he/she shall decide whether the situation constitutes a return to higher custody.

3. Contraband includes, but is not limited to the following:

   a. Any form of drugs including prescribed medication and aspirin.

   b. Alcohol, including empty cans and bottle.

   c. Any weapon, including a kitchen knife outside of the kitchen or dining room.

   d. Marijuana or any other controlled substance. Possession of such substances in any amount may be referred to the District Attorney for prosecution.

   e. Perishable foods, flammable, caustic and toxic materials.

   f. Tobacco products - Cigarettes, cigars, pipes and chewing tobacco and any material(s) associated with tobacco use (e.g. Rolling papers, lighters, matches, snuff, herbal chew & herbal pouches) to obtain nicotine into the person's system excluding those medications prescribed by a physician or used for smoking cessation.

   g. Incense.

   h. Any institutional property not assigned to an inmate's room (kitchen utensils, plates, cups, silverware, clerical implements, and recreation equipment).

   i. Any drug related paraphernalia.

   j. All types of cameras.

   k. Any money (except the limited amount permitted Work Release participants).

   l. Any allowed item that is altered from its original state.

29. Inmate Discipline

A. Disciplinary System

1. Within the confines of a correctional facility it is necessary to establish a system of prohibitions, penalties and corrective measures that deal with conduct that causes or threatens to cause harm to you, and others, or is detrimental to the general welfare and safety of the facility community.

2. At the Hampshire Jail and House of Correction, this system involves disciplinary reports, a disciplinary officer, a disciplinary board and sanctions ranging from verbal warning to disciplinary isolation, referral to District Attorney and possible loss of good time.

3. The HJHC has written rules and regulations, which specify acts prohibited within the facility, and sanctions that may be imposed for various degrees of violation.

4. Definitions:

Facility Administrator	Sheriff of Hampshire County.
Disciplinary Officer	That person appointed by the Sheriff to review, investigate and refer disciplinary reports.
Disciplinary Board Chairperson	That person appointed by the Sheriff to oversee disciplinary boards and responsible for interpretation of the disciplinary policy and imposing sanctions.
Informal Discipline	Informal Resolution – The resolution of a rule or conduct infraction between an

Program Housing Units (*Modular Unit LSP/CAP/Minimum Security MS*)	inmate and a staff member which enables appropriate sanctioning for minor rule violations and enables prompt and fair disposition for minor offenses.
Minor Discipline Report	That report so designated by the disciplinary officer that cannot carry sanctions of disciplinary isolation or good time forfeiture.
Major Discipline Report	That report so designated by the disciplinary officer and required to be heard by a formal disciplinary board carrying possible sanctions of disciplinary isolation and/or forfeiture of good time.
Working Day	Monday through Friday, excluding holidays.
Awaiting Action	The status in which an inmate is placed pending a hearing on a disciplinary matter. This may include detention and/or movement to higher security if the inmate is thought to be a risk to himself or others, or the facility as a whole. The inmate may have limited privileges while Awaiting Action. See H. below.

B. Sanctions

1. Minor sanctions shall include but not be limited to:

   a. Reprimand

   b. Loss of privileges for a specified period of time

   c. Room restriction; and,

   d. Restitution

   e. Extra work duty for a specified period of time

   * Minor sanctions may be suspended for a specified period of time not to exceed 6 months.

2. Major sanctions shall include but not be limited to:

   a. Isolation for a specified period of time not to exceed 10 days for any one offense and not to exceed 30 days for any one incident. (Isolation time shall be served for no longer than 10 days with a 24-hour break before beginning the next 10 days.);

   b. Recommended good time forfeiture;

   c. Room restriction; and,

   d. All minor sanctions.

   * Major sanctions may be suspended for a specified period of time not to exceed 6 months.

C. Informal Discipline – <u>Program Housing Units (*Modular Unit LSP/CAP/Minimum Security MS*) Only –</u> <u>(See #22</u> Programs / Treatment / Library / Law Library, G. & H. above.)

1. The informal handling of disciplinary offenses will only be used in the Modular Housing Unit and the Minimum Security Building. The informal discipline will be focused to encourage continued inmate program participation in the respective housing units. Such informal procedures may include, but not be limited to, the following:

2. Upon becoming aware of the rule violation(s), the staff member will confront the inmate with the option of proceeding informally or formally in the disciplinary process. If the inmate opts to proceed informally, the staff member may impose a sanction involving the loss of privileges or assignment of extra work detail not exceeding one (1) seventy-two (72) hour period once approved by the Shift Supervisor. If you decide not to proceed informally than the incident will be documented on a Disciplinary Report and that report will begin the formal discipline process. ***943.04 (1)***

D. Minor or Major Rule Violations

1. Should a minor or major rule violation take place, formal resolution is required and a disciplinary report shall be written and given to the Shift Supervisor who shall submit it to the Disciplinary Officer.

2. All Disciplinary Reports prepared by HJHC staff members include, but are not limited to, the following information:

    a. Specific rule(s) violated.

    b. A formal statement of the charge.

    c. An explanation of the event, which includes:

        i. Who was involved?

        ii. What transpired?

        iii. Time and location of occurrence.

    d. Unusual inmate behavior.

    e. Staff witnesses.

    f. Disposition of any physical evidence.

    g. Any immediate action taken, including use of force.

    h. Reporting staff member signature and date and time report is made.

3. After the Shift Supervisor has reviewed the report for completeness, he/she may choose to handle the situation or pass it on to the Disciplinary Officer.

4. The Disciplinary Officer shall review all reports and determine whether the incident shall be treated as a minor or major offense:

    a. After designation of an offense as a minor offense, the Disciplinary Officer shall serve the disciplinary report upon the inmate. If the inmate agrees to have the Disciplinary Report handled by the Disciplinary Officer the inmate will sign Inmate Discipline Acknowledgement Form waiving their twenty-four hour notice of Hearing. The Disciplinary Officer shall then:

        i. Interview the inmate and provide for the inmate to:

            Provide a statement

            - Present Documentary Evidence

            - Request Witness(s)

        ii. Review the evidence and make a finding of guilty or not guilty within seven days of the incident.

        iii. Upon a finding of guilty, he/she shall also impose a sanction.

        iv. The Disciplinary Officer shall notify the inmate in writing of the finding and sanction, if any, within 24 hours of the decision. Upon a finding of guilty, he/she shall advise the inmate of his/her right to appeal to a Disciplinary Board by signing the appeal statement on the Inmate Discipline Acknowledgement Form.

5. Appeal of Findings/Sanctions of Disciplinary Officer

    a. An inmate may appeal the findings and/or sanctions of the Disciplinary Officer on a minor matter to the Disciplinary Board in writing within seven days of the receipt of the finding. The appeal hearing before the Disciplinary Board shall be conducted in accordance with the procedures governing hearings before the Disciplinary Board on major matters, and conducted within five days of its receipt.

    b. The Disciplinary Board may sustain the finding and sanction of the Disciplinary Officer, reduce or suspend the sanction, or reverse the decision and dismiss the charge.

6. The Disciplinary Officer shall review all reports and determine whether the incident shall be treated as a major offense:

    a. After designation of an offense as a major offense, the Disciplinary Officer shall serve a copy of the Disciplinary Report upon the inmate. The Disciplinary Officer shall then forward the report to the Disciplinary Board Chairperson.

    b. The Disciplinary Board Chairperson shall serve upon the inmate:

        i. A copy of the Report;

        ii. A notice of the Hearing;

        iii. A Witness Form;

        iv. A copy of the Code of Offenses.

E. Schedule of Disciplinary Hearing

1. After you have been given a Disciplinary Report, a disciplinary hearing will be scheduled as soon as possible, but not later than seven days, excluding weekends and holidays, after the disciplinary report is filed with the Disciplinary Officer/Committee, unless the hearing is prevented by exceptional circumstances, unavoidable delays or reasonable postponements. The Disciplinary Officer/Committee must document the reasons for any delays.

2. You can request, in writing, a postponement or continuance of a scheduled hearing for a reasonable period. The written request for continuance or postponement should be submitted at least 24 hours prior to the scheduled hearing. The Disciplinary Officer/Committee must grant the request.

3. You may waive your right to 24 hours' notice of a hearing by signing the waiver on the Notice of Hearing form. You may also waive your right to a hearing by a Disciplinary Board by signing the Disciplinary Board Waiver Form. In such cases, the Disciplinary Board Chairperson will hear the case and have the power and authority of a full Disciplinary Board.

4. Requests for witnesses and or assistance must be submitted 24 hours prior to the Disciplinary hearing.

F. Disciplinary Hearing for a Major Rule Violation

1. An impartial disciplinary board shall hold a disciplinary hearing regarding the alleged violation. The Disciplinary Board shall be composed of:

    a. A chairperson appointed by the Sheriff;

    b. A member from the security staff;

    c. A member from the treatment staff.

2. If the rule violated constitutes a felony, the District Attorney's Office shall be called in to investigate. If this is the case, before the chairperson reads the charges, the inmate shall be advised that he/she has the right to remain silent and that anything he/she says during the hearing may be used against him/her in any subsequent criminal proceedings. The inmate shall also be told that he/she can be charged both administratively and criminally on the same charge without double jeopardy.

3. A record of the proceedings is made and maintained for at least six months. When a decision is made by a Disciplinary Board, the decision is based solely on information obtained in the hearing process, including staff reports, the statement of the inmate charged and evidence derived from witnesses and documents.

    a. The inmate will be advised, in writing, of the Board's decision within forty-eight (48) hours of the hearing. This notice will include:

        i. Date and time of hearing;

        ii. Names of board members;

        iii. Violation(s);

        iv. Name of inmate;

        v. Witnesses appearing;

        vi. Statements made and additional documentary evidence presented;

        vii. Findings and determinations;

        viii. Appeal request or waiver; and

        ix. Reason for sanction or recommendation.

4. Inmate Rights During Disciplinary Hearing

    a. The inmate shall be permitted to:

        i. Make a statement.

        ii. Be allowed to present documentary evidence or witnesses in his/her defense if permitting him/her to do so will not jeopardize the safety of any individual, the security of the facility or correctional goals. Such reasons for denial will be stated in writing.

5. Defense Presentation/Staff Assistance

    a. If an inmate is illiterate or non-English speaking, or when the issues presented are complex, the inmate shall be afforded the assistance of a staff member designated by the Sheriff or designee.

G. Appeal

1. All inmates at the Hampshire Jail and House of Correction shall have the right to appeal decisions of the Disciplinary Officer and the Disciplinary Board to the Sheriff/Facility Administrator or designee, in writing, within seven days of the receipt of the decision. The Sheriff/Facility Administrator or designee either denies the appeal, orders the case to be heard again, dismisses the charges or orders new sanctions as long as it is not more severe than the original sanction, within five days after receipt of the appeal. The inmate shall be notified within twenty-four hours of the results.

    a. Appeal of Disciplinary Officer decision is referred to a Disciplinary Board.

b. Appeal of Disciplinary Board decision is referred to the Facility Administrator or designee.

H. Pre-Hearing Detention

1. The HJHC provides for placing inmates in Pre-Hearing Detention who are charged with a rule violation, prior to disciplinary hearing, only when necessary to ensure the safety of the inmate or the security of the facility pending:

   a. A hearing on a disciplinary offense.

   b. An investigation of a possible offense.

   c. A transfer or reclassification of the inmate to a higher custody status. Reasons for such transfer shall be documented in writing.

2. The inmate's pre-hearing status is reviewed by the Facility Administrator or his designee within 72 hours.

3. The inmate may, depending on the pre-hearing status, have restricted privileges while in pre-hearing detention.

I. Disciplinary Isolation

1. Inmates in disciplinary isolation shall receive three meals per day and shall receive all necessary medical attention that would be afforded them if they were not in disciplinary isolation. Showers will be allowed at least every three-(3) days.

2. If an inmate is to be confined in disciplinary isolation for more than three (3) days, the Sheriff shall be informed thereof and the reason therefore.

J. Code of Offenses

Disciplinary offenses shall include the following acts:

1. Disobeying an order or lying to or insolence toward a staff member.

2. Violating any departmental rule or regulation or any other rule, regulation, or condition of a facility or community based program.

3. Failure to keep one's person or one's quarters in accordance with facility rules.

4. Being out of place.

5. Unexcused absence from, willful failure to properly perform or refusal to accept a work or program assignment.

6. Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper.

7. Tampering with or blocking any locking device, door, gate or window.

8. Conduct, which disrupts or interferes with the security or orderly running of the facility.

9. Escape or possessions of escape tools.

10. Manufacture possession, introduction or use of any unauthorized controlled substance, alcoholic beverage or associated paraphernalia.

11. Misuse of authorized medication, for example the unauthorized accumulation of prescribed medication.

12. Refusal to take a Breathalyzer test or to provide a urine specimen.

13. Gambling.

14. Participating in or encouraging a riot, work stoppage, hostage taking or unauthorized group demonstration.

15. Possession, manufacture or introduction of a gun, firearm, explosive, ammunition, weapon, sharpened instrument, knife or tool.

16. Killing.

17. Self-mutilation.

18. Fighting with, assaulting or threatening another person with any offense against his/her person or property.

19. Use of obscene, abusive or threatening language, action or gesture to any inmate or staff member.

20. Engaging in unauthorized sexual acts with others.

21. Setting a fire.

22. Willfully destroying or damaging state property or the property of another person.

23. Unauthorized possession of property belonging to another person.

24. Possession of anything, including money or currency, not authorized for retention or receipt by the inmate.

25. Giving money or anything of value to or accepting money or anything of value from another inmate, a member of his/her family or his/her friend without authorization.

26. Stealing.

27. Giving or offering any official or staff member a bribe.

28. Giving or offering any official or staff member any item or service of value.

29. Extortion, blackmail, protection: demanding or receiving money or anything of value in return for protection against others.

30. Violating any law of the Commonwealth of Massachusetts or United States.

31. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, and making plans to commit any of the above offenses shall be considered the same as commission of the offense itself.

32. Repetitive disruptive conduct that violates any departmental rule or regulation.

33. Being involved in or encouraging any activity(s) with any Security Threat Group (STG). This includes but is not limited to the displaying of colors, literature, recruitment, symbolism, or communication that could threaten the security and operation of the facility.

34. Sexual Harassment - Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another

35. Misuse of inmate phone system, to include but not be limited to:

    a. Use of another person's Phone Access Identity, Personal Identification Number (PIN) or Pass code.

    b. Allowing another person use of your Phone Access Identity, Personal Identification Number (PIN) or Pass code.

c. Making a telephone call for another person using your Phone Access Identity, Personal Identification Number (PIN) or Pass code.

d. Being a participant in Three way telephone calls

e. Making harassing phone calls,

f. Use of inmate phone system for any criminal activity.

K. Código de Ofensas

Ofensas disciplinarias incluyen los siguientes actos:

1. Desobedecer una orden, mentir a, o insolencia hacía un miembro del personal.

2. `Violar cualquier regla o regulación departamental, o cualquier otra regla, regulación, o condición de una institución o programa con base en la comunidad.

3. El descuidar a persona o habitación de acuerdo con las reglas de la institución.

4. Estar fuera de lugar.

5. Ausencia injustificada del trabajo o programa asignado, voluntaria negligencia en ejecutar un trabajo o programa asignada, o rehusar la aceptación de un trabajo o programa asignado.

6. Falsificar, aldulterar o reprodocir sin autorización cualquier documento, artículo de identificación, dinero, títulos, valores, o documentos oficiales.

7. Alterar o bloquear cualquier fijación de dispositivo, puerta, compuerta o ventana.

8. Conducta disruptiva o que interfiere con la seguridad o el funcionamiento ordenado de la institución.

9. Fuga o posesión de instrumentos de fuga.

10. Fabricación, posesión, introducción o uso sin autorización de cualquier substancia controlada, bebida alcohólica o asociada parafernalia.

11. Uso impropio de autorizada medicación, por ejempio la acumulación no autorizada de medicacion.

12. Rehusar una prueba respiratorio (breathalyzer) o proveer una muestra de orina.

13. Apostar.

14. Participar en, o promover un motín, huelga, toma de rehenes, o en un grupo de protesta sin autorización.

15. Posesión, fabricación o introducción de armas, armas de fuego, armas cortantes o ponzantes, municiones, cuchillos o herramientas.

16. Matar.

17. Mutilarse.

18. Pelear con, asaltar o amenazar a otra persona con cualquiera ofensa en contra su persona o propiedad.

19. Uso de lenguaje, acción, o gesto obceno, abusivo o amenazante hacía un preso o personal de la facilidad.

20. Envolverse con otros en actos sexuales.

21. Encender un fuego.

22. Voluntariamente destruir o dañar propiedad estatal o de otra persona.

23. Posesión no autorizada de propiedad ajena.

24. Posesión de cualquier cosa no autorizada para retener o ser recibida por el preso, incluyendo dinero, o moneda corriente.

25. Dar o aceptar dinero o cualquier cosa de valor de otro preso, de un miembro de su familia o amigo, sin autorización.

26. Robar.

27. Dar o ofrecer un soborno a un funcionario o miembro del personal.

28. Dar o ofrecer algo o un servicio de valor.

29. Extorción, chantaje, protección, exigir o recibir dinero o cualquier cosa de valor a cambio de protección en contra de otros.

30. Violar cualquier ley del estado de Massachusetts o de los Estados Unidos.

31. Intentar cometer cualquiera de los ofensas antes mencionadas, ayudar a otra persona a cometer cualquiera de las ofensas mencionadas, y planear para cometer cualquiera de las ofensas anteriores se considera igual a la comisión de la misma ofensa.

32. Conducta que repetitivamente quebrante, viole cualquier regla o regulación departamental.

33. Estar implicado o incitar cualquier actividad de grupo que sea de amenaza a la seguridad de la institución (STG). Esto incluye pero no se limita a exhibir colores, literatura, reclutamiento, simbolismo, o cualquier clase de comunicación que pueda ser de amenaza a la seguridad y operación de la institución.

34. Acoso sexual - avances sexuales no deseados y repetidos, pide gestos favores, o comentario verbal, sexuales, o acciones de naturaleza sexual despectiva u ofensiva por un preso, detenido o residente dirigida hacia el otro

35. El uso indebido del teléfono del interno, incluye pero No se limita:

    a. Al uso de otras personas con differente código de identidad o número de identificación para hacer llamadas (**contraseña**).

    b. Permitir otra persona usar su código de identidad o su número de indentificación personal (**contraseña**) para hacer llamadas

    c. Hacer llamadas telefónicas para **otra** persona, usando su propia Identidad de teléfono, o **número** de código personal **(contraseña)**

    d. Participar en llamadas de tres personas al mismo tiempo.

    e. Hacer llamadas telefónicas para hostigar a otros.

    f. Usar el sistema de teléfono para cualquier actividad criminal.

30. Inmate Rights & Responsibilities

A. Policy

1. It is the policy of the HJHC to provide inmates their rights as required under the First, Fourth, Fifth, Sixth, Eighth, Thirteenth and Fourteenth Amendments to the Constitution.

2. The following chart is intended as a guideline for both staff and inmates.

B. Rights and Responsibilities

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that as a human being you will be treated respectfully.	1. You have the responsibility to treat others, both staff and inmates, in the same manner.
2. You have the right to be informed of all rules, procedures, and schedules concerning your incarceration at this facility.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship. You will not be subjected to discrimination based on race, national origin, creed, sex, economic status, political belief, sexual orientation, or disability.	3. You have the responsibility to respect the rights of others to religious worship. You have the responsibility not to discriminate against others based on race, national origin, creed, sex, economic status, political belief, sexual orientation, or disability.
4. You have the right to nutritious meals, proper bedding and clothing, a laundry schedule, an opportunity to shower regularly, proper ventilation for warmth, and health care, which includes medical and dental treatment.	4. It is your responsibility not to waste food, to follow the schedules, to maintain neat and clean living quarters, and to seek medical and dental care, as you need it.
5. You have the right to visit and correspond with members of the media in keeping with the facility rules and schedules. Your mail will not be censored.	5. It is your responsibility to conduct yourself properly, not to accept or pass contraband during visits, and not to violate the law through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the courts.
7. You have the right to legal counsel from an attorney of your choice or his/her authorized representative through confidential interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly
8. You have the right to use law library reference materials to assist you in resolving your problems. You also have the right to receive legal supplies, and help through legal assistance programs and services related to legal matters.	8. It is your responsibility to use legal resources in keeping with the facility's prescribed procedures and schedules, and to respect the rights of other inmates to use the facility's materials.
9. If you are a foreign national, you have the right to have access to diplomatic representation of your country of citizenship.	9. You have the responsibility to honestly represent your citizenship and all relevant national and legal information regarding it.

RIGHTS	RESPONSIBILITIES
10. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. You have the right to regular, scheduled access to the HJHC library.	10. It is your responsibility to use these materials for your personal benefit without depriving others of their equal rights to use the material.
11. If under age 22, you have the right to participate in educational, vocational training, and work programs as far as they are available and in keeping with your interests, needs, and abilities. If you do not have your high school diploma or GED, you have a legal right to participate in adult education classes.	11. If you participate in treatment programs, you have the responsibility to take advantage of activities that may help you live a law-abiding life within the facility and later in the community. You have the responsibility to abide by the rules governing participation in the facility's programs and activities.
12. You have a right not to be sexually harassed, sexually abused, physically abused, or verbally abused.	12. You have the responsibility not to subject anyone to any form of sexual harassment or abuse.

C. Corporal Punishment

1. Corporal Punishment of any nature is strictly prohibited. When physical force is used, only the amount necessary to secure order and control a situation is applied. Administrative segregation is used when necessary to protect you from yourself or from other inmate.

2. Staff shall not apply physical force to you except and only to the extent that it reasonably appears necessary to do so in self-defense, to prevent escape, to prevent injury to a person or property, to stop a disturbance, or to prevent physical resistance to a lawful command. The Assistant Superintendent will determine whether the force used was excessive and will advise the Sheriff of his/her decision.

31. General Items

- Gambling of any kind is not permitted.
- You are subject to Breathalyzer and/or urinalysis tests as determined by the Shift Supervisor and/or Medical personnel.
- The chain link fence with razor wire defines the perimeter of HJHC. If you are found on the outside of the fence without the permission of an appropriate authority, you may be prosecuted for escape or attempted escape.
- If you wish to transfer to another facility you must write a letter to the Superintendent of that facility. If he/she approves the move, the Superintendent of the HJHC will do whatever possible to facilitate the move.
- The doors of individual cells are required to be completely open when more than one inmate is in the room.
- Tobacco use and possession are prohibited.

THIS PAGE LEFT BLANK INTENTIONALLY

THE COMMONWEALTH OF MASSACHUSETTS

Hampshire Sheriff's Office
Jail & House of Correction

P.O. Box 7000
205 Rocky Hill Road
Northampton, Massachusetts 01061-7000

INMATE VISITING LIST

Inmate's Name: _____
Last First Middle Initial

Inmate's Signature: _____ Date: _____

Housing Unit: _____ Cell/Room #: _____

All visitors must be on the Inmate's Visiting List. Three visitors, excluding children, may visit an Inmate at one time. If there are more than three visitors to visit with an Inmate, that Inmate's hour shall be divided among the visitors and the total time shall not exceed one hour. The only people under the age of 17 that will be allowed in for visits will be Inmates immediate family (brothers, sisters, children, stepchildren or grandchildren). All children must be placed on the inmates visiting list prior to facility visits, A Parental Consent Form must be completed by the parent or legal guardian prior to the child entering the facility and only with proper identification of the parent and child.

1. Name: _____ Relationship: _____ DOB: _____

   Address – No. & Street: _____ City: _____ State: _____

2. Name: _____ Relationship: _____ DOB: _____

   Address – No. & Street: _____ City: _____ State: _____

3. Name: _____ Relationship: _____ DOB: _____

   Address – No. & Street: _____ City: _____ State: _____

4. Name: _____ Relationship: _____ DOB: _____

   Address – No. & Street: _____ City: _____ State: _____

5. Name: _____ Relationship: _____ DOB: _____

   Address – No. & Street: _____ City: _____ State: _____

6. Name: _____ Relationship: _____ DOB: _____

   Address – No. & Street: _____ City: _____ State: _____

DOB = Date of Birth

7. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

8. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

9. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

10. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

11. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

12. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

13. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

14. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

15. Name: _____ Relationship: _____ DOB: _____

Address – No. & Street: _____ City: _____ State: _____

APPROVED BY: _____

DOB = Date of Birth

THE COMMONWEALTH OF MASSACHUSETTS

Hampshire Sheriff's Office

Jail & House of Correction

P.O. Box 7000
205 Rocky Hill Road
Northampton, Massachusetts 01061-7000

To be completed by DGC

Grievance #: _____

Date Received: _____

INMATE GRIEVANCE FORM

Note: All grievances must be legible.

Date: _____ Date of incident: _____

Grievance: _____

_____

_____

Date and staff members name with whom an informal resolution was attempted:

Name of Staff: _____ Date: _____

Remedy being requested: _____

_____

_____

_____

Printed name of grievant: _____

Signature of grievant: _____ Date: _____

Signature of staff: _____ Received date: _____

Supervisor recommendation(s): _____

_____

_____

Supervisor signature: _____ Date: _____

Inmate signature (original received): _____

Note: If additional space is needed, attach another sheet. Appropriate persons must sign all attachments.

cc: Copy to Grievance Log Copy to Inmates File Original to Inmate

THIS PAGE LEFT BLANK INTENTIONALLY

MIDDLESEX JAIL AND HOUSE OF CORRECTION

INMATE / DETAINEE HANDBOOK

Middlesex Sheriff Peter J. Koutoujian

Special Sheriff
Amoroso Cefalo

Superintendent
Michael P. Mahoney

7-25-25

Table of Contents

1. MESSAGE FROM THE OFFICE 3
2. ORIENTATION UNIT 3
3. CLASSIFICATION – Sentenced Inmates 4
4. CLASSIFICATION Pretrial Detainees 6
5. PAROLE – Sentenced Inmates 6
6. STANDING COUNTS 6
7. FIRE DRILLS 6
8. UNIFORMS 6
9. STAFF ACCESS 7
10. IDENTIFICATION CARDS 7
11. LIVING AREA 7
12. PERSONAL HYGIENE 8
13. PROPERTY ALLOWED 8
14. LAUNDRY 9
15. FOOD SERVICE 9
16. MEDICAL, DENTAL, AND MENTAL HEALTH SERVICES 10
17. FAMILY DEATHS OR CRITICAL ILLNESS 15
18. RECREATION 15
19. CANTEEN 15
20. MAIL 16
21. VISITS 18
22. VIDEO VISITATION 19
23. VISITOR TRANSPORTATION 19
24. Family Support Services Unit (FSSU) 19
25. TELEPHONES 20
26. LEGAL SERVICES 21
27. LIBRARY SERVICES 21
28. TABLETS 22

29. CASEWORKER/CASE MANAGER SERVICES 22
30. RELIGIOUS SERVICES 23
31. WORK ASSIGNMENTS 23
32. SUBSTANCE ABUSE TESTING 24
33. RULES AND DISCIPLINE 24
34. FORMAL DISCIPLINARY ACTIONS 27
35. INFORMAL DISCIPLINARY ACTIONS 27
36. RESTRICTIVE HOUSING UNIT (RHU) 28
37. GRIEVANCES 28
38. EMERGENCY RESPONSE SYSTEM 30
39. PROTECTION FROM SEXUAL ASSAULT 30
40. BAIL PROCEDURES – Detainee 33
41. COURT APPEARANCES - Detainee 33
42. ADA- (Americans with Disability Act) 33

Middlesex Sheriff's Office

MISSION

The Middlesex Sheriff's Office improves the quality of life by providing a safe and secure environment for staff, incarcerated individuals and communities, working with our partners in law enforcement and criminal justice.

We take pride in preparing incarcerated individuals for re-entry by providing a comprehensive risk assessment and individualized treatment, educational, and vocational plans.

Honoring our fiscal responsibility, we accomplish our mission by empowering our highly-trained staff, through our core beliefs of:

TRUST

We are trustworthy.

We build our organization on the foundation of the honesty, integrity and accountability of our men and women. As role-models, we hold ourselves to the highest ethical and moral standards.

RESPECT

We are respectful.

We treat all employees, offenders and citizens in a fair and equitable manner by embracing diversity with dignity, honor and compassion.

INNOVATION

We are innovative.

We are dedicated to evolving and creating positive change with a focus on continuous growth, improvement and sound fiscal policy. We lead and shape the field of public safety by creating cutting-edge and trend-setting initiatives.

PROFESSIONAL EXCELLENCE

We exemplify professional excellence.

We proudly serve our community through training, education, and teamwork, providing a high level of performance. We adhere to the best practices and highest standards.

Command Staff

Assistant Superintendent Shawn MacMaster, Program Services

Assistant Superintendent Justin Fagan, Security

Assistant Superintendent Karnig Ostayan, Facilities

Health Services Administrator Kathleen Shultz

1. MESSAGE FROM THE OFFICE

The Middlesex Sheriff's Office is charged by law with the care and custody of inmates/detainees sentenced to or housed at the Middlesex Jail and House of Correction. The Jail and House of Correction has a variety of housing Arrangements—from Maximum Security to Pre-Release. Your background, behavior, and attitude are evaluated through our classification process to determine where and under what conditions you will be housed.

It is our goal to have every inmate/detainee involved in full-time work or educational programs. It is important that you understand that privileges (over and above those that are required by law -- such as recreational activities, leisure time activities, visiting hours, telephone privileges, etc.) are available only to those who demonstrate a responsible and positive attitude and are involved in work or educational programs.

We expect that you will follow all rules and regulations of the facility. Inmates/detainees who disregard these rules will be subject to disciplinary action and, when necessary, be removed from the general population.

In addition to "doing your time", we encourage you to take stock of your life and make positive changes. We provide treatment programs, academic and vocational programs, and other self-support programs that can help you turn your life around and become a responsible citizen.

2. ORIENTATION UNIT

All new detainees and sentenced inmates will be classified to the orientation unit upon commitment.

During Orientation you will receive an institutional overview which will give you information on the following topics:

Institutional Mission and Philosophy

Cell Standards	Grievance Procedures
Rules and Discipline	Canteen
Telephone Use	Work Opportunities
Mail	Visits
Recreation	Earned Good Time
Religious Services	Library Services
Classification	Legal Services
Programs	Property Issues
Prison Rape Elimination Act	Access to Health Care Services

Family Services	Case Management and Caseworker Assistance
Bail	Emergency Response System (ELIS)
Self-Harm & Suicide Prevention	ADA
Tablets	

As part of Orientation, a Caseworker will meet with you to complete an Intake and will be available to answer questions and address concerns.

3. CLASSIFICATION – Sentenced Inmates

Classification is the process of evaluating, separating, and housing inmates according to security level, behavior, work assignments, and program participation. Your Case Manager will work with you to develop an Individual Service Plan that will be used to inform classification decisions. Other factors that will be considered during the classification process include, but are not limited to, the following: attitude and level of motivation, behavior while in the Orientation Unit, sentence structure, Criminal/Incarceration History, special medical needs, and employment skills.

All inmates will be assigned to a cell with a cellmate; the only exceptions with be on a case by case basis.

All Classification Board recommendations are subject to review and approval by the Assistant Deputy Superintendent of Classification. You may, appeal a Classification Board recommendation to the ADS of Classification within five (5) working days from your classification decision.

Inmates will be introduced to specific programming and treatment based on the results of their intakes. Treatment programs include the following:

MATADOR (Medication Assisted Treatment and Directed Opioid Recover Program)	Housing Unit for Military Veterans
Infectious Disease Education	People Achieving Change Together
MSO Facilitated	Contractor Facilitated
Responsible Fatherhood	Health Class
Life Values	Motivational Enhancement
Expressive Digital Imaging	Aggression Replacement Training
Tobacco Cessation	Changing Offender Behavior
AA/NA	Abuser Intervention Treatment
Art Enrichment	Criminal Addictive Thinking
Parents Helping Parents	Prosocial Thinking/Moral Dilemma
Financial Literacy	Substance Use Education
Recovery Discovery (MAT group)	Relapse Prevention
Reach One, Teach One	Principles of Recovery
Houses of Healing	Helping Men Recover
12 Step	Interactive Skills Training
Bible Study	Health & Wellness

Anxiety Group	Healthy Relationships
Time Out for Men	Life Skills for Vocational Success
Partners in Parenting	Building Social Networks
Continuing Care	Family Dynamics
Personal Portfolio	

In addition, those individuals identified as requiring educational programming may attend the following:

Adult Basic Education Classes

Artist Way Group

CAP- Career Accessibility Program

Film Studies

Healing Art through Storytelling

HSE/Pre HSE (High School Equivalency)

Machinist Blueprint Reading- Friday afternoons

Merrimack College

Project Citizen

Remote Creative Writing class

Typing/Keyboarding

Personal Goal Setting

Yoga and Meditation

Daddy Read to Me

Entrepreneurship

Chess Club

English for Speakers of Other Languages (ESOL)

Special Education Classes

Serv Safe Certification Program (Culinary Arts)

OSHA 10 Certification

Culinary Arts

Digital Literacy

4. CLASSIFICATION Pretrial Detainees

The Classification Committee will review all intakes and choose an appropriate housing unit.

5. PAROLE – Sentenced Inmates

Sentenced inmates will receive a questionnaire from the Institutional Parole Office if and when you are eligible for Parole. Please fill it out and return it to the Parole Office as soon as possible.

6. STANDING COUNTS

All major counts are standing counts (except for 3am and 11:15pm) during standing counts you are expected to stand up and allow the officer taking the count to view you.

COUNT	3:00 a.m.
STANDING COUNT	7:15 a.m.
STANDING COUNT	12:00 pm
STANDING COUNT	3:15 p.m.
STANDING COUNT	10:15 p.m.
COUNT	11:15 p.m.

7. FIRE DRILLS

Fire drills are conducted several times a month, during daytime and nighttime hours. Your cooperation is required when participating in these drills. The drills are conducted for your safety as well as the safety of all staff.

8. UNIFORMS

Upon admission, inmates/detainees are issued two (2) uniforms, five (5) pairs of underwear, five (5) undershirts, five (5) pair of socks, one (1) pair of footwear, and one (1) pair of shower shoes, two (2) sheets, one (1) towel, one (1) facecloth, and one (1) hygiene kit. All inmates/detainees are required to wear their issued uniforms whenever outside of their living areas. Inmates/detainees shall be in full uniform at all times and worn correctly with all Velcro fastened when not in recreation areas. When going to and from the recreation areas, gym shorts (not underwear) purchased from the canteen may be worn, except for inmates/detainees in the Health Services Unit (HSU) who are required to be in full uniform to

and from recreation areas. During winter months, orange hats and jackets will be issued to wear at outside recreation. Wearing winter hats and/or jackets for any purpose other than outside recreation is prohibited. Headwear of any kind (including hats, durags, homemade headwraps), unless approved religious headwear or orange winter hats for outside recreation, is prohibited.

9. STAFF ACCESS

Once a week in every unit, you will have the opportunity to speak to department representatives and bring forward any questions or concerns that you may have. Departments that will be on hand are as followed: Health Services, Food Services, Canteen, Classification, Maintenance, Asst. Supt. of Security, Asst. Supt. of Operations, Asst. Supt. of Program Services, and the Superintendent.

Sign-up sheets will be made available by unit officers on the morning in which Staff Access will occur in your housing unit. Please be sure to sign up for the staff member or department to whom you wish to speak.

Below is the standing schedule:

- Monday: Minimum Security and Pre-Release
- Tuesday: Tier Building Dorm and HSU
- Wednesday: Pods A, B, E, Dorms 1 and 2
- Thursday: Pods C, D, F, Dorms 3 and 4

10. IDENTIFICATION CARDS

Upon admission, a personal identification card is issued to you. This ID must be worn at all times. Inmates/detainees who remove, alter, or deface their ID are subject to disciplinary sanctions and are responsible for the replacement cost. The cost of new photo identification is ten dollars ($10.00).

11. LIVING AREA

You are expected to keep your living area tidy and clean. Rooms and beds must be kept clean and orderly at all times. You must clean your room, make your bed, and dispose of all trash before the first recreation period. No items other that toilet paper shall be flushed down the toilet. No cardboard, clothing, or any article may be hung or placed on the light fixture, on the window or doors of your room, or on the air vents. You may not hang anything from your bunk (e.g., sheets, towels, and uniforms). You may only keep food purchased from the canteen in your possession, unless you have a medical condition and have received permission to keep other food in your room from the HSU. Writing on floors, walls, ceilings, or any other part of your area is not allowed. Graffiti of any kind will result in an immediate disciplinary sanction. No personal property except for what is on the approved property list will be allowed in your living area. All personal property shall be stored in your issued property bag. Photographs of family members and other loved ones may be kept in a photo album available for purchase through canteen. In the podular housing units personal photographs may be hung on the wall

within the blue painted square above the desk; nothing else is to be place on the walls of the cell. Pictures removed from magazines and other periodicals are not to be hung in your cell or dormitory living space. If you have more property in your room than what is allowed (see allowed property list), all excess items will be removed. Excess books, newspapers, sheets, blankets and/or towels are considered to be a fire and safety hazard. If your room is not in the same condition as when you arrived, you will be charged for any loss or damage; and you may also face disciplinary action. It is your responsibility to notify an officer of any room damage. Anytime any item is altered from its original form, it becomes contraband. Placing external objects in the cell doorway, handcuff port, or door track to prevent a cell door and or handcuff port from fully opening or closing is prohibited. Hanging / attaching or affixing anything to the bunk, air vent, table, or cabinet (e.g., sheets, clothesline, etc.) is prohibited.

12. PERSONAL HYGIENE

An inmate may be declared indigent, if at any time of the request, the inmate has in his account a total less than or equal to ten dollars ($10.00) for sixty (60) days or more. This shall entitle the inmate to hygiene items and up to three (3) pieces of stationary, three (3) stamped envelopes and unlimited legal mailing

After an initial issuance of toiletries, inmates/detainees are required to purchase toiletry items from the Canteen. Indigent inmates/detainees can request hygiene kits using the canteen kiosk. All inmates/detainees are required to wash regularly and maintain personal hygiene in a reasonable manner. Showers are available daily. Inmates/detainees going to court may shower immediately after breakfast.

Haircuts are available to all inmates/detainees. Inmates/detainees have access to cleaning material and cleaning utensils necessary to keep their living quarters, including sinks, toilets and bedding clean. Newly admitted inmates/detainees and inmates/detainees transferring to a new unit will be allowed such access on arrival.

13. PROPERTY ALLOWED

Clothing Items Allowed in Living Areas ALL clothing and sneakers are either issued or must be purchased in the Canteen. The following items are authorized to be kept.

1 blanket	2 sheets
2 face cloths	3 towels
7 under shorts	2 uniform
7 T-shirts	2 shorts (without pockets)
7 pairs of socks	2 thermal shirts (tops)
2 pair of sneakers	2 thermal bottoms
1 pair of sweatpants (no pockets)	1 pair of shower shoes
1 sweatshirt (no hoods or pockets)	

Other property allowed is described below:

2 pens (only sold by the canteen)	1 pair of eye or reading glasses

1 drinking cup	1 watch (only sold by the canteen)
3 plastic ware (spoon, fork)	1 radio with batteries
1 pack of playing cards	1 set of ear buds
4 books	1 soap dish
4 magazines	1 wedding band (no stones)
2 newspapers	1 Medical Alert Bracelet
Photo albums sold by the Canteen	Postage stamps
25 envelopes	2 blocks of writing paper

One (1) cubic foot of personal papers, including non-legal mail.

Inmate/detainees are responsible for keeping their property/canteen in an orderly fashion; property/canteen is not allowed to be lent/borrowed.

Property which is issued must remain in good condition. Damage, destruction or alteration of institutional property is a punishable offense and the amount of restitution will be determined by the Administration. One (1) wedding band, without stones, is allowed. Rings, earrings and other body jewelry are not allowed.

Stored personal property not picked up within thirty (30) days of release or transfer will be disposed of.

Searches

To control contraband, inmates/detainees are subject to a search of their person, living quarters, or place of work at any time. The fact that you are asked to submit to a search does not mean that you are under suspicion. Refusal to submit to a search will result in disciplinary action.

14. LAUNDRY

A laundry exchange system is in place for each unit. Laundry exchange will be once a week; a schedule is posted in each unit. At the time of the exchange two (2) sheets, one (1) blanket and two (2) uniforms will be replaced. Laundering of personal or state issued clothing is prohibited in all housing units or cells.

15. FOOD SERVICE

Nutritionally balanced meals are served three (3) times a day. If you choose to miss a meal or oversleep, you will not be served. Meals schedules are posted in your unit. Generally, breakfast begins at 6:00 a.m.; lunch begins at 11:00 a.m.; dinner begins at 4:00 p.m.

If you have dietary restrictions due to a medical issue, you should discuss this with HSU staff. If you require a restricted diet for religious reasons, you should discuss this with the Religious Services Coordinator. All restricted meals must be approved by the appropriate authority. Medical and religious diets are labeled by name and served during normal meal periods. If you refuse your special diet meal, you will not be offered a substitute meal.

All meals must be consumed when served. Inmates / Detainees will sit at a table during meal services, no food or beverage served to you may be kept in your cell, room or living area. You are expected to leave your dining area clean and return your tray and plastic ware to the designated area.

Dining Area Rules

- All inmates/detainees must wear their issued uniform, shoes, and socks to the dining hall/ area.
- Unit televisions and telephones will be turned off during meal services.
- Sitting on the red couches, standing on the mezzanine level, using the telephone, and entering the barbershop/multi-purpose room during meal services is prohibited.
- Nothing is to be carried in or out of the dining area unless authorized.
- Moving from table to table is prohibited.
- Inmates/detainees must return to their bunks/cells after eating.

16. MEDICAL, DENTAL, AND MENTAL HEALTH SERVICES

The Middlesex Sheriff's Office recognizes that good health is important to your entire well-being and to positive adjustment at the facility. We are committed to assisting you with your health-related needs. Your physical and mental health is important to us, so please reach out to HSU staff with any questions or concerns.

Intake Receiving Screening:

Upon your arrival to this facility, a qualified medical professional will conduct an initial medical receiving screen of your medical history to determine any special/medical needs that should be addressed during your time here. This will cover a range of matters, for example:

- Withdrawal and detoxification from drugs and/or alcohol
- Suicide risk and prevention
- Medication review and evaluation
- Chronic and/or acute medical issues
- Symptom screening for major infectious diseases
- COVID-19 Symptom Screening
- COVID vaccination
- MAT verification

You will be required to electronically sign a generalized informed consent to treat. This allows the contracted medical provider to provide medical care while you are here.

Tuberculosis Screening:

During your medical screening process, you will be screened for Tuberculosis (TB). TB is caused by bacteria that usually attack the lungs. If not properly treated, this disease will be spread and can be fatal.

In order to be screened for TB you will be given a test called the purified protein derivative (PPD). This is done by injecting a dose of PPD just under the skin in your forearm. The test will be 'read' forty-eight to seventy-two (48-72) hours later by a qualified medical professional. If the medical professional determines that your test is positive, you will be scheduled for a chest x-ray to determine if you have active or latent TB.

If it is determined that treatment is medically necessary as a result of your chest x ray, the Provider will meet with you to discuss your plan of care. If treatment is needed it is extremely important that you continue with it when you leave the jail. Continued treatment outside of this facility will be arranged and monitored by the Department of Public Health.

Physical Assessment (Exam):

Within fourteen (14) days of your arrival, you will be seen by a medical provider and a physical assessment will be performed. Physical exams, all or in part, may be refused. Your refusal must be documented via a signed Waiver of Medical Treatment. You must complete your physical examination in order to be considered for a job in the facility.

Testing for sexually transmitted diseases or HIV is provided upon request.

Accessing the Medical/Mental Health Department

- In each housing unit, there is a kiosk that will allow you to put in your personal PIN number in order to complete a sick call slip.

- Medical sick call is held on a daily basis in each housing unit. In case of an urgent medical need, alert a staff member in your housing unit or your work/program supervisor who will contact HSU staff.

- Medication is distributed on a daily basis at regular intervals throughout the day. YOU MUST HAVE YOUR IDENTIFICATION AT MEDICATION PASS. NO MEDICATION WILL BE GIVEN OUT IF NO IDENTIFICATION IS SHOWN. NO EXCEPTIONS.

- Be ready to receive your medication when it arrives. You must be dressed appropriately in your uniform.

- You will be required to physically show that you have taken your medication.

- Medication Pass is at designated times in each housing unit. You are expected to show up at that time for your medication. If you do not show up at that time, medication will not be given at alternate times.

- If you are found to be concealing medication, you will be subject to disciplinary action and the physician will be notified. Medication may then be discontinued.

- Educational pamphlets and materials regarding infectious disease, as well as chronic and acute medical conditions are available for reading in English and Spanish in the Medical Triage rooms, Library, and in the HSU for distribution.

ACCESS TO MEDICAL TREATMENT INFORMATION

The following types of medical care are available to you at the Middlesex County Sheriff's Office:

A. MEDICATION PASS

Morning Medication Pass & Evening Medication Pass (times vary by housing unit)
***Note: If you are scheduled for court in the morning, you will receive medications prior to transporting to court.

Nurse Sick Call -- Daily
Nurse Practitioner -- Monday - Friday
Doctor Sick Call-- Tuesday
Dentist Sick Call -- Tuesday & Wednesday
Psychiatrist by Appointment

C. PRIVATE DOCTOR

If your private doctor has issued a prescription for medication or special medical treatments for you, you must sign a release of medical information so that the medical staff can review these orders and determine what is medically necessary during your stay at Middlesex Sheriff's Office.

D. EMERGENCY CARE

To be seen for an emergency medical problem, notify an officer in your area. The officer will notify the HSU.

Records / Confidentiality
Your medical records are only for medical purposes. Confidentiality applies to all medical records in the Sheriff's Office.

Dental Hygiene

- Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease.
- Bacteria in plaque combine with sugar in foods to cause cavities and tooth decay .
- Gingivitis is caused by bacteria in plaque collecting beneath the gum line and irritating gum tissue.

- Plaque if not removed, hardens and turns into tartar, which also irritates gum tissue.

How to care for your teeth and gums:

1. Thoroughly brush teeth at least once daily.
2. Hold tooth brush at a 45-degree angle to your gum line.
3. Brush gently up and down using short strokes and covering a few teeth at a time.
4. Make sure to brush the top and both sides of the teeth including the back teeth.
5. Floss as recommended by the dentist.

Hygiene and Hand washing

Good basic personal hygiene and hand washing are critical to help prevent the spread of illness and disease. This is especially true in a congregate care setting, such as jail.

Hand Washing

Keeping hands clean at all times helps prevent the spread of germs. Follow these steps to make sure you wash your hands properly:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least twenty (20) seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean paper towel or air dry them.

When to Wash Hands

Wash hands with soap and clean, running water:

- Before, during, and after preparing food
- Before eating food
- Before and after touching a cut or wound
- Before and after using the toilet
- After blowing your nose, coughing, or sneezing
- Before and after working out
- After touching garbage

Bathing/Showering

As with hand washing, bathing/showering and overall good personal hygiene is essential in the prevention of infection and spreading of disease.

Please shower daily to help prevent infections and spread of disease.

HIV Clinic

The HIV Clinic includes a team of professionals trained in HIV testing, prevention, education, counseling, and treatment. The Middlesex Sheriff's Infectious Disease Coordinator works in conjunction with a contracted medical provider that coordinates the HIV Clinic program here at Middlesex Sheriff's Office. The HIV Clinic Team provides confidential testing, assessment / reassessment, treatment, health service planning, counseling, referrals, prevention and education services as well as after incarceration care planning.

Suicide Prevention

Incarceration can be a difficult experience. At times, inmates/detainees may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with others, or receiving bad news. Overtime, most individuals successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness.

If you experience feelings of hopelessness or begin thinking about suicide, please reach out to a staff member. Help is available and actively seeking help is a sign of strength and determination to prevail.

In addition, if you suspect another inmate/detainee is contemplating suicide, please notify a staff member. Staff do not always see everything that inmates/detainees see, and most suicidal individuals display some warning signs of their intentions.

The most effective way to prevent another person from taking their life is to recognize the factors that put people at risk for suicide, take warning signs seriously, and know how to respond. The warning signs of suicide may include:

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose

If a friend, cellmate, coworker, or associate exhibits any of these signs, tell the person that you are concerned and provide examples why. Listen and encourage the person to seek help. If the person is hesitant to do so, offer to accompany them in speaking with a staff member. If worried that a suicidal person will not seek help, promptly notify a staff member. Seeking help for a person in distress shows concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing that you did everything within your power to assist the individual.

17. FAMILY DEATHS OR CRITICAL ILLNESS

If a family member dies or becomes critically ill while you are incarcerated you should notify your Caseworker. Your Caseworker can assist you in contacting family members. If you are distressed due to these events, or your Caseworker is unavailable, speak to an officer in your living unit or ask to see a mental health clinician.

18. RECREATION

Recreation and leisure time activities are afforded to inmates. Recreation may consist of physical activities such as basketball, handball, cardio exercise, and strength training. Activities take place in indoor or outdoor exercise areas. Leisure time activities, which may consist of board games, card games, dominoes, etc., are authorized in dayroom areas. The recreation schedule is posted in each unit.

19. CANTEEN

The canteen stocks a variety of items for purchase which are not issued by the facility. Each unit has a Kiosk in which orders may be placed, you will be allowed one canteen order per week provided there are sufficient funds in your account. There is a seventy-five dollar ($75.00) limit per order, per week.

Funds may be deposited into your account by using the kiosk at the Visiting Center, or on line at www.accesscorrections.com or by phone at 1-866-345-1884. All funds received will be deposited into an account that is established for you.

The costs of purchases are then deducted from this account. All money for any given week of canteen must be received by the Thursday evening prior to that week's canteen delivery. Late canteen orders and late money are not acceptable reasons to receive canteen on any day other than the scheduled time.

Canteen order and delivery day/times are posted in each unit.

When a canteen order is delivered to you, it is your responsibility to open it and verify the contents of the order in the presence of the staff member. Any discrepancy in the order must be brought to the attention of the staff member immediately. If you accept the order without verifying it in the presence of the staff member, you will have no basis to dispute its content. It is the responsibility of released inmates/detainees to contact the canteen department within thirty (30) days of release to have any unclaimed canteen funds mailed to them.

No inmate/detainee shall be allowed to charge or receive money or anything of value either directly or indirectly from another inmate or detainee, a family member or any other person for rendering any service. Any violation will result in disciplinary action.

20. MAIL

You have the right to communicate or correspond with persons or organizations, subject only to the limitations necessary to maintain order and security.

Incoming: All incoming, non-privileged mail will be opened and inspected for contraband, once opened and inspected shall be scanned in its entirety to include the incoming envelope by Securus to the Mailroom Officers via Guarded Exchange through the Securus application. Mailroom Officer will download incoming non-privileged mail directly from Guarded Exchange through the Securus application, Incoming non-privileged mail, except for books, magazines and newspapers will be checked electronically for contraband and then forwarded to the specific inmate's tablet. If the inmate is not authorized to possess a tablet, the Mailroom Officer will print a physical copy of the mail. The copy will be provided to the inmate.

Mail is processed six (6) days per week, excluding Sundays and postal holidays. Privileged mail (e.g., mail from attorneys or clergy) is delivered six (6) days per week, excluding Sundays and postal holidays and will be opened and inspected for contraband in the presence of the inmate/detainee, if incoming privileged mail appears suspicious, it shall be photocopied. All photocopies shall only be made in the presence of the inmate to whom the privileged mail is addressed.

Mail will normally be delivered within twenty-four (24) hours of receipt from the post office.

Any person sending non-privileged mail that wishes to have the original returned to them must include a self-addressed, stamped envelope included with the original mail.

Securus shall destroy all original mail after ***60*** days.

Inmates may download mail after release for ***30*** days

Mail coming into the facility cannot be larger than an eight and one-half by eleven (8 1/2 by 11) pieces of paper; this includes greeting cards.

All books, magazines, puzzle books, etc., must come from a recognized distributor (i.e. publisher or Barnes and Noble). Privately sent books, magazines, puzzle books will be returned to the sender. Items cannot come from a local bookstore, be hard covered or used. This means that a book from an internet distributor must be sent directly from their warehouse. A copy of the denied package will be sent to the inmate/detainee and the package will be returned to the sender.

Subscribed newspapers, periodicals and magazines shall be accepted through the mail at the facility only when they are sent directly from the publisher, Barnes and Noble com or other venders approved by the Superintendent.

No Polaroid pictures with or without the backs, and/or inappropriate pictures will be accepted. Photocopying of Polaroid pictures taken in the facility is prohibited.

Nothing will be accepted through the mail which you can purchase it in the canteen, such as stamps, envelopes, blank paper, greeting cards, food, or clothing. Pages from a book or copied pages from a book are not allowed. Handmade crafts, handmade greeting cards, or any articles considered to be a safety or security risk are not allowed. Glued, laminated, painted or glittered items, construction paper and stickers are not allowed. Greeting cards must conform to size limitations and contain no audio recordings.

Inmates/detainees may be permitted to correspond with an inmate/detainee confined to another correctional or penal institution. Permission from the Superintendent of both facilities is required.

Inmates/detainees wishing to correspond with other inmates/detainees housed at the same facility must receive approval from the Superintendent.

An inmate/detainee may be prohibited by the Superintendent from corresponding with a particular person if that person, or the person's parent or legal guardian in the case of a minor, has requested in writing that such correspondence from the inmate/detainee be terminated.

What happens to your mail if it has been rejected?

When an item has been rejected, a Rejected Mail Form will be prepared by the mail room officer and the item will be returned to the sender. Please tell those who you may wish to correspond with you to include their return address on the mailing envelope. A copy of the Rejected Mail Form will be sent to you. If there is no return address, the package and its contents will be destroyed.

For those who wish to correspond with you, please advise them to include your name and institutional number on the mailing envelope. This will assist the Middlesex Sheriff's Office in properly getting mail addressed to you in a timely manner

Please note below the correct manner to have mail addressed while incarcerated at the Middlesex Jail and House of Correction.

Inmate/Detainee Name and ID #

C/O Securus Digital Mail Center – Middlesex

PO Box 25555

Tampa, FL 33622

Outgoing:

There shall be no limitations on the number of persons with whom an inmate/detainee corresponds, or the number of letters he sends or receives. Staff, in the presence of the inmate/detainee, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Out-going mail will be collected from each unit mail box and delivered to the Post Office before 9:00 a.m. (excluding Sundays and postal holidays).

The facility will stamp all out-going correspondence to show from where it originated:

"BILLERICA HOUSE OF CORRECTION"

"This mail was sent from the Billerica House of Correction at Billerica, MA. 01862. The contents have not been read and the BHOC is not responsible for its contents"

Indigent inmates/detainees are permitted to mail up to three (3) first class letters weighing one (1) ounce or less at the facilities expense, per week. In addition, an unlimited number of legal correspondences to an attorney or court official will be permitted at the facility's expense. A charge will not be placed against an inmate/detainee's future deposits in their account for the costs incurred in this section.

21. VISITS

1. Inmates/detainees are encouraged to receive visits from family members and other individuals.
2. Visiting privileges may be suspended or restricted as a result of rule violations.
3. Each Unit's visiting schedule is posted in the unit. Visits are normally forty-five minutes (45) minutes in duration but may be shortened to accommodate a higher than normal volume of visitors.
4. An inmate/detainee may receive only one visit per day and no more than two adults may visit an inmate/detainee during a visiting period.
5. An inmate/detainee may deny access to a visitor by notifying the Caseworker.
6. Visitors under eighteen (18) years of age must be accompanied by a parent or legal guardian and have a birth certificate.
7. Clergy may visit during the regular visiting times and are subject to the same procedures as all other visitors. If other arrangements are requested, the clergy must contact the Religious Services Coordinator.
8. Visitors must bring with them a valid photo ID (a driver's license, passport, a Transitional Assistance card or other photo identification issued by a recognized government agency shall be considered acceptable) each time they visit.
9. Any conduct which is beyond acceptable public practices or offends the public sense of decency will not be permitted and are grounds for immediate termination of a visit.

10. Any behavior in a visiting area which is loud, abusive, lewd, or otherwise disruptive shall be cause to immediately terminate the visit. Parents and guardians are responsible for the behavior of children visiting.
11. Visitors are expected to conduct themselves and be dressed in a manner appropriate for a public place. Clothing which displays racial, sexual, or gang related symbols are not allowed.
12. Inmates/detainees shall not give anything to or take anything from a visit.
13. Visitors and inmates/detainees must follow all orders of the supervising officer. Failure to comply with any such orders shall be cause to terminate the visit.
14. Visiting times vary for each housing unit. A visiting schedule is posted in each unit. The schedule is posted on the Middlesex Sheriff's Office website or your visitors may call (978) 667-1711 (press 2, when prompted) for the schedule, dress code and other information.

22. VIDEO VISITATION

Video visitations are provided by Securus Correctional Billing Services. Video visitation is available for use in most units based on the unit's activity schedule. Your friends and family may contact Securus directly www.Videoviitanywhere.com to set up an account or to have their questions answered. The schedule will be determined by the Unit schedule.

23. VISITOR TRANSPORTATION

MBTA

Customer Support: Monday - Friday 6:30 AM to 8:00 PM and Sat/Sun from 8:00AM to 4:00pm

www.mbta.com 617-222-3200 or 800-392-6100 TTY 617-222-5146

Local Taxicab Service:

S & L Taxi (978) 729-3302, Billerica MA 01821

The street address is: 269 Treble Cove Road, Billerica, MA 01862 and the main telephone number is (978) 667-1711

24. Family Support Services Unit (FSSU)

The Middlesex Sheriff's Office has established a first-of-its-kind initiative designed to provide support services to your loved ones while you are incarcerated at the Middlesex Jail & House of Correction.

FSSU staff respond to inquiries, requests, concerns and complaints raised by family members of inmates/detainees. Staff also provide proactive outreach, offering an array of services to

assist families throughout the incarceration period. The Coordinator will also engage families through outreach and education and provide information, assistance, referrals and support to family members during the incarceration period.

Additionally, the FSSU works to educate family members about rules and policies regarding visits, mail and telephone contact and other routine information.

Family members wishing to contact the FSSU may do so by contacting Lili Bonilla at 978-932-3517 or emailing lbonilla@sdm.state.ma.us. Individuals or families with urgent concerns outside of normal business hours should contact 978-667-1711 ext. 0.

25. TELEPHONES

Telephones are provided by Securus Correctional Billing Services. Telephones are available for use in all units based on the unit's activity schedule. Telephones are free of charge. Normally, all calls to friends and family must be made on these phones. Your friends and family may contact Securus directly at 1-800-844-6591 or www.securustech.net to set up an account or to have their questions answered.

Upon admission inmates/detainees are assigned a PIN, (Personal Identification Number). This number allows inmates/detainees access to use the inmate phones. All inmate/detainees must successfully complete the voice biometrics in intake before their Pin is activated to make outgoing phone calls. Inmates/Detainees with hearing and/or speech disabilities, and inmates who wish to communicate with parties, who have such disabilities, are afforded access to a Video / Phone Device for the Deaf, or comparable equipment.

All inmate/detainee calls, except preauthorized numbers for clergy and attorney calls are subject to monitoring and recording and may be used in a court of law. It is the responsibility of the attorney and clergy to confirm their numbers are added to the global non-recorded attorney/clergy list. The call prompt provides attorneys/clergy with a contact number to ensure all numbers are added to this list. The facility does not accept incoming calls for inmates/detainees. Emergency calls received will be verified and the information forwarded to the inmate/detainee. All phone calls should be made using the blue phones or tablets unless authorized by the Assistant Superintendent of Program Services or the Shift Commander

In the event of a verified emergency, the Assistant Superintendent of Program Services or the Shift Commander may allow you to complete a telephone call. If you have an emergency call to place, or need to call your attorney, and cannot place the call on unit telephones, contact staff for assistance.

Information on international calls is available through the Caseworker.

All inmates are allowed to make attorney calls while phone privileges are suspended. It is the responsibility of the inmate/detainee to contact their Caseworker to have all attorney numbers added to their approved PAN list while on suspension. The attorney needs to set up an

account. In the event you can't contact your attorney, contact your Caseworker. The Caseworker shall contact the attorney to set up an account.

Inmates/detainees are subject to disciplinary action/phone suspension for a variety of reasons. Examples include, but not limited to the following:

*contacting victims of an open case

*contacting individuals with open Restraining Orders

*making 3-way calls

*using another inmates/detainees PIN number

*allowing another inmate/detainee to use assigned PIN number

*being disruptive on the phone

26. LEGAL SERVICES

There is a legal service department with a full-time attorney who is available to provide advice, research assistance, consultation, and to facilitate right of access to the courts. Notarial services are provided upon request. Office hours for legal services are posted in each unit. You may also submit a request for legal services by sending a letter to the Director of Legal Services through the institutional mail.

All issued Tablets contain a Lexis Law Library with Legal materials, including statutes, regulations, caselaw, and secondary materials. Legal services laptops are available for viewing discovery in connection with your court case. Requests for access to a laptop should be directed to your Caseworker.

Special requests for legal accommodations may be granted by the Assistant Superintendent of Program Services. To request an accommodation, please fill out the required form that can be obtained from your Caseworker. In addition to the Legal Services stated above, a Pro Se inmate/detainee, or any other inmate/detainee, may make a special request for legal accommodation related to their legal matters. Special requests may be granted by the Assistant Superintendent of Program Services. To request an accommodation please complete the "Request for Legal Accommodation" form with your Caseworker or other Program Services Staff member.

27. LIBRARY SERVICES

Legal library services and general library services are offered to all inmates/detainees. Inmates/detainees will be provided the opportunity to access legal library services by submitting written requests to the unit Caseworker or sending requests to the librarian via in-house mail.

Legal Library Services Available:

Access to law book collection and computer law resources.

Assistance with legal materials. Inmates/detainees in need of legal materials not found in the library may request such materials through the librarian via legal services websites.

Use of typewriter or word processor for legal needs.

1. Copy service for approved legal documents upon request.

28. TABLETS

An electronic mobile device (SecureView) that provides inmates and detainees with programming, educational opportunities, legal resources, leisure activities, entertainment, phone services, e-messaging, and direct communication to and from select MSO departments.

1. All inmates will be issued a basic plan at no charge within a few days of being processed into the facility. New inmates housed in the Emergency Stabilization Unit (ESU) shall only be given a tablet upon the approval of the Director of Behavioral Health. Inmates will have the option of subscribing to a premium plan, allowing them access to content above and beyond what is available through the basic plan. Inmates will be charged five dollars ($5.00) for the first day of the premium plan and will then receive the following twenty-nine (29) days at no charge.

2. If you are transferred to or from another facility, any and all tablet purchases made will not transfer with you. In other words, movie and music purchases are non-transferrable.

3. Premium purchases are not transferable from one institution to another.

4. Premium purchases will remain on your account for one year from date of release.

5. Tablets are to be turned in to the tablet charging cart every night.

6. Inmates / Detainees may only possess or handle their assigned tablet. Possession of another Detainees / Inmates tablet is prohibited.

29. CASEWORKER/CASE MANAGER SERVICES

Caseworkers are assigned to every housing unit and are available to all inmates/detainees Monday through Friday, excluding holidays. The Caseworkers are able to assist you in a wide variety of routine and emergency matters. Examples include providing attorney contact information, court dates, speedy trail requests, earned work credits, etc.

Every sentenced inmate will be assigned a Case Manager.

The Case Manager will work with you in developing an individualized treatment plan to best address your risk/needs in hope of lowering your chance of recidivating.
Your Case Manager will stay with you throughout your incarceration and will work with you in developing a re-entry plan to help transition you from incarceration to society.
Pretrial detainees will be assigned a Case Manager on a case by case basis. You can request a Case Manager by seeing your Case Worker.

30. RELIGIOUS SERVICES

Clergy from various religious denominations are available to all inmates/detainees. If you would like to speak to a clergyperson, please notify your Caseworker.

Regularly scheduled Catholic, Protestant, and Muslim services are provided. Schedules are posted in all units. Other religious services are available upon request through the Religious Services Coordinator.

31. WORK ASSIGNMENTS

The facility requires all sentenced inmates to work if they are not assigned to programs. Inmates and detainees are allowed to volunteer for work assignments. In addition to regular full-time work assignment, you may also be given a work detail (chore) that must be completed to the satisfaction of the supervising officer.

Work assignments are available in the following areas: food service, library, janitors (in various areas), maintenance (painting) and laundry.

Positions are available in the unit for unit workers. For these jobs, a job application must be filled out and forwarded to Housekeeping.

If terminated for cause, disciplinary action can be taken by the administration. All individuals terminated from a work assignment must reapply for future work assignments. Those inmates/detainees who need reassignment due to health/medical reasons will be without penalty.

Inmates/detainees, who are classified to the Restrictive Housing Unit (RHU), will automatically be terminated from the work force. They must reapply for entry into a work area after thirty (30) days of release from RHU. Allowances are made for those who are found not guilty of disciplinary reports or investigations.

Some work areas may require consultation with HSU staff prior to hiring.

Several work areas require special clothing. The appropriate clothing is provided to the individual by the facility. Inmates/detainees are responsible for the clothing and must return the clothing to the work area supervisor upon transfer or termination.

Any inmate/detainee who refuses to complete a work assignment or detail will be subject to disciplinary action and may be moved to a higher security level.

All facility workers hired are expected to fulfill the duties assigned by MSO staff. You may be required to fill more than one roll if hired and may be required to work different shifts. Failure to do so may result in termination and make you ineligible to be rehired for thirty (30) days.

32. SUBSTANCE ABUSE TESTING

The facility conducts frequent urinalysis drug testing and alcohol surveillance. The testing is conducted by certified testers and in accordance with recognized standards and regulations. Your failure to provide a urine specimen within the allotted time will result in disciplinary action. Each inmate/detainee upon commitment to the Middlesex Jail and House of Correction must submit an initial urine sample for testing.

33. RULES AND DISCIPLINE

It is expected that you will follow the rules of the facility. Some of these rules will be explained to you during your orientation and others that are specific to various housing or work assignments will be explained by officers or supervisors in those areas.

REMEMBER: The Middlesex Jail and House of Correction is a tobacco (smoking, vaping and chewing) free facility.

The following are the charges that may be brought against you for rule violations.

CODE OF OFFENSES

1. Disobeying an order of, lying to, or insolence towards a staff member.

2. Violating any institutional rule or regulation, or any other rule, regulation, or condition of the facility or community-based program.

3. Failure to keep one's person or quarters in acceptance with institutional

4. Being out-of-place.

5. Counterfeiting, forgery, or the unauthorized reproduction of any document, article or identification, money, security, or official paper.

6. Tampering with or blocking any locking device, door, grate, or window.

7. Conduct which disrupts or interferes with the security or orderly running of the facility.

8. Escape or possession of escape tools.

9A Manufacture, possession, introduction, distribution, or use of any unauthorized controlled substance, alcoholic beverage or associated paraphernalia.

9B Failure to submit a urine specimen.

9C Tampering with or altering a urine sample or ingesting any substance which causes an abnormal reading on a urine test.

10. Misuse of authorized medication, for example: the unauthorized accumulation of prescribed medication, or the distribution of prescribed medication to others.

11. Gambling.

12. Participating in or encouraging a riot, work stoppage, hostage taking, or unauthorized group demonstration.

13. Failure to comply with the verbal orders of staff during any facility emergency.

14. Possession, manufacture, introduction, or use of a gun, firearm, explosive, ammunition, chemical agent, weapon, sharpened instrument, knife, or tool.

15. Giving or receiving a tattoo, or attempting to give or receive a tattoo

16A Fighting with, assaulting, or threatening a staff member.

16B Fighting with, assaulting, or threatening another inmate/detainee.

16C Fighting with, assaulting, or threatening any other person.

17. Killing.

18. Resisting a correctional officer's attempts to restrain or escort an inmate/detainee.

19. Use of obscene, abusive, or threatening language, action, or gesture to any inmate/detainee, staff member, or any other individual.

20. Engaging in sexual acts.

21. Setting a fire.

22. Making unauthorized telephone calls or Text messages to persons outside the facility or within the facility.

23. Passing or receiving contraband from another inmate/detainee, visitor, or employee regardless of the place of occurrence.

24. Destroying or damaging institutional property, or the property of another person.

25. Unauthorized possession of property belonging to another person.

26A Possession of anything, including money or currency, not authorized for retention or receipt by the inmate/detainee.

26B Smoking or possession of any tobacco product or tobacco paraphernalia.

27. Giving money or any item of value to, or accepting money or any item of value from another inmate/detainee, a family member or visitor without authorization.

28. Stealing.

29. Tampering with any fire safety device, including but not limited to pull stations, sprinkler heads, extinguishers, and stand pipes.

30. Tampering with, the destruction of or interference with any Closed-Circuit Video camera or other safety system of the facility.

31. Tampering with any telephone or means of official communication.

32. Giving or offering any official or staff member a bribe.

33. Giving or offering any official or staff member any item of service or value.

34. Unauthorized or improper use of any recreational equipment.

35. Extortion, blackmail, or demanding money, receiving money, or anything of value in return for protection against others.

36. Charging or receiving money or anything of value either directly or indirectly from another inmate/detainee, a family member, or any other person for rendering any service.

37. Possession of, wearing or displaying colors or any type of emblem, insignia, or logo suggesting membership or affiliation with a gang, group, party, or other association whenever such wearing or displaying may pose a threat to the security, order and safety of the facility.

38. Violating any law of the Commonwealth of Massachusetts, or the United States of America.

39. Attempting to commit any of the above offenses, making plans to commit any of the above offenses, or aiding another person in committing any of the above offenses.

34. FORMAL DISCIPLINARY ACTIONS

Inmates/detainees who are the subject to formal disciplinary action will receive a fair and impartial hearing no later than seven (7) days (excluding weekends and holidays) after the filing of the Disciplinary Report. You will have the opportunity to make a statement in your behalf and present evidence. Findings and sanctions may be appealed to the Superintendent or his designee.

Sanctions imposed for formal discipline are limited to:

- reprimand and warning
- extra work detail of one (1) to ten (10) days
- restitution
- disciplinary detention for a specified period of time, not to exceed ten (10) days for any one offense or thirty (30) days for all violations arising out of one incident
- loss of privileges for a specified period of time (examples: canteen, telephone, gym or recreation yard) not to exceed thirty (30) days
- loss of visiting privileges for a specified period of time, not to exceed thirty (30) successive days for any one offense unless the offense was in connection with visiting privileges in which case the loss of visiting privileges shall not exceed ninety (90) successive days.

Disciplinary sanctions may be suspended for a specified period of time not to exceed ninety (90) days and may be imposed during that time by action of the Hearing Officer.

When an inmate/detainee does not speak English, is illiterate, or where the issues presented are complex, he shall be afforded the right to be assisted by a staff member designated by the Hearing Officer.

Inmates/detainees may request the services of a staff member to assist them at disciplinary hearings.

35. INFORMAL DISCIPLINARY ACTIONS

The Shift Commander, designated officer, or Disciplinary Officer may handle a disciplinary matter informally by imposing one or more of the following sanctions:

a. a verbal warning

b. extra work detail
c. room/cell restriction (not to exceed twenty-two (22) hours)

In order to proceed informally, the charged inmate/detainee must agree to the sanction.

Whenever an inmate/detainee receives an Informal Disciplinary Sanction, the officer who issued the sanction will complete the entire form, and the inmate/detainee will receive a signed copy.

36. RESTRICTIVE HOUSING UNIT (RHU)

Disciplinary Detention – Is a form of separation from the general population in which inmates/detainees committing serious rule violations are, by decision of a disciplinary officer, confined to cells separate from the general population and whose privileges are restricted for a finite period of time.

Restrictive Housing Unit (RHU) – Is a designated housing area for the separation of inmates/detainees from the general population who are classified as Administrative Segregation, or who are temporarily segregated from the general population by order of a Shift Commander when their presence in general population poses a serious threat to self, staff, other inmates/detainees, or to the security of the facility.

The full range of health care available to general population is available to all inmates/detainees housed in the RHU.

Inmates/detainees assigned to the RHU wishing to be seen at sick call shall place a note indicating such in the sick call box before 7:30 a.m. All sick call boxes will be emptied and the slips collected by a nurse during the morning distribution of medication. Health care providers visit the RHU every day to provide an opportunity for every inmate/detainee to seek required medical care.

37. GRIEVANCES

If you have a concern or complaint regarding your care, custody, or treatment, you are entitled to file a grievance. Before proceeding with the formal grievance process, however, you should attempt to have a supervisor or administrator address the matter. If the matter cannot be resolved short of filing a grievance, proceed with filing the grievance.

Please see your Caseworker or a unit officer if you would like to obtain a grievance form. Inmates/detainees who are unable to effectively communicate in English may obtain assistance from the Caseworker or Director of Legal Services. If your grievance involves an urgent issue wherein the delay in resolution may cause a substantial risk of personal injury, imminent sexual abuse or other harm, you may check the box on the Grievance Form indicating "Emergency." Retaliation against inmates/detainees for filing a grievance is not tolerated.

You cannot grieve a classification or disciplinary decision because there are procedures in place for appeals. You must attempt to resolve an issue before filing a grievance. The grievance form must be fully completed and signed to be processed. Medical Grievances/sick calls are to be to be submitted using the kiosks which are located throughout the facility.

Each grievance shall contain only one (1) grievance issue; if multiple issues exist, additional grievance forms shall be submitted.

The inmate grievance process is intended to address a wide range of issues; however, it is not meant to address safety issues of immediate and urgent concerns. When faced with a serious incident of this nature, inmates/detainees should contact the nearest staff member for assistance.

You may, however, file an emergency grievance when the inmate/detainee believes the grievance involves an issue for which a delay in resolution may cause a substantial risk of immediate harm to any person or destruction of personal property. Emergency grievances shall be plainly marked on the grievance form as "EMERGENCY".

- Upon receipt of an emergency grievance, the Institutional Grievance Coordinator (IGC) shall immediately determine whether an emergency exists. When a grievance is marked "EMERGENCY" the inmate shall be notified if the matter is determined not be an emergency.

- Emergency grievances shall be processed in the same manner as other grievances, except that the decision will be rendered within five (5) business days of the filing of the grievance. The emergency designation will be documented. If the grievance is deemed a non-emergency, the form will be returned and the inmate will be required to resubmit a new grievance form and not identify it as an emergency.
- Medical grievances are not considered emergency grievances.

Completed grievances may be placed in the designated unit Grievance Box or handed to your Caseworker. The grievance must be sent to the Institutional Grievance Coordinator (IGC) within ten (10) days from the date of the event (except with a claim of Sexual Assault / Harassment). Multiple submissions of grievances may result in untimely decisions. Your grievance will be investigated by the IGC. A written copy of the decision will be sent to you as soon as possible (usually within fifteen (15) working days from when the grievance was received, unless more time to investigate is necessary). The decision of the IGC may be appealed to the Superintendent. You may appeal the decision of the IGC to the Superintendent within five (5) working days of the decision. Only the official Grievance Appeal Form will be accepted. The Superintendent's decision is final.

38. EMERGENCY RESPONSE SYSTEM

During an emergency:

- You are expected to refrain from any actions which may delay or interfere with the response or from engagement in or encouragement of the event.
- You are expected to comply with all orders and directions of staff as well as instructions presented over the public address system.
- A siren will sound, at this time you are required to assume the position depicted in the photo below, unless you have a documented physical disability that would interfere with your ability to do so:



39. PROTECTION FROM SEXUAL ASSAULT

(PREA)

The Middlesex Sheriff's Office has a zero-tolerance policy towards

sexual abuse or sexual harassment.

It is the policy of the MSO to provide a safe, humane and appropriately secure environment, free from the threat of sexual abuse/harassment for all inmates/detainees, by maintaining a program of prevention, detection, response, investigation and tracking. During the admissions and orientation process inmates/detainees will be provided information about

sexual abuse/harassment including: prevention/intervention, self-protection, reporting sexual abuse/harassment and treatment and counseling. An inmate/detainee may report sexual abuse or sexual harassment to any employee, contractor, intern, or volunteer.

The Middlesex Sheriff's Office has established procedures in effect to discourage and prevent staff/offender sexual misconduct by providing clear definitions of prohibited conduct, establishing uniform methods for the prompt reporting and investigation of allegations of misconduct, and prescribing sanctions for both substantiated misconduct and false allegations. The MSO prohibits sexual abuse and sexual harassment. Due to the inmate/detainee's custody or supervision status, in accordance with Public Law 108-79 and these procedures, no prohibited act of sexual abuse/harassment can have as an affirmative defense, a claim of consent. If it has been determined that you have made a report in bad faith the MSO may take disciplinary and or criminal action against you. All truthful accusations will be taken seriously.

Inmates/detainees may report any alleged sexual abuse/harassment or otherwise inappropriate behavior either by speaking to any staff member, contractor, intern or volunteer or by calling the toll-free information hotline at

In House - 978- 932—3100

Local Rape Crisis Hot Line (877)-509-9922

National Rape Crisis Hotline – 1-800-656-HOPE (4673)

All information received on the hotline will be held confidential.

You may also report allegations of sexual abuse / sexual harassment in writing to: Middlesex District Attorney's Office, Sexual Assault Unit, 15 Commonwealth Ave. Woburn Ma 01801

Definitions of Prohibited behavior are:

Sexual Abuse – includes:

(1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and

(2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, volunteer, or intern

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident 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:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(2) Contact between the mouth and the penis, vulva, or anus;

(3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and

(4) 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

Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, intern or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
(2) Contact between the mouth and the penis, vulva, or anus;
(3) Contact between the mouth and any body part where the staff member, contractor, volunteer, or intern has the intent to abuse, arouse, or gratify sexual desire;
(4) 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, volunteer, or intern has the intent to abuse, arouse, or gratify sexual desire;
(5) 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, volunteer or intern has the intent to abuse, arouse, or gratify sexual desire;
(6) Any attempt, threat, or request by a staff member, contractor, volunteer or intern to engage in the activities described in paragraphs (1)-(5) of this section;
(7) Any display by a staff member, contractor, volunteer, or intern of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
(8) Voyeurism by a staff member, contractor, volunteer, or intern **Sexual Harassment** includes:

(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 inmate, detainee, or resident directed toward another; and

(2) Repeated verbal/written comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, intern, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures

40. BAIL PROCEDURES – Detainee

Your bail may be posted at the Middlesex Jail and House of Correction, 269 Treble Cove Road Billerica, MA. The individual posting bail must report to Checkpoint and alert the officer of their intention. Bail will be accepted in the form of cash only. Once the cash has arrived at the facility, the Bail Commissioner will be notified.

There is a Forty Dollar ($40.00) Bail Commissioner fee. This Forty Dollar ($40.00) fee will not be returned to you. If you have more than one bail an additional five (5) dollars will be added as a fee up to a total of Fifty Dollars ($50) for all bails paid. The bail amount that is posted may be returned to you upon the final disposition of your court case. Be sure to save your bail receipt.

If there is an outstanding warrant for your arrest from any court or other agency, you will be transferred into their custody.

Probate purges must be paid at the Probate Court during court hours or at the facility after court hours. Purges may only be made using a bank certified check made out to The Commonwealth of Massachusetts or the person specified on the bail documentation.

41. COURT APPEARANCES - Detainee

While you are detained at the House of Correction, the Sheriff's Office will transport you to and from court. You must wear your own clothes to court. You may have one set of clothes brought into the House of Correction for this purpose. You must complete a Clothing Exchange Form prior to arranging for the clothing exchange. The exchange will be done between the hours of 10:00 a.m. and 6:00 p.m. Monday-Friday, unless other arrangements are approved by the Property Officer. The person bringing the clothes to you at the House of Correction must show identification that includes a picture, name and address. At the same time your "court clothes" are brought in you must send out any other "street clothes" that are stored in your personal property.

The House of Correction will not store more than one (1) outfit for you. One outfit consists of one (1) suit or jacket and pants, two (2) shirts, one (1) tie, one (1) pair of socks, one (1) pair of shoes, and one (1) belt.

You will be subject to searches as part of your transportation to and from court. The only property that you are allowed to bring to court with you is legal or court related paperwork.

42. ADA- (Americans with Disability Act)

The Middlesex Sheriff's Office does not discriminate on the basis of disability in the admission and access to its services, programs, or activities.

Pursuant to the Americans with Disabilities Act (ADA), the MSO has designated an ADA COORDINATOR to carry out this Office's compliance with the non-discrimination requirements of the ADA.

ADA Coordinator
Assistant Superintendent Shawn MacMaster
The ADA Coordinator is available weekly at Staff Access
or may be contacted via in-house mail or through
your Caseworker.

NORFOLK COUNTY SHERIFF'S OFFICE

Offender Handbook

Patrick W. McDermott
Sheriff

TABLE OF CONTENTS

SECTION	PAGE	SECTION	PAGE
Management	3	Offender Account Fund	12
Rights and Responsibilities	3	Canteen Accounts	13
Orientation	3	Indigent Funds	13
Prison Rape Elimination Act (PREA)	4	Offender Grievances	13
Americans with Disabilities Act (ADA)	4	Disciplinary	14
Offender Property	5	Classification	16
Issued Sheriff's Office Property	6	Transfers	18
Contraband	6	Programs and Services	19
Searches & Inspections	7	Legal Services	19
Offender's Living Area	7	Law Library	19
Personal Hygiene	8	Offender Library	19
Haircuts	8	Religious Services	19
Dress	8	Educational and Vocational	20
Laundry	9	Standardized Test	20
Meals	9	Games	20
Medical	9	Furloughs	20
Substance Use Disorders	10	Work	20
Offender Counts	10	Earned Good Time 129D	21
Emergency / Fire Evacuation	10	Voting	21
Offender Visits	10	Parole	22
Outgoing Mail	11	Offender Release	22
Incoming Mail	12	Orientation / Handbook Receipt Form	23
Telephones	12		

MANAGEMENT

The Sheriff and the Sheriff's Office Staff manage this jail. All jail rules and jail staff directions must be obeyed. The module officer shall direct and control all housing module activities. Offenders must conduct themselves in an orderly manner with respect for the rights of other offenders and the staff.

RIGHTS AND RESPONSIBILITIES

As quality providers of medical, dental, and mental health care, highly nutritious meals, indoor and outdoor recreation, and various educational and vocational opportunities, the standards we set for service delivery in many cases far exceed those that our offenders and detainees enjoy in the free community. Surroundings in our facilities are pleasant in appearance and maintained at optimum hygiene levels with the help of all offenders. We are prideful of our dual accreditation by the American Correctional Association and National Commission on Correctional Health Care for how our staff treats our offenders while in our custody.

Offenders are not allowed on the second tier of any module unless they have a stated purpose or have been granted permission by the Module Officer.

All offenders are to secure doors in their rooms upon exiting when attending programs and or participating in dayroom activities.

Offender identification badges will be in their possession at all times when they leave a housing module.

Offenders will be charged a replacement fee of five ($5.00) dollars if lost or destroyed.

Offenders will be swiftly prosecuted for any type of assault on staff or other offenders.

ORIENTATION

Upon admission to the Norfolk County Sheriff's Office Correctional Center (NCSO), offenders will be provided the opportunity to make a collect telephone call to notify their next of kin or family of their admission. Offenders will be provided an Offender Handbook, which is also available on the issued tablet; which shall outline the rules, regulations, and emergency evacuation procedures of the Correctional Center and Dedham Alternative Center (DAC). Offenders are expected to maintain possession of this handbook throughout their incarceration including transfers to DAC. The Intake Caseworker will provide an orientation and be available for any questions. Offenders will be required to sign an Offender Handbook Receipt Form indicating that they have received an orientation and an Offender Handbook. The Module Officer shall also review emergency evacuation procedures, which will be documented in OMS. An offender's orientation will continue during their first week with further information provided by staff. A staff member will assist offenders with their program needs and all matters regarding their classification.

Within twenty-four (24) hours of arrival, the NCSO shall ensure that offenders receive information explaining the agency's zero-tolerance policy regarding sexual abuse and sexual harassment, sexual abuse / assault information including prevention / intervention, self-protection, reporting sexual abuse / assault, treatment, and counseling.

For Offenders Transferred in Minimum Security at the DAC:

A Guide to Offender Programs, containing an overview of programs and services offered at the DAC will be available for offenders' review during orientation. A Correctional Officer will provide a review of the rules, regulations, and emergency evacuation procedures and shall document this in OMS. Orientation will continue during an offender's first week with further information provided by staff. A staff member will assist offenders with their program needs and all matters regarding their classification.

PRISON RAPE ELIMINATION ACT (PREA)

As an offender at the NCSO Correctional Center, any sexual contact with any person is expressly prohibited and all such incidents should be immediately reported. Offenders also need to understand that any allegation or incident of sexual contact will be taken seriously and investigated fully. Medical and Mental Health Staff are mandated to report any allegations of sexual misconduct. Offenders have the right to serve their sentence without fear of being sexually exploited.

Offenders who are victims of sexual abuse / assault have the option to report the incident in any manner that they feel comfortable (verbal or in writing to family, friend, Norfolk County District Attorney's Office, or NCSO staff member) including by the telephone "hotline" which has been set up through the offender telephone system that will allow offenders to report any contact of a sexual nature with other offenders, staff, and volunteers or outside contractors. This number, #555, can be universally accessed by all offenders. Offenders do not need to place this number on their PIN list.

Also, any allegation that an offender makes that is found to be false or made which in good faith; an offender could not have believed to be true will result in disciplinary action and the NCSO may choose to refer the matter for criminal action, when appropriate, under the Massachusetts General Laws.

ICE Detainees can file a complaint about staff misconduct, physical / sexual abuse or civil rights violations at any point directly to the Department of Homeland Security at 1-800-323-8603. The NCSO has zero tolerance for such offenses and each case will be thoroughly investigated and remain open until the perpetrators are identified. All substantiated cases of sexual assault against offenders will be referred for discipline and when appropriate, prosecution. The NCSO views all sexual contact between offenders between offenders and staff as coercive and therefore NEVER consensual. The facility's PREA Coordinator is Chief Classification Officer Keryn LaCivita.

Offender victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment and crisis intervention services, the nature and scope of which are determined by medical and mental health practitioners according to their professional judgment. The Health Services and Mental Health Services staff shall offer to coordinate testing (i.e., HIV, Hepatitis B, Gonorrhea, and other diseases) and counseling for the victim of a sexual assault, as appropriate.

AMERICANS WITH DISABILITIES ACT (ADA)

The Norfolk County Sheriff's Office (NCSO) does not discriminate because of a disability in its hiring and employment practices or in admission to, access to, or operations of its programs, services, or activities in accordance with the Americans with Disabilities Act (ADA).

The NCSO will provide persons with disabilities an equal opportunity to participate in or benefit from all services as offered to other individuals. To the greatest extent reasonable and possible, this will be done in the most integrated setting appropriate to the needs of the individual with a disability.

The NCSO is committed to making reasonable modifications in its policies, practices, programs, and procedures to afford equal opportunity to our facility and the services we offer. Where it is readily achievable, architectural and communication barriers will be removed. New structures and alterations will comply fully with all accessibility requirements. Individuals who need auxiliary aids for effective communication in programs and services of the NCSO are invited to make their needs and preferences known to the ADA Coordinator.

Questions, concerns, complaints, grievances, or requests for additional information regarding the ADA may be forwarded to NCSO designated ADA Coordinator Chris Dawley (Phone #: (781) 329-3705).

Anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provisions of services, activities, programs, or benefits by the NCSO may do so by following the ADA Grievance Procedures:

1. This grievance procedure is established to meet the requirements of the American with Disabilities Act.

2. The ADA grievance procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provisions of services, activities, programs, or benefits by the NCSO.

a) The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.

b) Alternative means of filing complaints such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

3. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but not later than sixty (60) calendar days after the alleged violation to the ADA Coordinator.

a) Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions.

b) Within fifteen (15) calendar days after the meeting, the ADA Coordinator will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of the NCSO and offer options for substantive resolution of the complaint.

4. If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) calendar days after the receipt of the response to the Superintendent.

a) Within fifteen (15) calendar days after the receipt of the appeal, the Superintendent will meet with the complainant to discuss the complaint and possible resolutions.

b) Within fifteen (15) calendar days after the meeting, the Superintendent will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

5. All written complaints received by the ADA Coordinator, appeals to the Superintendent, and responses from the ADA Coordinator and the Superintendent will be kept by the NCSO for at least three (3) years.

OFFENDER PROPERTY

Offender personal clothing and other valuables will be securely stored in the property storage room. Offenders may keep in their possession only a plain wedding band (no jewel stones or sharp edges) and any necessary and authorized health care items (i.e. prescription glass, prosthesis).

Offenders may wear personal clothing only to court for trial and jury selection. An offender may request the receipt, release, or exchange of his personal clothing or personal property by completing the Clothing / Property Exchange Form and submitting it to the respective Caseworker at least forty-eight (48) hours prior to the date of property release or exchange. The Caseworker shall submit the request to the Property Officer for approval.

While incarcerated, any items seized as contraband during shakedowns, cell / room / bunk inspection, etc. will be discarded as contraband. Offenders are not allowed to possess or keep excess, unauthorized items. No unauthorized food items will be stored in an offender's property.

If an offender is sent to the Special Management Unit, all of their belongings will be taken to Offender Property. The items that they are allowed to possess will be inventoried and sent to them by an Officer.

Offenders must claim their property within sixty (30) days of their release. If the offender's property is not picked up or mailed out within sixty (30) days of the offender's release from the NCSO, the property will be disposed of as seen fit by the Assistant Superintendent and the Property Officer.

For Offenders Transferred in Minimum Security at the DAC:

Upon transfer to the DAC, only approved property (i.e., previously purchased unopened canteen items, legal papers and mail / magazines) shall be transferred with each offender. Clothing and personal property (i.e., watch, wallet) will remain stored in the Correctional Center Property Storage Room. Offenders shall not obtain any new property while out on furlough or community service. No new property will be accepted into the facility. If pre-approved, work boots (if needed for work purposes) may be brought into the DAC by an offender for personal use.

ISSUED SHERIFF'S OFFICE PROPERTY

Upon admission to the Norfolk County Correctional Center, offenders shall be issued clean, suitable, and presentable MCSP clothing, towels, clean bedding, linen, a property bag, identification badge, a personal hygiene pack, and NCSO Offender Handbook. Offenders shall sign an Issue of Property Form in OMS for the NCSO property received. A printed copy of the Issue of Property Form shall be placed in the offender's Central File and a copy shall be given to the offender. Offenders are responsible for the upkeep and general condition of all issued property. Offenders shall reimburse the Sheriff's Office for any lost or damaged property that was issued to them.

Offenders shall not alter, destroy, or damage county property or property belonging to another. Offenders shall not exchange or give any property to another offender. Offenders will be charged a replacement fee of five ($5.00) dollars if their identification badge is lost or destroyed.

If an offender is sent to the Special Management Unit, all of their belongings will be taken to the Special Management Property Cage. The items that an offender is allowed to possess will be inventoried and sent to them by an Officer.

Prior to release, an offender's issued clothing and property will be inventoried. Vandalized, lost, or damaged county property shall result in offenders being required to provide restitution. Non-payments result in disciplinary action and/or referral to the District Attorney's Office.

For Offenders Transferred in Minimum Security at the DAC:

Upon transfer to the DAC, offenders shall be issued clean, suitable, and presentable DAC clothing and property. Offenders shall sign an Issue of Property Form in OMS for the DAC property received. A printed copy of the Issue of Property Form shall be placed in the offender's Central File and a copy shall be given to the offender. Offenders are responsible for the upkeep and general condition of all issued clothing and property. Offenders shall reimburse the NCSO for any lost or damaged property that was issued to them.

CONTRABAND

Upon initial commitment to the Correctional Center, any property received that is considered contraband shall be secured in the property storage room. Any medicine or medical supplies considered contraband will be documented on the Offender Property Inventory Form and submitted to the Health Services Unit for storage or disposal. The Medical Staff will sign the Offender Property Inventory Form.

Offenders are allowed to possess only those items that can be purchased in the canteen or issued and/or approved by the Correctional Center. All other items shall be considered contraband. Any item altered from its original form shall be considered contraband. No unauthorized food items will be stored in an offender's property. Any approved items that exceed the maximum amount allowed will be considered contraband.

The NCSO will not assume responsibility for any contraband delivered to any facility and will make every effort to return it to the sender.

Offenders must wear their own shoes that are stored in their property storage bags when leaving the facility for appointments (i.e., court). Canteen sneakers are not allowed to leave and re-enter the facility or they shall be considered contraband.

Any item that details weapons or explosive manufacturing, or gives information that could aid in the planning or making an escape; or producing any item which could injure themselves or another person will be considered contraband. Gang symbols or related items such as drawings, literature, etc. which relates to gangs will be considered contraband.

Offenders will lose possession and ownership of any contraband discovered and may be disciplined for the possession of contraband.

For Offenders Transferred in Minimum Security at the DAC:

Offenders confined to the DAC may only possess those items that have been purchased in the canteen, DAC issued or authorized.

SEARCHES & INSPECTIONS

The Module Officer will inspect cells, rooms, and bunk areas daily. Periodic and unannounced searches and inspections of offenders, cells, rooms, bunks areas, property, etc. are conducted at any time for health, safety or security reasons. All offenders must cooperate during these searches and/or inspections, failure to comply will result in disciplinary action. Offenders will be subject to disciplinary action or prosecution if they are found to be in possession of contraband. Every day the Module Officer will inspect an offender's room and Command Inspections will be conducted every Wednesday.

OFFENDER'S LIVING AREA

Offenders are required to keep their cell, room, or bunk area clean, neat, and ready for inspection at all times. Cell / room / bunk assignments are made by the NCSO staff. Offenders are responsible for the condition of their assigned cell, room, or bunk and the contents therein. Cleaning materials are made available after meals and at other designated times during the day and night shift.

Offender Requirements:

1. Offenders are required to clean day room and showers as assigned.
2. Offenders must sweep and mop daily as assigned.
3. Offenders must clean sinks and toilets daily as assigned.
4. Offenders may not write or mark on walls. Graffiti and use of gang signs or insignia is prohibited.
5. All beds are to be made by 9:00 am and remain made until l0:00pm. Beds will be made by using two (2) sheets over the mattress covered by one (1) blanket. All sides are to be tucked under the mattress. The mattress is to be laid flat, not rolled up at one (1) end to form a pillow.
   - **a)** If offenders wish to lie down on their bunk between the above times, they must lie on top of the blanket covering the mattress.
   - **b)** Offenders are not allowed under the covers during the above times without permission of the Module Officer.
6. Blankets or sheets will not be laid on the floor and used as a rug, nor will they be laid on the table and used as a tablecloth, nor will they be used to block the room window or hang from the top bunk.
7. Offenders are limited to a total of three (3) books, three (3) magazines, two (2) newspapers.
   - **a)** Any items beyond these amounts will be considered contraband and discarded by staff.
   - **b)** The exceptions to these limits are the Bible, religious, and legal books.
   - **c)** Magazines, newspapers, or other materials will not be folded or rolled up to be used as tables or draft / dust prevention.

8. All basic property issues and commissary purchases must be stored in an offender's property bags under the bed, or on the window ledge. Nothing is to be stored under the mattress.
9. Clotheslines, water bags, and laundry in trash barrels are not allowed.
10. No pictures, calendars, schedules, paperwork, or any other postings of any kind are allowed to be posted on the walls, bunks, or any surfaces in the cell. Appropriate family photographs may be maintained either in a photo album (available through canteen) or in an offender's property.
11. Food and milk from the kitchen is not allowed to be stored in cells, rooms, or bunk areas. All food and milk from the kitchen must be consumed during meals.
12. No light fixture or air vent will be covered up.

For Offenders Transferred in Minimum Security at the DAC:

Offenders are required to make their bed each day and store personal items neatly in the locker or property bag. Room windows are to remain clear of any obstructions. Graffiti is prohibited. Materials that are sexually explicit or deemed a threat to security are prohibited. Nothing shall hang from beds, windows, or sprinkler system. Furniture shall not be exchanged between rooms. Food and drinks from the juice bar are not allowed in rooms. All food and milk from the juice bar must be consumed during meals.

Room doors shall remain unlocked at all times. There is a limit of two (2) air fresheners per room; any extra air fresheners will be confiscated by DAC staff.

There will be daily room inspections conducted by the DAC staff to ensure compliance with hygiene standards. There will be weekly facility inspections conducted by the Command Staff.

PERSONAL HYGIENE

Offenders are allowed freedom in personal grooming, except when a valid interest justifies otherwise. Offenders are expected to shower and maintain daily personal hygiene throughout their incarceration. Bathing is required at least every day (more often if an offender desires) while in this jail. Showers are available each day during out of cell recreation, except during meals and lockdown times. Offenders must wear clothes and shower sandals to and from the shower. Shower sandals must not be worn throughout the facility. If an offender refuses to bathe as required, they will be placed in a Special Management Unit.

Offenders are required to purchase toiletries for personal hygiene through the canteen. If an offender is indigent, personal hygiene packs will be supplied by their C/O or may be ordered through the canteen.

HAIRCUTS

Haircuts are available according to the posted schedule and can be purchased from the canteen. A haircut / beard trim costs five ($5.00) dollars. Indigent offenders are allowed one (1) haircut per month at no cost, accompanied by a canteen slip marked and stamped indigent by the Canteen Officer. Offenders should see their Correctional Officer for further details.

DRESS

All offenders shall be fully clothed at all times in any common area. Undergarments cannot be exposed at any time in any common area. Offenders must not be barefoot in any area of the facility.

Offenders are required to wear the issued NCSO uniform, which consists of (1) shirt and (1) pair of pants. Any time offenders are out of their cell, room, or bunk area, they are to be fully clothed in NCSO jail uniform with the shirt tucked inside the pants. Pants and sleeves will not be rolled up. Exception: Offenders may take their uniform top off while on the

recreation yard provided they have on a white t-shirt. "Gang" signs or insignia are not permitted. Head gear such as "dew rags", or head rags are not allowed in or out of their cell, room, or bunk area.

Offenders are provided a pair of sneakers when admitted into the jail. Offenders must wear footwear at all times. Exception: Offender workers will be allowed to wear their boots while working in the facility, or on another job assignment. Offenders may wear personal clothing only to court for jury trial and jury selection.

LAUNDRY

Laundry Services shall operate five (5) days a week, Monday through Friday. Offenders shall have the opportunity to exchange their issued clothing twice a week and linen, including towels, at least weekly. A laundry schedule shall be posted in each module. Offenders are responsible for maintaining their issued clothing and bedding in a clean and unaltered condition. Linen / Uniforms are not to be turned in damaged, knotted, tied, or with markings.

MEALS

Meals will be served at 6:00am, 11:00am, and 4:15pm. At meal times, after an offender obtains their tray and drink, they are to be seated at a table or in their cell, room, bunk area. No offender is allowed back to the food cart to return their tray until everyone has received a tray. Extra trays will not be ordered or given out. All uneaten food and beverages will be placed back in the food cart. Food and drinks from facility meals will not be stored in an offender's cell, room, or bunk area. This does not include any purchased canteen items.

Special diets will be provided for verified religious and medical reasons but must be requested and approved through the medical staff (if medical) or the Chaplain (if religious).

MEDICAL

The NCSO shall ensure that all offenders have access to medical, dental, and mental health care twenty-four (24) hours daily. Upon admission, a trained Health Services staff member shall conduct a medical, dental, and mental health screening of each offender to ensure that their emergent and urgent health needs are met as required in 103 CMR 932. The screening shall include, but not be limited to, questioning the offender / federal detainee in regards to current and past illnesses, health conditions or special health requirements, alcohol / drug usage or dependency, suicidal tendencies, risks and/or prevention, chronic and acute disability needs (e.g., walking assists, bunk levels, special braces / supports), medical history and evaluation, dental problems, symptoms screening for infectious diseases, security placement concerns, and other health issues in accordance with CSD 601 - Medical Services. The interviewing nurse will ask each offender questions about their current health status.

Routine medical, mental health, and dental care shall be coordinated through the Correctional Center's Health Services Unit. Sick Call will be conducted on a daily basis. To be seen on Sick Call, offenders must complete an "Offender Medical Request Form" and place it in the medical box. Usually, a qualified medical representative will see offenders the following day at Sick Call. If an offender fails to complete the "Offender Medical Request Form," or missed Sick Call for any reason, they must wait until the next scheduled Sick Call day. If an offender wishes to see a mental health staff member, they must see a Correctional Officer or Caseworker for referral.

If an offender refuses medical attention, they will be requested to sign a refusal form.

Outside medical care, such as private doctors must be approved by Health Services Staff.

SUBSTANCE USE DISORDERS

Substance Use Disorder is a medical condition in which the use of one (1) or more substances leads to a clinically significant impairment or distress.

Offenders have access to Substance Use Disorder information, education, and/or treatment programs. All interested offenders should contact their Caseworker.

OFFENDER COUNTS

Offenders are to be present during each offender count, which will be performed daily. The counts will be conducted at shift changes, breakfast, lunch, and dinner. Informal offender counts may be conducted at various times as deemed necessary by the jail staff. Offenders will be fully clothed in a complete jail uniform for all counts, except (11:15pm and 3:00am). Offenders are not allowed to be absent during these times. NO TALKING during any offender count / roll call or during module orientation. Correctional Officers will announce over the public address system "Lock Down" and offenders must return to their assigned cell / room / bunk. Correctional Officers will systematically begin to count each offender by counting visible, living, breathing flesh. Offenders must not cover their bodies with articles that prevent the direct visibility of their flesh. In the event that visibility is obstructed, the offender shall be instructed to remove the obstruction in order to be seen by the Correctional Officer counting the offender.

EMERGENCY / FIRE EVACUATION

All offenders shall be instructed on the proper procedures in an emergency evacuation route of this facility by the Module Officer. As instructed during orientation and in accordance with the fire evacuation procedures and posted Emergency Evacuation Plans, the offenders shall be directed by the Module Officer(s) to exit the module using either the primary or secondary egress route as posted on the Fire Evacuation Maps. Once at the predetermined safe area, the evacuated offenders shall be assembled in a single line and seated in a cross-legged position (if physically able and weather permitting). All offenders shall further understand that in an emergency situation, they shall follow the orders of NCSO staff. Evacuation procedures and area maps are posted throughout the facility. Unannounced fire evacuation drills will be conducted periodically.

For Offenders Transferred in Minimum Security at the DAC:

Upon admission to DAC, offenders will be given an orientation regarding fire and evacuation procedures. As instructed during orientation in accordance with the fire evacuation procedures and posted Emergency Evacuation Plans, all offenders shall be directed by the DAC Officer(s) to exit the building using either the primary or secondary egress route as posted on the Fire Evacuation Maps and immediately evacuate the facility to a safe area in the basketball court. Once at the safe area, the DAC Officer(s) shall direct the evacuated offenders to assemble in a single line and be seated in a cross legged position (if physically able and weather permitting). All offenders shall further understand that in an emergency situation, they shall follow the orders of NCSO staff. Evacuation procedures and area maps are posted throughout the DAC. Unannounced fire evacuation drills will be conducted periodically.

OFFENDER VISITS

Offenders are encouraged to have family and friends visit them in person or via video visit through the offender tablets. All visitors will be required to complete a visitor pre-approval form, have a background check done, and be pre-approved by the Assistant Deputy Superintendent prior to entering the facility and/ or beginning a video chat. All offenders, except those who have lost their visitation privileges through the disciplinary process, are allowed visitors. The visiting schedule will be posted. Visitation hours are from Monday – Friday 6:15pm to 10:00pm and Saturday and Sunday from 8:15am to 10:00pm.

Offenders are allowed two (2) scheduled, in-person, forty-five (45) minute visits each week. No more than two (2) people are allowed in to visit at one (1) time. During minor's visits, every offender shall be allowed two (2) adults and one (1) minor per visit or one (1) adult and two (2) minors (anyone under the age of eighteen (18) will be considered a minor).

Arrangements can be made through the caseworker for supervised visits with the Department of Social Services (DSS) for those offenders whose children are in the custody of DSS.

All visitors to the NCSO per M.G.L. Chapter. 268, Section 31 are subject to search and must successfully pass a metal detector. M.G.L. Chapter 268 shall be posted at the facility entrance. There is a sign posted warning visitors that the possession of a controlled or illegal substance or weapon on NCSO property is prohibited. The introduction of contraband onto NCSO property is prohibited. Visitors in violation are subject to prosecution.

Offender Visitor's Rules:

1. All visitors must provide a current and valid government issued photo ID (i.e., driver's license, passport, welfare ID) and complete a "Request to Visit Form".
2. Visitors are not permitted to bring anything into the visitation area.
3. Visitors must wear appropriate dress. Shorts, bare feet, bare shoulders, bare midriff, tube and halter tops, mini skirts, and bathing suits, are prohibited.
4. Visitors exhibiting any signs of substance usage or intoxication are prohibited.
5. The Norfolk County Sheriff's Office and Dedham Alternative Center are smoke-free facilities. Cigarettes, e-cigarettes, vape pens, cigarette papers, cigars, pipes, pipe tobacco, snuff, chewing tobacco, and all tobacco products, including flame-producing devices, are considered contraband and are prohibited.

Transportation Option for Visitors

Public transportation to the Correctional Center and DAC is obtained through the Massachusetts Bay Transportation Authority's (MBTA) Commuter Rail to Forest Hills Station, Dedham Endicott Station, or Needham Center Station. The MBTA operates bus lines to Dedham Center. Public Transportation ends at these locations; local taxi services are available.

For Offenders Transferred in Minimum Security at the DAC:

DAC Offenders are allowed two (2) scheduled one (1) hour visits each week. All visitors to the DAC per M.G.L. Chapter 268, Section 31 are subject to search and must successfully pass a hand held metal detector. M.G.L. Chapter 268 shall be posted at the facility entrance. There is a sign posted warning visitors that the possession of a controlled or illegal substance or weapon on NCSO is prohibited. The introduction of contraband onto NCSO is prohibited. Visitors in violation are subject to prosecution.

OUTGOING MAIL

There is no limit on the amount of outgoing mail that offenders may send at their own expense. Stamped envelopes can be purchased in the Canteen. Indigent offenders will be allowed to mail three (3) postcards, per week, at the expense of the Sheriff's Office. Indigent offenders shall also be provided stamped-envelopes if corresponding with their attorneys of record on any pending criminal matter or a designated Public Official as listed in CSD 481 - Offender Mail Regulations. With a reasonable suspicion of a threat to security, the Sheriff, Superintendent, or Assistant Superintendent may direct that outgoing mail be inspected. All outgoing mail must be deposited in the mail box and shall have the following information on the upper left hand corner of the envelope:

Offender Name and ID Number
Norfolk County Sheriff's Office Correctional Center
200 West Street
Dedham, MA 02027

No mail will be sent out without this complete return address. Third party mail (incoming or outgoing) shall not be allowed.

INCOMING MAIL

All incoming mail (non privileged correspondence) shall be mailed to the NCSO Digital Mail Center. All incoming mail must have a return address or it will be returned to the Post Office. All incoming mail will be inspected at the Digital Mail Center for contraband.

Legal mail, mail from the courts, attorneys, and probation / parole officers shall be logged and opened by the mail officer in the presence of the offender and inspected for contraband. Stamps will not be accepted in the mail. Packages and Polaroid photos will not be accepted into the NCSO. The NCSO will accept paperback books; not weighing more than two pounds and, newspapers. All books and magazines must be in their original packing and sent directly from the Edward Hamilton Booksellers Company and Barnesandnobles.com. Any unacceptable packages will be returned to sender at their expense.

There will be no delivery of the mail at any facility from one (1) offender to another. All offender-to-offender mail must be pre-approved and must be sent through regular mail.

Mail for offenders incarcerated at the Norfolk County Sheriff's Office must be mailed to the following address:

Offender Name and ID Number

Norfolk County Correctional Center, MA, C/O

Securus DMC

P.O. Box 21365

Tampa, Florida 33622

All personal checks found will be returned to the sender along with any correspondence at their expense.

TELEPHONES

All calls from the modules are collect calls. Offenders will have access to the telephones during out-of-cell time in their module. Phone calls are terminated after thirty (30) minutes. Telephones will be turned off five (5) minutes before lockdown, during feeding, and during shift change.

All offender telephone calls are subject to monitoring and recording.

If an offender makes any phone calls to another person, which are considered to be harassing, they may be prosecuted and/or placed in the SMU and their phone privileges revoked. Attempting three (3) way calls will disconnect an offender and the parties involved.

Under extenuating circumstances (verified emergencies), the Facility Shift Commander may authorize an offender to use the offender telephone system at times other than those authorized. When an emergency telephone call is received regarding an offender, the Facility Shift Commander will forward any verified information to the offender upon the approval of the appropriate Assistant Deputy Superintendent.

OFFENDER ACCOUNT FUND

Deposits to an offender account can be made via the Lobby Kiosk, Access Corrections telephone, and/or website. The NCSO Lobby Kiosk is available seven (7) days a week, twenty-four (24) hours daily. Monetary transactions can also be made to an offender account via the internet or telephone twenty-four (24) hours daily, three hundred and sixty-five (365) days a year. All other monetary transactions shall be conducted during normal business hours Monday through Friday from 7:00am to 2:30pm excluding holidays.

Cash and personal checks will not be accepted via the mail. Money releases will be granted from an offender's account. Offenders may release money to pay family support, fines, or other fees. All money for offenders will be deposited to the Offender's Account. The Business Office is responsible for maintaining this account. Funds may not be transferred between offenders.

If an offender does not get their money when released, they may pick it up Monday through Friday, 7:00am to 3:00pm, or a check can be mailed to them.

All offenders may be charged a urinalysis screening fee for each urine specimen provided.

CANTEEN ACCOUNTS

Canteen orders must be submitted via the unit kiosks. The amount of an offender's canteen order will be deducted from their Offender Account Fund.

Offender canteen purchases may not exceed the following amounts:

- Food purchases will be limited to one hundred and twenty-five ($125) dollars per week.
- Clothing items will be limited to one hundred and fifty($150) dollars per month (white t-shirts, boxers, briefs, and socks are not available for purchases).
- Sneaker purchases will be limited to one (1) pair per week.
- Walkman radios, headphones, and batteries (for DAC offenders only).

Offenders are to form a line during canteen distribution or as deemed necessary by the Module Officer. When an offender's name is called, they must go up and obtain their canteen items. No other offenders will be allowed to sign for another offender's canteen items. If an offender is not present to receive their canteen, then it will be delivered the next business day. All canteen items are to be stored an offender's property bag. A reasonable amount of Items may be placed on the window ledge.

Canteen privileges may be suspended for disciplinary sanctions. All inquiries or complaints on the canteen system should be written on an offender grievance form and given to their Module Officer.

INDIGENT FUNDS

If an offender is without funds for sixty (60) days and have less than or equal to ten ($10) dollars in their offender account, they may request for a waiver of fees or cost. Indigent offenders may order one (1) hygiene kit each week and are permitted to mail three (3) postage free post cards / letters weighing one (1) ounce or less each week for general correspondence at NCSO expense. If and offender has a freeze on their account and funds are sent in for them, the amount that they owe the Sheriff's Office is deducted from the funds sent to them. The amount remaining may be used by them for canteen, medical, etc.

OFFENDER GRIEVANCES

If an offender has a problem or question, they must first contact their Module Officer. If an informal resolution to the grievance cannot be reached between the Module Officer and/or assigned facility Correction Officer and the offender, the offender may proceed with the following formal written grievance procedures:

The offender shall document the specific grievance by completing an Offender Grievance Form and submit the form to the Module Officer within ten (10) business days of the incident or complaint. All Offender Grievance Forms shall be legible complete, and not include inappropriate language. Offenders should not submit numerous or repeated offender grievance forms after initial request has been answered. This will be considered a violation of NCSO rules.

Classification and Disciplinary decisions or recommendations cannot be grieved under CSD 491 - Offender Grievances. Only one (1) grievance shall be addressed on an Offender Grievance Form. Offenders who have difficulty reading, writing

or are non-English speaking shall obtain assistance from the assigned Caseworker. No grievance shall be accepted that has been filed by a group or on behalf of more than one (1) offender. The Offender shall inform the Module Officer if his grievance claim is an emergency.

The NCSO shall not require an offender to use the informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse. If there is an allegation of a PREA incident, a grievance may be used as a mechanism to report; however, it will be immediately referred to the Investigative Unit for further investigation.

An offender may withdraw a grievance by contacting the FSC or respective supervisor and/or Medical Director in writing. An offender may appeal the decision of the respective Assistant Deputy Superintendent to the Superintendent.

DISCIPLINARY

We strongly encourage informal in-module sanctions and immediate resolutions to all offender discipline issues between module officers and offenders. Any Facility Shift Commander or Module Officer may, for violations of the jail rules, revoke privileges and/or place an offender in awaiting action status in the Special Management Unit. For serious violations or continued violations, offenders may be charged criminally in court, and/or placed in the Special Management Unit and face a formal disciplinary hearing. Hearings will be conducted by hearing officers, which are appointed by the Sheriff. When the Disciplinary Report is filed with the Disciplinary Officer, he/she shall provide the offender who was charged with a rule violation, a written statement (copy of the Disciplinary Report) of the charge(s), including a description of the incident and the specific rules violated.

Upon receipt of the Disciplinary Report, the Disciplinary Officer shall provide the offender with a Disciplinary Hearing Notice with a scheduled hearing date. The hearing shall be scheduled no sooner than twenty-four (24) hours of receipt of the Disciplinary Hearing Notice, but no later than seven (7) days-excluding weekends and holidays-after the alleged violation. The offender may waive his/her right, in writing, to the twenty-four (24) hour notice and request the hearing as soon as possible. Any exceptional circumstances, unavoidable delays, or reasonable postponements to the hearing shall be documented on a Waiver of Procedural Time Limits Form. A hearing postponement or continuance may be granted for a reasonable period and a good cause, such as preparation of a defense, illness, or unavailability of the offender, further investigation of factual matters relevant to the hearing, pending criminal court prosecution, or the refusal, unreasonable, or unacceptable behavior of the offender during the hearing process.

Before the Hearings Officer / Disciplinary Officer reads the charge regarding a disciplinary offense, which has been or may be referred to the District Attorney's Office for prosecution, he/she shall advise the offender that anything which is stated may be used against him/her in any subsequent criminal proceedings.

The offender’s representative and the Hearings Officer may question witnesses. Offenders may not cross-examine witnesses, but staff may question witnesses who have been requested by an offender to present evidence.

If doing so poses a threat to security, witnesses requested by the offender charged with a violation shall not be present during the hearing. The witness shall provide the Hearings Officer with a signed statement regarding the incident.

The offender should be permitted to obtain and submit any relevant documents, unless doing so poses a threat to security.

After the close of evidence, the Hearings Officer's decision shall be based solely upon information obtained in the hearing process, including staff reports, the statements of the offender charged, and evidence derived from witnesses and documents.

An offender may appeal any major violation that results in the guilty finding to the Superintendent. This appeal shall be documented on a Disciplinary Appeal Form within seven (7) weekdays of the offender's receipt of the disciplinary decision. CSD 430 - Offender Discipline, is available for review in the Offender Library.

Offenses and Sanctions

1. **Minor Offense -** an infraction or a violation that creates a minimal threat or disruption to a person's well being, property, or to the security and/or operations of any NCSO Correctional Facility. The Sheriff's Office strongly encourages Officers and staff to handle all minor offenses in an informal manner. Minor sanctions may include the following:

a) verbal or written reprimand;

b) loss of privilege(s) for a specific period of time, not to exceed seventy-two (72) hours;

c) cell / room / bunk area restriction for a specific period of time, not to exceed seventy-two (72) hours;

d) restitution; and

e) extra work duty for a specific period of time, not to exceed seventy-two (72) hours.

2. Major Offense - an infraction or violation deemed to have created, or that may create a threat or disruption to a person's well being, property, or to the security and/or operations of the Correctional Facility. Infractions, violations, or negative behavior found to be repetitive may also be deemed a major offense. Major sanctions shall be documented on a Disciplinary Report and may include the following:

a) reprimand;

b) loss of privilege(s) for a specific period of time;

c) removal from a work detail;

d) cell / room / bunk area restriction for a specific period of time;

e) restitution;

f) extra work duty for a specific period of time;

g) Special Management for a specified period of time, not to exceed ten (10) days per offense or thirty (30) days from one (1) incident to their cells, rooms, or bunk areas within an assigned housing unit or to a special management module;

h) forfeiture of Good Time Credits (if applicable); and

i) a combination of any of the above sanctions in this section.

Major sanctions may be suspended for a specified period of time (not to exceed sixty (60) days). Corporal Punishment is prohibited. Food shall not be withheld and the standard menu shall not be varied for an offender as either a disciplinary sanction or reward).

Rules of Conduct

1. Disobeying an order from, lying to, or insolence towards a staff member

2. Violating any NCSO Correctional Facility rule or regulation

3. Failure to keep one's person or quarters in accordance with NCSO Correctional Facility standards

4. Being out of place

5. Unexcused absence from, willful failure to properly perform, or refusal to except a work assignment

6. Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security or official paper

7. Tampering with, or blocking any locking or security device, door, gate, or window

8. Conduct which disrupts or interferes with the security or orderly running of a NCSO Correctional Facility

9. Escape, or possession of escape tools

10. Manufacture, possession, introduction, or use of any unauthorized controlled substance, alcoholic beverage, tobacco products, or associated paraphernalia

11. Misuse of authorized medication, accumulating prescribed medication, giving medication to others

12. Refusal to take a breathalyzer test, or provide a urine sample

13. Gambling or the manufacturing or possession of gambling paraphernalia

14. Participating in or encouraging a riot, work stoppage, hostage taking, unauthorized group demonstration, or political action committee

15. Possession, manufacturing, or the introduction of a gun, firearm, explosive, ammunition, weapon, sharpened instrument, knife, or tool

16. Killing

17. Tattooing or other piercing for ornamental reasons

18. Fighting with, assaulting, or threatening another person with any offense against a person or property

19. Use of obscene, abusive, or threatening language, action, or gesture against person or property

20. Engaging in sexual acts with others

21. Setting a fire

22. Willfully destroying or damaging NCSO Correctional Facility property, or property belonging to another

23. Unauthorized possession of NCSO Correctional Facility property or property belonging to another

24. Possession of items, including money currency, not authorized for retention or receipt by the offender

25. Giving money or an item of value to, or accepting money or anything of value from a NCSO staff member or volunteer, another offender, a former offender, or a member of an offender's family or friend without authorization

26. Stealing

27. Giving or offering any official or staff member a bribe

28. Giving or offering any official or staff member any item of service or value

29. Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others

30. Violation of any contractual agreement relating to classification placement, or community- based programs

31. Assault and battery on an employee pursuant to M.G.L. Chapter 127, Section 38 (b)

32. Wearing or displaying colors or any type of emblem, insignia or logo suggesting possible membership or affiliation with a gang, group, party or other association that in the opinion of the Superintendent, pose a threat to the security, good order and safety of the facility

33. Violating any law of the Commonwealth of Massachusetts or the United States

34. Attempting to commit, or aiding another to commit any of the above offenses (aiding an offense shall be considered the same as the commission of the offense itself)

CLASSIFICATION

The Sheriff's Office has a standardized objective Classification process to determine the differential care, housing assignments, custody and security levels, work requirements, and program treatment services according to an offender's needs and the availability of resources. An offender's classification will begin at admission where they will be interviewed and processed by a caseworker with an objective classification tool. This tool will result in each offender being assigned a custody level that will assist with the initial housing assignment. Offenders will be assigned a unit caseworker within seventy-two (72) hours of their admission to the NCSO. All offenders shall be reviewed every sixty (60) days by the classification staff unless housed in a special management unit where they will be reviewed by classification every thirty (30) days for the first six (6) months or if necessary, they will be reclassified at various times throughout their incarceration.

Offenders shall be classified to any one (1) of the following classification levels:

Maximum Security

Includes offenders designated as custody level 1 or 2. Offenders who are assigned to a maximum security level (close custody, high) will be those who have been charged with serious assaultive felony crimes and/or have a history of assaultive felony violent convictions.

Medium Security

Include offenders designated as custody levels 3, 4 or 5. Offenders assigned to the medium security level will include those sentenced misdemeanants and felons who do not qualify for minimum security and also who do not require a maximum level of security. In addition, offenders in the facility awaiting trial or sentencing and who do not require a maximum level of security will be placed in medium security.

Minimum Security

Include offenders with designated custody levels of 6 or 7. Those offenders assigned to a minimum-security level (minimum, low minimum) may be sentenced misdemeanants or selected sentenced felons. Offenders so assigned must have no "holds" or other pending court action against them. Minimum-security offenders must display a cooperative attitude toward the staff and the rules and regulations of the facility.

Pre-Release Security

Pre-Release Security offenders are designated a custody level of 8. Those offenders assigned to a minimum-security level (very low) may have proven through their behavior and program participation that they can function under supervision in the community.

A security level in which both the design / construction as well as the offender classification reflect the goal of returning to the offender a greater sense of personal responsibility and autonomy by providing them with the opportunities to work and/or attend programs inside and outside the perimeter of the facility while under the direct supervision of correctional staff. The offenders may be housed at the Dedham Alternative Center (DAC) and may be eligible for Community Service placement.

DAC offenders cannot leave the DAC facility without the permission of a staff member. Offenders shall present their issued Identification Badge at any time a request from a staff member is made and will not enter any DAC office, parking lot, or Motor Vehicle Maintenance Building without the permission and supervision of staff.

Offenders will not loiter in the dining area or near the front doors. The laundry area is off limits to all offenders, except those assigned to work in that area. DAC offenders will only utilize the bathroom closest to their room.

In order to monitor drug and alcohol usage, the Sheriff's Office requires that DAC offenders provide random urine specimens for testing. Failure to comply will result in disciplinary action. Offenders at DAC are also required to perform a breathalyzer test when asked to do so by DAC, Security, or Community Service staff members. Failure to comply with such a request will result in disciplinary action.

Criteria:

- **a)** Within eighteen (18) months of parole or discharge
- **b)** No in-house or perimeter escapes
- **c)** No serious criminal history
- **d)** No serious disciplinary reports within ninety (90) days
- **e)** Good institutional adjustment
- **f)** Warrants and cases pending reviewed on an individual basis
- **g)** Restraining orders reviewed on an individual basis

EMP / Treatment Program/ Pre-Release Programs

Offenders with minimal criminal histories who have been deemed appropriate by the court and/or the NCSO Community Corrections Board for such placement. This targeted population for entrance are non-violent offenders who have proven through their behavior and program participation that they can function in the community. **The Day Reporting and Electronic Monitoring (Treatment Programs)** are programs in which the offender resides in the community with greater responsibility and accountability. Offenders participate in a structured program and are monitored twenty-four (24) hours per day by the NCSO Community Corrections Officers via electronic monitoring, drug / alcohol testing and officer contact. Failure to comply with a requested urinalysis or breathalyzer test will result in disciplinary action. The **Pre-Release Programs** are programs in which the offender resides at NCSO but is released into the community for work/community services. Offenders participate in structure employment and are monitored via electronic monitoring while not on site.

Criteria:

a) Within eighteen (18) months of parole eligibility or discharge

b) Non-violent offender

c) No disciplinary reports within ninety (90) days

d) No escapes

e) No loss of life past or present

f) No convictions for the following offenses past or present: armed robbery, mayhem, kidnapping, carjacking, stalking

g) No conviction for sex offense past or present

h) Not serving an arson sentence

i) No INS detainers

j) No felony warrants

k) Misdemeanor warrants and pending cases reviewed on an individual basis

l) Good institutional adjustment. i) Proven active participation in programs, education, or work while incarcerated (Completion of one intensive program is preferred)

m) Placement in residence with convicted felon, prior victim, and/or prior co- defendant to be carefully examined and considered on a case-by-case basis.

Reclassification to Higher Custody

Offenders may be reclassified and transferred to a higher custody level for the following:

1. Awaiting Action status and investigation;

2. A guilty disciplinary finding;

3. Unresolved security issues or failure to meet preconditions of current placement;

4. To protect the orderly running of the facility; and

5. Offenders may be transferred to higher custody prior to a reclassification hearing. A reclassification hearing will be conducted within twenty (20) days of their transfer.

Classification Appeals

Classification recommendations concerning housing placement and program participation are based on eligibility, suitability and other relevant information. All classification decisions may be appealed. Offenders may appeal an unfavorable classification decision within five (5) working days of receipt of the written classification decision. Appeals must be in writing and submitted to their Caseworker, who will provide them with the correct form (See CSD 420 - Classification).

TRANSFERS

Offenders may be transferred within the jail system for security, personal safety, administrative, medical, or classification reasons at any time. Offenders are not allowed to change room assignments or bunks without officer approval.

Offenders may request to be transferred to another county facility within the state of Massachusetts. All requests for transfer shall be managed by the classification staff.

PROGRAMS AND SERVICES

We offer a variety of program opportunities designed to help each offender. Based on an offender's classification status, only they can choose what may assist them in becoming the best person that they can become upon their release. We're here to assist each offender, who should ask the module officer and the assigned caseworker for details.

For Offenders Transferred in Minimum Security at the DAC:

DAC offenders are encouraged to utilize the DAC Weight Room, TV Dayroom, and Recreation Yard. Books and board games are also available to offenders during recreation time. The rules and schedules of recreational activities shall be posted. Outside recreation shall be permitted at the discretion of the Correctional Staff.

LEGAL SERVICES

An attorney from the Norfolk County Bar Association is available once a week for direction in legal research and to answer questions. An offender should see their Caseworker for scheduling an appointment.

An offender's attorney may visit them during regular business hours, except during meals and counts.

LAW LIBRARY

The Correctional Center offers law library services. The library schedule and weekly sign up sheets are posted in the units.

Special Management offenders will have reasonable access to the Law Library until they are released from that unit. Offenders can access materials through a written request to their Module Officer.

Pro Se offenders may request additional law library services.

OFFENDER LIBRARY

Offenders will be provided library services. Offenders are limited to one (1) book to be check out from the library at a time and must be returned in one (1) week. The exceptions to these limits are the Bible, religious, and legal books. Offenders are responsible for lost or damaged books. Offenders should see Caseworker for information on borrowing books.

RELIGIOUS SERVICES

Offenders are permitted access to clergy or spiritual advisors for all duly recognized faiths that are represented in the offender population. The NCSO offers Protestant, Catholic, Jewish Services, an Imam, and Chaplains. A schedule of all religious services will be posted. An offender should see the Chaplains if they are of a recognized faith that is not represented at the NCSO and wish the services of a spiritual leader of their faith. If an offender has religious dietetic restrictions, they must submit a written request for such diet to the Director of Education and Programs. The NCSO offers the Legion of Mary and Bible studies (offenders should see their clergy or Caseworker for details).

For Offenders Transferred in Minimum Security at the DAC:

DAC offenders are permitted access to clergy or spiritual advisors for all duly recognized faiths that are represented in the offender population. The DAC offers Protestant and Catholic Services and Chaplains. The Jewish Chaplain and Imam are available upon request. A schedule of all religious services will be posted. Offenders should see the Chaplains if they are of a recognized faith that is not represented at the DAC and wish the services of a spiritual leader of their faith. The DAC offers the Legion of Mary and Bible studies (offenders should see their clergy or Caseworker for details).

EDUCATIONAL AND VOCATIONAL SERVICES

It is the policy of the Norfolk County Sheriff's Office (NCSO) to ensure that all offenders regardless of religion, race, color, creed, sex, disability, or national origin, have access to educational programs and, when available, to vocational counseling and vocational training. Some of programs available are: A.I.D.S. Education, Alcoholics Anonymous, Anger Management, Cognitive behavioral treatment, Community Service, Computer Skills, Domestic Violence, Hi-SET., Legion of Mary, Literacy Skills, Special Education, and Substance Abuse. During orientation, offenders are provided with the opportunity to sign up for vocational classes that they may be interested in. For a detail list of all Vocational and Education programs currently offered at the facility, offenders should refer to the Offender Guide to Program Services (See CSD 440, Attachment A).

STANDARDIZED TEST

All offenders shall be academically evaluated during the orientation process by the Director of Education and Programs. During orientation, offenders sentenced for more than thirty (30) days will be administered a reading comprehension test. At that time offenders can self identify if they have a high school credential. Offenders who do not have a high school credential will automatically be enrolled in academic education program (ABE). Offenders who self report that they do not have any education, they will receive a more comprehensive educational assessment battery of tests. These tests will be used to assess the reading equivalency level of offenders. Sentenced offenders testing below the eight-grade reading level will be required to participate in the functional literacy program for at least ninety days in accordance with the literacy law of the Commonwealth (Chapter 452 Program of the Acts of 1991).

When offenders refuse to participate in required programs it shall be documented on the Program Refusal Form. Offenders who refuse to participate in required programs shall be notified that the Norfolk County Sheriff's Office is required, under Chapter 452, of the Acts of 1991, to notify the Massachusetts Parole Board of all offender refusals.

GAMES

All games are to be played at tables located in the center of the day room. Games are to be played quietly. No slapping cards, checkers, etc. on the tables. No loud talking, laughter, or yelling across the pod will be permitted. All games are to be issued by the module officer.

FURLOUGHS

The privilege of an escorted furlough may be granted to sentenced offenders and set forth by M.G.L. 265 Offenders should refer to their Caseworker for eligibility.

WORK

All sentenced offenders are required to work unless assigned to an education or training program or otherwise exempt by Medical Services staff due to a medical condition. Offenders have the option of refusing to participate in a rehabilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or

paroling authority. A variety of work assignments affording offenders an opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after they are released may be offered.

Pre-trial detainees awaiting trial are not required to work except for maintaining their personal housecleaning within their assigned module and are not entitled to earn good conduct credits per McNeil vs. Comm. of Correction (S.J.C. M-6480; Chapter 127, Section 129D).

For Offenders Transferred in Minimum Security at the DAC:

DAC offenders will be assigned and required to perform an in-house work detail. Each offender's health and any physical limitations will be considered upon assignment.

EARNED GOOD TIME 129D

If an offender is eligible by statute, they may earn good time deductions from their end of sentence date with successful participation and completion of work assignments, education, vocation, or substance abuse programs and community based programming. 129D deductions may not exceed ten (10) days per month.

Pretrial detainees awaiting trial are not entitled to earn good conduct credits per McNeil vs. Comm. of Correction (S.J.C. M-6480; Chapter 127, Section 129D).

Any sentenced offender, not excluded by law and who has not been classified as a threat to the orderly operations of the facility, may be eligible to earn and receive good conduct credits for satisfactory performance and completion of programs or activity authorized by the Norfolk County Sheriff's Office. Sentenced offenders may earn up to, but not exceed five (5_ days earned good conduct credit for satisfactorily participation in each of the following areas: Work Assignments, Educational, Vocational Programs and authorized Offender Self Help Programs; provided however, that in no event shall said deductions exceed a maximum monthly total of ten (10) days. The Sheriff shall establish the criteria for the satisfactory completion of program activities and work assignments in order to receive earned good conduct credits for the month. A classification designation of "program failure" or a Disciplinary Report shall be interpreted as unsatisfactory participation. The earned good conduct credits shall be deducted from the offender's end of sentence date in accordance with M.G.L. Chapter 127, Section 129D.

The final awarding of all earned good conduct deductions for State offenders, housed at the Norfolk County Correctional Center, shall be at the discretion of the Commissioner of the Massachusetts Department of Correction in accordance with the Code of Massachusetts Regulations (CMR). The Commissioner of Correction may not recognize and award earned good conduct deductions to State Offenders who attend certain Sheriff's Office programs and activities. All inquiries concerning State offender deductions from sentence shall be directed to the Date Computation Specialist for the Massachusetts Department of Correction.

VOTING

PROCEDURES FOR REQUESTING ABSENTEE BALLOTS:

(1) Offenders who are otherwise qualified to vote do not have to be previously registered in order to request an absentee ballot.

(2) In the event that an offender wishes to request an absentee ballot, they may do so as follows:

(a) By completing an Absentee Ballot Application and mailing it to the appropriate city or town clerk or election commission; or

(b) By having a family member complete an Absentee Ballot Application by a Family Member and mailing it to the appropriate city or town clerk or election commission; or

(c) By writing a letter to the appropriate city or town clerk or election commission and providing the following information:

1. Full name;

2. Address as registered (if previously registered);

3. Ward and precinct, if known;

4. Prison address where the offender wishes the absentee ballot to be sent.

PAROLE

Sentenced offenders serving a house of correction sentence of sixty (60) days to two and one-half (2 and 1/2) years are eligible for parole consideration upon completion of one-half (1/2) of their sentence.

Offenders serving mandatory sentences for certain offenses (i.e., gun law, m/v homicide) are not eligible for parole.

The Institutional Parole Officer will interview all eligible offenders and coordinate all matters regarding parole.

OFFENDER RELEASE

Sentenced offenders who have completed their sentence shall not be detained any longer than required by law, or is necessary to process the release. An offender shall not be released until the official release is authorized by the appropriate ADS or the bail document has arrived and has been processed through the Intake Area.

Pretrial offenders who have satisfied the bail or fine requirements of a judicial authority shall not be detained any longer than required by law, or is necessary to process the release. An offender shall not be released until the official release is authorized by the appropriate Assistant Deputy Superintendent or the bail document has arrived and has been processed through the Intake Area.

The Norfolk County Sheriff's Office shall coordinate bail proceedings between 4:00pm and 10:00pm on weekdays. Special hours may be authorized by the Facility Shift Commander, Clerk Magistrate, or Bail Commissioner.

All offenders shall provide for their own transportation from the facility. If necessary, the offender may file a written request through his Caseworker for transportation funds. During business hours, the Intake staff shall contact the Business Office to ensure that the offender has funds for release. The Caseworker and the Sheriff's Office Business Office shall make transportation arrangements for offenders who have been deemed indigent**.**

Released offenders shall not be allowed to walk away from any Sheriff's Office Facility. All offenders being released shall be required to have a ride from the facility.

Procedures for releasing offenders from the NCSO at the end of their term include, but are not limited to, the following**:**

a) identification of outstanding warrants, wants, or detainers;

b) verification of identity;

c) verification of release papers;

d) completion of release arrangement, including notification of the parole authorities in the jurisdiction of release, if required;

e) return of personal property;

f) verification that no facility property leaves the facility;

g) arrangements for completion of any pending action, such as grievances or claims for damages or lost possessions;

h) medical screening and arrangements for community follow-up where needed, to include medication; and

i) instructions for forwarding or return of mail.

NORFOLK COUNTY SHERIFF'S OFFICE
CORRECTIONAL CENTER

ORIENTATION / OFFENDER HANDBOOK RECEIPT FORM

I have received a thorough and complete orientation as to the facility's rules, regulations, expectations, and services.

I have received instructions on the proper procedures in an emergency / fire evacuation of this facility / housing module / DAC.

I further understand that in an emergency situation, I shall follow the orders of the staff of the Norfolk County Sheriff's Office.

I understand and agree to abide by all rules and conditions of the Norfolk County Sheriff's Office.

I agree to be fully responsible for the condition of the cell and furnishings contained.

I understand my responsibility to provide restitution for replacement or repair due to damage, abuse, or vandalism.

I have received a copy of the NCSO Correctional Center Offender.

I understand that I am responsible to maintain this handbook throughout my incarceration and shall return it upon my discharge.

I agree to reimburse the Norfolk County Sheriff's Office for the replacement cost if my handbook is lost or damaged.

_____
Offender's Signature Date

I _____ have personally delivered a copy of the Offender Handbook

to offender _____.

_____
NCSO Staff Signature Date

Offender's Copy

NORFOLK COUNTY SHERIFF'S OFFICE
CORRECTIONAL CENTER
ORIENTATION / OFFENDER HANDBOOK RECEIPT FORM

I have received a thorough and complete orientation as to the facility's rules, regulations, expectations, and services.

I have received instructions on the proper procedures in an emergency / fire evacuation of the NCSO facility / housing modules / DAC.

I further understand that in an emergency situation, I shall follow the orders of the staff of the Norfolk County Sheriff's Office.

I understand and agree to abide by all rules and conditions of the Norfolk County Sheriff's Office.

I agree to be fully responsible for the condition of the cell and furnishings contained.

I understand my responsibility to provide restitution for replacement or repair due to damage, abuse, or vandalism.

I have received a copy of the NCSO Correctional Center Offender.

I understand that I am responsible to maintain this handbook throughout my incarceration and shall return it upon my discharge.

I agree to reimburse the Norfolk County Sheriff's Office for the replacement cost if my handbook is lost or damaged.

_____
Offender's Signature Date

I _____ have personally delivered a copy of the Offender Handbook

to offender _____.

_____
NCSO Staff Signature Date

Central File's Copy

Inmate Orientation Handbook
Manual de Orientación para reclusos
Manual de Orientação do Presidiário

Plymouth County Correctional Facility

26 Long Pond Road
Plymouth, Massachusetts 02360

Sheriff Joseph D. McDonald Jr.

Special Sheriff Gerald Pudolsky

Superintendent Antone Moniz

Table of Contents	*Page #*
Bail Review	2
Canteen & Inmate Accounts	2
Cell Call	2
Cell / Rooms & Dormitory Areas	3
Classification	3
Clothing: Court Clothes / County Issued Items	3
Conduct	4
Contraband	4
Court Appearances	5
Dayrooms	5
Discipline	5
Earned Good Time	5
Emergency Escorted Furloughs	6
Equal Access	6
Facility Mail	6
Fires and Other Emergencies	8
Grievances	8
Gymnasium	9
Headcounts	9
HIPAA	9
Indigence	10
Laundry Procedure	10
Leaving the Unit	10
Legal Services	10
Library	10
Meals / Food Allowed	10
Medication / Sick Call / Unit Triage	11
Officer's Control Station	11
Parole	11
Personal Hygiene	11
Personal Property	11
PREA Information	12
Program Services	15
Protection	15
Reading and Recreational Materials	15
Records	15
Recreation Decks	15
Releases / Housing Assignments / Re-assignments	16
Religious Services	16
Request Forms	16

Searches	17
Sick Call at the Health Services Unit	17
Smoking / Tobacco Products	17
Tablets	17
Telephones	18
Televisions	18
Unit Worker Assignments	19
Visits	19
Work Assignments	21
Code of Offenses / Sanction Guidelines	22
Posted Unit Rules	24
AIDS Information	25
Sanitizing Hair Care Equipment	26
Sanitizing Cleaning Cloths	26
Sanitizing Eating Utensils	26
Property List	27
Your Health Information Rights	27
Inmate Grievance Form	92
Telephone Slip and Instructions	93
Safety Orientation Sheet	95

For Spanish refer to page 30. Para español, consulte la página 30. Para espanhol, consulte a página 30.

For Portugese refer to page 61. Para portuguesa refiérase a la página 61. Para o português, consulte a página 61.

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

FACILITY TELEPHONE NUMBER
IN AN EMERGENCY, AND FOR INFORMATION, VISITORS CAN TELEPHONE
(508) 830-6200.

BAIL REVIEW

Inmates housed at the Plymouth County Correctional Facility must request bail review only through their attorney.

CANTEEN & INMATE ACCOUNTS

1. Canteen is a privilege, which may be limited or restricted for disciplinary reasons.
2. Detainees will normally be allowed to purchase up to $130.00 worth of canteen items once a week, as long as there are sufficient funds in the Detainee's account at the time of order.
3. Detainees will not be allowed to exceed the one hundred and thirty dollar ($130.00) limit without the pre-approval of the Unit Team ADS. Any requested items in excess of one hundred and thirty dollars ($130.00), requires you to submit the Order Form, to the Unit Team ADS.
4. Inmates are only allowed to purchase Sneakers and Radios once every six (6) months unless approved by the Unit ADS.
5. Inmates may be limited in access to canteen as a sanction for violation of institutional rules and regulations.
6. Inmates requesting to exceed the determined limit, and can show compelling need, are to submit an Inmate Request Form to the Unit Team ADS.
7. Canteen delivery schedules are posted in each Unit. Inmates who are at court on the day of delivery will normally receive their items the next day.
8. During canteen delivery, the dayroom will be closed and each inmate will return to their cell / room or living area. When it is your turn, you will be notified to pick up your order, produce your ID, and sign for the items. You will then return to your cell / room or living area and remain there until the dayroom is re-opened.
9. Canteen Services may be limited and / or suspended as a disciplinary sanction.
10. Any errors in orders or delivery must be identified in person, at the time of delivery and prior to accepting and signing for your order and leaving the delivery area.

CELL CALL

1. Inmates are required to secure the door of their cell each time they enter / exit.
2. Inmates will be allowed to enter / exit their cell at pre-determined times, as determined by the Officer assigned to the housing unit, but at a minimum once per recreation period.
3. Each pre-determined time of cell call allows for an inmate to enter / exit the cell, and recover needed items for classes, showers etc.

CELL / ROOMS & DORMITORY AREAS

1. Inmate living areas (cell / rooms, bunks, dormitories) will be uniform in appearance. Refer to the posted picture of a standard cell / room. This is the standard your cell / room will be compared with.
2. Inmates are required to keep their cell / rooms clean at all times. Beds will be made in accordance with the posted picture in the unit. Property will be in your property bag. Items which do not fit in the bag will be folded / stored neatly under bed and must not be in excess of allowable items. Nothing will be affixed, adhered, attached, hung or stuck to walls, ceilings, vents, lights, or other fixtures. Nothing will be blocking the window or lying in front of the door. Living areas will be inspected regularly. Failure to comply will result in disciplinary action.
3. A shelf is provided in each cell / room. Nothing is to be placed in or on windows or sills.
4. You will not enter another inmate's cell / room, nor will other inmates be allowed in your cell / room.
5. Inmates are responsible for the items assigned to their cell / room / living area. Mattresses will be kept on beds.
6. Laundry bags are provided to each inmate for use during laundering services provided by the facility. Inmates are required to maintain and turn in this item in the condition it was originally issued.
7. You are responsible for the cleanliness of your living area. You are required to: dust walls, door, window sills and furniture, sanitize toilet and sink, spot clean windows, remove marks on walls, floor and door, sweep and mop floor, confine trash to appropriate container for removal. Neatly fold and store all clothing in laundry bag.
8. Place soiled whites, shorts and sweatshirt in laundry bag. Hang the laundry bag on the assigned hook. Place sneakers and shower shoes under bunk. Hang wet towels on assigned hook. Fold and store dry linens in laundry bag.
9. If you are housed in a dormitory unit, to avoid any cross gender viewing due to the number of cameras in the unit, you are encouraged to change in the shower area.
10. All inmates on suicide watch or assigned to the facility dry cell in the booking unit are to alert the correction officer on duty when they need to use the toilet.

CLASSIFICATION

1. Inmates are classified into the following categories:
    1. Orientation
        1. New admissions are ordinarily immediately classified to *Orientation Phase I*, regardless of whether *Trial* or *Sentenced,* except when the inmate is identified as requiring special management.
        2. *Sentenced* inmates who have satisfactorily completed *Orientation Phase I* may be further classified to *Orientation Phase II.*
        3. Trial: All pre-trial detainees who have completed *Orientation Phase I* who are not also serving a sentence, all safe-keeps, and all federal safe-keeps.
        4. Sentenced: All state and county inmates who are serving a sentence on a conviction and who have satisfactorily completed *Orientation Phases I and II,* are further classified into a level of classification identified by the criteria met by the inmate.
        5. Safe-keeps*:* All detainees, pre-arraignment, safe-keep and those held under WMS are housed in the Booking and Receiving unit, pending arraignment the next court day.
2. Upon arrival at a housing unit, each newly admitted inmate is assigned the Caseworker responsible for that unit. When an inmate is moved to another housing unit, an inmate's caseworker will be the caseworker assigned to that housing unit. Caseworkers are responsible to ensure that appropriate intake and admission procedures have been completed, and will assist the inmate with initial classification activities.
3. For each sentenced county inmate held more than thirty (30) days, the Deputy Director of Classification will ensure inmates are classified and reviewed in accordance with minimum standards.
    a. Review of Classification by the Caseworker and Deputy Director of Classification every sixty (60) days thereafter.
4. All inmates (*Sentenced* and *Trial*) assigned to Special Management Units (Administrative Segregation or Protective Custody) are classified accordingly.
    a. Classification review by Deputy Director of Classification within three (3) working days;
    b. Classification review by a committee every seven (7) days for the first two (2) months while assigned to Special Management Unit, and then every thirty (30) days thereafter;
    c. If *Sentenced* inmate, regular classification review by Caseworker and Deputy Director of Classification sixty, (60) days after the last review.
6. A Classification Review is accomplished by reviewing documentation and / or interviewing inmates and staff. Reviews can be conducted by a single Caseworker, or can require a review and comment by each member of the Classification Board. Completed reviews affirm classification status or decisions, or make recommendations for changes. Classification Reviews are forwarded to the Deputy Director of Classification for final review, and then to the Records Supervisor for inclusion in the inmate's 6-Part Folder.
7. Inmates may appeal classification decisions. All appeals must be filed in accordance with established PCCF or DOC classification procedures.
8. Department of Correction (DOC) inmates housed at PCCF are scheduled for classification hearings in accordance with DOC Policy, 103 CMR 420, CLASSIFICATION. To monitor adherence to the initial classification program plan, or to the Classification and Program Agreement, at least once each year subsequent to initial classification by the state.

CLOTHING: COURT CLOTHES / COUNTY ISSUED ITEMS

1. Inmate clothing exchange will be conducted on a one-for-one exchange by the Laundry division. Inmates are responsible for keeping all issued clothing in good condition. Inmates will be held responsible for all damaged or lost facility clothing and linen.
2. Inmates must always wear a uniform in common areas of their housing unit. This consists of a T-shirt or uniform top, and a uniform bottom or gym shorts. Clothing worn may not be altered in any manner, to include cutting of the material and / or written material or drawings being placed on the fabric. No exceptions.

3. Inmates are required to wear a complete uniform outside of their unit, to include any visit, class attendance, meeting, medical visit, the gymnasium or any hearing they may attend within the confines of the facility. A complete uniform will be a uniform shirt, uniform pants and footwear (shower shoes are not allowed).
4. Inmates will wear footwear or shower shoes when outside their cell / room, but within their housing unit. No bare feet or stocking feet are allowed.
5. Inmates will be required to wear their ID when leaving their housing unit. ID's must be visible on the upper torso at all times.
6. Clothing may be issued for certain work assignments, at the work area.
7. After initial issue, Inmates will be required to purchase their own underwear, socks and sneakers from Canteen.
8. Indigent inmates may have underwear, socks and croc style footwear issued. Indigence will not be declared until an inmate has an account balance of less than ten dollars, ($10.00), minus the amount to be waived, for sixty (60) days. In order to apply, inmates must request an Indigent Canteen Form from the Unit Officer, fill it out, and submit it via the caseworker to the Unit Team ADS.
9. Inmates may retain one (1) set of personal clothing stored in the Property Room for court appearances and/or for use upon discharge from the facility.
    a. The facility does not have sufficient storage to accommodate more than one (1) set of inmate personal clothing. Clothing in excess of this limit will be considered contraband and must be removed or destroyed within thirty (30) days of commitment.
    b. The facility has provided a "method of disposal" space on the property receipt which is signed by each inmate during the booking process.
    c. Inmates may request court clothes to be brought into the institution by completing an Inmate Request.
    d. The request form will be forwarded to the Property Officer at least two (2) days in advance of the delivery.
    e. The request must include specific clothing items requested, and the name of the person authorized to receive the stored clothing, in exchange for the property being delivered.
    f. Sneakers will not be accepted from visitors, mail, or other means. Any footwear delivered will be for intended use at court only, and will not be allowed for inmate use within the facility.
    g. All clothing brought into the facility will be searched, prior to being accepted. The person delivering the items will be required to remain present while the search occurs.
10. No exchange clothing will be accepted, unless the visitor accepts and receives on a one-for-one basis, clothing stored in the Property Room. (i.e., if a visitor delivers pants, shirts and suit jacket, top coat, socks and shoes, they must take an exchange of pants, shirt and suit jacket, top coat, socks, shoes (if any) from storage.)
    a. Any person who wishes to exchange clothing will be required to show a form of picture identification. This person will also be required to provide signature for any items delivered to or removed from the facility.
    b. Court clothes will be accepted for exchange in the Public Release Lobby, Monday through Friday from 0900 - 1430 hours and Tuesdays from 1900-2100. Clothing is not accepted weekends or holidays.
    c. Court clothing will not be accepted through the mail, except in cases where compelling need is identified and approved by the Unit Manager. All exchanges must normally be made in person, on a one for one exchange.
    d. Any deviation from this must be approved in writing by the Assistant Superintendent or designee. The written approval will identify the items approved for receipt.
    e. All items will be accepted on a one for one basis. Any items being replaced through the mail must be mailed out at the inmate's expense, prior to new items being accepted for retention.
11. Persons attempting to drop off property while an inmate is out to court will be allowed to do so. If there are no items in the garment bag due to the inmate's court appearance, the items will be accepted and placed in the inmate's garment bag.
    a. Items in excess of facility limitations, upon the inmate's return, will be considered contraband.
    b. These items will be maintained for a maximum of thirty (30) days.
    c. Any items in excess of facility limitations, not exchanged or picked up on an inmate's instruction, will be disposed of in accordance with facility procedures.
12. Items allowed for retention are listed in the back of this book. Lists are determined by the classification of the assigned housing area.
13. Laundering services will be provided once per week by unit schedule.
14. Removal of any issued item belonging to the institution, to include uniforms, will result in restitution or legal charges of larceny.
15. Reports of lost / missing personal property must be handled through the established facility grievance procedure.

CONDUCT

1. You will be required to treat fellow inmates and staff in a courteous and respectful manner.
2. There will be no littering, shouting or horseplay allowed in the housing unit, recreation decks, gymnasium or any other location of the facility.
3. Racial slurs, name calling, swearing, profanity, insolence and rude gestures are not allowed, and will result in disciplinary action.
4. Specific rules and regulations are listed in the Code of Offenses and Posted Unit Rules. Copies are located in this handbook and are available within the housing unit.

CONTRABAND

1. Contraband at the Plymouth County Correctional Facility is considered to be, but not limited to:
    a. Any item not authorized for retention by an inmate,
    b. Any item not belonging to the inmate,
    c. Any item left behind by an inmate,
    d. Any item which has been altered or is not in its original state,
    e. Any item which cannot be bought through the facility's canteen service,

f. Any item which is not allowed into the facility through the property division,
g. Any items in excess of allowable amounts.
h. Any item that is misused or not used as it was intended.

2. Any inmate in possession of contraband is subject to disciplinary action and / or criminal prosecution.
3. Altered items, are considered to be contraband, and include but are not limited to the following items: headphones altered into speakers, antennae attached to radio, clothing, uniforms 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 an inmate's possession and considered to be contraband.
5. Any item being used for anything other than the intended use of the object may be considered to be contraband.

COURT APPEARANCES

1. Inmates scheduled for court must be ready to leave the unit in accordance with the court schedule. Unit Officers will ensure that inmates are awakened in time to be ready.
2. All inmates going to court will wear their IDs to Booking & Release, and are responsible to pack-up all their belongings, and bring them to the Property Division before traveling to court.
3. Inmates are responsible for closing their cell / room doors when they are moved for court. Dormitory inmates will be required to lock their lockers, once emptied.
4. Inmates are allowed to take only their legal papers with them to court.
5. Inmates will be allowed to exchange their uniform for their court clothes from the Property Division. Under no circumstances will inmates be allowed to leave the facility in uniform, unless procedure dictates.
6. Inmates housed in Disciplinary Detention, Administrative Segregation or housed as Special Management, for classification reasons, may be required to be processed for court in designated clothing, determined by Sheriff's Office needs and / or as behavior dictates.

DAYROOMS

1. As posted per Unit schedule, the dayroom will be open during certain hours for use. During this time, you may utilize the telephones, recreation deck, televisions and common areas. The use of the dayroom is a privilege which may be limited or closed at the Officer's discretion.
2. No loitering will be allowed near inmate cell / rooms, on the 2nd floor mezzanine, near the sallyport, stairways, visiting cell / rooms, showers or any doorway.
3. Dayroom lights are to remain on at all times the dayroom is open for use. The dayroom lights will be turned on and remain on during the entire meal period, to include set-up and clean-up of the dayroom and serving area.
4. All dayroom furniture will remain in the television viewing area. Furniture is not to be moved and will be used in the manner it was intended.
5. Inmates are to clean up any areas they use: common areas, recreation deck etc. They are responsible to keep the dayroom neat. Failure to do so may result in the dayroom being closed and / or uses limited.
6. Inmates must be properly clothed when outside their room, or leave their bunk area. You will wear gym shorts with a T-shirt, or complete uniform with footwear or shower shoes. You will not be allowed to wear head-wraps, (self-made head coverings / hats / do-rags / etc.) or any type of hair coverings at any time, with the exception of authorized religious headwear.

DISCIPLINE

1. Rules and regulations have been established for inmates.
2. All rules and regulations will be strictly enforced.
3. Inmates who violate rules and regulations will be subject to disciplinary action including, but not limited to, warnings, verbal reprimands, confinement to room, loss of privileges, extra work details, disciplinary detention, restitution and / or criminal prosecution.
4. Disciplinary violations will be handled by the facility on a formal and / or informal basis.
5. Sanctions for violations will be based on the designation given to the infraction committed.
6. Listings of infractions are located within this booklet and are available for review within the housing unit.
7. Inmates may appeal disciplinary sanctions in accordance with established PCCF procedures.

EARNED GOOD TIME

1. Sentenced inmates may be eligible to reduce their sentence for successful completion of a combination of work and / or participation in various educational, enrichment, vocational or rehabilitative program(s). An inmate's institutional record will be referenced prior to the awarding of Good Time.
2. Inmates may receive a maximum of 10 days per month.
3. Earned Good Time DOES affect your institutional discharge date.
4. Trial Inmates are not eligible to receive Earned Good Time deductions.
5. Inmates with questions and concerns about Earned Good Time may speak to their Caseworker

EMERGENCY ESCORTED FURLOUGHS

1. Only emergency escorted furloughs will be considered.
2. Requests for emergency furloughs must be brought to the attention of the Unit Officer, who will refer you to the appropriate Caseworker to assist you.
3. Inmates will be limited to the length of the furlough, the way the furlough is administered, including location, times and limits to the number of furloughs.
4. Inmates being housed at the PCCF but are serving time for another jurisdiction may be required to comply with the furlough regulations of the jurisdiction from which they were transferred from.
5. Fees may be charged for furlough services provided.

EQUAL ACCESS

All discrimination based on disability is prohibited. The Plymouth County Correctional Facility provides inmates and detainees with disabilities with access to programs and activities through disability-related reasonable accommodations, as needed.

A. The Plymouth County Correctional Facility maintains an interactive process that includes:

   1. Identification of inmates and detainees with disabilities or potential disabilities through observation, assessment, screening, and inmate and detainee or third-party requests;
   2. Notification to inmates and detainees of their right to request accommodations;
   3. An individualized and interactive assessment of inmates and detainees' disability-related needs to access the facility and its programs, in which primary consideration is given to the preferences of the inmates and detainees. The facility may consider and provide equally effective alternatives;
   4. Consideration of interim or temporary accommodations where the requested accommodations cannot be immediately provided or is subjected to agency approval; and,
   5. A process to inform inmates and detainees of the final decision on his or her request for accommodations, including whether the facility will provide the inmates and detainees with alternative accommodations that are equally effective as those requested.

FACILITY MAIL

You may send or receive mail to or from anyone you know personally. You may seal your outgoing letters and give them to your housing Officer or place it in a provided receptacle. Drawing on the front of your outgoing envelopes is prohibited due to postal regulations. If you receive incoming legal mail it will be opened in your presence to inspect for contraband.

Bank checks, money orders and treasurer's checks may be mailed to inmates. Cash should not be sent through the mail, but will be accepted. Personal Checks will not be accepted, and will be returned to the addresser, with the envelope as it was mailed.

Personal Mail to inmates should be addressed with the inmate's name and unit to:

Inmate / Detainee Name and ID#
Unit and Room #
Plymouth County, MA Jail
C/O Securus Digital Mail Center
PO Box 21567
Tampa, FL 33622

The following mail will be sent directly to the facility:
1. Legal Mail
2. Publications- Directly sent in from a publisher, distributor or authorized retailer (no third party retailers or ability to utilize third party sellers)
3. Money Orders
4. These must be addressed directly to the facility, as follows:

Inmate's full name & Inmate's ID number
Inmate's Housing Unit
Plymouth County Correctional Facility
26 Long Pond Road
Plymouth, MA 02360

If any personal mail is enclosed with a publication or money order, the complete piece of mail with the publication or money order will be returned to sender.
Securus Digital Mail does not accept any mail that is signature required (Certified, Return Reciept, Etc.). this will be returned to sender.

A. If you do not accept the letter or permit the letter to be inspected, in your presence, it will be returned to the sender. **Your letter will not be read, it will only be inspected for contraband.**
   1. It is your responsibility to advise any person sending correspondence / mail to the facility of the facility regulations, including properly addressing and labeling the items being mailed.

B. You will not be allowed to receive or send packages without advance arrangements, (see your caseworker). The postage for sending packages and oversized or overweight mail will be paid by you. The contents of all incoming or outgoing packages will be inspected in the detainee's presence.

C. When you depart the facility, it is your responsibility to notify senders of your new address. If received, all such mail will be returned to the Post Office.

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

E. **Incoming and outgoing mail** that is not properly addressed will not be accepted to the facility, and will be marked "return to sender" and returned to the Post Office. All mail must include a return address.
   1. Inmates will place all outgoing mail in the mailbox in the unit.
   2. Detainee mail will be delivered from the unit to the Mail Room daily for pick-up by the US Post Office on Monday-Saturday, except holidays.
   3. All incoming Detainee mail will be opened by the Mail Officer and inspected for contraband, but will not be read.
   4. Any mail returned to the Facility due to improper addressing, postage, cannot be properly mailed for any reason, or is marked 'return to sender' will be searched, prior to being returned to a Detainee.
   5. All incoming Detainee mail will be brought to the unit by the Unit Officer for delivery to Inmates daily, except for Sundays and holidays.
   6. No packages will be accepted for Inmates, and will be returned to the sender.
   7. Any unauthorized items will be returned to the sender.
   8. Any mail from attorneys (legal mail) is opened in the Inmates presence, but not read.
   9. Written materials (books, periodicals, newspapers etc.) must be received from a publisher or distributor, Inmates will be required to arrange for payment for these items outside of the facility.
   10. Any materials sent to an inmate depicting nudity or sexually explicit material will not be accepted by the facility and will be returned to the mailer. This will include depictions in magazines or photographs.
   11. Photographs approved for retention may be displayed in a photo album available through canteen on the table provided in the cell/room.
   12. Any downloads or printouts from social media or texting applications will not be accepted
   13. Any publication not sent directly from the publisher in excess of five (5) pages per day or otherwise in violation of policy
   14. Reading materials will be limited to five (5) items, (books, magazines, newspapers or a combination of). Books which are hard bound / hard covered will not be accepted in the facility, through the mail.
   15. Legal materials will be limited to five (5) inches. Anything more than five (5) inches will be stored in the property department and can be exchanged at the inmate's request.
   16. Any gang related materials found in the mail will be confiscated and treated as contraband.
   17. Mail which does not fit in the unit mail box must be brought to the Unit Officer, un-sealed. The mail will be checked by the Unit Officer for contraband, prior to being placed in the mail. Books and personal property must be mailed through prescribed procedures in the Property Division.

F. Privileged Correspondence / Legal Mail - Mail between an inmate and:
   1. Any officer of the court of the United States or the Commonwealth of Massachusetts (Judges, Attorneys, Clerks);
   2. The President of the United States or the Governor of the Commonwealth of Massachusetts;
   3. Any member of the Congress of the United States;
   4. Any member of the legislature of the Commonwealth of Massachusetts;
   5. The Attorney General of the United States or Attorney General;
   6. The Director or any agent of the Federal Bureau of Investigation;
   7. The Commissioner of the Massachusetts Department of Public Safety;
   8. The County Commissioners or Sheriff of the county in which the inmate is confined;
   9. The Commissioner of the Massachusetts Department of Correction, and if applicable, the Superintendent of the state correctional institution in which the inmate was confined;
   10. Any member of the Massachusetts Parole Board;
   11. The Secretary of Public Safety;
   12. Any member of the Governor's Advisory Committee on Corrections; and
   13. Any District Attorney of the United States.
   14. Immigration Detainee's Consular Mail
   15. Immigration Detainee's Media Requests
   16. The Clerk of a City or Town for the purpose of delivering an absentee ballot

G. Inmate Mail: Absent limitations imposed in Procedure 481, inmates will be permitted to send and receive unlimited and uncensored letters each day in order to maintain communications with their families, friends and government authorities.

FIRES AND OTHER EMERGENCIES

1. In case of any emergency, (fight, fire, medical emergency), you will go to your cell / room immediately and lock yourself in. Do not wait to be told to do so.
2. If for some reason you are unable to get to your cell / room, if there is a disturbance between you and your cell / room, for example, you must move as far as possible from the disturbance area, sit quietly 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 / room, but it is locked, you must stand by your door until it is opened for you.
4. All inmates in dormitories will report to their bunk area.
5. Inmates will follow the directions of the Unit Officer.
6. A slow response to any instructions given by a Correctional Officer, Supervisor or Central Control (over the PA system), may result in a loss of privileges.
7. Failure to comply will result in disciplinary action.
8. Any inmate with a disability that requires assistance evacuating the unit will be assisted by staff

GRIEVANCES

A. General Information
   1. Inmate Grievance - A written complaint by an inmate concerning an incident, a condition of confinement, or the application of any institutional policy, rule or regulation for which redress is sought, not to include classification or disciplinary decisions for which there are appeal mechanisms.
   2. The inmate grievance procedure for the facility is in place to assist in the resolution of issues.
   3. A Grievance Form should only be filed after the inmate has utilized every other remedy available to resolve an issue.
   4. Inmate grievances must be completed by an inmate on behalf of himself. Inmates requiring assistance in completion of a grievance form / or who have any questions or need assistance in the filing of a grievance should contact the Unit Officer, Unit Lieutenant, Caseworker or Unit Team Manager ADS.
   5. Grievances, regardless of content, are to be forwarded to the unit ADS for review.
   6. Any Inmate Grievance Form that contains multiple grievances or does not contain, at a minimum, are legibly written, the date of incident, pertinent facts, any remedy requested and inmate's signature with a written explanation, will not be accepted.

B. Inmate Grievance Form: Copies of Inmate Grievance Forms (Attachment) will be available in the housing units. Inmates may obtain an Inmate Grievance Form from their Unit Officer.

C. No Group Grievances: No grievance will be accepted that is filed by a group, on behalf of a group or a grievance which includes more than one inmate.
   1. Grievances filed on behalf of an individual, by the individual, will be accepted.

D. Emergency Grievance: If a grievance is of an emergency nature, the Unit ADS will immediately forward to the Inmate Grievance Coordinator (IGC) the grievance and any accompanying documentation.
   1. The IGC will reply to the inmate as soon as possible.

E. Time Periods
   1. A completed Inmate Grievance Form must be submitted within ten (10) working days of the incident, unless the incident involves sexual assault or sexual harassment.
   2. Time periods may be extended for both inmates and reviewers for legitimate reasons. Written notice of such extension will be given to the inmate. No such extensions are required for incidents that involve sexual assault or sexual harassment.
   3. Failure by an inmate to comply with time restrictions will terminate the grievance process, unless the incident involves sexual assault or sexual harassment.
   4. Failure to render a decision within time restrictions will constitute a denial and the inmate may proceed to the next step.

F. Guarantee Against Reprisal: Inmates who file legitimate written complaints under the provisions of this procedure will not be subject to reprisal or punitive actions because of such filing.

G. Grievances may be filed in any language.

Inmate Grievance Form

A. Electronic Grievance Forms will be sent directly to the IGC, via electronic mail. Where available in the facility, inmates / detainees will have access to an electronic grievance. This form may be completed by the inmate / detainee, via a kiosk in the dayroom of the unit.
   1. Inmates will be required to use their facility pin number to access the kiosk.
   2. The form will automatically complete the inmate / detainee's informational section of the form.
   3. The inmate / detainee will complete the questions as asked on the form fill.
   4. Once all of the questions are completed, the inmate / detainee will acknowledge and submit the form which will automatically be delivered electronically to the IGC.
      a. Inmates will submit completed paper grievance forms in the locked box located in each housing unit, when electronic grievances are not available.
      b. The Unit ADS will review the grievance form and when necessary, interview the inmate filing the form, interview any staff involved with or relevant to the grievance.
      c. Any Inmate Grievance Form that contains multiple grievances or does not contain, at a minimum and legibly written, the date of incident, pertinent facts, any remedy requested and inmate's signature with a written explanation, will not be accepted.

B. The Unit ADS will, upon completion of each grievance review, forward all completed grievance forms to the IGC.

C. The IGC will note the date that a properly completed form was received.
D. The IGC will investigate the grievance, the Unit ADS recommendation / solution, interviewing the inmate and / or relevant staff as necessary.
E. After an investigation of the facts, the IGC will render a decision in writing, sign the grievance form, and provide the inmate a copy and inform him of the final decision within fifteen (15) working days from receipt of the complaint form.
F. All formal inmate grievances which are not approved, will include a written explanation and will clearly state any corrective actions to be taken.

Grievance Appeal Process

A. An inmate may appeal the IGC's decision in writing to the Superintendent or designee.
   1. The original copy of the Inmate Grievance Form must accompany all appeals for review by the Superintendent or designee.
   2. An appeal must be submitted within ten (10) working days of the inmate's receipt of the IGC's decision.
B. The Superintendent or designee will respond to the appeal in writing within thirty (30) working days of receipt of the original grievance and appeal.
   1. Any specific corrective action to be taken will be clearly stated.

GYMNASIUM

1. Gym use is a privilege for inmates housed in general population, and may be taken away for inappropriate behavior, prior to use, en route to the gym and / or while in the gym.
2. The gym schedule will be posted in each unit.
3. Inmates are required to be properly dressed in sneakers, uniform top, bottom and IDs, and be ready to leave the unit on time, or forfeit the privilege for that day.
4. No food, drinks, or property will be allowed in the gym.
5. Inmates in the gym will be required to comply with the orders of the Gym Officer at all times.
6. Inmates will use equipment and furnishings in the gym only in the manner in which it was intended, and will return all items to their appropriate place after use.

HEADCOUNTS

Major headcounts will be conducted at the Plymouth County Correctional Facility at the listed times;

1. During headcounts inmates housed in dormitories you will be required to go to your bed / bunk, in accordance with established institutional rules.
2. All inmates are required to have their institutional issued picture form of identification with their person during the headcount.
3. Inmates with work assignments will be required to report to a designated location, as identified by the correctional staff in charge of the work assignment, for a headcount.
4. All inmates must remain in place until a headcount is completed.

Headcount Times

0100 hours: 1:00am
0400 hours: 4:00am
0800 hours: 8:00am
1100 hours: 11:00am
1600 hours: 4:00pm
2200 hours: 10:00pm

HIPAA

Notice of privacy practices: 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.

Plymouth County Correctional Facility Health Services Unit (PCCF) is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information. This Notice of Privacy Practices describes how we may use and disclose our protected health information to carry out treatment, payment or health care operations and for other specified purposes that are permitted or required by law.
The Notice also describes your rights with respect to your protected health information. "Protected health information" is information about you, including basic demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.
Plymouth County Correctional Facility is required to follow the terms of this Notice of Privacy Practices. We will not use or disclose your protected health information without your written permission, except as described in this Notice. We reserve the right to change our practices and this Notice and to make the new Notice effective for all protected health information we maintain. Upon your request, we will provide you with a revised Notice. An attachment is located with this booklet that fully describes this practice.

INDIGENCE

1. Upon request for waiver of fees or costs, an inmate may be declared indigent if: At the time of the request the inmate has, in all accounts to which he / she has access, a total amount less than or equal to ten ($10.00) dollars plus the cost of fees sought to be waived;
2. At no time for the sixty (60) days immediately preceding said request, have the inmate's accounts contained more than ten ($10.00) dollars minus the cost of fees sought to be waived. (e.g., request to waive $5.00 on 07/01/24: Inmate is "indigent" if total of all accounts has not exceeded $15.00 during the entire period from 05/01/24 through 07/01/24).
3. The Superintendent or designee may designate an inmate as indigent in such other circumstances as he / she deems appropriate.

LAUNDRY PROCEDURE

1. Uniforms, t-shirts, sweatshirts, underwear, socks, and facecloths will go into your WHITE laundry bag to be laundered (no sheets or towels).If your Laundry bag is sent to the Laundry Dept. with sheets or towels, it will not be laundered.
2. Sheets and towels will be laundered separately.
3. The Unit workers will put all sheets and towels in (1) cart and laundry bags in another.
4. The Unit workers will give the Laundry Dept. a count of sheets, towels, and laundry bags to be laundered.
5. The Laundry Dept. will return the same.
6. The Unit worker will be responsible for passing out the laundry bags, sheets, and towels to the correct person.
7. You will not be getting back the same towels or sheets. You will be giving back laundered sheets and towels which will be dried and cleaner.

LEAVING THE UNIT

1. When participating in any activity, classes, attorney visits, visits, meetings, religious activities, medical unit visits, hearings, or counseling sessions, etc. in which inmates have to leave the unit, inmates will be in full uniform, with sneakers on, and ID visible. (Inmates going to the gym will be allowed shorts and a T-shirt once inside the gym; but must wear their uniform both there and back).
2. Inmates will be ready on time, or lose the privilege of that activity.
3. When leaving the unit, inmates will walk in single file and stay to the right-hand side of the corridor.
4. When using sallyports or elevators, inmates must press the intercom button once and wait. When called to over the intercom, you will state your name and destination. Central Control will then open the door to allow persons in or out.
5. There will be no communication, physical contact, or note-passing between inmates during movement in corridors. Such actions will result in termination of the privilege and / or disciplinary action.

LEGAL SERVICES

1. A paralegal and an attorney are available to assist with inmates legal needs.
2. Inmates needing legal assistance may submit a Request Slip, stating their needs.
3. The inmate Attorney Consultant and Paralegal will honor reasonable requests for photocopies.
4. Sentenced inmates who believe they may be eligible to submit a "revise and revoke" motion have sixty (60) days from sentencing in which to file.
5. Law Library Kiosks are available on the units for inmates to utilize whenever the dayroom is open.
6. A pre-determined list of Policies and Procedures are made available through written request to the inmate Legal Division.

LIBRARY

1. Each inmate is allowed 2 (two) library books at a time.
2. Inmate is responsible to take books with him when he moves to another unit.
3. Library books will be checked out and signed for by the inmate with a valid ID.
4. There will be a two week time limit on books received from the library cart.
5. If books are not returned by the due date, the following actions may result:
   a. Suspension of library privileges.
   b. Replacement cost will be deducted from your canteen account.
   c. You may be charged with destruction of county property.
   d. Disciplinary action will follow.

MEALS / FOOD ALLOWED

1. Meals will be eaten only at the tables provided in the unit and nowhere else. Food and meal service items are not to be removed from eating areas. Any foods found in cell / rooms or living areas that are from the kitchen of the facility are contraband, and are subject to immediate disposal and disciplinary action.
2. Canteen items are the only food items allowed in cell / rooms / living areas.
3. No meal service trays, bowls, plates issued utensils or cups are allowed in inmate cell / rooms
4. Inmates will follow the Unit Officer's directions in obtaining and returning meal trays, and utensils.
5. Inmates may be required to produce their ID in order to obtain a meal.
6. Inmates receiving special diets must produce their ID and sign for each of them.

7. Inmates will be expected to complete their meal in a timely manner.
8. Inmates are required to be seated at a table during the meal period.
9. FOOD and BEVERAGES are NOT allowed on the recreation deck of the unit at any time.

MEDICATION / SICK CALL / UNIT TRIAGE

1. Medical Staff will administer medications and provide triage in each housing unit seven (7) days each week according to pre-determined schedules.
2. You are required to complete a sick call form which you may request from the unit Officer. Follow instructions on the form.
3. Once you complete the Sick Call form you must place it in the box designated in the housing unit.
4. Triage is conducted by interviewing / examining inmates who have signed up on a Sick Call Form and making the appropriate referrals. Triage will be conducted in the most private manner possible.
5. You will be required to show your picture form of identification when you report for medication and / or sick call.
6. You will be required to report to the sick call line and show your ID when sick call is announced in the unit.

If You Have A Medical Emergency Report It To The Unit Officer Immediately, So Proper Care May Be Given.

OFFICER'S CONTROL STATION

1. The Officer's Control Station will be OFF LIMITS to inmates.
2. Inmates will not go near the Officer's Control Station, unless directed to do so by the Unit Officer.
3. Violation of this rule will result in immediate disciplinary action.

PAROLE

1. Most inmates sentenced to a county house of correction are eligible for parole after serving one-half (1/2) of their total sentence.
2. Eligible inmates will be notified or interviewed by Parole staff prior to their hearing date.
3. Inmates with questions and concerns about parole may submit a written Inmate Request to Parole.
4. Caseworkers may provide information about your institutional adjustment to parole.

PERSONAL HYGIENE

1. All inmates must keep themselves clean and are expected to shower daily.
2. Hygiene items may be purchased through the inmate canteen. A current list is available in the housing unit and includes at a minimum; soaps, shampoos, toothpaste, toothbrushes, razors, anti-perspirants, combs, under garments etc.
3. Nail clippers will be brought into the unit one (1) time per week.
4. Inmates determined to be indigent will be able to receive basic hygiene necessities through the unit Caseworker, in accordance with established procedures.
5. Showers are available for use at anytime the dayroom is open.
   a. You must enter and exit the shower area fully clothed.
6. You are required to wear footwear or shower shoes any time you are not in your cell.
7. You are responsible to leave all areas clean and free of debris when you are finished.
8. Inmates assigned to custodial or other work assignments (kitchen, laundry, property, lobby, etc.) will be required to present themselves in a clean and orderly manner, and are subject to a visual inspection by the assigned Officer.
9. Inmates in General Population are allowed to shave on their own accord and are not regulated to a specific time or location.
   a. Inmates in Administrative Segregation and / or Disciplinary Detention will be given an opportunity to shave in accordance with established unit schedules.
   b. Inmates will be afforded the opportunity to shave prior to a court appearance, barring actions on behalf of the inmate which would prohibit this activity due to safety / security issues.

PERSONAL PROPERTY

1. Inmate personal property will be retained by the facility for safekeeping for no more than thirty (30) days from the date of the Property Receipt or Inmate Institutional Property Received Inventory Sheet, signed by the inmate.
2. Property that remains unclaimed for more than thirty (30) days will be disposed of or destroyed.
3. If an inmate is released in court, escapes, or is deceased, the Property Officer may dispose of the property according to the Inmate's instructions on the Property Receipt.
4. When no instructions were documented, the property will be disposed of or destroyed, but not less than thirty (30) days from the date of the release, escape or death.
5. Inmates who are transferred to another facility must request the transfer of items to the receiving facility in accordance with the rules and regulations of the receiving facility.
   a. Inmates are required to submit written instruction to the PCCF within 30 days.
   b. Inmates' property will be turned over to those jurisdictions that have delivery and / or retention procedures in place with the facility.
6. See the section listed "Clothing" Court Clothes / County Issued Items" for further information.

PREA INFORMATION

PREA STATEMENT

In accordance with the Prison Rape Elimination Act (PREA), it is the policy of the Plymouth County Sheriff's Office to have zero tolerance towards all forms of sexual abuse and sexual harassment. Further, any retaliation against an individual reporting sexual abuse or sexual harassment will not be tolerated.

Every inmate housed at the Plymouth County Correctional Facility has a right to be free from sexual abuse and sexual harassment. Information is available during the orientation process and includes prevention, intervention, self-protection, how to report abuse or harassment and how to receive treatment and / or counseling.

The Plymouth County Sheriff's Office views allegations of sexual abuse and sexual harassment very seriously and will respond promptly and decisively to instances where complaints of such conduct are made. Reports of sexual abuse or sexual harassment can be made to staff verbally, in writing, anonymously, and from third parties.

To report an incident of sexual abuse to Local Law Enforcement at:
Mail a written letter to:
The Plymouth Police Department
20 Long Pond Road
Plymouth, MA 02360

Mail a written letter to:
Plymouth County District Attorney
166 Main St, Brockton, MA 02301

The Plymouth County Sheriff's Office also provides an internal **CONFIDENTIAL HOTLINE** which may be accessed by any inmate to make a report. DIAL **9060.**

Services may also be accessed through the Confidential Rape Crisis Hotline at: 1-508-588-8255

Further, when The Plymouth County Sheriff's Office learns that an inmate is at substantial risk of sexual abuse, it shall take immediate action to protect the inmate.

ABOUT YOUR SAFETY

You have the right to be safe from sexual abuse. No one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abuse or pressure to engage in unwanted sexual behaviors. If you are being pressured, threatened or extorted for sex, you should report this to staff. You should also report any retaliation you believe occurred due to reporting an incident of sexual abuse or for participating in an investigation of an allegation of sexual abuse.

What to do if you are assaulted. If you become a victim of sexual abuse, you should report it immediately to staff, who will offer you immediate protection from the assailant and will refer you for a medical examination and clinical assessment. Assistance will be provided regardless of whether or not you name the responsible inmates or staff members, however, specific information may make it easier for staff to help you.

Even though you may want to clean up after the assault, it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather physical evidence of assault.

The individual or individuals responsible for sexually abusing or assaulting inmates can only be disciplined and / or prosecuted if the abuse is reported.

AVOIDING SEXUAL ABUSE

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

- Do not permit your emotions (fear / anxiety) to be obvious to others.
- 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 inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol: these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in assigned areas of the institution.
- Choose your associates wisely.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.
- Follow the Inmate Rules and Regulations.

REPORTING

It is important that you begin by telling a staff member if you have been sexually abused. You can tell any caseworker, chaplain, security staff member, medical practitioner, or any other employee. Staff are instructed to keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis.

If you choose to first report the abuse or threats in writing, you may write to any member of the facility or externally as identified prior. However, any delay in reporting an incident will make investigating the incident far more difficult.

AN INMATE WHO FEELS THAT HE HAS BEEN THE VICTIM OF SEXUAL ABUSE SHOULD REPORT SUCH OCCURRENCE IMMEDIATELY.

WHAT HAPPENS WHEN YOU REPORT AN INCIDENT OF SEXUAL ABUSE?

All allegations of sexual abuse and retaliation for reporting an incident of sexual abuse or for participating in an investigation of an allegation of sexual abuse will be thoroughly investigated and may also be reported to appropriate law enforcement officials. No reprisals of any kind shall be taken against an inmate for good faith reporting of sexual abuse or sexual threats.

However, if investigation discloses that a person who knew that the information was false made the allegation intentionally or with malice, he or she may be disciplined or charged with falsely reporting an incident and/or may be subject to disciplinary action

PREA DEFINITIONS

Allegation: Any event that has been reported to the PCSO, an employee, contractor or volunteer of the Plymouth County Sheriff's Office, but which has not yet been verified or investigated.

Intimacy: Any behavior not defined as sexual contact or sexual abuse of an inmate, to including; kissing, touching parts of the body not defined under sexual abuse or other related acts, to include but not limited to; sending / receiving personal letters / cards, gifts, or receiving telephone calls from an inmate. Intimate relationships between employees and inmates are expressly forbidden.

Rape: "The penetration, no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim."

Retaliation: Any adverse action taken against an individual who complains about sexual misconduct with inmates or cooperates in any investigation of sexual misconduct.

Sexual Abuse includes –

1. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
2. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee or resident includes any of the following acts, if the victim does not consent, is coerced into such act by over or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. 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.

Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

1. Contract between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. 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;
4. 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;
5. Any other intentional contract, 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;
6. Any attempt, threat, or request by a staff member, contractor or volunteer to engage in the activities described in paragraph (1)-(5) above;
7. Any display by a staff member, contractor or volunteer of his or her uncovered genitalia, buttocks or breast in the presence of an inmate, detainee, or resident, and
8. Voyeurism by a staff member, contractor or volunteer.

Sexual harassment includes –

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive nature by one inmate, detainee, or resident towards another; and,
2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident 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.

Sexual Misconduct with Inmates : Any behavior, including but not limited to, conversation, correspondence, or act of a romantic or sexual nature, or an attempt to commit such an act, directed toward an inmate by an employee, contractor, volunteer, or other PCSO representative whether on or off PCSO property.

Substantiated Allegation: An allegation that was investigated and determined to have occurred.

Unfounded Allegation: an allegation that was investigated and determined not to have occurred.

Unsubstantiated Allegation: an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

PROHIBITIONS ON SEXUAL MISCONDUCT WITH INMATES

The PCSO prohibits all forms of Sexual Misconduct with Inmates as defined by the 28 CFR 115 and M.G.L. Chapter 268. The PCSO also prohibits conversations, correspondence, or acts of a romantic or sexual nature, or an attempt to commit such an act, directed toward an inmate by an employee, contractor, volunteer, or other PCSO representative whether on or off PCSO property.

DISCIPLINARY ACTION

Inmates will be subject to disciplinary action for committing sexual abuse. Where an inmate is found to have engaged in sexual contact with a staff member, the inmate may be disciplined only where the staff member did not consent. Where two inmates have engaged in sexual contact, they will be disciplined for violating rules against sexual contact, however, discipline for sexual abuse will only take place if a determination was made that the activity was not consensual.

All sexual conduct, including sexual contact, is against the PCSO's rules. All allegations of sexual abuse or of retaliation in connection with an incident of sexual abuse will be thoroughly investigated, and any sexual predator will be disciplined and / or prosecuted.

Inmates may also receive discipline for false reporting, harassment or misuse of the reporting system.

Staff will be subject to discipline for violating agency policies regarding sexual abuse, with termination the presumptive discipline for actually engaging in sexual abuse. Terminations or resignations linked to violating such policies are to be reported to law enforcement (unless conduct was clearly not criminal) and to relevant licensing bodies.

Contractors and Volunteers who engage in sexual abuse or sexual harassment shall be prohibited from any further contact with inmates.

MEDICAL AND MENTAL HEALTH CARE

The facility will provide timely, unimpeded access to emergency medical treatment and crisis intervention services, whose nature and scope are determined by practitioners according to their professional judgment.

Inmate victims of sexual abuse while incarcerated will be offered timely information about, and timely access to sexually transmitted infections prophylaxis, where medically appropriate.

The facility will offer a follow up meeting if the initial screening at intake indicates that the inmate has experienced or perpetrated sexual abuse.

ASSISTANCE AND INVESTIGATIONS

Investigations are required to follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions.

The Plymouth County Sheriff's Office shall impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

Following an investigation into an inmate's allegation that he suffered sexual abuse in the facility, the facility shall inform the inmates as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

The facility will offer victims no-cost access to forensic medical examinations where evidentiary or medically appropriate.

The facility will, if requested by the victim, make available a victim advocate, qualified agency staff person or qualified community-based organization staff member to accompany and support the victim through the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals. You will also receive information on how to contact counselors at a Rape Crisis Center for follow up counseling.

PROGRAM SERVICES

1. Program services (to include but not limited to: academic education and vocational training, religious services, counseling through licensed practitioners, personal enrichment encounters provided by volunteers or volunteer organizations, etc.), will be posted in the unit and announced prior to commencement.
2. Inmates that have signed up for these programs / services are responsible to be in uniform and on time.
3. Inmates interested in participating in Substance Abuse Programs and Reintegration Programs should request information from their Caseworker.
4. Decisions regarding program participation, will be the responsibility of, and determined by Classification staff.
5. Inmates are required to request in writing inclusion in any program offered at the PCCF. Eligibility requirements will be reviewed upon receipt and / or interview by staff members responsible for the program(s).Inmates will receive notification of their eligibility for any program by the reviewing staff member.
6. Refusal to participate in recommended programming may be grounds for disciplinary action, placement in "no earned goodtime" status, and is reported to parole.

***PROGRAMS AVAILABLE AT THE** PCCF*

Education
Enrichment Programs
Substance Use Disorder Program
Sheriff's Anti-Violence Effort (SAVE) Unit
Vocational Training
Re-Entry / Reintegration Program
Religious Programs
Inside-Out Program
Incarcerated Veterans Transition Program
Peace Education Program
Pathways to Recovery
Medication for Opioid Use Disorder (MOUD)

PROTECTION

1. Inmates who are in fear for their safety should direct their concerns to their Unit Officer, Unit Supervisor, Unit Manager or Caseworker.
2. These staff members may be reached in person when they tour the unit or through a written request form.
3. Inmates should immediately report any times they feel they are in fear or feel intimidated so that proper steps to maintain their safety may be taken.

READING AND RECREATIONAL MATERIALS

1. Magazines, books, legal materials and any other approved combustible items must fit into the provided storage bag or locker, along with other property.
2. Any materials which do not fit into the provided storage bag or locker, due to being in excess of allowable amounts, will be considered contraband or a fire hazard and will be removed.
3. It is the responsibility of each inmate to remove and or dispose of items in excess of allowable limits from the cell / room, prior to receiving new items (as described on the Items for Retention List).

RECORDS

1. All requests regarding sentencing and / or records may be referred to your Caseworker or the records division.
2. A written request is required so the proper information may be, when appropriate, returned to you.
3. All requests must be specific to the information required.
4. Fees may be charged for duplication of any record requested.

RECREATION DECKS

1. Use of the Recreation deck is offered to inmates in all housing units.
2. Generally, the Recreation deck will be available to all inmates by schedule during daylight hours.
3. It is a privilege to use the Recreation deck, and may be limited or closed at the Unit Officer's discretion.
4. Recreation equipment will only be used as intended.
5. Food and beverages are not allowed on the Recreation decks.
6. Dayroom furnishings (chairs, tables) and any type of linens (blankets, sheets, etc.) will not be allowed on the Recreation decks.
7. Inmates will be properly clothed when using the Recreation deck. Footwear must be worn.
8. Use of the Recreation deck may also be limited due to weather and acts of nature.
9. Any damages to the recreation deck will result in the closing of the recreation deck until repairs are completed. Inmates deemed responsible will receive disciplinary action up to and possibly including criminal prosecution.

RELEASES / HOUSING ASSIGNMENTS / RE-ASSIGNMENTS

1. Inmates will place all institutional and personal property in their property bag. Any items left behind in a cell or with another inmate will be considered contraband. Inmates responsible for the items will be charged accordingly for any items they cannot account for.
2. Inmates will clean their cell / room and remove all items from the cell / room.
3. The cell / room will be inspected by the Unit Officer for cleanliness and / or damage.
4. Inmates will close the cell / room after it is inspected, and report to the Officer's station with all institutional and personal property.
5. When released from the institution, an inmate must return all institutional and county property. Inmates are responsible for issued items and are subject to being charged restitution for not returning any items that were issued upon and / or during confinement.
6. Cost for replacement of institutional property damaged or missing will be assessed, and deducted from the inmates account prior to his release.

RELIGIOUS SERVICES

All detainees / inmates shall have access to religious resources, services, instruction and counseling on a voluntary basis. All detainees / inmates shall be extended the greatest amount of freedom and opportunity for pursuing any legitimate religious belief or practice within the constraints of security and safety considerations. The religious schedule is posted in your housing unit. You must put in a request to be listed for service attendance.

1. Religious services are offered to inmates in order to meet their spiritual needs.
2. Clergy from recognized denominations will be allowed to visit with inmates. (Prior approval must be obtained from the facility's Chaplain)
3. Religious services / meetings for varied denominations are offered on a regular basis. Schedules are posted in the unit and require that you sign up one (1) week in advance. Inmates will only be allowed to attend meetings of their declared belief and must be included on the list of attendees provided by the facility's Chaplain.
4. Inmates whose religion places a restriction on diets may be permitted access to a special diet, providing:
    a. Inmates must request such diet, in writing, through the chaplain, who will research the requirement, and confer with the ADS of Food Services or designee, prior to approval or disapproval.
    b. The chaplain will review the request with the requesting detainee. During this review the Chaplain will require the inmate to complete a Religious Diet Request / Agreement and discuss the requirements of the facility and the responsibility of the individual detainee.
    c. Inmates will be required to sign an acknowledgement for the meal at each meal period with the Unit Officer.
5. Inmates may have access to religious materials for the purposes of prayer and / or acceptable worship practices.
    a. Specific needs will be requested by the inmate, on an Inmate Request form, to the facility chaplain.
    b. The chaplain will review the request with the requesting inmate. During this review the Chaplain will require the inmate to complete a Religious Material Request / Agreement and discuss the requirements of the facility and the responsibility of the individual inmate.
    c. Arrange for the receipt of the approved religious materials. Inmates may make arrangements to have the items delivered, purchased through the money disbursement procedures through the chaplain or when available purchase through the facility's canteen service. Arrangements for receipt in manners other than through the Chaplain must receive the approval of the Assistant Superintendent or designee.
    d. In accordance with security practices of the facility, items may be limited to a specific size, and / or color. Locations of use may be limited to places of worship (such as the chapel) or the detainee's individual housing (cell). Inmates shall be permitted to wear authorized religious headwear outside the chapel and their individual housing (cell).
    e. On receipt of approved religious materials, inmates will be advised that these items may only be used in conjunction with or for worship reasons and will be required to sign a property receipt for the items.
    f. The signed receipt will be maintained in the inmate's 6-part folder, with one copy in the detainee's possession. The detainee will be advised that he must keep this receipt as proof of permission to possess the item.
6. Inmates may have access to religious publications, in accordance with Policy and PCCF 481.
    a. All books (Soft cover / paperbacks), magazines and newspapers must be prepaid and delivered to the facility by the US Postal Service, UPS, DHL, FedEx or other recognized postal service.
    - Such books (Soft cover / paperbacks), magazines and periodicals must come directly from the publisher, a recognized distributor, retailer or an established book club.
    - Hard covered (bound) books will not be accepted through the mail by the facility mail room.
    - Such materials may be disapproved in accordance with established procedures.
    - Used books, periodicals, newspapers, magazines will not be accepted at the facility.

    b. Books, magazines, periodicals and newspapers will be delivered with the incoming mail.
    c. Inmates are authorized to have a total of five (5) books or magazines in their possession and two (2) newspapers, in addition to a Bible or other religious text and school materials. This total includes personal, as well as library books / magazines.
    d. It is the responsibility of the inmate to dispose of personal magazines / newspapers prior to receiving another. The inmate may donate the magazine / newspaper to the library or throw them away. These items will not be placed in the inmate's property.

REQUEST FORMS

1. Any questions will be addressed to the Unit Officer. When possible, the unit Officer will address or answer the request at that time.
2. If the Unit Officer cannot solve your problem, s/he will instruct you to submit a request form to the appropriate person(s) or may direct your question to a supervisor or caseworker.
3. Only one (1) request may be issued regarding a specific topic at a time.
4. Requests should be placed on an individual basis, issues needing address concerning multiple inmates should be properly addressed through the unit supervisor or Unit Manager.

SEARCHES

1. Inmates are subject to being searched 24 hours a day and in any location they may be, while in the custody of the Plymouth County Sheriff's Office.
2. Cell / room / living area searches are a normal function of the institution. During this search you will be responsible for any items within your living space.
3. Inmates are required to comply with all instructions given by Officers during a search, and are also responsible for any items of contraband recovered on their person or in their living area.

SICK CALL AT THE HEALTH SERVICES UNIT

1. Sick call (Doctor's call) is conducted by the Licensed Facility Physician, or other qualified health care personnel, in the Health Services Unit.
2. During Sick Calls in the housing unit, Inmate's health complaints are solicited by qualified health care personnel, documented, and treated.
3. Inmates with health complaints who, because of security risks and / or housing assignments cannot report to normal sick-call are seen by the Licensed Facility Physician or Nurse Practitioner in their cell / room.
4. No inmate will be refused medical care.

SMOKING / TOBACCO PRODUCTS

1. Smoking is strictly prohibited at the Plymouth County Correctional Facility and on all Sheriff's Office Property.
2. Any inmate found to be in possession of smoking materials and / or any tobacco product or smoking paraphernalia will be subject to disciplinary action.

TABLETS

1. Inmates must accept the terms and conditions of use which appear when the tablet is turned on.
2. Tablets are equipped with telephone capabilities. Inmates will follow all of the same procedures and rules that appear in PCCF 482 "Inmate Telephone Systems."
3. Phone calls made through the tablet must be conducted in your room / bunk area **ONLY** unless on designated Ad-Seg status.
4. Inmates are prohibited from approaching PCSO staff, contractors, vendors, or volunteers while utilizing the telephone feature of the tablet (e.g., Officers' Station, Med Pass, Caseworker, Group Programming).
5. Inmates are not permitted to loan or borrow tablets. If an inmate allows another inmate to use their tablet, both parties may be subject to disciplinary action and suspension of service with no refund.
6. Tablets are not permitted to be taken out of the inmate's assigned housing unit.
7. Tablets shall not be brought to or accessed during on-unit programming sessions or individual or group meetings with PCSO staff, contractors, vendors, or volunteers.
8. Inmates are not to remove the tablet's protective case for any reason.
9. Inmates are responsible for charging their own tablet.
10. Inmates are responsible for viewing all postings/memos/directives issued by the PCCF which are held in the "Viewer" and/or "FYI" app.
11. Inmates are not to damage, deface, alter, personalize, or engrave tablets or tablet protective cases in any way. Any change made to the appearance of a tablet or change to its functionality or programming may result in disciplinary action up to and including a permanent ban from the program / restitution.
12. Any misuse of the tablet may result in a loss of privilege without refund and disciplinary sanction.
13. If the tablet is damaged (outside of normal use), the inmate may receive a disciplinary sanction and may be responsible for the cost of the tablet. Depending on the nature of damage and how it occurred, the inmate may be permanently banned from the program.
14. Inmates who purposely damage a tablet or use it for any destructive or illegal purpose may be subject to criminal charges.
15. Any inmate who commits a disciplinary offense and is moved to the Administrative Segregation Housing Unit for disciplinary or pre-disciplinary proceedings will have their tablet brought to the Ad-Seg Unit. Access to their tablet thereafter shall follow the standard operating procedure for Ad-Seg tablets. Inmates serving disciplinary detention time will have their tablet placed with their property until they have completed their sanction.
16. Inmate access to tablets is a privilege and not a right and, therefore, may be temporarily suspended, limited, or revoked when necessary for the safety and security of the facility.
17. Tablets will follow inmates through reclassification / new housing assignments.
18. Inmates will be required to return their tablet to the charging carts by 9:45 p.m. If an inmate fails to turn in their tablet, a minor d-report will be issued.
19. Tablets will be programmed to automatically shut down at 9:45 p.m. every night and will turn back on at 9:00 a.m.
20. Inmates will be allowed to retrieve their tablet from the charging cart every morning from 9:00 a.m. to 9:30 a.m. No inmates will be allowed to retrieve their tablets after this time with the exception of Inmates not in the unit at that time (i.e. court, hospital, work assignment).

CODE OF OFFENSES / SANCTION GUIDELINES FOR TABLETS

OFFENSE	SANCTION
Category 1 Failure to Return End of Day or Improper Removal from Unit or Misuse of Tablet	1st Loss of tablet for 7 Days 2nd Loss of tablet for 15 Days 3rd Loss of tablet for 1 month or up to 3 months
Category 2 Utilizing the telephone feature of the tablet while approaching or in the presence of PCSO staff, contractors, vendors, or volunteers.	1st Loss of Tablet for 1 month 2nd Loss of Tablet for 3 months 3rd Revocation
Category 3 Use of Another I/M's Tablet	1st Loss of tablet for 1 week 2nd Loss of tablet for 1 month 3rd Loss of tablet for 3 months up to revocation
Category 4 Damaged/Defaced/Altered/Personalized/Engraved	1st Loss of Tablet for 1 month 2nd Loss of Tablet for 3 months 3rd Revocation
Category 5 Removal or Tamper with Case Including Internal Battery	Loss of tablet for 3 months up to Revocation and may be responsible for restitution fee and be subject to criminal prosecution for Malicious Destruction of Property.
Category 6 Use of Tablet for Destructive Purpose or the Commission of a Crime	Revocation and may be subject to applicable criminal charges.

TELEPHONES

ALL TELEPHONE CALLS AT THE FACILITY ARE SUBJECT TO BEING RECORDED.

In case of an emergency, such as illness or death in your family, your Unit Caseworker / Unit Team ADS / Lieutenant can assist you in making telephone calls when access to telephones would not normally be available.

1. Telephones in the dayroom of a housing unit will normally be on for use when the dayroom is open.
2. Telephone use is a privilege and will be controlled by the Unit Officer.
3. Inmates are required to use their assigned six digit IPIN (which is received during the booking process) in order to use a telephone.
4. Telephones are programmed to make calls only. All calls are subject to being recorded.
5. Outside telephone calls will not be accepted for inmates. Emergency calls regarding an inmate will be verified by the institution, forwarded to the Unit Team ADS or Shift Commander.
6. The Unit Officer may limit telephone calls to ten (10) minutes if other inmates are waiting to use the telephone.
7. Telephones will not be used during meal services, group meetings, laundry services, canteen services, or any other program service. Unit Officers will dictate when this rule applies.
8. All inmates must file an 'Inmate List of Designated Telephone Numbers' form. This form will designate the numbers which may be telephoned. Attorney / Clergy information will be required in the space provided.
9. This form is part of the booking process. Any need to change names of Attorneys must be addressed to your Caseworker in the Orientation Unit for changes or corrections to be completed. You will have 20 days to submit the Orientation form and only one will be accepted by the assigned caseworker.
10. Inmates will be allowed to submit Designated Telephone Number Change Request froms for number changes. Forms will be distributed in the housing units prior to a change period (March 1st, July 1st, November 1st). Number changes take effect by the end of each changeover month listed: March, July, November.
11. Any phone number change requests made outside of the phone change periods must be submitted to the Caseworker and will be reviewed on a case-by-case basis.
12. Approved as Attorneys, Law Firms, and Clergy will be exempt from being recorded once confirmed.

TELEVISIONS

1. Television use / watching is a privilege and will be controlled by the Unit Officer and may be restricted / limited at the Officer's discretion.
2. The television will normally be used when the dayroom is open.
3. Inmates are not allowed to touch televisions or remote controls.
4. Television volume levels will not interfere with normal unit operations, and will be controlled by the Unit Officer.
5. Television channel selection will be monitored / controlled by the Unit Officer.
6. Televisions will not be on during meal services, group meetings, laundry services, canteen services, or any other program service. Unit Officers will dictate when this rule applies.

UNIT WORKER ASSIGNMENTS

1. The Unit Officer will determine inmate job assignments within his / her assigned unit. The Unit Officer will coordinate any assignments with the Institutional Job Assignment Officer. Officers assigned to the housing unit for five days will be responsible for hiring the unit workers.
2. Inmate workers will complete assignments within the unit under the supervision and direction of the Unit Officer.
3. Any inmate assigned to meal service duties must be medically cleared prior to job assignment. They will be required to wash hands prior to any job related duties and will wear hairnets and gloves.
4. Inmate job assignments are posted at the Officer's Station.
5. Any Officer may fire a unit worker for any disciplinary offense, unit rule infraction or lack or failure to complete the duties assigned. Inmates who are terminated from employment will receive disciplinary documentation of their loss of work privileges. Documentation may be in the form of informal or formal disciplinary reports.
6. Officers may also request that unit workers complete duties other than their assigned duties, the unit workers are required to comply with these instructions.
7. Failure to report to work on a given day is recorded and used in accordance with established procedures.

VISITS

1. Visit lists are distributed during the Orientation Process and once every six (6) months.
2. During designated times of the year, distributed forms allow for the opportunity to change a list of visitors.
3. They are distributed and collected by the unit caseworker only.
4. Any changes that are requested will only be approved if they are submitted within the time constraints identified.
5. Any forms received after an identified collection period will not be honored without the written approval of the Unit Manager. Corrections to the submitted lists may only be made with the approval of the Unit Manager.
6. All non-contact visits are held in booths and verbal personal contact is through a telephone receiver, as with all other telephones at the Plymouth County Correctional Facility, these phones are subject to being recorded.

VISIT RULES

The following visiting rules and regulations are posted in each inmate housing unit, in English and in Spanish, and are available in writing to staff, inmates, and visitors upon request.

1. Inmates of the Plymouth County Correctional Facility (PCCF) are allowed a designated number of visits per week, see the posted visiting schedule in the housing unit.
2. An inmate may refuse to see a visitor.
3. A visitor may only visit the number of inmates described in the Posted Visiting Rules and Regulations. See the posted document in your unit for details. (excluding official visitors).
4. An inmate may receive a designated number of visits per day, (see the posted visiting schedule in the housing unit) (excluding official visitors).
5. Two (2) adults, two (2) adults with one (1) child or one (1) adult with two children may visit an inmate at the same visit time, provided they register together at the Reception Desk. Children are considered minors under the age of eighteen (18), and must be accompanied by a parent or legal guardian at each time of visit.
    a. Proof of the minor's relationship to the inmate (birth certificate, adoption papers) must be presented at each visit.
    b. Persons unwilling or unable to control children under their supervision will be asked to leave facility property and not be allowed to visit.
    c. 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 a letter of approval and permission from the parent or legal guardian must be submitted to the Superintendent or designee. The letter must specify the person(s) authorized to bring the minor to the facility and the inmate to be seen at a visit, and must be notarized by a Notary of the Public.
        1. When a written response is made on an institutional "Blue Card" by the Superintendent or designee, the "Blue Card" will be maintained at the reception Officer's station with the Superintendent or designee's instructions regarding the visit.
        2. The notarized letter must be presented by the visitor at time of each visit
    d. Minors will only be allowed in the facility to visit their parent, stepparent, grandparent, legal guardian or sibling.
    e. Grandchildren will be allowed to visit, only after a blood relationship to the inmate has been proven. The parent must prove blood relationship to the inmate, and also prove that s/he is the parent of the child.
    f. Stepchildren will be allowed access to the facility to visit their stepparent only when accompanied by their parent.
        1. The parent will be required to prove, by birth certificate, that they are the parent of the child being brought to visit,.
        2. The parent will also be required to show proof of marriage to the inmate, in the form of a marriage license.
6. Visitors must conform to the dress code approved by the Superintendent. This dress code is posted in the Public Visit Lobby.
7. Approved forms of picture identification for visitors include a valid driver's license, state identification card, or other official identification with picture, e.g., current passport, military ID, etc.
    a. Welfare cards that contain the name, D.O.B., Social Security Number and Address of the visitor will be accepted.
    b. Welfare cards not containing the above listed information will not be accepted as picture identification.
8. Any visitor with a prior felony conviction is not allowed to visit without the prior written approval of the Superintendent or designee.
9. Any visitor who has been confined in the Plymouth County Correctional Facility during the previous year must have permission from the Superintendent or designee prior to visiting.

10. Any person thought to be under the influence of alcohol or a controlled substance or visitors who are disruptive or cause any type of disturbance are not allowed to visit. When staff are suspicious that a visitor is conducting such activity, or they will contact the Shift Commander who will speak with the individual to determine eligibility to visit at that time.
11. Inmates who are disruptive or who cause any type of disturbance will have their visit immediately terminated, and are subject to a loss of visiting privileges.
12. Visitors and inmates will not engage themselves in physical contact that is or could be construed by facility staff to be excessive or inappropriate for a public place. Such behavior will result in immediate termination of the visit and loss or suspension of visiting privileges
13. Any types of video and or audio equipment are not allowed on the property, including cell phones, cameras, tape recorders, video cameras, smart watches, laptop computers, etc., except with the approval of the Superintendent or designee.
    a. Materials and / or equipment needed for programs, services and / or in conjunction with contracted services must be pre-approved by the Superintendent or designee prior to being allowed within the facility.
14. Personal property belonging to visitors in the facility for the purpose of visiting an inmate, including jewelry, money (paper and / or coin), wallets, purses, etc., are not allowed beyond the Public Visit Lobby.
15. It is a felony in Massachusetts for any person to:
    a. Deliver any article whatsoever to an inmate without the permission of the Sheriff or his 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 an inmate will obtain or receive it.
    d. Receive from an inmate any article with the intent to convey it out of the facility without the permission of the Sheriff or his authorized designee (MGL c.268, §. 26, 28, 29, and 31).
16. Visitors, after admission to the facility, are required to proceed directly to their assigned visiting area and booth. Any visitor found in an area other than the one assigned is in violation of facility rules. The visit is terminated and the visitor is required to leave the facility.
17. On entering, and before being searched, each visitor is required to disclose to the Reception Officer and / or Visit Process Officer any article they are carrying on their person except the clothing that they are wearing.
    a. Anyone who carries, or attempts to carry, in or out of the facility any article without the consent of the Sheriff or designee is liable for arrest prosecution, and loss of visiting privileges.
    b. A minor's parent or adult guardian is responsible to make such disclosure for the minor. Any and all visitors on PCCF property are subject to being searched.
18. Any and all visitors who are in the facility for a visit are subject to being searched prior to being allowed to visit and / or before being allowed to leave the facility.
19. Violation of any visiting rules, regulations, and / or procedures of the Plymouth County Correctional Facility will result in the visitor being removed from the facility, and any further visiting privileges will be denied.
20. All visitors on the Plymouth County Correctional Facility property are subject to having a Warrant Check initiated, as verification of information provided by the visitor.
21. Violation of any visiting rules, regulations and / or procedures of the Plymouth County Correctional Facility will result in the visitor being removed from the property. Future visiting privileges may be denied.
22. Inmates will be required, during the orientation process, to submit a list of visitors for pre-approval to visit. Inmates will be required to provide the visitor's name, address, age / date of birth, relationship and telephone number. Pre-approved visitors will be the only persons allowed to visit. (Excluding Official visits)

OFFICIAL VISITS (ATTORNEY / CLERGY)

1. Official visits are permitted from 9:00AM to 10:00PM seven (7) days per week. Officials may, with prior approval of the Superintendent or designee, be allowed a visit at other times.
2. Arrangements for official visits at other than the times listed in this section, or for which there may be special requirements, should be made in advance whenever possible.
3. In addition to the above listed procedures, the following procedures will apply:
    a. Attorneys are required to present their up-to-date Massachusetts Bar Overseers Card, in addition to current photographic identification.
    b. Law students, paralegals, and private investigators working under the direction of an attorney, and with the attorney's written authorization on their person, may visit inmate clients of that attorney under the provisions of this section.
4. Members of the clergy are required to receive approval from the Chaplain, prior to a contact visit taking place.
    a. Once approved through the Chaplain, a "Blue Card" will be completed, which will be forwarded to the Volunteer Coordinator. The Volunteer Coordinator will ensure that Policy and PCCF 485 requirements are met, prior to final approval for the visit being made.
    b. Members of the clergy who are not pre-approved will be required to visit in a non-contact visit area until such approval is received.
    c. A list of pre-approved clergy and volunteers will be maintained and updated regularly.
    d. A copy will be maintained on file at the visit reception desk.
5. Any official visitor represented in this subsection of procedure will be required to submit their photographic identification and their document of position (bar card, clergy certification, etc.,) to the Reception Officer. In return they will receive a Visitor Badge, which is to be worn conspicuously during their visit to the institution.
    a. The picture form of identification will be placed in the visitor badge, as a means of immediate identification while the person is within the facility.
    b. Any visitor who has been issued PCSO Identification will be required to turn in personal picture identification to the visit Officer who will in turn issue the PCSO identification badge.
    c. The visit Officer will maintain the personal identification at the reception desk until the visitor exits, at which time the PCSO issued ID badge will be exchanged for the personal ID.

6. In addition the facility allows Virtual Attorney Visits through the JurisLink system.

   a. Virtual Attorney Visits are permitted from 8:00AM to 10:00PM seven (7) days per week.
   NOTE: PCCF does not allow same day scheduling for virtual attorney visits

VISITING SCHEDULE

A. All visitors must complete a "Visitor Pre-Approval Form / Request to Visit Questionnaire".
B. All visitors must be listed on the five (5) person pre-approval list.
C. All visitors must provide positive photographic identification, as listed in the "Posted Visiting Rules and Regulations".
D. Visit processing will commence fifteen 15 minutes prior to the visiting period.
E. Visit processing will end fifteen (15) minutes prior to the last possible seating time, within the scheduled visiting period.
F. All visitors will be required to remain in the Visitors Lobby once processed and waiting to be sent to the visit.

VISIT PROCESSING	Visiting Time	Processing Start Time	Processing End Time
NON-CONTACT VISITS	9 AM – 10:45 AM	8:30 am	10:15 am
NON-CONTACT VISITS	1 PM – 3:45 PM	12:30 pm	3:15 pm
NON-CONTACT VISITS	6 PM – 9:45 PM	5:30pm	9:15pm

1. Non-Contact Visits are for a thirty (30) minute (1/2 hour) time frame.
2. Inmates are allowed one (1) visit per scheduled visiting day, a total of two (2) visits per week.
3. Visitors are allowed to visit one (1) inmate per day.

NON - CONTACT VISIT POPULATION	Day	Visiting Time		
LAST NAMES BEGINNING WITH THE LETTER "A" THROUGH "L"	TUESDAYS	9AM – 10:45AM	1PM – 3:45PM	6PM – 9:45PM
	SATURDAYS	9AM – 10:45AM	1PM – 3:45PM	
LAST NAMES BEGINNING WITH THE LETTER "M" THROUGH "Z"	THURSDAYS	9AM – 10:45AM	1PM – 3:45PM	
	SUNDAYS	9AM – 10:45AM	1PM – 3:45PM	6PM – 9:45PM
	SATURDAYS			6PM – 9:45PM

WORK ASSIGNMENTS

1. Inmates are required to work unless, due to health or classification issues, work is prohibited.
2. Inmates may request to work by submitting a request form to the Work Assignment Officer.
3. Jobs are assigned on a "first come, first serve" basis and, when possible, will be assigned based upon the skills of the inmate where necessary and appropriate.
4. Inmates are not allowed to pick and choose work assignments.
5. Refusal to perform any work assignment is grounds for disciplinary action, to include but not necessarily limited to the loss of earned good time, placement on "no work" status, and placement on "no earned good time" status.
6. Workers are responsible to be ready for work when assigned, be properly clothed and be on-time to assignments.
7. Food service workers are required to comply with all health and hygiene regulations before during and after work.
8. Schedules, work hours and days, are established to optimize the performance of an assignment and are regulated by the work supervisor.
9. Special or work related clothing is regulated by the duties assigned. Clothing and equipment will be assigned and distributed to those who require it, once assigned or given the clothing or equipment, it is the sole responsibility of the inmate to care for and maintain the items.
10. Earned good time may be awarded to inmates at a rate up to 10 days per month for all work performed during the month, with behavior and attendance a factor when applying the good time.
11. Inmates must complete, at a minimum, 3 weeks of satisfactory service, behavior and attendance included.
12. Eligible state inmates are awarded earned good time for work only when approved in writing, by the Commissioner of Corrections and is posted once per year, only upon receipt of a DFS sheet by the PCCF.
13. Eligible county inmates are awarded earned good time only when approved by their work supervisor, in writing on an attendance sheet, and is posted no later than the middle of the month after the month in which the work is performed.
14. Inmates who cannot report to work due to illness are required to sign-up for sick call on the day work was missed, and must be seen by a medical Officer. Failure to do so will be deemed malingering and will be grounds for disciplinary action, up to and possible including termination from assignment in any work programs.
15. Inmates with legitimate health restrictions are assigned work that is within their abilities, when positions become available.
16. No work will be assigned until an inmate has been medically cleared and has successfully completed safety training.
17. No inmate worker will receive financial or monetary compensation.
18. Trial inmates and inmates under the jurisdiction ICE and the US Marshall's Service will perform no work beyond unit housekeeping, and are not eligible for any earned good time.
19. Where work conflicts with program schedules, inmate workers must resolve such conflicts with their work supervisor and program coordinator.

CODE OF OFFENSES / SANCTION GUIDELINES

CATEGORY 1 OFFENSES
SANCTIONS

Major & Minor Disciplinary Sanctions may include, but are not necessarily limited to:

1. **Disciplinary Detention: Up to 10 days per charge**

And / or up to 120 days loss of Loss of Privileges: Canteen Services, Phones, Visits, Dayroom Activities, Gym Access

And / or:

1. **Re-Classification: Program Failure, Loss of Work Privileges**
2. **Change in Housing Status: Unit Re-Assignment, Placement in Administrative Segregation**
3. **Fees: Levied Against Canteen Account Destruction / Damaging County Property**
4. **Prosecution: Charges referred to the District Attorney for Formal Prosecution**
5. **Restitution: For any expenses incurred by the Sheriff's Office due to an inmate's negligence, malice or intended actions which cause physical damage.**
6. **Loss of statutory good time**

Note* Two or more minor violations may be considered a major violation.

1A. **Disobeying an order of a staff member.**
1B. **Lying to a staff member.**
9A. **Escape.**
10A. **Manufacture of any unauthorized -substance, or associated paraphernalia.**
10B. **Possession of any unauthorized -substance, or associated paraphernalia.**
10C. **Introduction of any unauthorized substance, or associated paraphernalia.**
10D. **Use of any unauthorized –substance, or associated paraphernalia**

10N. **Conspire/attempt to introduce any unauthorized substance or associated paraphernalia**
10O. **Distribution of any unauthorized substance or associated paraphernalia**
11A. **Misuse of authorized medication. (ie: unauthorized accumulation of prescribed medication)**
11B. **Misuse of Keep on Person (KOP) medication.**
11C. **Attempted Misuse of authorized medication.**
14A. **Participating in or encouraging a riot.**
14B. **Participating in or encouraging a work stoppage.**
14C. **Participating in or encouraging a hostage taking.**
14D. **Participating in or encouraging an unauthorized group demonstration.**
15A. **Possession of a gun, firearm, explosive, ammunition, or weapon.**
15B. **Manufacture of a gun, firearm, explosive, ammunition, or weapon.**
15C. **Introduction of a gun, firearm, explosive, ammunition, or weapon.**
15D. **Possession of a sharpened instrument, knife or tool.**
15E. **Manufacture of a sharpened instrument, knife or tool.**
15F. **Introduction of a sharpened instrument, knife or tool.**
15G. **Possession or introduction of any item which is an imitation representation of any weapon. (This will include any item that may represent a threat to any person or themselves)**
15H. **Possession or introduction of any item which is a facsimile representation of any weapon. (This will include any item that may represent a threat to any person or themselves)**
15I. **Possession or introduction of any item which is a counterfeit representation of any weapon. (This will include any item that may represent a threat to any person or themselves)**
16. **Killing.**
18A. **Fighting with, assaulting or threatening an inmate with any offense against an inmate or property.**
18B. **Fighting with, assaulting or threatening staff with any offense against staff or property.**
18C. **Fighting with, assaulting or threatening a visitor with any offense against the visitor or property**
20A. **Engaging in sexual acts with others.**
20B. **PREA: Sexual Harassment**
20C. **PREA: Sexual Abuse**
21. **Setting a fire.**
31C. **Recruitment or attempting to recruit persons for membership in a gang or security threat group.**
31D. **Gang or security threat group related activities.**
32. **Violating any law of the Commonwealth of Massachusetts or the United States.**
33. **Attempting to commit any of the above offenses. Aiding another to commit any of the above offenses shall be considered the same as commission of the offense itself.**

CATEGORY 2 OFFENSES
SANCTIONS

Major & Minor Disciplinary Sanctions may include, but are not necessarily limited to:

1. **Disciplinary Detention: Up to 8 days per charge**

And / or up to 80 days loss of Loss of Privileges: Canteen Services, Phones, Visits, Dayroom Activities, Gym Access

And / or:

1. **Re-Classification: Program Failure, Loss of Work Privileges**
2. **Change in Housing Status: Unit Re-Assignment, Placement in Administrative Segregation**
3. **Fees: Levied Against Canteen Account Destruction / Damaging County Property**
4. **Prosecution: Charges referred to the District Attorney for Formal Prosecution**
5. **Restitution: For any expenses incurred by the Sheriff's Office due to an inmate's negligence, malice or intended actions which cause physical damage.**
6. **Loss of statutory good time**

Note* Two or more minor violations may be considered a major violation.

1C. Insolence toward a staff member.
1D. Refusing a housing assignment.
6A. Counterfeiting, forging, or unauthorized reproduction of any document, article of identification or official paper.
6B. Counterfeiting, forging, or unauthorized reproduction of any money, security, or official paper.
7. Tampering with or blocking any locking device, door, gate or window.
8. Conduct which disrupts or interferes with the orderly running of the institution.
9B. Possession of escape tools.
9C. Manufacture of escape tools.
10E. Manufacture of any alcoholic beverage
10F. Possession of any alcoholic beverage
10G. Introduction of any alcoholic beverage
10H. Use of any alcoholic beverage
10J. Manufacture of cigarettes, tobacco products or associated paraphernalia.
10K. Possession of cigarettes, tobacco products or associated paraphernalia.
10L. Introduction of cigarettes, tobacco products or associated paraphernalia.
10M. Use of cigarettes, tobacco products or associated paraphernalia.
12. Refusal to take a breathalyzer test or to provide a urine specimen.
19A. Use of obscene, abusive, threatening language, action, or gesture to any inmate.
19B. Use of obscene, abusive, threatening language, action, or gesture to any staff.
19C. Use of obscene, abusive, threatening language, action, or gesture to any visitor.
22A. Willfully destroying or damaging institutional property.
34A. Possession of tattooing paraphernalia
34B. Tattooing or piercing of body parts while incarcerated.
35. Tampering with plumbing devices. To include blocking drains, flushing foreign objects in toilets and / or sink or floor drains.
36. Misuse of inmate telephone system
37. Misuse of inmate tablet

CATEGORY 3 OFFENSES
SANCTIONS

Major & Minor Disciplinary Sanctions may include, but are not necessarily limited to:

1. **Disciplinary Detention: Up to 5 days per charge**

And / or up to 40 days loss of Loss of Privileges: Canteen Services, Phones, Visits, Dayroom Activities, Gym Access

And / or:

1. **Re-Classification: Program Failure, Loss of Work Privileges**
2. **Change in Housing Status: Unit Re-Assignment, Placement in Administrative Segregation**
3. **Fees: Levied Against Canteen Account Destruction / Damaging County Property**
4. **Prosecution: Charges referred to the District Attorney for Formal Prosecution**
5. **Restitution: For any expenses incurred by the Sheriff's Office due to an inmate's negligence, malice or intended actions which cause physical damage.**
6. **Loss of statutory good time**

Note* Two or more minor violations may be considered a major violation.

2. **Violating any institutional rule or regulation. (to include: violations of Unit Rules and Regulations)**
3. **Failure to keep one's person or one's quarters in accordance with institutional rule.**
4. **Being out of place.**
5A. **Unexcused absence from a work assignment.**
5B. **Willful failure to properly perform or refusal to accept a work assignment.**
13. **Gambling.**
17. **Self mutilation.**
22B. **Willfully destroying or damaging property of another person or inmate.**
23A. **Unauthorized possession of property belonging to another person or inmate.**
23B. **Unauthorized possession of property belonging to the county. (ie: laundry, linen, class materials, recreation items, meal service items)**
24A. **Possession of items not authorized for retention or receipt by the inmates.**
24B. **Possession of money or currency.**
25A. **Giving money or an item of value to an inmate, family member, friend without authorization.**
25B. **Accepting money or anything of value from an inmate, family member, friend without authorization.**
26. **Stealing.**
27. **Giving or offering any official or staff member a bribe.**
28. **Giving or offering any official or staff member any item of service or value.**
29A. **Extortion, blackmail, protection in return for protection against others.**
29B. **Demanding or receiving money or anything of value in return for protection against others.**
30. **Charging or receiving money or anything of value, either directly or indirectly, from another inmate, a member of his family, or any other person, for rendering legal assistance.**
31A. **Wearing or displaying colors or any type of emblem, insignia or logo, either manufactured or handmade, suggesting possible membership or affiliation with a gang, group, party, or other association. (Whenever such wearing or display may, in the opinion of the Deputy Superintendent or designee, pose a threat to the security, good order, or safety of the institution or any of its programs.)**
31B. **Possession of gang related items, literature, drawings or written materials.**

Posted Unit Rules

The unit you are housed in is controlled by a Unit Officer who will enforce the following Rules. You are responsible to follow these rules, as well as the orders of the Unit Officer, as long as you are housed within the Plymouth County correctional Facility. Failure to comply with this list of Rules and any others being enforced at the Plymouth County Correctional Facility, will result in Disciplinary action being taken and will not be tolerated.

1. You are required to read the Inmate Handbook and all posted rules and regulations. You are responsible for following the rules. Failure to follow them will result in disciplinary action.
2. You will be required to treat fellow inmates and staff in a courteous and respectful manner.
3. There will be no shouting or horseplay allowed in the unit. Racial slurs, name calling, swearing, profanity and rude gestures are not allowed and will result in disciplinary action.
4. Urinating or spitting, except in toilets, will not be tolerated anywhere in this facility.
5. Clean up any area you use: dayroom, rec deck, cell, shower, etc.
6. The Officer's Control Panel is OFF LIMITS! The only time you should be near the panel is with the Officer's permission. You will not be allowed to loiter on the second floor mezzanine of the unit, near stairways, or showers.
7. **THERE IS ABSOLUTELY NO SMOKING ALLOWED.** Anyone caught smoking or with smoking materials will be subject to disciplinary action.
8. You are required to wear your ID and a complete uniform anytime you go to a visit or leave your unit, this includes a green / orange / blue shirt, green / orange / blue pants and sneakers. **ID must be clearly visible at all times.**
9. You must be properly clothed when outside your room; You will wear gym shorts with T-shirt, or complete uniform with footwear or shower shoes (bare feet or stocking feet are not allowed). You will not be allowed to wear headwraps, hair covering at any time with the exception of authorized religious headwear. ID must be visible at all times.
10. You will not enter another inmate's room, nor will other inmates be allowed in your room.
11. You will ensure that your room is clean, bed is made in accordance with the posted picture in the unit, property is in your bag and under your bed. You will not attach, hang, adhere, affix, stick, or write anything on walls, ceilings, floors, furniture, mirrors, fixtures, beds / bunks, windows or air vents. Windows will not be covered at any time, nothing will be placed on the floor or in front of the door.
12. Anytime you leave your room, you must close the door completely so it locks. Do not slam the door shut.
13. As posted per Unit, the dayroom will be open during certain hours for use. During this time, you may utilize the telephones, recreation deck, televisions and common areas. The use of the dayroom is a privilege which may be limited or closed at the Unit Officer's discretion.
14. When any staff member tells you to "go to your room" or announces "lock-down", you will go to your room immediately, without question, and lock yourself in. You will remain in your room until an Officer tells you that you can come out.
15. You will go to your room for all headcounts. In a dormitory, you will be required to go to your bed / bunk for all headcounts.
16. As posted per Unit, clothing and linens will be laundered on a weekly basis.

17. You will be charged for all damaged or lost facility issued clothing and / or property.
18. When leaving the unit for court, hospital appointments, etc., you will be responsible for packing all of your property and bringing it with you to the Property Dept. (all facility issued property, including: uniforms, towels, sheets and personal property, including: canteen, mail, etc.) You will not leave anything in your living area, or with another inmate.
19. Telephones can be used anytime the dayroom is open. Telephones are programmed to make calls to pre-approved numbers. Outside phone calls will not be accepted. You will be required to use your six (6) digit IPIN, which you were issued during the booking process, to make a phone call.
20. If you have a visit or a program, you must be in full uniform, with your ID, and ready on time. You will go directly there and back, without stopping. Failure to complete movement within the facility in this manner may result in disciplinary action.
21. You may be allowed a scheduled amount of visits per week, per your unit schedule.
22. You may be allowed to purchase up to $130.00 worth of canteen items once a week. Canteen Orders must be completed by the scheduled day which is posted in each housing unit.
23. If you need to see a doctor, complete a Sick Call form and place it in the location provided in the unit. Medical staff will visit each housing unit 7 days each week. While in the Unit, they will only address the complaints of those inmates who have completed a Sick Call Form.
24. Meals will be eaten only at the tables provided in the unit and nowhere else. Food and meal service items are not to be removed from eating areas. Any foods found in rooms or living areas that are from the kitchen of the facility are contraband and are subject to immediate disposal.
25. Any questions will be addressed to the Unit Officer. If the Unit Officer cannot solve your problem the Officer will instruct you to submit a Request Form to the appropriate person. When a Staff member enters the unit, you will not approach them without having the approval of the Unit Officer.
26. **IN CASE OF ANY EMERGENCY, FIGHT, FIRE, MEDICAL EMERGENCY, ETC. YOU WILL GO TO YOUR ROOM IMMEDIATELY AND LOCK YOURSELF IN. DO NOT WAIT TO BE TOLD TO DO SO.** If for some reason you are unable to get to your room, for example, you must move as far as possible from the disturbance area, and wait until advised by a staff member to move to another location. If you are able to get to your room, but it is locked, you must stand by your door until it is opened by the Unit Officer. All inmates in Dormitories will report to their bunk area. Inmates will follow the direction of the Unit Officer. Failure to comply will result in disciplinary action.
27. Showers are available for use any time the dayroom is open. You must enter and exit the shower area clothed. You are responsible to leave the area clean and free of debris when you are finished.
28. All job opportunities within the unit are determined by the Unit Officer. All other job assignments are made by the facility Job Assignment Officer. Requests must be submitted to him, in writing. Assignment to a job may be determined by waiting lists, classification levels and medical clearance prior to job assignments
29. Upon release from the facility, inmates are required to arrange for transportation off the property. Any problems procuring a ride should be brought to the Caseworkers attention at least one week prior to release
30. An Inmate Grievance procedure is in place to assist in the resolution of issues which cannot be handled through normal channels. You will be required to submit the grievance on the form provided on the kiosk in the housing unit. See your Unit Officer or Caseworker to submit a grievance when the kiosk is not working. Inmate discipline and classification issues are not grievable, inmates must use the appeal process applicable.
31. Inmates are required to secure the door of their cell each time they enter / exit. Inmates will be allowed to enter / exit their cells at pre-determined times, as posted in their housing unit. Each pre-determined time of cell call allows time for an inmate to enter / exit the cell, with time allotted that they may recover needed items for classes / showers etc. The need to deviate from the scheduled cell call times will be determined by the Unit Officer
32. When inmates are using haircare equipment (clippers etc.), the inmate using the equipment is responsible to clean and sanitize the equipment before and after each individual use.

A.I.D.S. INFORMATION

WHAT IS A.I.D.S.?

1. A.I.D.S. stands for "Acquired Immune Deficiency Syndrome"
2. Affects the body's immune system.
3. The body cannot fight off any illness.
4. There is no known cure.

WHAT CAUSES A.I.D.S.?

1. A virus called "H.I.V." (Human Immune Deficiency Syndrome)
2. The virus enters the blood and destroys the body's immune system.
3. Someone can be infected with H.I.V. and not have A.I.D.S., but can spread the virus to others.

HOW DO YOU KNOW IF YOU ARE INFECTED?

1. A doctor must complete a series of blood tests.
2. The tests can prove if the person has been exposed to the A.I.D.S. virus.
3. People who are infected are "H.I.V." Positive.
4. People who are not infected are "H.I.V." Negative.

5. Anyone wishing to be tested should contact the Medical Staff or their Caseworker.
6. The test is free.
7. The results of the test are confidential.
8. There is no guarantee that if a test result is H.I.V. Negative, you will remain negative if you continue "at risk" behavior.

HOW IS A.I.D.S. TRANSMITTED?

1. TWO WAYS:
   a) Blood to Blood Contact
   b) Transmission of body fluids during sexual intercourse.
2. THE SIX MOST COMMON WAYS TO GET / GIVE A.I.D.S.:
   a) Anal intercourse, both partners are at risk.
   b) Oral sex, the partner receiving the body fluid is at risk.
   c) Vaginal Sex, both partners are at risk.
   d) Pregnant women giving the disease to their infants.
   e) Blood transfusions if infected blood is used.
   f) Sharing needles and / or works, either for drug injection or tattooing.
3. A.I.D.S. CANNOT BE SPREAD BY:
   a) Playing sports.
   b) Shaking hands.
   c) Eating food cooked by an H.I.V. positive person.
   d) Hugging.
   e) Breathing the same air.
   f) Touching the same objects.
   g) Sharing plates and utensils.
   h) Sharing toilets, showers and other facilities.
4. A.I.D.S. cannot be contacted by ordinary every day contact with others, whether they are infected with the disease or not.
5. Coming in contact with urine, feces, or spit will not give someone A.I.D.S..
6. It is very difficult to be infected if bitten by someone in a fight. To be infected one has to get blood other bodily fluids into the blood stream from an infected person.
7. Any questions about A.I.D.S.? Contact the Medical staff, a Caseworker, or an A.I.D.S. Counselor.

To get more information, call or write any of the following:

A.I.D.S. Program Center for Infectious Diseases Center for Disease Control 1600 Clifton Road, NE Atlanta GA 30333 1-404-639-2891 1-404-639-3352	US Public Health Service Room 725-H 200 Independence Avenue SW Washington DC 20201 (24 Hour A.I.D.S. Hotline) 1-800-342-A.I.D.S.	A.I.D.S. Information The National Prison Project 1616 P Street NW Washington DC 20036 1-202-3310500	Massachusetts Department of Public Health Bilingual Hotline (Monday - Friday , 9am-7pm) 1-800-637-3776

Sanitizing Haircare Equipment

- The cleaning, washing and sanitizing of all hair care equipment, (clippers, heads, combs etc.), is the responsibility of the inmate using the equipment, and should be completed before and after each use.
- The use of the sanitizer supplied, specifically for hair care, will assure proper sanitation.
- All equipment must be signed out with the unit officer and returned cleaned and intact to the unit officer at the completion of each use.

Sanitizing Cleaning Cloths

1. Cloths used for wiping and cleaning table surfaces in the dayroom shall be cleaned and rinsed frequently in a sanitizing solution and used for no other purposes.
2. All tables shall be cleaned prior to and after each meal period.
3. Cleaning cloths shall be stored and maintained in the sanitizing solution between uses.
   Note: Cloths used for general cleaning of cells, dayrooms and other housing areas shall be maintained separately. These cloths will not be used for cleaning of areas where inmates eat their meals.

Sanitizing Eating Utensils

The cleaning, washing and sanitizing of all personal utensils and eating materials, (forks spoons, bowls etc.), is your responsibility, and should be completed after each use.the use of sanitizer after washing will assure proper sanitation.

INMATE PROPERTY LIST: PCCF 403: ATTACHMENT 10
GENERAL POPULATION

COUNTY ISSUED ITEMS

# of Items	ITEM DESCRIPTION
1	Property Bag
3	Sets of Uniforms (Shirts & Pants)
4	Boxer shorts
4	Pair Socks
1	Blanket

# of Items	ITEM DESCRIPTION
2	Sheets
2	Washcloths
2	Towels
1	Laundry Bag
1	Pair Shower Shoes

# of Items	ITEM DESCRIPTION
1	Hygiene Kit
1	Bar Soap & Soap Dish
1	Roll of Toilet Paper
KOP	Keep on Person Medication
1	Cleaning Towel

1 Pair of Footwear (Croc Style Shoes) are issued to any new commitment
Kitchen workers are allowed to maintain one pair of footwear in addition to the normally allowed pair, for work purposes.
Inmates who alter, deface, destroy or are unable to account for county issued items are liable for payment of the items which were issued.
Each Bunk/Cell has an assigned Mattress

ALLOWABLE ITEMS: CANTEEN, HYGIENE, & PERSONAL

# of Items	ITEM DESCRIPTION
6	Pair of Socks
6	Pair of Boxer Shorts
6	T-Shirts
2	Gray Sweatshirts
2	Pair Gray Gym Shorts
1	Pair Footwear
1	Thermal Top (Shirt)
1	Thermal Bottom (Pant)
5"	Legal Materials
5	Books or Magazines
1	Bible or Koran
1	Religion Studies Book or Booklet
1	Item of Religious Headwear
5"	Mail
2	Books of Stamps
5	Safety Writing Pens
3	Writing Pads
1	Tablet
1	Radio
2	Pairs Headphones

# of Items	ITEM DESCRIPTION
2	Plastic Bowls (Total any sizes)
1	Dish Soap
1	4 Pack Batteries
2	Newspapers
1	Pack of Razors (Up To 5 total)
10	Band-aids
2	Packages of Dental Flossers
1	Toothbrush
1	Toothbrush Container
1	Soap Holder
1	Comb
1	Hairbrush
2	Emery Boards
2	Containers Plus Vitamins
2	Containers Vitamin C
2	Containers Allergy Tablets
2	Containers Nasal Spray
2	Containers Eye Drops
2	Containers Ibuprofen
2	Containers Milk of Magnesia
14	Bottled Beverages Total
	(Water / Soda or combination of)

# of Items	ITEM DESCRIPTION
2	Containers Petroleum Jelly
2	Containers of Toothpaste
2	Containers Shampoo
2	Containers Conditioner
2	Containers of Shaving Cream
2	Containers of Hair Gel
2	Containers of Deodorant
2	Containers Skin Care Lotion
2	Containers Mouthwash
2	Packages Q-Tips
2	Containers Baby Powder
2	Containers After Shave
2	Container Denture Adhesive
2	Containers of Denture Tablets
2	Containers Foot Powder
2	Containers of Athlete's Foot Cream
2	Cocoa Butter Cream
2	Containers of Benzol Peroxide Lotion
2	Containers Hydrocortisone Cream
2	Containers Orajel
2	Containers Hemorrhoid Ointment

1 Authorized Item of Religious Headwear is allowed to be maintained by an inmate in all housing
4 Pack of Batteries is in addition to the batteries which may be in use in a walkman or similar device
Brand names listed may not apply, the product type is what is to be maintained in accordance with listed restrictions
Inmates who alter canteen items will not be allowed to retain such items. For example, any item of clothing altered (ripped, cut, written on) is contraband, once altered, any personal property item altered (headphones, personal hygiene items etc are considered contraband and will be removed.

This list describes the amounts and types of property allowable for retention by inmates housed in General Population at the Plymouth County Correctional Facility. Items in excess, altered or not listed will be considered contraband and will be removed and / or destroyed.

YOUR HEALTH INFORMATION RIGHTS

You have the following rights with respect to your protected health information:

- ***Obtain a paper copy of the Notice of Privacy Practices upon request.*** You may request a copy of the Notice at any time. Even if you have agreed to receive the Notice electronically, you are still entitled to a paper copy of the Notice. To obtain a paper copy of the Notice, contact the Plymouth County Correctional Facility Medical Records Coordinator.

- ***Request a restriction on certain uses and disclosures of your information.*** You have the right to request a restriction on the protected health information ("PHI") that we use or disclose about you for treatment, payment, or health care operations. You also have the right to request a restriction on the PHI we disclose about you to someone who is involved in your care or payment for your care, such as a family member or friend. However, we are not required to agree to your request. To request restrictions, you must send a written request to the Medical Records Coordinator.
- ***Inspect and obtain a copy of your information.*** You have the right to access and copy PHI about you contained in your medical and billing records for as long as PCCF maintains the information. To inspect or copy your PHI, you must send a written request to the Medical Records Coordinator. If you request a copy of the information, we may charge you a fee for the costs of the copying, mailing, or other supplies that are necessary to grant your request. We may deny your request to inspect and copy in certain limited circumstances. If you are denied access to your PHI, you may request that the denial be reviewed by filing a request for review with the Medical Records Coordinator.
- ***Amend your information.*** If you feel that PHI we have about you is incomplete or incorrect, you may request that we amend the information. You may request an amendment for as long as we maintain your health information. To request an amendment, you must send a written request to the Medical Records Coordinator. In addition, you must include a reason that supports your request. In certain cases, we may deny your request for amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with the decision with the Medical Records Coordinator and we may prepare a rebuttal to your statement, which we will provide to you.
- ***Receive an accounting of disclosures of your information.*** You have the right to receive an accounting of the disclosures we have made of your PHI after April 14, 2003 for most purposes other than treatment, payment, or health care operations. The accounting will exclude disclosures we have made directly to you, disclosures to friends or family members involved in your care, disclosures made pursuant to a valid authorization, and disclosures for notification purposes. The right to receive an accounting is subject to certain other exceptions, restrictions, and limitations. To request an accounting, you must submit your request in writing to the Medical Records. Your request must specify the time period for which you are seeking an accounting, but it may not be longer than 6 years. The first accounting you request within a 12 month period will be provided free of charge, but you may be charged for the cost of providing additional accountings. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time.
- ***Request communications of your information by alternative means or at alternative locations.***
  For instance, you may request that we contact you about medical matters only in writing or at a different residence or post office box. To request confidential communication of your PHI, you must submit your request in writing to the Medical Records Coordinator. Your request must state how or when you would like to be contacted. We will accommodate all reasonable requests.
- ***Any requests for information must be addressed to the following:***

  MEDICAL RECORDS COORDINATOR
  PLYMOUTH COUNTY CORRECTIONAL FACILITY
  26 LONG POND ROAD
  PLYMOUTH, MA 02360

EXAMPLES OF HOW WE MAY USE AND DISCLOSE PROTECTED HEALTH INFORMATION ABOUT YOU

The following categories describe different ways that we use and disclose your protected health information. For each category of uses or disclosures, we try to explain what we mean and provide some examples.

We will use your protected health information for treatment.

For example: Information obtained by a nurse, physician, or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. Members of your health care team will record the actions they took and their observations. In that way, the health care team will know how you are responding to treatment.

We will use your protected health information for payment.

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your protected health information for health care operations.

For example: Members of our staff may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the health care and service we provide.

We are likely to use or disclose your PHI for the following purposes:

Business Associates: There are some services provided at PCCF through contracts with business associates. Examples include pharmacy services or billing services. When we contract for these services, we may disclose your PHI to our business associates(s) so that they can perform the job we have asked them to do and bill PCCF, you, or your third-party payor for services rendered. To protect your information, however, we require all business associates to appropriately safeguard your information.

Communication with Individuals Involved in your Care or Payment for your Care: Health professionals, such as a dentist or physician, using their professional judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, PHI relevant to that person's involvement in your care or payment related to your care.

Personal Communications: We may contact you to provide appointment or refill reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Food and Drug Administration (FDA): We may disclose to the FDA, or persons under the jurisdiction of the FDA, PHI relative to adverse events with respect to food, medicines, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Worker's Compensation: We may disclose your PHI to the extent authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs established by law.

Fundraising: We may contact you as part of a fundraising effort.

Public Health: As required by law, we may disclose your PHI to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Law Enforcement: We may disclose your PHI for law enforcement purposes as required by law or in response to a valid subpoena or court order.

As Required by Law: We will disclose your PHI when required to do so by federal, state, or local law.

Health Oversight Activities: We may disclose your PHI to an oversight agency for activities authorized by law. These oversight activities include audits, investigations, and inspections, as necessary for licensure and for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Judicial and Administrative Proceedings: If you are involved in a lawsuit or a dispute, we may disclose your PHI in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made, either by us or the requesting party, to tell you about the request or to obtain an order protecting the information requested.

WE ARE PERMITTED TO USE OR DISCLOSE YOUR PHI FOR THE FOLLOWING PURPOSES:

Research: We may disclose your PHI to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your information.

Coroners, Medical Examiners, and Funeral Directors: We may release you PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also disclose PHI to funeral directors consistent with applicable law to enable them to carry out their duties.

Organ or Tissue Procurement Organizations: Consistent with applicable law, we may disclose your PHI to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

Notification: We may use or disclose your PHI to notify or assist in notifying a family member, personal representative, or another person responsible for your care, regarding your location and general condition.

Correctional Institution: If you are sentenced or become an inmate of another correctional institution, we may disclose to the institution or its agents PHI necessary for your health and the health and safety of other individuals.

To Avert a Serious Threat to Health or Safety: We may use and disclose your PHI when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Military and Veterans: If you are a member of the armed forces, we may release PHI about you as required by military command authorities. We may also release PHI about foreign military personnel to the appropriate foreign military authority.

National Security and Intelligence Activities: We may release PHI about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Protective Services for the President and Others: We may disclose PHI about you to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state, or conduct special investigations.

Regulatory Compliance: Federal law makes provision for your medical information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

Victims of Abuse or Neglect: We may disclose PHI about you to a government authority, such as the Massachusetts Office for Children or the Massachusetts Executive Office of Elder Affairs, if we reasonably believe you are a victim of abuse or neglect. We will only disclose this type of

information to the extent required by law, if you agree to the disclosure, or if the disclosure is allowed by law and we believe it is necessary to prevent serious harm to you or someone else or the law enforcement or public official that is to receive the report represents that it is necessary and will not be used against you. In such cases, we will promptly inform you that a report has been or will be made unless there is reason to believe that providing this information will place you in serious harm. In Massachusetts, health care providers are required to report cases of abuse or neglect of children or elders, but they are not required to report cases of domestic violence.

COMPLIANCE WITH LAWS

If more than one law applies to this Notice, PCCF will follow the more stringent law.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions or would like additional information about PCCF's privacy practices, you may contact the Medical Records Coordinator, at the Plymouth County Correctional Facility, 26 Long Pond Road, Plymouth MA, 02360. If you believe your privacy rights have been violated, you can file a complaint with the Medical Records Coordinator or with the United States Secretary of Health and Human Services. There will be no retaliation for filing a complaint.

Effective Date: THIS NOTICE IS EFFECTIVE AS OF **APRIL 14, 2003**

Plymouth County Correctional Facility

26 Long Pond Road
Plymouth, Massachusetts 02360

Sheriff Joseph D. McDonald Jr.

Special Sheriff Gerald Pudolsky

Superintendent Antone Moniz

Tabla de contenido	*Página #*
Revisión de la fianza	31
Cuentas de comedor y reclusos	31
Llamada celular	32
Celdas/Habitaciones y áreas de dormitorios	32
Clasificación	32
Ropa: ropa de la corte / artículos proporcionados por el condado	33
Conducta	33
Contrabando	34
Comparecencias ante el tribunal	34
Salas de estar	35
Disciplina	35
Buen tiempo ganado	35
Permisos de ausencia escoltados por emergencia	35
Acceso igual	35
Correo de la instalación	36
Incendios y otras emergencias	37
Quejas	37
Gimnasio	38
Recuentos de cabeza	39
HIPAA	39
Indigencia	39
Procedimiento de lavado	39
Saliendo de la unidad	40
Servicios legales	40

Biblioteca	40
Comidas / Alimentos Permitidos	40
Medicación / Llamada de enfermos / Triaje de unidad	40
Puesto de control del oficial	41
Libertad condicional	41
Higiene personal	41
Propiedad personal	41
Información de PREA	41
Servicios del programa	44
Protección	45
Materiales de lectura y recreación	45
Archivos	45
Cubiertas de recreación	45
Liberaciones / Asignaciones de alojamiento / Reasignaciones	45
Servicios religiosos	46
Formularios de solicitud	46
Búsquedas	47
Servicio de guardia en la Unidad de Servicios de Salud	47
Fumar / Productos de tabaco	47
Tabletas	47
Teléfonos	48
Televisores	48
Asignaciones de trabajadores de la unidad	49
Visitas	49
Asignaciones de trabajo	51
Código de infracciones / Directrices de sanciones	52
Reglas de la unidad publicadas	54
Información sobre el SIDA	56
Desinfección de equipos para el cuidado del cabello	57
Paños de limpieza higienizantes	57
Desinfección de utensilios para comer	57
Lista de propiedades	57
Sus derechos sobre la información sanitaria	58
Formulario de quejas de reclusos	92
Comprobante telefónico e instrucciones	93
Hoja de orientación sobre seguridad	95

PARA OBTENER MÁS INFORMACIÓN SOBRE CUALQUIER TEMA DISCUTIDO EN ESTE DOCUMENTO, CONTACTE CON EL OFICIAL DE LA UNIDAD. EL OFICIAL DE LA UNIDAD RESPONDERÁ A SUS PREGUNTAS O LE INDICARÁ CÓMO OBTENER LA INFORMACIÓN.

NÚMEROINSTALACIÓN
DE TELÉFONO DE LAEN CASO DE EMERGENCIA Y PARA INFORMACIÓN, LOS VISITANTES PUEDENPOR TELÉFONO
LLAMAR(508) 830-6200.

REVISIÓN DE FIANZAS

Los reclusos alojados en el Centro Correccional del Condado de Plymouth deben solicitar la revisión de la fianza únicamente a través de su abogado.

CUENTAS DE COMEDOR Y DE RECLUSOS

1. El uso del comedor es un privilegio, que puede ser limitado o restringido por razones disciplinarias.
2. Normalmente se permitirá a los detenidos comprar hasta $130,00 en artículos de comedor una vez por semana, siempre que haya fondos suficientes en la cuenta del detenido en el momento del pedido.

3. No se permitirá que los detenidos excedan el límite de ciento treinta dólares ($130.00) sin la aprobación previa del Equipo de Unidad ADS. Cualquier artículo solicitado que exceda los ciento treinta dólares ($130.00) requiere que envíe el Formulario de pedido al Equipo de Unidad ADS.
4. Los reclusos solo pueden comprar zapatillas y radios una vez cada seis (6) meses, a menos que lo apruebe el ADS de la Unidad.
5. Los reclusos podrán tener limitado el acceso al comedor como sanción por violar las normas y reglamentos institucionales.
6. Los reclusos que soliciten exceder el límite determinado y puedan demostrar una necesidad imperiosa, deberán presentar un formulario de solicitud de recluso al Equipo de la Unidad ADS.
7. Los horarios de entrega de los artículos de la cantina se publican en cada unidad. Los reclusos que se encuentren en el juzgado el día de la entrega normalmente recibirán sus artículos al día siguiente.
8. Durante la entrega de alimentos en la cantina, la sala de estar se cerrará y cada recluso regresará a su celda/habitación o sala de estar. Cuando sea su turno, se le notificará que debe recoger su pedido, presentar su identificación y firmar la recepción de los artículos. Luego regresará a su celda/habitación o sala de estar y permanecerá allí hasta que se vuelva a abrir la sala de estar.
9. Los servicios de comedor podrán ser limitados y/o suspendidos como sanción disciplinaria.
10. Cualquier error en los pedidos o en la entrega deberá ser identificado en persona, al momento de la entrega y antes de aceptar y firmar su pedido y abandonar el área de entrega.

LLAMADA CELULAR

1. Los reclusos deberán asegurar la puerta de su celda cada vez que entren o salgan.
2. A los reclusos se les permitirá entrar y salir de su celda en horarios predeterminados, según lo determine el oficial asignado a la unidad de vivienda, pero como mínimo una vez por período de recreación.
3. Cada hora predeterminada de llamada a celda permite que un recluso entre o salga de la celda y recupere los artículos necesarios para clases, duchas, etc.

CELDAS/HABITACIONES Y ZONAS DE DORMITORIO

1. Las áreas de alojamiento de los reclusos (celdas/habitaciones, literas, dormitorios) tendrán un aspecto uniforme. Consulte la imagen publicada de una celda/habitación estándar. Este es el estándar con el que se comparará su celda/habitación.
2. Los reclusos deben mantener sus celdas/habitaciones limpias en todo momento. Las camas se tenderán de acuerdo con la imagen publicada en la unidad. Las pertenencias se guardarán en la bolsa de pertenencias. Los artículos que no quepan en la bolsa se doblarán/guardarán cuidadosamente debajo de la cama y no deben exceder los artículos permitidos. No se fijará, adherirá, colgará ni pegará nada en las paredes, techos, conductos de ventilación, luces u otros accesorios. No se permitirá que nada bloquee la ventana ni quede frente a la puerta. Las áreas de estar se inspeccionarán periódicamente. El incumplimiento de esta norma dará lugar a una acción disciplinaria.
3. En cada celda o habitación se colocará un estante. No se colocará nada en las ventanas ni sobre los alféizares.
4. No ingresará a la celda/habitación de otro recluso, ni se permitirá que otros reclusos entren en su celda/habitación.
5. Los reclusos son responsables de los elementos asignados a su celda/habitación/sala de estar. Los colchones se guardarán en las camas.
6. Se entregan bolsas de lavandería a cada recluso para que las utilice durante los servicios de lavado que brinda la institución. Los reclusos deben conservar y entregar este artículo en las mismas condiciones en que se les entregó originalmente.
7. Usted es responsable de la limpieza de su área de vivienda. Debe: quitar el polvo de las paredes, las puertas, los alféizares de las ventanas y los muebles, desinfectar el inodoro y el lavabo, limpiar las manchas de las ventanas, quitar las marcas de las paredes, el piso y la puerta, barrer y trapear el piso, y depositar la basura en un recipiente adecuado para su eliminación. Doblar cuidadosamente y guardar toda la ropa en una bolsa de lavandería.
8. Coloque la ropa blanca sucia, los pantalones cortos y la sudadera en una bolsa de lavandería. Cuelgue la bolsa de lavandería en el gancho asignado. Coloque las zapatillas y los zapatos de baño debajo de la litera. Cuelgue las toallas mojadas en el gancho asignado. Doble y guarde la ropa de cama seca en una bolsa de lavandería.
9. Si está alojado en una unidad de dormitorio, para evitar cualquier visualización cruzada debido a la cantidad de cámaras en la unidad, se recomienda cambiarse en el área de la ducha.
10. Todos los reclusos bajo vigilancia por riesgo de suicidio o asignados a la celda seca de la unidad de reserva deben alertar al funcionario penitenciario de turno cuando necesiten usar el baño.

CLASIFICACIÓN

1. Los reclusos se clasifican en las siguientes categorías:
1. Orientación
1. Los nuevos ingresos se clasifican generalmente de inmediato a la Fase I de Orientación, independientemente de si se trata de un proceso judicial o de una sentencia, excepto cuando se identifique que el recluso requiere un tratamiento especial.
2. Los reclusos sentenciados que hayan completado satisfactoriamente la Fase I de Orientación podrán ser clasificados a la Fase II de Orientación.
3. Proceso judicial: Todos los reclusos en prisión preventiva que hayan completado la Fase I de Orientación y que no estén cumpliendo una condena, todos los reclusos en custodia y todos los reclusos federales en custodia.
4. Sentenciado: Todos los reclusos estatales y del condado que estén cumpliendo una condena y que hayan completado satisfactoriamente las Fases I y II de Orientación, se clasifican según los criterios que cumpla el recluso. 5. Custodia: Todos los detenidos, ya sea en pre-arreglo, en custodia y bajo el Sistema de Gestión de la Información (WMS), se alojan en la unidad de Registro y Recepción, a la espera de la lectura de cargos el siguiente día de audiencia judicial.
2. Al llegar a una unidad de alojamiento, a cada recluso recién ingresado se le asigna el/la Trabajador/a Social responsable de dicha unidad. Cuando un recluso sea trasladado a otra unidad de alojamiento, el/la Trabajador/a Social asignado/a a dicha unidad será su/su Trabajador/a Social. Los/las

trabajadores/as sociales son responsables de garantizar que se hayan completado los procedimientos adecuados de admisión y asistencia, y asistirán al recluso/a en las actividades iniciales de clasificación.
3. Para cada recluso/a condenado/a del condado que se encuentre retenido/a más de treinta (30) días, el/la Subdirector/a de Clasificación se asegurará de que se clasifique y revise de acuerdo con los estándares mínimos.
a. Revisión de la clasificación por parte del/de la Trabajador/a Social y el/la Subdirector/a de Clasificación cada sesenta (60) días a partir de entonces.
4. Todos los reclusos (condenados/as y en juicio) asignados/as a Unidades de Gestión Especial (Segregación Administrativa o Custodia Protectora) se clasifican como corresponde. a. Revisión de la clasificación por parte del Subdirector de Clasificación dentro de los tres (3) días hábiles;
b. Revisión de la clasificación por parte de un comité cada siete (7) días durante los primeros dos (2) meses mientras esté asignado a la Unidad de Gestión Especial, y posteriormente cada treinta (30) días;
c. Si se trata de un recluso sentenciado, revisión regular de la clasificación por parte del Trabajador Social y el Subdirector de Clasificación sesenta (60) días después de la última revisión.
6. La Revisión de Clasificación se realiza mediante la revisión de la documentación y/o entrevistas a los reclusos y al personal. Las revisiones pueden ser realizadas por un solo Trabajador Social o pueden requerir la revisión y los comentarios de cada miembro de la Junta de Clasificación. Las revisiones completadas confirman el estado o las decisiones de clasificación, o bien recomiendan cambios. Las Revisiones de Clasificación se remiten al Subdirector de Clasificación para su revisión final y, posteriormente, al Supervisor de Registros para su inclusión en la Carpeta de 6 Partes del recluso.
7. Los reclusos pueden apelar las decisiones de clasificación. Todas las apelaciones deben presentarse de acuerdo con los procedimientos de clasificación establecidos por el PCCF o el DOC. 8. Los reclusos del Departamento de Correccionales (DOC) alojados en el PCCF deben asistir a audiencias de clasificación de acuerdo con la Política del DOC, 103 CMR 420, CLASIFICACIÓN. Para supervisar el cumplimiento del plan inicial del programa de clasificación o del Acuerdo de Clasificación y Programa, al menos una vez al año después de la clasificación inicial por parte del estado.

VESTIMENTA: VESTIMENTA JUDICIAL / ARTÍCULOS EMITIDOS POR EL CONDADO

1. El cambio de ropa entre reclusos se realizará de uno en uno en la división de lavandería. Los reclusos son responsables de mantener en buen estado toda la ropa que se les entrega. Los reclusos serán responsables de toda la ropa y la ropa de cama dañada o perdida.
2. Los reclusos deben usar siempre uniforme en las áreas comunes de su unidad de alojamiento. Este consiste en una camiseta o camisa de uniforme y una parte inferior del uniforme o pantalones cortos de gimnasia. La ropa que se use no puede ser alterada de ninguna manera, lo que incluye cortar el material y/o colocar material escrito o dibujos sobre la tela. Sin excepciones.
3. Los reclusos deben usar uniforme completo fuera de su unidad, lo que incluye cualquier visita, asistencia a clases, reuniones, visitas médicas, gimnasio o cualquier audiencia a la que puedan asistir dentro de los límites de la instalación. Un uniforme completo constará de camisa, pantalones y calzado de uniforme (no se permiten chanclas).
4. Los reclusos deberán usar calzado deportivo o chanclas cuando estén fuera de su celda o habitación, pero dentro de su unidad de alojamiento. No se permite el uso de pies descalzos o con medias.
5. Los reclusos deberán llevar su identificación al salir de su unidad de alojamiento. La identificación debe estar visible en la parte superior del torso en todo momento.
6. Se podrá entregar ropa para determinadas tareas laborales, en el área de trabajo.
7. Después de la entrega inicial, los reclusos deberán comprar su propia ropa interior, calcetines y zapatillas en la cantina.
8. A los reclusos indigentes se les puede entregar ropa interior, calcetines y calzado tipo cocodrilo. No se declarará la indigencia hasta que un recluso tenga un saldo en su cuenta de menos de diez dólares ($10.00), menos el monto que se le eximirá, durante sesenta (60) días. Para solicitarlo, los reclusos deben pedir un Formulario de Comedor para Indigentes al Oficial de la Unidad, completarlo y enviarlo a través del asistente social al Equipo de Unidad ADS.
9. Los reclusos pueden conservar un (1) juego de ropa personal almacenada en la Sala de Propiedades para comparecencias ante el tribunal y/o para usarla al ser dados de alta de la instalación.
    h. La instalación no cuenta con suficiente espacio de almacenamiento para albergar más de un (1) conjunto de ropa personal por recluso. La ropa que exceda este límite se considerará contrabando y deberá retirarse o destruirse dentro de los treinta (30) días posteriores al internamiento.
    i. La instalación ha proporcionado un espacio de "método de eliminación" en el recibo de propiedad que es firmado por cada recluso durante el proceso de reserva.
    j. Los reclusos pueden solicitar que se les traiga ropa de tribunal a la institución completando una Solicitud de recluso.
    k. El formulario de solicitud se enviará al Oficial de Propiedad al menos dos (2) días antes de la entrega.
    l. La solicitud debe incluir las prendas específicas solicitadas y el nombre de la persona autorizada para recibir la ropa almacenada, a cambio de la entrega de la propiedad.
    m. No se aceptarán zapatillas de deporte de visitantes, correo u otros medios. Todo calzado entregado será para uso exclusivo en el tribunal y no se permitirá su uso por parte de los reclusos dentro de las instalaciones.
    n. Toda la ropa que se introduzca en las instalaciones será inspeccionada antes de ser aceptada. La persona que entregue los artículos deberá permanecer presente mientras se realiza el registro.
11. No se aceptará ningún cambio de ropa, a menos que el visitante acepte y reciba, uno por uno, la ropa guardada en la Sala de Propiedad. (es decir, si un visitante entrega pantalones, camisas y chaqueta de traje, abrigo, calcetines y zapatos, debe tomar un cambio de pantalones, camisa y chaqueta de traje, abrigo, calcetines, zapatos (si los hay) del almacenamiento).
    b. Toda persona que desee cambiar de ropa deberá mostrar algún tipo de identificación con fotografía. Esta persona también deberá firmar cualquier artículo que entregue o retire de las instalaciones.
    b. La ropa de la corte se aceptará para cambio en el vestíbulo de Entrega al público, de lunes a viernes de 09:00 a 14:30 horas y los martes de 19:00 a 21:00 horas. No se aceptan prendas los fines de semana ni los días festivos.

c. No se aceptará ropa de la corte por correo, excepto en casos en que se identifique una necesidad imperiosa y sea aprobada por el Gerente de la Unidad. Todos los cambios deben hacerse normalmente en persona, en un intercambio de uno por uno.
f. Cualquier desviación de lo anterior deberá ser aprobada por escrito por el Superintendente Adjunto o su designado. La aprobación por escrito identificará los artículos aprobados para su recepción.
g. Todos los artículos se aceptarán de uno en uno. Los artículos que se reemplacen por correo deberán enviarse por correo a cargo del recluso antes de que se acepten nuevos artículos para su retención.

11. Las personas que intenten dejar objetos personales mientras un recluso se encuentra fuera del juzgado podrán hacerlo. Si no hay objetos en la bolsa de ropa debido a la comparecencia del recluso ante el juzgado, se aceptarán los objetos y se colocarán en la bolsa de ropa del recluso.
    d. Los artículos que excedan los límites de las instalaciones, al momento de su devolución, serán considerados contrabando.
    e. Estos artículos se mantendrán durante un máximo de treinta (30) días.
    f. Cualquier artículo que exceda las limitaciones de las instalaciones, que no se cambie ni se recoja por instrucción del recluso, se desechará de acuerdo con los procedimientos de las instalaciones.
16. Los artículos que se pueden conservar se enumeran en la parte posterior de este libro. Las listas se determinan según la clasificación del área de alojamiento asignada.
17. Los servicios de lavado se proporcionarán una vez por semana según el horario de la unidad.
18. La remoción de cualquier artículo perteneciente a la institución, incluidos los uniformes, dará lugar a la restitución o a cargos legales por hurto.
19. Los informes de pérdida o desaparición de bienes personales deben gestionarse a través del procedimiento de quejas de la instalación establecido.

CONDUCTA

1. Se le pedirá que trate a los demás reclusos y al personal de manera cortés y respetuosa.
2. No se permitirá tirar basura, gritar ni hacer ruidos en la unidad de vivienda, las terrazas de recreación, el gimnasio ni ningún otro lugar de la instalación.
3. No se permiten insultos raciales, apodos, malas palabras, blasfemias, insolencias ni gestos groseros, y darán lugar a medidas disciplinarias.
4. Las normas y reglamentos específicos se enumeran en el Código de Delitos y en las Normas de la Unidad Publicada. Se encuentran copias de este manual y están disponibles en la unidad de vivienda.

CONTRABANDO

1. Se considera contrabando en el Centro Correccional del Condado de Plymouth, entre otros:
    a. Cualquier artículo que no esté autorizado a conservar por un recluso,
    b. Cualquier artículo que no pertenezca al recluso,
    c. Cualquier artículo dejado por un recluso,
    d. Cualquier artículo que haya sido alterado o no se encuentre en su estado original,
    e. Cualquier artículo que no pueda adquirirse a través del servicio de comedor del establecimiento,
    f. Cualquier artículo que no esté permitido en la instalación a través de la división de propiedad,
    g. Cualquier artículo que exceda las cantidades permitidas.
    h. Cualquier artículo que sea mal utilizado o no se utilice según lo previsto.
2. Cualquier recluso en posesión de contrabando estará sujeto a medidas disciplinarias y/o procesamiento penal.
3. Los artículos alterados se consideran contrabando e incluyen, entre otros, los siguientes: auriculares modificados para convertirlos en parlantes, antenas conectadas a radios, ropa, uniformes, etc.
4. La ropa personal que haya sido alterada de cualquier manera, cortada, rasgada en exceso, marcada con escritura y/o dibujos será removida de la posesión del recluso y considerada como contrabando.
5. Cualquier artículo que se utilice para un fin distinto del uso previsto del objeto puede considerarse contrabando.

COMPARECENCIAS ANTE LA CORTE

1. Los reclusos que tengan cita en el tribunal deben estar listos para abandonar la unidad de acuerdo con el cronograma del tribunal. Los oficiales de la unidad se asegurarán de que los reclusos se despierten a tiempo para estar listos.
2. Todos los reclusos que vayan al tribunal llevarán su identificación al momento del registro y la liberación, y son responsables de empacar todas sus pertenencias y llevarlas a la División de Propiedad antes de viajar al tribunal.
3. Los reclusos son responsables de cerrar las puertas de sus celdas o habitaciones cuando son trasladados a un juzgado. Los reclusos que se encuentran en dormitorios deberán cerrar con llave sus taquillas una vez vacías.
4. A los reclusos sólo se les permitirá llevar consigo al tribunal sus documentos legales.
5. Los reclusos podrán cambiar su uniforme por la ropa de tribunal que les entregará la División de Bienes. Bajo ninguna circunstancia se permitirá que los reclusos abandonen el establecimiento con el uniforme puesto, a menos que así lo exija el procedimiento.
6. A los reclusos alojados en Detención Disciplinaria, Segregación Administrativa o alojados como Administración Especial, por razones de clasificación, se les puede exigir que sean procesados ante el tribunal con la ropa designada, determinada por las necesidades de la Oficina del Sheriff y/o según lo dicte su comportamiento.

SALAS DE DÍA

1. Según lo publicado en el horario de la Unidad, la sala de estar estará abierta durante ciertas horas para su uso. Durante este tiempo, podrá utilizar los teléfonos, la sala de recreación, los televisores y las áreas comunes. El uso de la sala de estar es un privilegio que puede limitarse o cerrarse a discreción del Oficial.
2. No se permitirá merodear cerca de las celdas/habitaciones de los reclusos, en el entrepiso del segundo piso, cerca de la puerta de salida, escaleras, celdas/habitaciones de visita, duchas o cualquier puerta.
3. Las luces del salón de día deben permanecer encendidas en todo momento en que el salón esté abierto para su uso. Las luces del salón de día se encenderán y permanecerán encendidas durante todo el período de comida, lo que incluye la preparación y limpieza del salón de día y del área de servicio.
4. Todos los muebles de la sala de estar permanecerán en el área para ver televisión. No se podrán mover y se utilizarán de la manera prevista.
5. Los reclusos deben limpiar todas las áreas que utilicen: áreas comunes, terraza de recreación, etc. Son responsables de mantener limpia la sala de estar. Si no lo hacen, se podrá cerrar la sala de estar y/o limitar su uso.
6. Los reclusos deben estar vestidos adecuadamente cuando estén fuera de su habitación o abandonen su zona de literas. Deberán llevar pantalones cortos de gimnasia con una camiseta o uniforme completo con calzado o chanclas. No se les permitirá llevar pañuelos para la cabeza (gorros, pañuelos para el pelo, etc.) ni ningún tipo de cobertor para el cabello en ningún momento, con excepción de los tocados religiosos autorizados.

DISCIPLINA

1. Se han establecido normas y reglamentos para los reclusos.
2. Todas las normas y regulaciones se aplicarán estrictamente.
3. Los reclusos que violen las normas y reglamentos estarán sujetos a medidas disciplinarias que incluyen, entre otras, advertencias, reprimendas verbales, confinamiento en la habitación, pérdida de privilegios, trabajos adicionales, detención disciplinaria, restitución y/o procesamiento penal.
4. Las infracciones disciplinarias serán tratadas por la institución de manera formal y/o informal.
5. Las sanciones por infracciones se basarán en la calificación que se le dé a la infracción cometida.
6. Los listados de infracciones se encuentran dentro de este folleto y están disponibles para su revisión dentro de la unidad de vivienda.
7. Los reclusos pueden apelar las sanciones disciplinarias de acuerdo con los procedimientos establecidos por el PCCF.

GANÓ BUEN TIEMPO

1. Los reclusos sentenciados pueden ser elegibles para reducir su sentencia si completan con éxito una combinación de trabajo y /o participación en varios programas educativos, de enriquecimiento, vocacionales o de rehabilitación. Se consultará el historial institucional del recluso antes de otorgarle la pena por buena conducta.

2. Los reclusos podrán recibir un máximo de 10 días por mes.
3. El buen tiempo ganado SÍ afecta su fecha de alta institucional.
4. Los reclusos en juicio no son elegibles para recibir deducciones por buena conducta acumulada.
5. Los reclusos que tengan preguntas e inquietudes sobre el Buen Tiempo Ganado pueden hablar con su asistente social.

LICENCIAS DE EMERGENCIA CON ACOMPAÑAMIENTO

1. Solo se considerarán permisos de emergencia acompañados.
2. Las solicitudes de licencias de emergencia deben comunicarse al Oficial de la Unidad, quien lo remitirá al trabajador social apropiado para que lo ayude.
3. Los reclusos estarán limitados a la duración de la licencia, la forma en que se administra la misma, incluida la ubicación, los horarios y los límites en la cantidad de licencias.
4. A los reclusos alojados en el PCCF pero que están cumpliendo condena en otra jurisdicción se les puede exigir que cumplan con las normas de licencia sin goce de sueldo de la jurisdicción desde la que fueron transferidos.
5. Se podrán cobrar tarifas por los servicios prestados durante el permiso.

ACCESO IGUAL

Se prohíbe toda discriminación basada en la discapacidad. El Centro Correccional del Condado de Plymouth ofrece a los reclusos y detenidos con discapacidades acceso a programas y actividades a través de adaptaciones razonables relacionadas con la discapacidad, según sea necesario.

A. El Centro Correccional del Condado de Plymouth mantiene un proceso interactivo que incluye:

   1. Identificación de reclusos y detenidos con discapacidad o discapacidad potencial mediante observación, evaluación, detección y solicitudes de los propios reclusos y detenidos o de terceros;
   2. Notificación a los reclusos y detenidos de su derecho a solicitar adaptaciones;
   3. Una evaluación individualizada e interactiva de las necesidades de los reclusos y detenidos relacionadas con su discapacidad para acceder al establecimiento y a sus programas, en la que se preste especial atención a las preferencias de los reclusos y detenidos. El establecimiento podrá considerar y proporcionar alternativas igualmente eficaces;

4. Consideración de adaptaciones provisionales o temporales cuando las adaptaciones solicitadas no puedan proporcionarse de inmediato o estén sujetas a la aprobación de la agencia; y,
5. Un proceso para informar a los reclusos y detenidos sobre la decisión final sobre su solicitud de adaptaciones, incluyendo si el centro proporcionará a los reclusos y detenidos adaptaciones alternativas que sean igualmente efectivas que las solicitadas.

CORREO DE INSTALACIONES

Puede enviar o recibir correspondencia a cualquier persona que conozca personalmente. Puede sellar sus cartas salientes y entregárselas a su oficial de vivienda o colocarlas en un receptáculo provisto. Está prohibido dibujar en el frente de sus sobres salientes debido a las regulaciones postales. Si recibe correo legal entrante, se abrirá en su presencia para inspeccionarlo en busca de contrabando.

Se pueden enviar cheques bancarios, giros postales y cheques del tesorero a los reclusos. No se debe enviar dinero en efectivo por correo, pero se aceptará. No se aceptarán cheques personales y se devolverán al destinatario, con el sobre tal como se envió.

El correo personal a los reclusos debe estar dirigido con el nombre del recluso y la unidad a:

Nombre y número de identificación del recluso/detenido
Unidad y Habitación #
Cárcel del condado de Plymouth, MA
C/O Centro de correo digital Securus
Apartado Postal 21567
Tampa, Florida 33622

El siguiente correo se enviará directamente a la instalación:
5. Correo legal
6. Publicaciones: enviadas directamente desde un editor, distribuidor o minorista autorizado (sin minoristas externos ni posibilidad de utilizar vendedores externos)
7. Giros postales
8. Estos deberán dirigirse directamente a la instalación, de la siguiente manera:

Nombre completo del recluso y número de identificación del recluso
Unidad de alojamiento para reclusos
Plymouth CountyCentro penitenciario
Carretera del estanque largo número 26
Plymouth, Massachusetts 02360

Si se incluye algún correo personal junto con una publicación o giro postal, la pieza de correo completa junto con la publicación o giro postal se devolverá al remitente.
Securus Digital Mail no acepta ningún correo que requiera firma (certificado, acuse de recibo, etc.). Este será devuelto al remitente.

A. Si no acepta la carta o no permite que la revisen en su presencia, será devuelta al remitente. **Su carta no será leída, sólo será inspeccionada para detectar contrabando.**
   1. Es su responsabilidad informar a cualquier persona que envíe correspondencia/correo a las instalaciones sobre las normas de la instalación, lo que incluye la dirección y el etiquetado adecuados de los artículos que se envían.
B. No se le permitirá recibir ni enviar paquetes sin haberlo acordado previamente (consulte con su asistente social). Usted deberá pagar el franqueo de los paquetes y de correo de gran tamaño o peso. El contenido de todos los paquetes que entren o salgan será inspeccionado en presencia del detenido.
C. Cuando abandone las instalaciones, es su responsabilidad notificar a los remitentes su nueva dirección. Si se recibe, todo ese correo será devuelto a la oficina de correos.
D. **El correo saliente** que no esté correctamente dirigido (con su dirección de remitente) no se enviará fuera de la instalación y se abrirá y se le devolverá para que coloque la dirección correcta, cuando sea posible.
E. No se aceptará en la instalación **el correo entrante ni saliente que no esté correctamente dirigido, y se marcará como "devuelto al remitente" y se devolverá a la oficina postal. Todo el correo debe incluir una dirección de remitente.**
   1. Los reclusos colocarán todo el correo saliente en el buzón de la unidad.
   2. El correo de los detenidos se entregará desde la unidad a la sala de correo diariamente para que lo recoja la Oficina Postal de EE. UU. de lunes a sábado, excepto los días festivos.
   3. El oficial de correo abrirá todo el correo entrante de los detenidos y lo inspeccionará para detectar contrabando, pero no lo leerá.
   4. Cualquier correo devuelto a la Instalación debido a una dirección o franqueo incorrectos, no puede enviarse correctamente por cualquier motivo o está marcado como "devolver al remitente" será revisado antes de ser devuelto al detenido.
   5. Todo el correo entrante de los detenidos será llevado a la unidad por el oficial de la unidad para su entrega a los reclusos diariamente, excepto los domingos y días festivos.
   6. No se aceptarán paquetes para los reclusos y serán devueltos al remitente.
   7. Cualquier artículo no autorizado será devuelto al remitente.
   8. Cualquier correo de abogados (correo legal) se abre en presencia de los reclusos, pero no se lee.

9. Los materiales escritos (libros, publicaciones periódicas, periódicos, etc.) deben recibirse de un editor o distribuidor. Los reclusos deberán organizar el pago de estos artículos fuera de la instalación.
10. El centro no aceptará ningún material enviado a un recluso que muestre desnudez o material sexualmente explícito y se devolverá al remitente. Esto incluye representaciones en revistas o fotografías.
11. Las fotografías aprobadas para su conservación se pueden exhibir en un álbum de fotografías disponible en el comedor, en la mesa provista en la celda/habitación.
12. Cualquier descarga o impresión de redes sociales o aplicaciones de mensajes de texto.
13. Cualquier publicación no enviada directamente desde el editor que supere las cinco (5) páginas por día o que de otro modo viole la política.
14. Los materiales de lectura se limitarán a cinco (5) artículos (libros, revistas, periódicos o una combinación de ambos). No se aceptarán libros de tapa dura en el establecimiento por correo.
15. Los materiales legales se limitarán a cinco (5) pulgadas. Todo lo que supere las cinco (5) pulgadas se almacenará en el departamento de propiedades y podrá cambiarse a pedido del recluso.
16. Cualquier material relacionado con pandillas que se encuentre en el correo será confiscado y tratado como contrabando.
17. El correo que no quepa en el buzón de la unidad debe entregarse al oficial de la unidad sin sellar. El oficial de la unidad revisará el correo para detectar contrabando antes de colocarlo en el buzón. Los libros y los bienes personales deben enviarse por correo siguiendo los procedimientos prescritos en la División de Bienes.

F. Correspondencia privilegiada/Correo legal: correo entre un recluso y:
1. Cualquier funcionario del tribunal de los Estados Unidos o de la Mancomunidad de Massachusetts (jueces, abogados, secretarios);
2. El Presidente de los Estados Unidos o el Gobernador de la Mancomunidad de Massachusetts;
3. Cualquier miembro del Congreso de los Estados Unidos;
4. Cualquier miembro de la legislatura de la Mancomunidad de Massachusetts;
5. El Fiscal General de los Estados Unidos o el Procurador General;
6. El Director o cualquier agente del Buró Federal de Investigaciones;
7. El Comisionado del Departamento de Seguridad Pública de Massachusetts;
8. Los comisionados del condado o el alguacil del condado en el que se encuentra confinado el recluso;
9. El Comisionado del Departamento Correccional de Massachusetts y, si corresponde, el Superintendente de la institución correccional estatal en la que estuvo confinado el recluso;
10. Cualquier miembro de la Junta de Libertad Condicional de Massachusetts;
11. El Secretario de Seguridad Pública;
12. Cualquier miembro del Comité Asesor del Gobernador sobre Correcciones; y
13. Cualquier fiscal de distrito de los Estados Unidos.
14. Correo consular del detenido inmigratorio
15. Solicitudes de los medios de comunicación de los detenidos por motivos de inmigración
16. El Secretario de una Ciudad o Pueblo con el propósito de entregar una boleta de voto en ausencia

G. Correo de los reclusos: Salvo las limitaciones impuestas en el Procedimiento 481, a los reclusos se les permitirá enviar y recibir cartas ilimitadas y sin censura cada día para mantener las comunicaciones con sus familiares, amigos y autoridades gubernamentales.

INCENDIOS Y OTRAS EMERGENCIAS

1. En caso de cualquier emergencia (pelea, incendio, emergencia médica), deberás ir inmediatamente a tu celda/habitación y encerrarte allí. No esperes a que te lo digan.
2. Si por alguna razón no puede llegar a su celda/habitación, si hay un disturbio entre usted y su celda/habitación, por ejemplo, debe moverse lo más lejos posible del área del disturbio, sentarse tranquilamente en el piso y esperar hasta que un miembro del personal le indique que puede moverse a otra ubicación.
3. Si puedes llegar a tu celda/habitación, pero está cerrada con llave, debes permanecer junto a la puerta hasta que se te abra.
4. Todos los reclusos de los dormitorios se dirigirán a su zona de literas.
5. Los reclusos seguirán las instrucciones del oficial de la unidad.
6. Una respuesta lenta a cualquier instrucción dada por un Oficial Correccional, Supervisor o Control Central (a través del sistema de megafonía), puede resultar en una pérdida de privilegios.
7. El incumplimiento dará lugar a medidas disciplinarias.
8. Cualquier recluso con una discapacidad que requiera asistencia para evacuar la unidad será asistido por el personal.

QUEJAS

A. Información general
1. Queja de un recluso: una queja escrita presentada por un recluso sobre un incidente, una condición de confinamiento o la aplicación de cualquier política, norma o reglamento institucional para el cual se busca reparación, sin incluir decisiones de clasificación o disciplina para las que existen mecanismos de apelación.
2. El procedimiento de quejas de los reclusos del centro está establecido para ayudar a resolver los problemas.
3. Un formulario de queja sólo debe presentarse después de que el recluso haya utilizado todos los demás recursos disponibles para resolver un problema.
4. Las quejas de los reclusos deben ser completadas por el recluso en su propio nombre. Los reclusos que necesiten ayuda para completar un formulario de queja o que tengan alguna pregunta o necesiten ayuda para presentar una queja deben comunicarse con el oficial de la unidad, el teniente de la unidad, el asistente social o el gerente del equipo de la unidad ADS.

5. Las quejas, independientemente de su contenido, deberán remitirse a la unidad ADS para su revisión.
6. No se aceptará ningún formulario de queja del recluso que contenga múltiples quejas o que no contenga, como mínimo, de forma legible, la fecha del incidente, los hechos pertinentes, cualquier solución solicitada y la firma del recluso con una explicación por escrito.

B. Formulario de quejas de los reclusos: en las unidades de alojamiento se dispondrá de copias de los formularios de quejas de los reclusos (adjuntos). Los reclusos pueden obtener un formulario de quejas de los reclusos del oficial de su unidad.

C. No se aceptarán quejas grupales: No se aceptará ninguna queja presentada por un grupo, en nombre de un grupo o una queja que incluya a más de un recluso.
1. Se aceptarán las quejas presentadas en nombre de una persona, por la propia persona.

D. Queja de emergencia: Si una queja es de naturaleza de emergencia, el ADS de la Unidad enviará inmediatamente al Coordinador de Quejas de Reclusos (IGC) la queja y cualquier documentación adjunta.
1. El IGC responderá al interno lo antes posible.

E. Periodos de tiempo
1. Se debe presentar un formulario de queja del recluso completo dentro de los diez (10) días hábiles posteriores al incidente, a menos que el incidente involucre agresión sexual o acoso sexual.
2. Los plazos podrán ser prorrogados tanto para los reclusos como para los revisores por razones legítimas. Se notificará por escrito dicha prórroga al recluso. No se requieren dichas prórrogas en el caso de incidentes que impliquen agresión sexual o acoso sexual.
5. El incumplimiento por parte de un recluso de las restricciones de tiempo dará por terminado el proceso de queja, a menos que el incidente involucre agresión sexual o acoso sexual.
6. El no emitir una decisión dentro del plazo establecido constituirá una denegación y el recluso podrá proceder al siguiente paso.

F. Garantía contra represalias: Los reclusos que presenten quejas legítimas por escrito conforme a las disposiciones de este procedimiento no estarán sujetos a represalias ni a acciones punitivas por dicha presentación.

G. Las quejas pueden presentarse en cualquier idioma.

Formulario de quejas de reclusos

B. Los formularios electrónicos de quejas se enviarán directamente al IGC por correo electrónico. Cuando esté disponible en la instalación, los reclusos/detenidos tendrán acceso a un formulario electrónico de quejas. El recluso/detenido puede completar este formulario a través de un quiosco en la sala de estar de la unidad.
6. Los reclusos deberán utilizar su número PIN de la instalación para acceder al quiosco.
7. El formulario completará automáticamente la sección de información del formulario del recluso/detenido.
8. El recluso/detenido completará las preguntas que se le piden en el formulario.
9. Una vez completadas todas las preguntas, el recluso/detenido acusará recibo y enviará el formulario que será entregado automáticamente de forma electrónica al IGC.
   d. Los reclusos presentarán formularios de queja en papel completos en la caja cerrada ubicada en cada unidad de alojamiento, cuando las quejas electrónicas no estén disponibles.
   e. La Unidad ADS revisará el formulario de queja y, cuando sea necesario, entrevistará al recluso que presente el formulario y a todo el personal involucrado o relevante para la queja.
   f. No se aceptará ningún formulario de queja de un recluso que contenga múltiples quejas o que no contenga, como mínimo y de forma legible, la fecha del incidente, los hechos pertinentes, cualquier solución solicitada y la firma del recluso con una explicación por escrito.

B. La Unidad ADS, una vez finalizada la revisión de cada queja, enviará todos los formularios de queja completos al IGC.

C. El IGC anotará la fecha en que se recibió un formulario correctamente completado.

D. El IGC investigará la queja, la recomendación/solución de la Unidad ADS, entrevistando al recluso y/o al personal pertinente según sea necesario.

E. Luego de investigar los hechos, el IGC emitirá una decisión por escrito, firmará el formulario de queja, entregará una copia al interno y le informará la decisión final dentro de los quince (15) días hábiles contados a partir de la recepción del formulario de queja.

F. Todas las quejas formales de los reclusos que no sean aprobadas incluirán una explicación por escrito y establecerán claramente las acciones correctivas que se deben tomar.

Proceso de apelación de quejas

B. Un recluso puede apelar la decisión del IGC por escrito al Superintendente o su designado.
3. La copia original del Formulario de Quejas del Recluso debe acompañar todas las apelaciones para que las revise el Superintendente o su designado.
4. La apelación debe presentarse dentro de los diez (10) días hábiles siguientes a la recepción por parte del interno de la decisión del IGC.

B. El Superintendente o su designado responderá a la apelación por escrito dentro de los treinta (30) días hábiles siguientes a la recepción de la queja y la apelación originales.
1. Cualquier acción correctiva específica que deba adoptarse se indicará claramente.

GIMNASIO

1. El uso del gimnasio es un privilegio para los reclusos alojados en la población general, y se les puede retirar por comportamiento inapropiado, antes del uso, en el camino al gimnasio y/o mientras están en el gimnasio.
2. El horario del gimnasio se publicará en cada unidad.

3. Los reclusos deben estar vestidos apropiadamente con zapatillas deportivas, uniforme, parte superior e inferior y documentos de identidad, y estar listos para abandonar la unidad a tiempo, o perderán el privilegio de ese día.
4. No se permitirá comida, bebida ni pertenencias en el gimnasio.
5. Los reclusos en el gimnasio deberán cumplir con las órdenes del Oficial del Gimnasio en todo momento.
6. Los reclusos utilizarán los equipos y muebles del gimnasio únicamente de la manera prevista y devolverán todos los artículos a su lugar correspondiente después de su uso.

CUENTA DE PERSONAS

Se realizarán recuentos importantes en el Centro Correccional del Condado de Plymouth en los horarios indicados;

5. Durante el recuento, los reclusos alojados en dormitorios deberán dirigirse a su cama/litera, de acuerdo con las reglas institucionales establecidas.
6. Todos los reclusos deben tener consigo su identificación institucional con fotografía durante el recuento.
7. Los reclusos con asignaciones de trabajo deberán presentarse en un lugar designado, identificado por el personal penitenciario a cargo de la asignación de trabajo, para un recuento.
8. Todos los reclusos deben permanecer en el lugar hasta que se complete el recuento.

Tiempos de recuento de cabezas

0100 horas: 1:00am
0400 horas: 4:00 am
0800 horas: 8:00 am
1100 horas: 11:00 am
1600 horas: 16:00 horas
2200 horas: 22:00 horas

HIPAA

Aviso de prácticas de privacidad: Este aviso describe cómo se puede usar y divulgar su información médica y cómo puede acceder a ella. Léalo detenidamente.

La Unidad de Servicios de Salud del Centro Correccional del Condado de Plymouth (PCCF) está obligada por ley a mantener la privacidad de su información médica protegida y a proporcionarle un aviso de nuestras obligaciones legales y prácticas de privacidad con respecto a la información médica protegida. Este Aviso de Prácticas de Privacidad describe cómo podemos usar y divulgar nuestra información médica protegida para llevar a cabo tratamientos, pagos u operaciones de atención médica y para otros fines específicos que están permitidos o requeridos por la ley.
El Aviso también describe sus derechos con respecto a su información médica protegida. La "información médica protegida" es información sobre usted, incluida información demográfica básica, que puede identificarlo y que se relaciona con su salud o condición física o mental pasada, presente o futura y los servicios de atención médica relacionados.
El Centro Correccional del Condado de Plymouth debe cumplir con los términos de este Aviso de Prácticas de Privacidad. No utilizaremos ni divulgaremos su información médica protegida sin su permiso por escrito, excepto según se describe en este Aviso. Nos reservamos el derecho de cambiar nuestras prácticas y este Aviso y de hacer que el nuevo Aviso entre en vigencia para toda la información médica protegida que mantenemos. Si lo solicita, le proporcionaremos un Aviso revisado.
Junto con este folleto se encuentra un archivo adjunto que describe detalladamente esta práctica.

INDIGENCIA

1. Al solicitarse exención de honorarios o costos, un recluso podrá ser declarado indigente si: Al momento de la solicitud el recluso tiene, en todas las cuentas a las que tiene acceso, un monto total menor o igual a diez ($10.00) dólares más el costo de los honorarios que se solicita eximir;
2. En ningún momento durante los sesenta (60) días inmediatamente anteriores a dicha solicitud, las cuentas del recluso han contenido más de diez ($10.00) dólares menos el costo de los honorarios que se solicita eximir (por ejemplo, solicitud de exención de $5.00 el 01/07/90: el recluso es "indigente" si el total de todas las cuentas no ha excedido los $15.00 durante todo el período del 01/05/90 al 01/07/90).
3. El Superintendente o su designado podrá designar a un recluso como indigente en otras circunstancias que considere apropiadas.

PROCEDIMIENTO DE LAVANDERÍA

8. Los uniformes, camisetas, sudaderas, ropa interior, calcetines y toallitas faciales se colocarán en su bolsa de lavandería BLANCA para lavarse (sin sábanas ni toallas). Si su bolsa de lavandería se envía al Departamento de lavandería con sábanas o toallas, no se lavará.
9. Las sábanas y toallas se lavarán por separado.
10. Los trabajadores de la Unidad colocarán todas las sábanas y toallas en (1) carrito y las bolsas de lavandería en otro.
11. Los trabajadores de la Unidad entregarán al Departamento de Lavandería un recuento de sábanas, toallas y bolsas de ropa a lavar.
12. El Departamento de Lavandería devolverá lo mismo.
13. El trabajador de la Unidad será responsable de entregar las bolsas de lavandería, sábanas y toallas a la persona correcta.
14. No recibirás las mismas toallas o sábanas, sino sábanas y toallas lavadas, secas y más limpias.

SALIENDO DE LA UNIDAD

1. Al participar en cualquier actividad, clases, visitas de abogados, visitas, reuniones, actividades religiosas, visitas a la unidad médica, audiencias o sesiones de consejería, etc. en las que los reclusos tengan que salir de la unidad, los reclusos deberán estar en uniforme completo, con zapatillas de deporte y una identificación visible. (A los reclusos que vayan al gimnasio se les permitirá usar pantalones cortos y una camiseta una vez dentro del gimnasio; pero deberán usar su uniforme tanto allí como de regreso).
2. Los reclusos estarán listos a tiempo o perderán el privilegio de esa actividad.
3. Al salir de la unidad, los reclusos caminarán en fila india y permanecerán en el lado derecho del pasillo.
4. Al utilizar las ventanillas o los ascensores, los reclusos deben pulsar una vez el botón del intercomunicador y esperar. Cuando se les llame por el intercomunicador, deberán indicar su nombre y destino. El control central abrirá la puerta para permitir la entrada o salida de personas.
5. No habrá comunicación, contacto físico ni intercambio de notas entre reclusos durante el movimiento en los pasillos. Tales acciones resultarán en la terminación del privilegio y/o una medida disciplinaria.

SERVICIOS LEGALES

1. Un asistente legal y un abogado están disponibles para ayudar con las necesidades legales de los reclusos.
2. Los internos que necesiten asistencia jurídica podrán presentar una solicitud en la que indiquen sus necesidades.
3. El abogado consultor y asistente legal del recluso respetará las solicitudes razonables de fotocopias.
4. Los reclusos sentenciados que crean que pueden ser elegibles para presentar una moción de "revisión y revocación" tienen sesenta (60) días a partir de la sentencia para presentarla.
5. Hay quioscos de la biblioteca jurídica disponibles en las unidades para que los reclusos los utilicen siempre que la sala de día esté abierta.
6. Una lista predeterminada de políticas y procedimientos se pone a disposición mediante solicitud escrita a la División Legal del recluso.

BIBLIOTECA

1. A cada recluso se le permiten 2 (dos) libros de la biblioteca a la vez.
2. El recluso es responsable de llevar consigo los libros cuando se muda a otra unidad.
3. Los libros de la biblioteca serán retirados y firmados por el recluso con una identificación válida.
4. Habrá un límite de tiempo de dos semanas para los libros recibidos del carrito de la biblioteca.
10. Si los libros no se devuelven en la fecha de vencimiento, pueden producirse las siguientes acciones:
    f. Suspensión de privilegios de biblioteca.
    g. El costo de reemplazo se deducirá de su cuenta de comedor.
    h. Se le puede acusar de destrucción de propiedad del condado.
    i. Se tomarán medidas disciplinarias.

COMIDAS/ALIMENTOS PERMITIDOS

1. Las comidas se consumirán únicamente en las mesas provistas en la unidad y en ningún otro lugar. Los alimentos y los artículos para el servicio de comidas no se deben retirar de las áreas para comer. Cualquier alimento que se encuentre en la celda, las habitaciones o las áreas de estar que provenga de la cocina de la instalación es contrabando y está sujeto a eliminación inmediata y a medidas disciplinarias.
2. Los artículos de la cantina son los únicos alimentos permitidos en las celdas/habitaciones/áreas de estar.
3. No se permiten bandejas de servicio de comidas, cuencos, platos, utensilios o tazas en las celdas/habitaciones de los reclusos.
4. Los reclusos seguirán las instrucciones del oficial de la unidad para obtener y devolver las bandejas de comida y los utensilios.
5. Es posible que se les pida a los reclusos que presenten su identificación para obtener una comida.
6. Los internos que reciben dietas especiales deberán presentar su identificación y firmar por cada uno de ellos.
7. Se espera que los reclusos completen su comida de manera oportuna.
8. Los reclusos deberán estar sentados en una mesa durante el período de comida.
9. NO se permiten ALIMENTOS ni BEBIDAS en la terraza de recreación de la unidad en ningún momento.

MEDICAMENTOS / VISITA POR ENFERMEDAD / TRIAGE DE LA UNIDAD

1. El personal médico administrará medicamentos y proporcionará clasificación en cada unidad de vivienda siete (7) días a la semana de acuerdo con horarios predeterminados.
2. Debe completar un formulario de baja por enfermedad que puede solicitar al oficial de la unidad. Siga las instrucciones del formulario.
3. Una vez que complete el formulario de Llamada Médica, debe colocarlo en la caja designada en la unidad de vivienda.
4. La clasificación se lleva a cabo entrevistando y examinando a los reclusos que se han inscrito en un formulario de llamada por enfermedad y haciendo las derivaciones correspondientes. La clasificación se llevará a cabo de la manera más privada posible.
5. Se le pedirá que muestre su identificación con fotografía cuando se presente para tomar medicamentos y/o llamar por enfermedad.
6. Se le pedirá que se presente en la línea de llamada por enfermedad y muestre su identificación cuando se anuncie la llamada por enfermedad en la unidad.

Si tiene una emergencia médica, infórmeselo inmediatamente al oficial de la unidad para que pueda recibir la atención adecuada.

PUESTO DE CONTROL DEL OFICIAL

1. La estación de control del oficial estará FUERA DEL LÍMITE para los reclusos.
2. Los reclusos no se acercarán a la estación de control del oficial, a menos que el oficial de la unidad se lo ordene.
3. La violación de esta regla dará lugar a una acción disciplinaria inmediata.

LIBERTAD CONDICIONAL

1. La mayoría de los reclusos sentenciados a una casa correccional del condado son elegibles para la libertad condicional después de cumplir la mitad (1/2) de su sentencia total.
2. Los reclusos elegibles serán notificados o entrevistados por el personal de Libertad Condicional antes de la fecha de su audiencia.
3. Los reclusos que tengan preguntas e inquietudes sobre la libertad condicional pueden presentar una solicitud de libertad condicional por escrito.
4. Los trabajadores sociales pueden proporcionar información sobre su adaptación institucional a la libertad condicional .

HIGIENE PERSONAL

1. Todos los reclusos deben mantenerse limpios y se espera que se duchen diariamente.
2. Los artículos de higiene se pueden adquirir en el comedor de reclusos. En la unidad de alojamiento se encuentra disponible una lista actualizada que incluye, como mínimo, jabones, champús, pasta de dientes, cepillos de dientes, maquinillas de afeitar, antitranspirantes, peines, ropa interior, etc.
3. Se traerán cortaúñas a la unidad una (1) vez por semana.
4. Los reclusos considerados indigentes podrán recibir artículos básicos de higiene a través del trabajador social de la unidad, de acuerdo con los procedimientos establecidos.
5. Las duchas están disponibles para su uso en cualquier momento en que la sala de estar esté abierta.
   a.Debes entrar y salir del área de ducha completamente vestido.
6. Es obligatorio usar calzado o chanclas para la ducha en cualquier momento que no esté en su celda.
10. Usted es responsable de dejar todas las áreas limpias y libres de escombros cuando haya terminado.
11. Los reclusos asignados a tareas de custodia u otras tareas laborales (cocina, lavandería, propiedad, vestíbulo, etc.) deberán presentarse de manera limpia y ordenada, y estarán sujetos a una inspección visual por parte del oficial asignado.
12. A los reclusos de la población general se les permite afeitarse por voluntad propia y no están limitados a un horario o lugar específico.
    c. A los reclusos en segregación administrativa y/o detención disciplinaria se les dará la oportunidad de afeitarse de acuerdo con los horarios establecidos de la unidad.
    d. A los reclusos se les brindará la oportunidad de afeitarse antes de una comparecencia ante el tribunal, salvo acciones por parte del recluso que prohíban esta actividad debido a cuestiones de seguridad.

BIENES PERSONALES

1. La institución conservará los bienes personales de los reclusos para su custodia durante no más de treinta (30) días a partir de la fecha del Recibo de Propiedad o de la Hoja de Inventario de Bienes Institucionales Recibidos del Recluso, firmada por el recluso.
2. Los bienes que permanezcan sin reclamar durante más de treinta (30) días serán desechados o destruidos.
3. Si un recluso es liberado en el tribunal, se escapa o fallece, el Oficial de Propiedad puede disponer de la propiedad de acuerdo con las instrucciones del recluso en el Recibo de Propiedad.
7. Cuando no se hayan documentado instrucciones, la propiedad será desechada o destruida, pero no menos de treinta (30) días a partir de la fecha de la liberación, escape o muerte.
8. Los reclusos que sean trasladados a otra instalación deben solicitar la transferencia de artículos a la instalación receptora de acuerdo con las normas y reglamentos de la instalación receptora.
   c. Los reclusos deben presentar instrucciones por escrito al PCCF dentro de los 30 días.
   d. Las propiedades de los reclusos se entregarán a aquellas jurisdicciones que tengan procedimientos de entrega y/o retención establecidos en la instalación.
9. Consulte la sección "Ropa" "Ropa de la corte / Artículos emitidos por el condado" para obtener más información.

INFORMACIÓN PREA

DECLARACIÓN DE PREA

De conformidad con la Ley de Eliminación de Violaciones en Prisiones (PREA), la política de la Oficina del Sheriff del Condado de Plymouth es tener tolerancia cero hacia todas las formas de abuso y acoso sexual. Además, no se tolerará ninguna represalia contra una persona que denuncie abuso o acoso sexual.

Todos los reclusos alojados en el Centro Correccional del Condado de Plymouth tienen derecho a no sufrir abusos ni acoso sexual. Durante el proceso de orientación se ofrece información sobre prevención, intervención, autoprotección, cómo denunciar abusos o acosos y cómo recibir tratamiento o asesoramiento.

La Oficina del Sheriff del Condado de Plymouth considera muy seriamente las denuncias de abuso sexual y acoso sexual y responderá con prontitud y decisión a los casos en que se presenten denuncias de dicha conducta. Las denuncias de abuso sexual o acoso sexual se pueden realizar al personal de forma verbal, por escrito, de forma anónima y a través de terceros.

Para denunciar un incidente de abuso sexual a la policía local a:
Envíe una carta escrita a:
El Departamento de Policía de Plymouth
Carretera del estanque largo número 20
Plymouth, Massachusetts 02360

Envíe una carta escrita a:
Fiscal de distrito del condado de Plymouth
Calle principal 166, Brockton, MA 02301

La Oficina del Sheriff del Condado de Plymouth también ofrece una **LÍNEA DIRECTA CONFIDENCIAL interna** a la que cualquier recluso puede acceder para realizar una denuncia. MARQUE **9060.**

También se puede acceder a los servicios a través de la línea directa confidencial de crisis por violación al: 1-508-588-8255

Además, cuando la Oficina del Sheriff del Condado de Plymouth se entera de que un recluso corre un riesgo sustancial de abuso sexual, tomará medidas inmediatas para protegerlo.

ACERCA DE SU SEGURIDAD

Tiene derecho a estar a salvo de abusos sexuales. Nadie tiene derecho a presionarlo para que participe en actos sexuales. No tiene por qué tolerar el abuso sexual ni la presión para participar en conductas sexuales no deseadas. Si lo presionan, amenazan o extorsionan para tener relaciones sexuales, debe informarlo al personal. También debe informar sobre cualquier represalia que crea que ocurrió debido a informar un incidente de abuso sexual o por participar en una investigación de una denuncia de abuso sexual.

Qué hacer si sufre una agresión . Si es víctima de abuso sexual, debe informarlo inmediatamente al personal, que le ofrecerá protección inmediata contra el agresor y le derivará a un examen médico y una evaluación clínica. Se le brindará asistencia independientemente de que nombre o no a los reclusos o miembros del personal responsables; sin embargo, es posible que la información específica facilite que el personal le ayude.

Aunque es posible que quieras limpiarte después de la agresión, es importante que consultes al personal médico **ANTES de** ducharte, lavarte, beber, comer, cambiarte de ropa o usar el baño. El personal médico te examinará para ver si tienes lesiones que pueden ser o no evidentes para ti. También pueden examinarte para ver si tienes enfermedades de transmisión sexual y reunir pruebas físicas de la agresión.

El individuo o individuos responsables de abusar o agredir sexualmente a reclusos solo pueden ser disciplinados y/o procesados si se denuncia el abuso.

EVITANDO EL ABUSO SEXUAL

Aquí hay algunas cosas que puede hacer para protegerse contra el abuso sexual:

- No permitas que tus emociones (miedo/ansiedad) sean obvias para los demás.
- No aceptes regalos ni favores de otras personas. La mayoría de los regalos o favores vienen con condiciones.
- No aceptes una oferta de otro recluso para ser tu protector.
- Encuentre un miembro del personal con quien se sienta cómodo para hablar de sus miedos y preocupaciones.
- ¡Esté alerta! No consuma sustancias de contrabando, como drogas o alcohol, ya que pueden debilitar su capacidad de mantenerse alerta y tomar buenas decisiones.
- Sea directo y firme si otros le piden que haga algo que usted no quiere hacer. No dé mensajes contradictorios a otros reclusos sobre sus deseos de tener relaciones sexuales.
- Permanecer en las áreas asignadas de la institución.
- Elige sabiamente a tus asociados.
- Confíe en sus instintos. Si siente que una situación puede ser peligrosa, probablemente lo sea. Si teme por su seguridad, informe al personal sobre sus inquietudes.
- Siga las reglas y regulaciones para reclusos.

INFORMES

Es importante que empieces por contarle a un miembro del personal si has sufrido abuso sexual. Puedes contárselo a cualquier asistente social, capellán, miembro del personal de seguridad, médico o cualquier otro empleado . El personal tiene instrucciones de mantener la confidencialidad de la información denunciada y solo comentarla con los funcionarios correspondientes cuando sea necesario.

Si decide denunciar el abuso o las amenazas por escrito, puede hacerlo a cualquier miembro del centro o a una persona externa, según se haya indicado previamente. Sin embargo, cualquier demora en la denuncia de un incidente dificultará mucho la investigación del mismo.

UN RECLUSO QUE SIENTA QUE HA SIDO VÍCTIMA DE ABUSO SEXUAL DEBE INFORMAR TAL OCURRENCIA INMEDIATAMENTE.

¿QUÉ PASA CUANDO USTED DENUNCIA UN INCIDENTE DE ABUSO SEXUAL?

Todas las denuncias de abuso sexual y represalias por denunciar un incidente de abuso sexual o por participar en una investigación de una denuncia de abuso sexual se investigarán a fondo y también podrán denunciarse ante los funcionarios encargados de hacer cumplir la ley correspondientes. No se tomarán represalias de ningún tipo contra un recluso por denunciar de buena fe un abuso sexual o amenazas sexuales.

Sin embargo, si la investigación revela que una persona que sabía que la información era falsa hizo la acusación intencionalmente o con malicia, puede ser disciplinada o acusada de informar falsamente un incidente y/o puede estar sujeta a una acción disciplinaria.

DEFINICIONES DE PREA

Alegación : Cualquier evento que haya sido reportado a la PCSO, a un empleado, contratista o voluntario de la Oficina del Sheriff del Condado de Plymouth, pero que aún no haya sido verificado o investigado.

Intimidad : cualquier comportamiento que no se defina como contacto sexual o abuso sexual de un recluso, incluidos los besos, tocar partes del cuerpo no definidas como abuso sexual u otros actos relacionados, incluidos, entre otros, enviar o recibir cartas o tarjetas personales, regalos o recibir llamadas telefónicas de un recluso. Las relaciones íntimas entre empleados y reclusos están expresamente prohibidas.

Violación : "La penetración, por leve que sea, de la vagina o el ano con cualquier parte del cuerpo u objeto, o la penetración oral con un órgano sexual de otra persona, sin el consentimiento de la víctima".

Represalia : Cualquier acción adversa tomada contra una persona que se queja de conducta sexual inapropiada con reclusos o coopera en cualquier investigación de conducta sexual inapropiada.

El abuso sexual incluye :

3. Abuso sexual de un recluso, detenido o residente por parte de otro recluso, detenido o residente; y
4. Abuso sexual de un recluso, detenido o residente por parte de un miembro del personal, contratista o voluntario.

El abuso sexual de un recluso, detenido o residente por parte de otro recluso, detenido o residente incluye cualquiera de los siguientes actos, si la víctima no consiente, es coaccionada a realizar dicho acto mediante amenazas explícitas o implícitas de violencia, o no puede consentir o negarse :

5. El contacto entre el pene y la vulva o el pene y el ano, incluida la penetración, por leve que sea;
6. Contacto entre la boca y el pene, la vulva o el ano;
7. Penetración del orificio anal o genital de otra persona, por leve que sea, mediante una mano, un dedo, un objeto u otro instrumento; y
8. Cualquier otro contacto intencional, ya sea directamente o a través de la ropa, de los genitales, el ano, la ingle, el pecho, la parte interna del muslo o las nalgas de otra persona, excluyendo el contacto incidental a un altercado físico.

El abuso sexual de un recluso, detenido o residente por parte de un miembro del personal, contratista o voluntario incluye cualquiera de los siguientes actos, con o sin el consentimiento del recluso, detenido o residente:

9. Contrato entre el pene y la vulva o el pene y el ano, incluyendo la penetración, por leve que sea;
10. Contacto entre la boca y el pene, la vulva o el ano;
11. Contacto entre la boca y cualquier parte del cuerpo donde el miembro del personal, contratista o voluntario tenga la intención de abusar, excitar o gratificar el deseo sexual;
12. Penetración del orificio anal o genital, por leve que sea, con una mano, dedo, objeto u otro instrumento, que no esté relacionada con deberes oficiales o cuando el miembro del personal, contratista o voluntario tenga la intención de abusar, excitar o gratificar el deseo sexual;
13. Cualquier otro contrato intencional, ya sea directamente o a través de la ropa, de o con los genitales, el ano, la ingle, el pecho, la parte interna del muslo o las nalgas, que no esté relacionado con los deberes oficiales o donde el miembro del personal, el contratista o el voluntario tenga la intención de abusar, excitar o gratificar el deseo sexual;
14. Cualquier intento, amenaza o solicitud por parte de un miembro del personal, contratista o voluntario de participar en las actividades descritas en los párrafos (1) a (5) anteriores;
15. Cualquier exhibición por parte de un miembro del personal, contratista o voluntario de sus genitales, nalgas o pechos descubiertos en presencia de un recluso, detenido o residente, y
16. Voyeurismo por parte de un miembro del personal, contratista o voluntario.

El acoso sexual incluye :

3. Insinuaciones sexuales repetidas y no deseadas, solicitudes de favores sexuales o comentarios verbales, gestos o acciones de naturaleza despectiva u ofensiva por parte de un recluso, detenido o residente hacia otro; y,
4. Comentarios verbales o gestos repetidos de naturaleza sexual hacia un recluso, detenido o residente por parte de un miembro del personal, contratista o voluntario, incluidas referencias degradantes al género, comentarios sexualmente sugerentes o despectivos sobre el cuerpo o la ropa, o lenguaje o gestos obscenos.

Conducta sexual inapropiada con reclusos : cualquier comportamiento, que incluye, entre otros, conversación, correspondencia o acto de naturaleza romántica o sexual, o un intento de cometer dicho acto, dirigido hacia un recluso por un empleado, contratista, voluntario u otro representante de PCSO, ya sea dentro o fuera de la propiedad de PCSO.

Alegación fundamentada : Una acusación que se investigó y se determinó que ocurrió.

Alegación infundada : una acusación que se investigó y se determinó que no ocurrió.

Alegación sin fundamento : una acusación que fue investigada y la investigación produjo evidencia insuficiente para tomar una determinación final sobre si el evento ocurrió o no.

PROHIBICIONES SOBRE CONDUCTA SEXUAL INADECUADA CON RECLUSOS

La PCSO prohíbe todas las formas de conducta sexual inapropiada con reclusos según lo define el 28 CFR 115 y el Capítulo 268 de MGL. La PCSO también prohíbe conversaciones, correspondencia o actos de naturaleza romántica o sexual, o un intento de cometer dicho acto, dirigidos hacia un recluso por un empleado, contratista, voluntario u otro representante de la PCSO, ya sea dentro o fuera de la propiedad de la PCSO.

ACCIÓN DISCIPLINARIA

Los reclusos estarán sujetos a medidas disciplinarias por cometer abuso sexual. Cuando se descubra que un recluso ha tenido contacto sexual con un miembro del personal, se lo podrá disciplinar solo si el miembro del personal no dio su consentimiento. Cuando dos reclusos hayan tenido contacto sexual, se los disciplinará por violar las reglas contra el contacto sexual; sin embargo, la disciplina por abuso sexual solo se aplicará si se determina que la actividad no fue consensual.

Toda conducta sexual, incluido el contacto sexual, está en contra de las normas de la PCSO . Todas las acusaciones de abuso sexual o de represalias en relación con un incidente de abuso sexual se investigarán exhaustivamente y cualquier depredador sexual será disciplinado y/o procesado.

Los reclusos también pueden recibir medidas disciplinarias por informes falsos, acoso o mal uso del sistema de informes.

El personal estará sujeto a medidas disciplinarias por violar las políticas de la agencia en materia de abuso sexual, y el despido será la medida disciplinaria presunta por participar efectivamente en un abuso sexual. Los despidos o renuncias relacionados con la violación de dichas políticas deben informarse a las autoridades policiales (a menos que la conducta no haya sido claramente delictiva) y a los organismos de concesión de licencias pertinentes.

A los contratistas y voluntarios que participen en abuso sexual o acoso sexual se les prohibirá cualquier contacto futuro con los reclusos.

ATENCIÓN MÉDICA Y DE SALUD MENTAL

La instalación proporcionará acceso oportuno y sin obstáculos a tratamiento médico de emergencia y servicios de intervención en crisis, cuya naturaleza y alcance son determinados por los profesionales de acuerdo con su criterio profesional.

A los reclusos víctimas de abuso sexual mientras están encarcelados se les ofrecerá información oportuna y acceso oportuno a la profilaxis de infecciones de transmisión sexual, cuando sea médicamente apropiado.

El centro ofrecerá una reunión de seguimiento si la evaluación inicial en el momento de la admisión indica que el recluso ha sufrido o perpetrado abuso sexual.

ASISTENCIA E INVESTIGACIONES

Las investigaciones deben seguir un protocolo de evidencia uniforme que maximice el potencial de obtener evidencia física utilizable para procedimientos administrativos y procesos penales.

La Oficina del Sheriff del Condado de Plymouth no impondrá ningún estándar más alto que la preponderancia de la evidencia para determinar si las acusaciones de abuso sexual o acoso sexual están fundamentadas.

Luego de una investigación sobre la denuncia de un recluso de que sufrió abuso sexual en la institución, la institución deberá informar a los reclusos si se ha determinado que la denuncia está fundamentada, no está fundamentada o es infundada.

La instalación ofrecerá a las víctimas acceso gratuito a exámenes médicos forenses cuando sea evidenciable o médicamente apropiado.

Si la víctima lo solicita, el centro pondrá a su disposición un defensor de víctimas, un miembro del personal de la agencia calificado o un miembro del personal de una organización comunitaria calificado para acompañar y apoyar a la víctima durante el proceso de examen médico forense y las entrevistas de investigación, y brindará apoyo emocional, intervención en situaciones de crisis, información y derivaciones. También recibirá información sobre cómo comunicarse con los asesores de un centro de crisis por violación para recibir asesoramiento de seguimiento.

SERVICIOS DEL PROGRAMA

1. Los servicios del programa (que incluyen, entre otros: educación académica y capacitación vocacional, servicios religiosos, asesoramiento a través de profesionales autorizados, encuentros de enriquecimiento personal proporcionados por voluntarios u organizaciones de voluntarios, etc.) se publicarán en la unidad y se anunciarán antes del comienzo.
2. Los reclusos que se hayan inscrito en estos programas/servicios son responsables de estar uniformados y ser puntuales.
3. Los reclusos interesados en participar en programas de abuso de sustancias y programas de reintegración deben solicitar información a su trabajador social.

4. Las decisiones respecto a la participación en el programa serán responsabilidad y estarán determinadas por el personal de Clasificación.
5. Los reclusos deben solicitar por escrito su inclusión en cualquier programa que se ofrezca en el PCCF. Los requisitos de elegibilidad se revisarán al recibirlos o al ser entrevistados por los miembros del personal responsables del programa. Los reclusos recibirán una notificación de su elegibilidad para cualquier programa por parte del miembro del personal que los revise.
6. La negativa a participar en la programación recomendada puede ser motivo de acción disciplinaria, colocación en estado de "no buena conducta ganada" y se informa a libertad condicional.

PROGRAMAS DISPONIBLES EN EL *PCCF*

Educación
Programas de enriquecimiento
Programa de Trastorno por Consumo de Sustancias
Unidad de Esfuerzo Antiviolencia del Sheriff (SAVE)
Formación profesional
Programa de reingreso y reintegración
Programas religiosos
Programa de adentro hacia afuera
Programa de transición para veteranos encarcelados
Programa de Educación para la Paz
Caminos hacia la recuperación
Medicamentos para el trastorno por consumo de opioides (MOUD)

PROTECCIÓN

4. Los reclusos que teman por su seguridad deben dirigir sus inquietudes a su oficial de unidad, supervisor de unidad, gerente de unidad o trabajador social.
5. Se puede contactar a estos miembros del personal en persona cuando recorren la unidad o mediante un formulario de solicitud por escrito.
6. Los reclusos deben informar inmediatamente cualquier momento en que sientan miedo o se sientan intimidados para que se puedan tomar las medidas adecuadas para mantener su seguridad.

MATERIALES DE LECTURA Y RECREACIÓN

4. Revistas, libros, materiales legales y cualquier otro artículo combustible aprobado deben caber en la bolsa o casillero de almacenamiento provisto, junto con el resto de la propiedad.
5. Cualquier material que no quepa en la bolsa o casillero de almacenamiento provisto, debido a que excede las cantidades permitidas, se considerará contrabando o un peligro de incendio y será eliminado.
6. Es responsabilidad de cada recluso retirar o desechar los artículos que excedan los límites permitidos de la celda/habitación, antes de recibir artículos nuevos (como se describe en la Lista de artículos para retención).

ARCHIVOS

1. Todas las solicitudes relacionadas con sentencias y/o registros pueden ser remitidas a su trabajador social o a la división de registros.
2. Es necesaria una solicitud por escrito para que, cuando corresponda, se le devuelva la información adecuada.
3. Todas las solicitudes deben ser específicas a la información requerida.
4. Se podrán cobrar tarifas por la duplicación de cualquier registro solicitado.

CUBIERTAS DE RECREACIÓN

1. El uso de la zona de recreación se ofrece a los reclusos en todas las unidades de vivienda.
2. Generalmente, la zona de recreación estará disponible para todos los reclusos según el horario durante el día.
3. Es un privilegio utilizar la zona de recreación, y puede estar limitado o cerrado a discreción del Oficial de la Unidad.
4. Los equipos de recreación sólo se utilizarán según lo previsto.
5. No se permiten alimentos ni bebidas en las cubiertas de recreación.
6. No se permitirá el mobiliario de salón (sillas, mesas) ni ningún tipo de mantelería (mantas, sábanas, etc.) en las cubiertas de Recreación.
7. Los reclusos deberán vestirse adecuadamente cuando utilicen la zona de recreación. Deberán llevar calzado.
8. El uso de la plataforma de recreación también puede verse limitado debido al clima y a fenómenos naturales.
9. Cualquier daño a la zona de recreo dará lugar al cierre de la misma hasta que se completen las reparaciones. Los reclusos considerados responsables recibirán medidas disciplinarias que pueden incluir un proceso penal.

LIBERACIONES / ASIGNACIONES DE VIVIENDA / REASIGNACIONES

1. Los reclusos colocarán todos sus efectos personales e institucionales en su bolsa de pertenencias. Cualquier artículo que se deje en una celda o con otro recluso se considerará contrabando. Los reclusos responsables de los artículos deberán pagar los gastos correspondientes por los artículos que no puedan justificar.

2. Los reclusos limpiarán su celda/habitación y retirarán todos los elementos de la misma.
3. El Oficial de la Unidad inspeccionará la celda/habitación para verificar su limpieza y/o daños.
4. Los reclusos cerrarán la celda/habitación después de ser inspeccionada y se presentarán en la estación del oficial con todas las propiedades institucionales y personales.
5. Al salir de la institución, el recluso debe devolver todos los bienes institucionales y del condado. Los reclusos son responsables de los artículos que se les entregaron y están sujetos a que se les cobre una indemnización por no devolver los artículos que se les entregaron durante el confinamiento.
6. El costo de reemplazo de la propiedad institucional dañada o faltante se evaluará y se deducirá de la cuenta del recluso antes de su liberación.

SERVICIOS RELIGIOSOS

Todos los detenidos/reclusos tendrán acceso a recursos, servicios, instrucción y asesoramiento religiosos de forma voluntaria. A todos los detenidos/reclusos se les brindará la mayor libertad y oportunidad para seguir cualquier creencia o práctica religiosa legítima dentro de las limitaciones impuestas por consideraciones de seguridad. El horario religioso se publica en su unidad de alojamiento. Debe presentar una solicitud para que se lo incluya en la lista para asistir a los servicios.

1. Se ofrecen servicios religiosos a los reclusos para satisfacer sus necesidades espirituales.
2. Se permitirá que los clérigos de denominaciones reconocidas visiten a los reclusos. (Se debe obtener la aprobación previa del capellán de la institución)
3. Se ofrecen servicios religiosos y reuniones de diversas denominaciones de manera regular. Los horarios se publican en la unidad y es necesario inscribirse con una (1) semana de anticipación. Los reclusos solo podrán asistir a las reuniones de su creencia declarada y deberán estar incluidos en la lista de asistentes proporcionada por el capellán de la instalación.
4. A los reclusos cuya religión imponga restricciones dietéticas se les podrá permitir el acceso a una dieta especial, siempre que:
    a. Los reclusos deben solicitar dicha dieta, por escrito, a través del capellán, quien investigará el requisito y consultará con el ADS de Servicios de Alimentación o la persona designada, antes de su aprobación o desaprobación.
    b. El capellán revisará la solicitud con el detenido solicitante. Durante esta revisión, el capellán le pedirá al recluso que complete una Solicitud/Acuerdo de Dieta Religiosa y que analice los requisitos de la institución y la responsabilidad del detenido en cuestión.
    c. Los reclusos deberán firmar un acuse de recibo de la comida en cada período de comida con el oficial de la unidad.
5. Los reclusos podrán tener acceso a materiales religiosos a los efectos de la oración y/o prácticas de culto aceptables.
    a. El recluso solicitará sus necesidades específicas mediante un formulario de solicitud de recluso al capellán de la instalación.
    b. El capellán revisará la solicitud con el recluso solicitante. Durante esta revisión, el capellán le pedirá al recluso que complete una Solicitud/Acuerdo de Material Religioso y que analice los requisitos de la institución y la responsabilidad del recluso en cuestión.
    c. Organizar la recepción de los materiales religiosos aprobados. Los reclusos pueden hacer arreglos para que se les entreguen los artículos, comprarlos mediante los procedimientos de desembolso de dinero a través del capellán o, cuando sea posible, comprarlos a través del servicio de comedor de la institución. Los arreglos para recibirlos por medios distintos a los del capellán deben recibir la aprobación del superintendente adjunto o su designado.
    d. De acuerdo con las prácticas de seguridad de la instalación, los artículos pueden estar limitados a un tamaño y/o color específico. Los lugares de uso pueden estar limitados a lugares de culto (como la capilla) o la celda individual del detenido. A los reclusos se les permitirá usar tocados religiosos autorizados fuera de la capilla y de su celda individual.
    e. Al recibir materiales religiosos aprobados, se les informará a los reclusos que estos artículos solo se pueden usar junto con o para fines de culto y se les solicitará que firmen un recibo de propiedad por los artículos.
    f. El recibo firmado se conservará en la carpeta de seis partes del recluso, y una copia estará en poder del detenido. Se le informará al detenido que debe conservar este recibo como prueba de permiso para poseer el artículo.
6. Los reclusos podrán tener acceso a publicaciones religiosas, de conformidad con la Política y PCCF 481.
    b. Todos los libros (de tapa blanda o de bolsillo), revistas y periódicos deben estar prepagos y entregados en las instalaciones por el Servicio Postal de EE. UU., UPS, DHL, FedEx u otro servicio postal reconocido.
        - Dichos libros (de tapa blanda o de bolsillo), revistas y publicaciones periódicas deben provenir directamente del editor, un distribuidor reconocido, un minorista o un club de lectura establecido.
        - La sala de correo de la instalación no aceptará libros de tapa dura (encuadernados) por correo.
        - Dichos materiales podrán ser rechazados de conformidad con los procedimientos establecidos.
        - No se aceptarán en las instalaciones libros, periódicos, revistas ni publicaciones periódicas usados.
    b. Los libros, revistas, publicaciones periódicas y periódicos se entregarán junto con el correo entrante.
    c. Los reclusos están autorizados a tener en su poder un total de cinco (5) libros o revistas y dos (2) periódicos, además de una Biblia u otro texto religioso y material escolar. Este total incluye libros/revistas personales y de la biblioteca.
    d. Es responsabilidad del recluso deshacerse de las revistas o periódicos personales antes de recibir otros. El recluso puede donar la revista o periódico a la biblioteca o tirarlos a la basura. Estos artículos no se colocarán en la propiedad del recluso.

FORMULARIOS DE SOLICITUD

1. Cualquier pregunta se dirigirá al Oficial de la Unidad. Cuando sea posible, el Oficial de la Unidad atenderá o responderá la solicitud en ese momento.
2. Si el Oficial de la Unidad no puede resolver su problema, le indicará que envíe un formulario de solicitud a la(s) persona(s) correspondiente(s) o puede dirigir su pregunta a un supervisor o asistente social.
3. Sólo se podrá emitir una (1) solicitud a la vez sobre un tema específico.

4. Las solicitudes deben realizarse de forma individual, y los problemas que requieran atención y que afecten a varios reclusos deben abordarse adecuadamente a través del supervisor o el gerente de la unidad.

BÚSQUEDAS

1. Los reclusos están sujetos a registros las 24 horas del día y en cualquier lugar donde se encuentren, mientras se encuentren bajo la custodia de la Oficina del Sheriff del Condado de Plymouth.
2. Los registros de celdas, habitaciones y áreas habitables son una función normal de la institución. Durante estos registros, usted será responsable de todos los objetos que se encuentren en su espacio habitable.
3. Los reclusos están obligados a cumplir con todas las instrucciones dadas por los oficiales durante una búsqueda y también son responsables de cualquier artículo de contrabando recuperado en su persona o en su área de vivienda.

VISITA ENFERMA EN LA UNIDAD DE SERVICIOS DE SALUD

1. La visita médica (visita del médico) la realiza el médico autorizado del establecimiento u otro personal de atención médica calificado en la Unidad de Servicios de Salud.
2. Durante las visitas médicas en la unidad de alojamiento, las quejas de salud de los reclusos son solicitadas por personal de atención médica calificado, documentadas y tratadas.
3. Los reclusos con problemas de salud que, debido a riesgos de seguridad y/o asignaciones de alojamiento, no pueden presentarse al servicio de guardia normal son vistos por el médico autorizado de la institución o el enfermero especializado en su celda/habitación.
4. A ningún recluso se le negará atención médica.

PRODUCTOS DE TABACO/FUMAR

1. Está estrictamente prohibido fumar en el Centro Correccional del Condado de Plymouth y en todas las propiedades de la Oficina del Sheriff.
2. Cualquier recluso que se encuentre en posesión de materiales para fumar y/o cualquier producto de tabaco o parafernalia para fumar estará sujeto a medidas disciplinarias.

TABLETAS

21. Los reclusos deberán aceptar los términos y condiciones de uso que aparecen al encender la tableta.
22. Las tabletas están equipadas con funciones de teléfono. Los reclusos deberán seguir todos los mismos procedimientos y reglas que aparecen en PCCF 482 "Sistemas telefónicos para reclusos".
23. Las llamadas telefónicas realizadas a través de la tableta deben realizarse en su habitación/área de literas **SOLAMENTE,** a menos que se encuentre en el estado Ad-Seg designado.
24. Los reclusos tienen prohibido acercarse al personal, contratistas, proveedores o voluntarios de PCSO mientras utilizan la función de teléfono de la tableta (por ejemplo, estación de oficiales, pase médico, trabajador social, programación grupal).
25. A los reclusos no se les permite prestar ni tomar prestadas tabletas. Si un recluso permite que otro recluso use su tableta, ambas partes pueden estar sujetas a medidas disciplinarias y a la suspensión del servicio sin reembolso.
26. No está permitido sacar tabletas de la unidad de alojamiento asignada al recluso.
27. No se deben traer ni utilizar tabletas durante las sesiones de programación en la unidad ni en reuniones individuales o grupales con personal de PCSO, contratistas, proveedores o voluntarios.
28. Los reclusos no deben quitar la funda protectora de la tableta por ningún motivo.
29. Los reclusos son responsables de cargar su propia tableta.
30. Los reclusos son responsables de ver todas las publicaciones/memorandos/directivas emitidas por el PCCF que se encuentran en la aplicación "Viewer" y/o "FYI".
31. Los reclusos no deben dañar, desfigurar, alterar, personalizar ni grabar las tabletas ni sus fundas protectoras de ninguna manera. Cualquier cambio que se realice en la apariencia de una tableta o en su funcionalidad o programación puede dar lugar a medidas disciplinarias que pueden incluir la prohibición permanente del programa o la restitución.
32. Cualquier mal uso de la tableta puede resultar en la pérdida de privilegios sin reembolso y sanción disciplinaria.
33. Si la tableta se daña (fuera del uso normal), el recluso puede recibir una sanción disciplinaria y puede ser responsable del costo de la tableta. Dependiendo de la naturaleza del daño y de cómo ocurrió, el recluso puede ser expulsado permanentemente del programa.
34. Los reclusos que dañen intencionalmente una tableta o la utilicen para cualquier propósito destructivo o ilegal pueden estar sujetos a cargos penales.
35. Todo recluso que cometa una falta disciplinaria y sea trasladado a la Unidad de Vivienda de Segregación Administrativa para un procedimiento disciplinario o predisciplinario tendrá su tableta trasladada a la Unidad Ad-Seg. El acceso a su tableta a partir de entonces deberá seguir el procedimiento operativo estándar para tabletas Ad-Seg. Los reclusos que cumplan una pena de detención disciplinaria tendrán su tableta junto con sus pertenencias hasta que hayan cumplido su sanción.
36. El acceso de los reclusos a las tabletas es un privilegio y no un derecho y, por lo tanto, puede suspenderse, limitarse o revocarse temporalmente cuando sea necesario para la seguridad de la instalación.
37. Las tabletas acompañarán a los reclusos a través de la reclasificación / nuevas asignaciones de vivienda.
38. Los reclusos deberán devolver su tableta a los carritos de carga antes de las 9:45 p. m. Si un recluso no entrega su tableta, se emitirá un informe D menor.
39. Las tabletas se programarán para apagarse automáticamente a las 9:45 p. m. todas las noches y se volverán a encender a las 9:00 a. m.

40. A los reclusos se les permitirá recuperar su tableta del carrito de carga todas las mañanas de 9:00 a. m. a 9:30 a. m. No se permitirá a ningún recluso recuperar su tableta después de este horario, con la excepción de los reclusos que no se encuentren en la unidad en ese momento (es decir, tribunal, hospital, asignación de trabajo).

CÓDIGO DE INFRACCIONES / DIRECTRICES DE SANCIONES PARA TABLETS

OFENSA	SANCIÓN
Categoría 1 No regreso al final del día o Extracción incorrecta de la unidad o Mal uso de la tableta	1ª Pérdida de comprimidos durante 7 días 2da Pérdida de pastilla durante 15 días 3ª Pérdida de comprimido durante 1 mes o hasta 3 meses
Categoría 2 Utilizar la función de teléfono de la tableta al acercarse o estar en presencia de personal de PCSO, contratistas, proveedores o voluntarios.	1ª Pérdida de Tableta en 1 mes 2da Pérdida de Tableta por 3 meses 3ª Revocación
Categoría 3 Uso de la tableta de otro I/M	1ª Pérdida de comprimido durante 1 semana 2da Pérdida de tableta durante 1 mes 3ª Pérdida de la tableta durante 3 meses hasta la revocación
Categoría 4 Dañado/Desfigurado/Alterado/Personalizado/Grabado	1ª Pérdida de Tableta en 1 mes 2da Pérdida de Tableta por 3 meses 3ª Revocación
Categoría 5 Extracción o manipulación de la carcasa, incluida la batería interna	Pérdida de tableta durante 3 meses hasta La revocación puede implicar la responsabilidad por el pago de una tasa de restitución y estar sujeto a un proceso penal por destrucción maliciosa de la propiedad.
Categoría 6 Uso de la tableta con fines destructivos o La comisión de un delito	La revocación podrá estar sujeta a los cargos penales aplicables.

TELÉFONOS

TODAS LAS LLAMADAS TELEFÓNICAS EN LA INSTALACIÓN ESTÁN SUJETAS A SER GRABADAS.

En caso de una emergencia, como una enfermedad o muerte en su familia, su asistente social de la unidad/ADS del equipo de la unidad/Teniente puede ayudarlo a hacer llamadas telefónicas cuando el acceso a los teléfonos normalmente no estaría disponible.

1. Los teléfonos en la sala de estar de una unidad de vivienda normalmente estarán encendidos para su uso cuando la sala de estar esté abierta.
2. El uso del teléfono es un privilegio y será controlado por el Oficial de la Unidad.
3. Los reclusos deben utilizar su IPIN asignado de seis dígitos (que se recibe durante el proceso de reserva) para poder utilizar un teléfono.
4. Los teléfonos están programados para realizar únicamente llamadas. Todas las llamadas pueden ser grabadas.
5. No se aceptarán llamadas telefónicas externas de los reclusos. Las llamadas de emergencia relacionadas con un recluso serán verificadas por la institución y reenviadas al ADS del equipo de la unidad o al comandante de turno.
6. El Oficial de la Unidad puede limitar las llamadas telefónicas a diez (10) minutos si otros reclusos están esperando para usar el teléfono.
7. No se utilizarán teléfonos durante los servicios de comidas, reuniones de grupo, servicios de lavandería, servicios de comedor ni ningún otro servicio del programa. Los oficiales de la unidad dictarán cuándo se aplica esta regla.
8. Todos los reclusos deben completar un formulario de "Lista de números de teléfono designados para reclusos". Este formulario indicará los números a los que se puede llamar por teléfono. Se requerirá información sobre el abogado o el clérigo en el espacio provisto.
9. Este formulario es parte del proceso de reserva. Cualquier necesidad de cambiar los nombres de los abogados debe ser dirigida a su asistente social en la Unidad de Orientación para que se realicen los cambios o correcciones. Tendrá 20 días para enviar el formulario de Orientación y el asistente social asignado solo aceptará uno.
13. Si necesita agregar o eliminar un número de teléfono, deberá enviar un formulario de solicitud de cambio de teléfono del recluso y enviarlo al trabajador social de la unidad.
14. Aprobados como Abogados, Bufetes de Abogados y Cleros estarán exentos de ser registrados una vez confirmados.

TELEVISIONES

1. El uso/mirar televisión es un privilegio y será controlado por el Oficial de la Unidad y podrá restringirse/limitarse a discreción del Oficial.
2. El televisor se utilizará normalmente cuando la sala de estar esté abierta.
3. A los reclusos no se les permite tocar televisores ni controles remotos.
4. Los niveles de volumen de la televisión no interferirán con las operaciones normales de la unidad y serán controlados por el oficial de la unidad.
5. La selección de canales de televisión será supervisada/controlada por el Oficial de la Unidad.

6. Los televisores no estarán encendidos durante los servicios de comidas, reuniones de grupo, servicios de lavandería, servicios de comedor o cualquier otro servicio de programación. Los oficiales de la unidad dictarán cuándo se aplica esta regla.

ASIGNACIONES DE TRABAJADORES DE LA UNIDAD

1. El oficial de la unidad determinará las asignaciones de trabajo de los reclusos dentro de su unidad asignada. El oficial de la unidad coordinará todas las asignaciones con el oficial de asignación de trabajo institucional. Los oficiales asignados a la unidad de alojamiento durante cinco días serán responsables de contratar a los trabajadores de la unidad.
2. Los trabajadores reclusos completarán tareas dentro de la unidad bajo la supervisión y dirección del Oficial de la Unidad.
3. Todo recluso asignado a tareas de servicio de comidas debe tener autorización médica antes de comenzar a trabajar. Deberá lavarse las manos antes de realizar cualquier tarea relacionada con el trabajo y usará redecillas para el cabello y guantes.
4. Las asignaciones de tareas de los reclusos se publican en la estación de oficiales.
5. Cualquier oficial puede despedir a un trabajador de la unidad por cualquier falta disciplinaria, infracción de las reglas de la unidad o falta o incumplimiento de las tareas asignadas. Los reclusos que sean despedidos recibirán documentación disciplinaria de su pérdida de privilegios laborales. La documentación puede presentarse en forma de informes disciplinarios informales o formales.
6. Los oficiales también pueden solicitar que los trabajadores de la unidad completen tareas distintas a las asignadas, los trabajadores de la unidad están obligados a cumplir con estas instrucciones.
7. La no presentación a trabajar en un día determinado se registra y se utiliza de acuerdo con los procedimientos establecidos.

VISITAS

7. Las listas de visitas se distribuyen durante el Proceso de Orientación y una vez cada seis (6) meses.
8. Durante determinadas épocas del año, se distribuyen formularios que permiten cambiar la lista de visitantes.
9. Son distribuidos y recogidos únicamente por el asistente social de la unidad.
10. Cualquier cambio que se solicite solo se aprobará si se envía dentro de los límites de tiempo identificados.
11. No se aceptarán los formularios recibidos después de un período de recolección identificado sin la aprobación por escrito del Gerente de la Unidad. Las correcciones a las listas presentadas solo se podrán realizar con la aprobación del Gerente de la Unidad.
12. Todas las visitas sin contacto se llevan a cabo en cabinas y el contacto personal verbal se realiza a través de un receptor telefónico, al igual que con todos los demás teléfonos en el Centro Correccional del Condado de Plymouth, estos teléfonos están sujetos a ser grabados.

REGLAS DE VISITA

Las siguientes reglas y regulaciones de visitas están publicadas en cada unidad de alojamiento de reclusos, en inglés y en español, y están disponibles por escrito para el personal, los reclusos y los visitantes que las soliciten.

1. A los reclusos del Centro Correccional del Condado de Plymouth (PCCF) se les permite una cantidad designada de visitas por semana; consulte el programa de visitas publicado en la unidad de vivienda.
2. Un recluso puede negarse a recibir a un visitante.
3. Un visitante solo puede visitar la cantidad de reclusos descrita en las Normas y reglamentos de visitas publicados. Consulte el documento publicado en su unidad para obtener más información (excluidos los visitantes oficiales).
4. Un recluso puede recibir una cantidad designada de visitas por día (consulte el programa de visitas publicado en la unidad de vivienda) (excluidos los visitantes oficiales).
6. Dos (2) adultos, dos (2) adultos con un (1) niño o un (1) adulto con dos niños pueden visitar a un recluso al mismo tiempo, siempre que se registren juntos en el mostrador de recepción. Los niños se consideran menores de dieciocho (18) años y deben estar acompañados por un padre o tutor legal en cada visita.
   b. En cada visita se deberá presentar prueba de la relación del menor con el recluso (certificado de nacimiento, documentos de adopción).
   b. A las personas que no quieran o no puedan controlar a los niños bajo su supervisión se les pedirá que abandonen la propiedad de la instalación y no se les permitirá realizar visitas.
   c. En ausencia de un padre o tutor legal, se podrá conceder la visita de un menor o de un hermano. Antes de conceder la visita, se debe presentar al Superintendente o a la persona designada una carta de aprobación y permiso del padre o tutor legal. La carta debe especificar la(s) persona(s) autorizada(s) a llevar al menor a la instalación y el recluso que será visto en la visita, y debe estar certificada por un Notario Público.
      3. Cuando el Superintendente o su designado dé una respuesta por escrito en una "Tarjeta Azul" institucional, la "Tarjeta Azul" se mantendrá en la estación del Oficial de recepción con las instrucciones del Superintendente o su designado con respecto a la visita.
      4. La carta notariada deberá ser presentada por el visitante al momento de cada visita.
   d. A los menores de edad sólo se les permitirá ingresar a las instalaciones para visitar a sus padres, padrastros, abuelos, tutores legales o hermanos.
   j. Los nietos podrán visitar al recluso sólo después de que se haya demostrado que tienen un parentesco de sangre con el recluso. El padre o la madre debe demostrar que tienen un parentesco de sangre con el recluso y que son los padres del niño.
   g. A los hijastros se les permitirá el acceso a las instalaciones para visitar a su padrastro o madrastra solo cuando estén acompañados por su padre o madre.
      3. El padre deberá demostrar, mediante certificado de nacimiento, que es el padre del niño que será llevado a visitar.
      4. El padre también deberá mostrar prueba de matrimonio al recluso, en forma de licencia de matrimonio.

6. Los visitantes deben cumplir con el código de vestimenta aprobado por el Superintendente. Este código de vestimenta se encuentra publicado en el vestíbulo de visitas públicas.
7. Las formas aprobadas de identificación con fotografía para los visitantes incluyen una licencia de conducir válida, una tarjeta de identificación estatal u otra identificación oficial con fotografía, por ejemplo, pasaporte actual, identificación militar, etc.
   c. Se aceptarán tarjetas de bienestar que contengan el nombre, fecha de nacimiento, número de seguro social y dirección del visitante.
   d. No se aceptarán como identificación con fotografía las tarjetas de bienestar que no contengan la información mencionada anteriormente.
8. Ningún visitante con una condena previa por delito grave podrá realizar una visita sin la aprobación previa por escrito del Superintendente o su designado.
9. Cualquier visitante que haya estado confinado en el Centro Correccional del Condado de Plymouth durante el año anterior debe tener permiso del Superintendente o su designado antes de realizar la visita.
10. No se permite la visita de ninguna persona que se considere que se encuentra bajo la influencia del alcohol o de una sustancia controlada, ni de visitantes que causen problemas o cualquier tipo de alteración. Cuando el personal sospeche que un visitante está realizando dicha actividad, se pondrá en contacto con el comandante de turno, quien hablará con la persona para determinar si reúne los requisitos para realizar la visita en ese momento.
11. A los reclusos que sean disruptivos o causen cualquier tipo de disturbio se les terminará inmediatamente su visita y estarán sujetos a la pérdida de los privilegios de visita.
12. Los visitantes y los reclusos no mantendrán contacto físico que sea o pueda ser considerado por el personal de la institución como excesivo o inapropiado para un lugar público. Tal comportamiento resultará en la terminación inmediata de la visita y la pérdida o suspensión de los privilegios de visita.
14. No se permite ningún tipo de equipo de video y/o audio en la propiedad, incluidos teléfonos celulares, cámaras, grabadoras, cámaras de video, relojes inteligentes, computadoras portátiles, etc., excepto con la aprobación del Superintendente o su designado.
   a. Los materiales y/o equipos necesarios para los programas, servicios y/o en conjunto con los servicios contratados deben ser aprobados previamente por el Superintendente o su designado antes de permitir su ingreso a las instalaciones.
14. No se permite llevar fuera del vestíbulo de visitas públicas los bienes personales que pertenezcan a los visitantes de la instalación con el propósito de visitar a un recluso, incluidas joyas, dinero (papel y/o monedas), billeteras, carteras, etc.
15. En Massachusetts, es un delito grave que cualquier persona:
   e. Entregar cualquier artículo a un recluso sin el permiso del Sheriff o su designado,
   f. Procurar un artículo que ha de ser entregado, poseerlo, con intención de entregarlo,
   g. Depositarlo u ocultarlo en cualquier lugar con la intención de que un recluso lo obtenga o lo reciba.
   h. Recibir de un recluso cualquier artículo con la intención de transportarlo fuera de la instalación sin el permiso del Sheriff o su designado autorizado (MGL c.268, §. 26, 28, 29 y 31).
16. Los visitantes, una vez ingresados a las instalaciones, deben dirigirse directamente a la zona de visitas y cabina que les hayan sido asignadas. Todo visitante que se encuentre en una zona distinta a la asignada estará infringiendo las normas de las instalaciones. La visita se dará por terminada y el visitante deberá abandonar las instalaciones.
17. Al ingresar, y antes de ser registrado, cada visitante deberá revelar al Oficial de Recepción y /o al Oficial de Proceso de Visita cualquier artículo que lleve consigo, excepto la ropa que esté usando.
   c. Cualquier persona que lleve o intente llevar dentro o fuera de las instalaciones cualquier artículo sin el consentimiento del Sheriff o su designado será pasible de arresto, procesamiento y pérdida de los privilegios de visita.
   d. El padre o tutor adulto del menor es responsable de realizar dicha divulgación en nombre del menor. Todos los visitantes de las instalaciones de PCCF están sujetos a ser registrados.
18. Todos los visitantes que se encuentren en las instalaciones para una visita están sujetos a ser registrados antes de que se les permita visitar y/o antes de que se les permita salir de las instalaciones.
19. La violación de cualquier norma, reglamento y/o procedimiento de visita del Centro Correccional del Condado de Plymouth dará como resultado que el visitante sea expulsado de la instalación y se le nieguen todos los privilegios de visita posteriores.
20. Todos los visitantes a la propiedad de la Instalación Correccional del Condado de Plymouth están sujetos a que se inicie una verificación de orden judicial, como verificación de la información proporcionada por el visitante.
21. La violación de las normas, reglamentos y/o procedimientos de visita del Centro Correccional del Condado de Plymouth dará lugar a que el visitante sea expulsado de la propiedad. Se le podrán negar los privilegios de visita en el futuro.
22. Durante el proceso de orientación, los reclusos deberán presentar una lista de visitantes para obtener la aprobación previa. Los reclusos deberán proporcionar el nombre, la dirección, la edad/fecha de nacimiento, la relación y el número de teléfono del visitante. Los visitantes aprobados previamente serán las únicas personas a las que se les permitirá realizar visitas. (Excluidas las visitas oficiales)

VISITAS OFICIALES (ABOGADOS/CLÉRIGOS)

1. Las visitas oficiales se permiten de 9:00 a 22:00 horas, siete (7) días a la semana. Se podrá permitir la visita de funcionarios en otros horarios, con la aprobación previa del Superintendente o su designado.
2. Los preparativos para visitas oficiales en fechas distintas a las indicadas en esta sección, o para las cuales pueda haber requisitos especiales, deberán hacerse con antelación, siempre que sea posible.
3. Además de los procedimientos enumerados anteriormente, se aplicarán los siguientes procedimientos:
   a. Los abogados deben presentar su tarjeta de supervisor del Colegio de Abogados de Massachusetts actualizada, además de una identificación con fotografía vigente.
   b. Los estudiantes de derecho, asistentes jurídicos e investigadores privados que trabajen bajo la dirección de un abogado, y con la autorización escrita del abogado en su persona, podrán visitar a los clientes reclusos de ese abogado conforme a las disposiciones de esta sección.

4. Los miembros del clero deben recibir la aprobación del Capellán antes de que se realice una visita de contacto.
   e. Una vez que el capellán haya aprobado la visita, se completará una "tarjeta azul", que se enviará al coordinador de voluntarios. El coordinador de voluntarios se asegurará de que se cumplan los requisitos de la Política y del PCCF 485 antes de que se dé la aprobación final para la visita.
   f. Los miembros del clero que no estén previamente aprobados deberán realizar la visita en un área de visita sin contacto hasta que se reciba dicha aprobación.
   g. Se mantendrá y actualizará periódicamente una lista de clérigos y voluntarios previamente aprobados.
   h. Se mantendrá una copia archivada en el mostrador de recepción de visitas.
5. Todo visitante oficial representado en este apartado del procedimiento deberá presentar al Oficial de Recepción su identificación con fotografía y su documento de cargo (carnet de abogado, certificado de clérigo, etc.). A cambio recibirá una credencial de visitante, que deberá llevar de forma visible durante su visita a la institución.
   a. La identificación con fotografía se colocará en la credencial del visitante, como medio de identificación inmediata mientras la persona se encuentre dentro de las instalaciones.
   b. Cualquier visitante al que se le haya emitido una identificación PCSO deberá entregar una identificación personal con fotografía al oficial de visitas, quien a su vez emitirá la credencial de identificación PCSO.
   c. El Oficial de Visita mantendrá la identificación personal en el mostrador de recepción hasta que el visitante salga, momento en el cual la credencial de identificación emitida por el PCSO se cambiará por la identificación personal.

6. Además, la instalación permite visitas virtuales de abogados a través del sistema JurisLink.

   a. Las visitas virtuales de abogados están permitidas de 8:00 a. m. a 10:00 p. m., siete (7) días a la semana.
   NOTA: PCCF no permite programar visitas virtuales de abogados el mismo día.

HORARIO DE VISITAS

A. Todos los visitantes deben completar un " Formulario de preaprobación para visitantes/Cuestionario de solicitud de visita ".
B. Todos los visitantes deben estar incluidos en la lista de aprobación previa de cinco (5) personas.
C. Todos los visitantes deben proporcionar una identificación con fotografía positiva, como se detalla en las " Reglas y regulaciones de visitas publicadas ".
D. El procesamiento de la visita comenzará quince minutos antes del período de visita.
E. El procesamiento de la visita finalizará quince (15) minutos antes de la última hora posible para sentarse, dentro del período de visita programado.
F. Todos los visitantes deberán permanecer en el vestíbulo de visitantes una vez procesados y esperando ser enviados a la visita.

TRAMITACIÓN DE VISITAS	Horario de visita	Hora de inicio del procesamiento	Hora de finalización del procesamiento
VISITAS SIN CONTACTO	9:00 a. m. a 10:45 a. m.	8:30 am	10:15 am
VISITAS SIN CONTACTO	13:00 a 15:45 horas	12:30 pm	15:15 horas
VISITAS SIN CONTACTO	18:00 a 21:45 horas	5:30 pm	21:15

1. Las visitas sin contacto tienen una duración de treinta (30) minutos (1/2 hora).
2. A los reclusos se les permite una (1) visita por día de visita programado, un total de dos (2) visitas por semana.
3. A los visitantes se les permite visitar a un (1) recluso por día.

POBLACIÓN QUE VISITA SIN CONTACTO	Día	Horario de visita		
APELLIDOS QUE EMPIEZAN CON LA LETRA DE LA "A" A LA "L"	MARTES	9:00 a. m. a 10:45 a. m.	13:00 a 15:45 horas	18:00 a 21:45 horas
	SÁBADOS	9:00 a. m. a 10:45 a. m.	13:00 a 15:45 horas	
APELLIDOS QUE EMPIEZAN CON LA LETRA DE LA "M" A LA "Z"	JUEVES	9:00 a. m. a 10:45 a. m.	13:00 a 15:45 horas	
	DOMINGOS	9:00 a. m. a 10:45 a. m.	13:00 a 15:45 horas	18:00 a 21:45 horas
	SÁBADOS			18:00 a 21:45 horas

ASIGNACIONES DE TRABAJO

20. Los reclusos están obligados a trabajar a menos que, por cuestiones de salud o de clasificación, el trabajo esté prohibido.
21. Los reclusos pueden solicitar trabajar presentando un formulario de solicitud al Oficial de Asignación de Trabajo.
22. Los trabajos se asignan por orden de llegada y, cuando sea posible, se asignarán en función de las habilidades del recluso cuando sea necesario y apropiado.
23. A los reclusos no se les permite elegir sus tareas laborales.
24. La negativa a realizar cualquier tarea laboral es motivo de acción disciplinaria, que incluye, entre otras, la pérdida del tiempo bien ganado, la colocación en estado de "sin trabajo" y la colocación en estado de "sin tiempo bien ganado".
25. Los trabajadores son responsables de estar listos para trabajar cuando se les asigne, estar vestidos adecuadamente y llegar a tiempo a las tareas.
26. Los trabajadores de servicios de alimentación deben cumplir con todas las normas de salud e higiene antes, durante y después del trabajo.

27. Los horarios, horas y días de trabajo, se establecen para optimizar el desempeño de una tarea y son regulados por el supervisor de obra.
28. La vestimenta especial o de trabajo se regula según las funciones asignadas. La ropa y el equipo se asignarán y distribuirán a quienes lo requieran, una vez asignada o entregada la ropa o el equipo, es responsabilidad exclusiva del interno cuidar y mantener los artículos.
29. El buen tiempo ganado puede ser otorgado a los reclusos a una tasa de hasta 10 días por mes por todo el trabajo realizado durante el mes, siendo el comportamiento y la asistencia un factor al aplicar el buen tiempo.
30. Los reclusos deben completar, como mínimo, 3 semanas de servicio satisfactorio, incluido comportamiento y asistencia.
31. A los reclusos estatales elegibles se les otorga el tiempo ganado por el trabajo solo cuando lo aprueba por escrito el Comisionado de Correcciones y se publica una vez al año, solo tras la recepción de una hoja DFS por parte del PCCF.
32. A los reclusos del condado elegibles se les otorga el buen tiempo ganado solo cuando lo aprueba su supervisor de trabajo, por escrito en una hoja de asistencia, y se publica a más tardar a mediados del mes posterior al mes en el que se realiza el trabajo.
33. Los reclusos que no puedan presentarse a trabajar debido a una enfermedad deben inscribirse en el servicio de guardia el día en que no trabajaron y deben ser examinados por un oficial médico. El incumplimiento de esta norma se considerará simulación y será motivo de medidas disciplinarias, que pueden incluir el despido de cualquier programa de trabajo.
34. A los reclusos con restricciones de salud legítimas se les asignan trabajos que estén dentro de sus capacidades, cuando hay puestos disponibles.
35. No se asignará ningún trabajo hasta que un recluso haya recibido autorización médica y haya completado con éxito la capacitación en seguridad.
36. Ningún trabajador recluso recibirá compensación económica o monetaria.
37. Los reclusos en juicio y los reclusos bajo la jurisdicción de ICE y el Servicio de Alguaciles de EE. UU. no realizarán ningún trabajo más allá del mantenimiento de la unidad y no son elegibles para ninguna buena conducta acumulada.
38. Cuando el trabajo entra en conflicto con los horarios del programa, los trabajadores reclusos deben resolver dichos conflictos con su supervisor de trabajo y el coordinador del programa.

CÓDIGO DE INFRACCIONES / DIRECTRICES DE SANCIONES

DELITOS DE CATEGORÍA 1
SANCIONES

Las sanciones disciplinarias mayores y menores pueden incluir, entre otras:

2. **Detención disciplinaria: hasta 10 días por cargo**

Y/o hasta 120 días de pérdida de Pérdida de Privilegios: Servicios de Comedor, Telefonos, Visitas, Actividades de Salón de Día, Acceso al Gimnasio

Y/o:

7. **Reclasificación: Falla del programa, pérdida de privilegios laborales**
8. **Cambio de estatus de vivienda: reasignación de unidad, colocación en segregación administrativa**
9. **Tarifas: cobradas por destrucción de cuentas de comedor o daños a la propiedad del condado**
10. **Fiscalía: Los cargos se remitieron al Fiscal de Distrito para el procesamiento formal.**
11. **Restitución: Por cualquier gasto incurrido por la Oficina del Sheriff debido a la negligencia, malicia o acciones intencionales de un recluso que causen daño físico.**
12. **Pérdida del buen comportamiento legal**

Nota* Dos o más infracciones menores pueden considerarse una infracción grave.

1A. Desobedecer una orden de un miembro del personal.
1B. Mentirle a un miembro del personal.
9A. Escapar.
10A. Fabricación de cualquier producto no autorizado-sustancia o parafernalia asociada.
10B. Posesión de cualquier material no autorizado-sustancia o parafernalia asociada.
10C. Introducción de cualquier sustancia no autorizada o parafernalia asociada.
10D. Uso de cualquier material no autorizado–sustancia o parafernalia asociada

10N. Conspirar o intentar introducir cualquier sustancia no autorizada o parafernalia asociada.
10O. Distribución de cualquier sustancia no autorizada o parafernalia asociada
11A. Mal uso de medicamentos autorizados (es decir, acumulación no autorizada de medicamentos recetados)
11B. Mal uso de medicamentos que se encuentran en el poder (KOP).
11C. Intento de uso indebido de medicamentos autorizados.
14A. Participar en un motín o alentarlo.
14B. Participar en un paro laboral o alentarlo.
14C. Participar en la toma de rehenes o alentarla.
14D. Participar o alentar una manifestación grupal no autorizada.
15A. Posesión de un arma, arma de fuego, explosivo, munición o arma.
15B. Fabricación de pistolas, armas de fuego, explosivos, municiones o armas.
15C. Introducción de un arma de fuego, pistola, explosivo, munición o arma.
15D. Posesión de un instrumento afilado, cuchillo o herramienta.
15E. Fabricación de un instrumento, cuchillo o herramienta afilados.

15F. **Introducción de un instrumento, cuchillo o herramienta afilada.**
15G. **Posesión o introducción de cualquier artículo que sea una imitación de cualquier arma. (Esto incluirá cualquier artículo que pueda representar una amenaza para cualquier persona o para ellos mismos)**
15H. **Posesión o introducción de cualquier elemento que sea una representación facsímil de cualquier arma. (Esto incluirá cualquier elemento que pueda representar una amenaza para cualquier persona o para ellos mismos)**
15I. **Posesión o introducción de cualquier artículo que sea una representación falsificada de cualquier arma. (Esto incluirá cualquier artículo que pueda representar una amenaza para cualquier persona o para ellos mismos)**
16. **Matanza.**
18A. **Pelear, agredir o amenazar a un recluso con cualquier delito contra un recluso o su propiedad.**
18B. **Pelear, agredir o amenazar al personal con cualquier delito contra el personal o la propiedad.**
18C. **Pelear, agredir o amenazar a un visitante con cualquier delito contra el visitante o la propiedad.**
20A. **Participar en actos sexuales con otras personas.**
20B. **PREA: Acoso sexual**
20C. **PREA: Abuso sexual**
21. **Prender fuego.**
31C. **Reclutamiento o intento de reclutar personas para que se unan a una pandilla o un grupo que represente una amenaza para la seguridad.**
31D. **Actividades relacionadas con pandillas o grupos que amenazan la seguridad.**
32. **Violar cualquier ley de la Mancomunidad de Massachusetts o de los Estados Unidos.**
33. **Intentar cometer cualquiera de los delitos anteriores. Ayudar a otro a cometer cualquiera de los delitos anteriores se considerará como la comisión del delito en sí.**

DELITOS DE CATEGORÍA 2
SANCIONES

Las sanciones disciplinarias mayores y menores pueden incluir, entre otras:

2. **Detención disciplinaria: hasta 8 días por cargo**

Y/o hasta 80 días de pérdida de Pérdida de Privilegios: Servicios de Comedor, Telefonos, Visitas, Actividades de Salón de Día, Acceso a Gimnasio

Y/o:

7. **Reclasificación: Falla del programa, pérdida de privilegios laborales**
8. **Cambio de estatus de vivienda: reasignación de unidad, colocación en segregación administrativa**
9. **Tarifas: cobradas por destrucción de cuentas de comedor o daños a la propiedad del condado**
10. **Fiscalía: Los cargos se remitieron al Fiscal de Distrito para el procesamiento formal.**
11. **Restitución: Por cualquier gasto incurrido por la Oficina del Sheriff debido a la negligencia, malicia o acciones intencionales de un recluso que causen daño físico.**
12. **Pérdida del buen comportamiento legal**

Nota* **Dos o más infracciones menores pueden considerarse una infracción grave.**

1C. **Insolencia hacia un miembro del personal.**
1D. **Rechazo de la asignación de una vivienda.**
6A. **Falsificación, falsificación o reproducción no autorizada de cualquier documento, artículo de identificación o papel oficial.**
6B. **Falsificación, falsificación o reproducción no autorizada de cualquier dinero, valor o documento oficial.**
7. **Manipular o bloquear cualquier dispositivo de cierre, puerta, portón o ventana.**
8. **Conducta que perturbe o interfiera con el funcionamiento ordenado de la institución.**
9B. **Posesión de herramientas de escape.**
9C. **Fabricación de herramientas de escape.**
10E. **Fabricación de cualquier bebida alcohólica.**
10F. **Posesión de cualquier bebida alcohólica**
10G. **Introducción de cualquier bebida alcohólica**
10H. **Uso de cualquier bebida alcohólica**
10J. **Fabricación de cigarrillos, productos de tabaco o parafernalia asociada.**
10K. **Posesión de cigarrillos, productos de tabaco o parafernalia asociada.**
10L. **Introducción de cigarrillos, productos de tabaco o parafernalia asociada.**
10M. **Uso de cigarrillos, productos de tabaco o parafernalia asociada.**
12. **Negarse a someterse a una prueba de alcoholemia o a proporcionar una muestra de orina.**
19A. **Uso de lenguaje, acciones o gestos obscenos, abusivos o amenazantes hacia cualquier recluso.**
19B. **Uso de lenguaje, acciones o gestos obscenos, abusivos o amenazantes hacia cualquier miembro del personal.**
19C. **Uso de lenguaje, acciones o gestos obscenos, abusivos o amenazantes hacia cualquier visitante.**
22A. **Destrucción o daño intencional de la propiedad institucional.**

34A. Posesión de parafernalia para tatuajes
34B. Tatuajes o perforaciones en partes del cuerpo mientras se está encarcelado.
35. Manipular dispositivos de plomería, lo que incluye bloquear desagües, arrojar objetos extraños en inodoros y/o desagües de lavabos o pisos.
36. Mal uso del sistema telefónico de los reclusos
37. Mal uso de la tableta por parte de los reclusos

DELITOS DE CATEGORÍA 3
SANCIONES

Las sanciones disciplinarias mayores y menores pueden incluir, entre otras:

2. Detención disciplinaria: hasta 5 días por cargo

Y/o hasta 40 días de pérdida de Pérdida de Privilegios: Servicios de Comedor, Telefonos, Visitas, Actividades de Salón de Día, Acceso a Gimnasio

Y/o:

7. Reclasificación: Falla del programa, pérdida de privilegios laborales
8. Cambio de estatus de vivienda: reasignación de unidad, colocación en segregación administrativa
9. Tarifas: cobradas por destrucción de cuentas de comedor o daños a la propiedad del condado
10. Fiscalía: Los cargos se remitieron al Fiscal de Distrito para el procesamiento formal.
11. Restitución: Por cualquier gasto incurrido por la Oficina del Sheriff debido a la negligencia, malicia o acciones intencionales de un recluso que causen daño físico.
12. Pérdida del buen comportamiento legal

Nota* Dos o más infracciones menores pueden considerarse una infracción grave.

2. Violar cualquier norma o reglamento institucional (incluidas las violaciones de las normas y reglamentos de la unidad).
3. No mantener la propia persona o su alojamiento en conformidad con las normas institucionales.
4. Estar fuera de lugar.
5A. Ausencia injustificada de una tarea laboral.
5B. Incumplimiento deliberado de un deber de realizar un trabajo debidamente asignado o negativa a aceptarlo.
13. Juegos de azar.
17. Automutilación.
22B. Destrucción o daño intencional de la propiedad de otra persona o recluso.
23A. Posesión no autorizada de propiedad perteneciente a otra persona o recluso.
23B. Posesión no autorizada de bienes pertenecientes al condado (por ejemplo: ropa de lavandería, ropa blanca, materiales de clase, artículos de recreación, artículos de servicio de comidas).
24A. Posesión de artículos no autorizados para su retención o recepción por los reclusos.
24B. Posesión de dinero o moneda.
25A. Dar dinero o un artículo de valor a un recluso, familiar o amigo sin autorización.
25B. Aceptar dinero o cualquier cosa de valor de un recluso, familiar o amigo sin autorización.
26. Robar.
27. Dar u ofrecer un soborno a cualquier funcionario o miembro del personal.
28. Dar u ofrecer a cualquier funcionario o miembro del personal cualquier artículo de servicio o valor.
29A. Extorsión, chantaje, protección a cambio de protección contra otros.
29B. Exigir o recibir dinero o cualquier cosa de valor a cambio de protección contra otros.
30. Cobrar o recibir dinero o cualquier cosa de valor, ya sea directa o indirectamente, de otro recluso, de un miembro de su familia o de cualquier otra persona, a cambio de prestar asistencia jurídica.
31A. Usar o exhibir colores o cualquier tipo de emblema, insignia o logotipo, ya sea fabricado o hecho a mano, que sugiera una posible membresía o afiliación a una pandilla, grupo, partido u otra asociación. (Siempre que dicho uso o exhibición pueda, en opinión del Superintendente Adjunto o su designado, representar una amenaza para la seguridad, el buen orden o la protección de la institución o de cualquiera de sus programas).
31B. Posesión de artículos, literatura, dibujos o materiales escritos relacionados con pandillas.

Reglas de la unidad publicadas

La unidad en la que se encuentra alojado está controlada por un oficial de la unidad que hará cumplir las siguientes reglas. Usted es responsable de seguir estas reglas, así como las órdenes del oficial de la unidad, mientras se encuentre alojado en el centro penitenciario del condado de Plymouth. El incumplimiento de esta lista de reglas y de cualquier otra que se aplique en el centro penitenciario del condado de Plymouth dará lugar a la adopción de medidas disciplinarias y no se tolerará.

33. Debe leer el Manual del recluso y todas las normas y reglamentos publicados. Usted es responsable de cumplir las normas. El incumplimiento de las mismas dará lugar a medidas disciplinarias.
34. Se le pedirá que trate a los demás reclusos y al personal de manera cortés y respetuosa.

35. No se permiten gritos ni juegos bruscos en la unidad. No se permiten insultos racistas, apodos, palabras malsonantes, blasfemias ni gestos groseros, y se tomarán medidas disciplinarias.
36. No se tolerará orinar ni escupir en ninguna parte de esta instalación, excepto en los baños.
37. Limpia cualquier área que utilices: sala de estar, área de recreación, celda, ducha, etc.
38. ¡El panel de control del oficial está PROHIBIDO EL ACCESO! El único momento en que debe estar cerca del panel es con el permiso del oficial. No se le permitirá permanecer en el entrepiso del segundo piso de la unidad, cerca de las escaleras o las duchas.
39. **ESTÁ ABSOLUTAMENTE PROHIBIDO FUMAR.** Cualquier persona sorprendida fumando o con materiales para fumar estará sujeta a medidas disciplinarias.
40. Tú Se requiere que usted use su identificación y un uniforme completo cada vez que vaya a una visita o salga de su unidad, esto incluye una camisa verde/naranja/azul, pantalones verdes/naranja/azules y zapatillas deportivas. **La identificación debe estar claramente visible en todo momento.**
41. Tú Debe estar vestido apropiadamente cuando esté fuera de su habitación. Deberá usar pantalones cortos de gimnasia con camiseta o uniforme completo con calzado o chanclas (no se permite estar descalzo o con medias). No se le permitirá usar pañuelos para la cabeza ni cubrirse el cabello en ningún momento, con la excepción de los tocados religiosos autorizados. La identificación debe estar visible en todo momento.
42. Tú No entrará a la habitación de otro recluso, ni se permitirá que otros reclusos entren a su habitación.
43. Tú Se asegurará de que su habitación esté limpia, que la cama esté tendida de acuerdo con la foto publicada en la unidad, que sus pertenencias estén en su bolso y debajo de su cama. No colocará, colgará, adherirá, fijará, pegará ni escribirá nada en las paredes, techos, pisos, muebles, espejos, accesorios, camas/literas, ventanas o conductos de aire. No se cubrirán las ventanas en ningún momento, no se colocará nada en el piso ni frente a la puerta.
44. Cada vez que salgas de tu habitación, debes cerrar la puerta completamente para que quede bloqueada. No la cierres de golpe.
45. Como Según lo publicado por unidad, la sala de estar estará abierta durante ciertas horas para su uso. Durante este tiempo, podrá utilizar los teléfonos, la terraza de recreación, los televisores y las áreas comunes. El uso de la sala de estar es un privilegio que puede limitarse o cerrarse a discreción del oficial de la unidad.
46. Cuando Cualquier miembro del personal le diga que "vaya a su habitación" o anuncie "cierre total", usted irá a su habitación inmediatamente, sin preguntas, y se encerrará. Permanecerá en su habitación hasta que un oficial le diga que puede salir.
47. Deberás ir a tu habitación para todos los recuentos. En un dormitorio, deberás ir a tu cama/litera para todos los recuentos.
48. Como Publicado por Unidad, la ropa y la ropa de cama se lavarán semanalmente.
49. Tú Se cobrará por toda la ropa y/o propiedad proporcionada por las instalaciones dañada o perdida.
50. Al salir de la unidad para ir a la corte, a citas en el hospital, etc., usted será responsable de empacar todas sus pertenencias y llevarlas consigo al Departamento de Propiedades (todas las pertenencias emitidas por la instalación, incluyendo: uniformes, toallas, sábanas y pertenencias personales, incluyendo: cantina, correo, etc.) No dejará nada en su sala de estar ni con otro recluso.
51. Los teléfonos se pueden utilizar en cualquier momento en que la sala de estar esté abierta. Los teléfonos están programados para realizar llamadas a números aprobados previamente. No se aceptarán llamadas telefónicas externas. Para realizar una llamada telefónica, deberá utilizar su IPIN de seis (6) dígitos, que se le proporcionó durante el proceso de reserva.
52. Si tiene una visita o un programa, debe estar vestido con el uniforme completo, con su identificación y listo a tiempo. Deberá ir y volver directamente, sin detenerse. No completar el movimiento dentro de las instalaciones de esta manera puede resultar en una medida disciplinaria.
53. Es posible que se le permita una cantidad programada de visitas por semana, según el cronograma de su unidad.
54. Se le puede permitir comprar artículos para el comedor por un valor de hasta $130.00 una vez por semana. Los pedidos para el comedor deben completarse antes del día programado que se publica en cada unidad de vivienda.
55. Si necesita ver a un médico, complete un formulario de llamada por enfermedad y colóquelo en el lugar provisto en la unidad. El personal médico visitará cada unidad de alojamiento los 7 días de la semana. Mientras se encuentren en la unidad, solo atenderán las quejas de aquellos reclusos que hayan completado un formulario de llamada por enfermedad.
56. Las comidas se consumirán únicamente en las mesas provistas en la unidad y en ningún otro lugar. Los alimentos y los artículos para el servicio de comidas no se deben retirar de las áreas para comer. Cualquier alimento que se encuentre en las habitaciones o áreas de estar que provenga de la cocina de la instalación es contrabando y está sujeto a eliminación inmediata.
57. Cualquier pregunta se dirigirá al Oficial de la Unidad. Si el Oficial de la Unidad no puede resolver su problema, le indicará que envíe un Formulario de solicitud a la persona correspondiente. Cuando un miembro del personal ingrese a la unidad, no podrá acercarse a él sin la aprobación del Oficial de la Unidad.
58. **EN CASO DE EMERGENCIA, PELEA, INCENDIO, EMERGENCIA MÉDICA, ETC., IRÁ A SU HABITACIÓN INMEDIATAMENTE Y SE ENCERRARA. NO ESPERE A QUE SE LO INDIQUEN.** Si por alguna razón no puede llegar a su habitación, por ejemplo, debe alejarse lo más posible del área de disturbios y esperar hasta que un miembro del personal le indique que se mude a otro lugar. Si puede llegar a su habitación, pero está cerrada con llave, debe permanecer junto a su puerta hasta que la abra el Oficial de la Unidad. Todos los reclusos en los dormitorios se presentarán en su área de literas. Los reclusos seguirán las instrucciones del Oficial de la Unidad. El incumplimiento de las instrucciones dará lugar a una acción disciplinaria.
59. Duchas Están disponibles para su uso en cualquier momento en que la sala de estar esté abierta. Debe entrar y salir del área de duchas vestido. Es su responsabilidad dejar el área limpia y libre de residuos cuando haya terminado.
60. Todas **las** oportunidades laborales dentro de la unidad son determinadas por el Oficial de la Unidad. Todas las demás asignaciones de trabajo son realizadas por el Oficial de Asignación de Trabajo de la instalación. Las solicitudes deben ser presentadas a él, por escrito. La asignación a un trabajo puede ser determinada por listas de espera, niveles de clasificación y autorización médica antes de las asignaciones de trabajo.
61. Al Al salir de la institución, los reclusos deben organizar el transporte para salir de la propiedad. Cualquier problema para conseguir transporte debe notificarse a los trabajadores sociales al menos una semana antes de la liberación.
62. Existe un procedimiento de quejas de los reclusos para ayudar a resolver los problemas que no se pueden resolver a través de los canales normales. Deberá presentar la queja en el formulario que se encuentra en el quiosco de la unidad de alojamiento. Consulte con el oficial de su

unidad o con el asistente social para presentar una queja cuando el quiosco no esté funcionando. Los problemas de disciplina y clasificación de los reclusos no se pueden resolver, los reclusos deben utilizar el proceso de apelación correspondiente.

63. Los reclusos deben asegurar la puerta de su celda cada vez que entren o salgan. Los reclusos podrán entrar o salir de sus celdas en horarios predeterminados, según se indique en su unidad de alojamiento. Cada horario predeterminado de llamada a la celda permite que un recluso entre o salga de la celda, con tiempo asignado para que pueda recuperar los artículos necesarios para las clases, las duchas, etc. El oficial de la unidad determinará la necesidad de desviarse de los horarios programados de llamada a la celda.
64. Cuando los reclusos utilizan equipos para el cuidado del cabello (cortadoras, etc.), el recluso que utiliza el equipo es responsable de limpiarlo y desinfectarlo antes y después de cada uso individual.

INFORMACIÓN SOBRE EL SIDA

¿QUÉ ES EL SIDA?

1. SIDA significa "Inmunodeficiencia Adquirida" Síndrome"
2. Afecta el sistema inmunológico del cuerpo.
3. El cuerpo no puede combatir ninguna enfermedad.
4. No existe cura conocida.

¿QUÉ CAUSA EL SIDA?

1. Un virus llamado "VIH" (Síndrome de Inmunodeficiencia Humana)
2. El virus entra en la sangre y destruye el sistema inmunológico del cuerpo.
3. Alguien puede estar infectado con el VIH y no tener SIDA, pero puede transmitir el virus a otros.

¿CÓMO SABER SI ESTÁS INFECTADO?

1. Un médico debe realizar una serie de análisis de sangre.
2. Las pruebas pueden demostrar si la persona ha estado expuesta al virus del SIDA.
3. Las personas infectadas son "VIH" positivas.
4. Las personas que no están infectadas son "VIH" Negativos.
5. Cualquier persona que desee hacerse la prueba debe comunicarse con el personal médico o su asistente social.
6. La prueba es gratuita.
7. Los resultados de la prueba son confidenciales.
8. No hay garantía de que si el resultado de una prueba es VIH negativo, seguirá siendo negativo si continúa con un comportamiento "de riesgo".

¿CÓMO SE TRANSMITE EL SIDA?

1. DOS MANERAS:
   a)Contacto sangre con sangre
   b)Transmisión de fluidos corporales durante las relaciones sexuales.
2. LAS SEIS FORMAS MÁS COMUNES DE CONTRAER/DAR EL SIDA:
   a) Relaciones sexuales anales, ambos miembros de la pareja corren riesgo.
   b)Sexo oral, la pareja que recibe el fluido corporal está en riesgo.
   c)Sexo vaginal, ambos miembros de la pareja corren riesgo.
   d)Las mujeres embarazadas que transmiten la enfermedad a sus hijos.
   e) Transfusiones de sangre si se utiliza sangre infectada.
   f)Compartir agujas y/o instrumentos, ya sea para inyección de drogas o para tatuajes.
3. EL SIDA NO PUEDE CONTAGIARSE POR:
   a) Practicar deportes.
   b)Darse la mano.
   c)Comer alimentos cocinados por una persona VIH positiva.
   d)Abrazos.
   e)Respirar el mismo aire.
   f)Tocar los mismos objetos.
   g)Compartir platos y utensilios.
   h)Compartir baños, duchas y otras instalaciones.
4. El SIDA no se puede contraer a través del contacto cotidiano con otras personas, ya estén infectadas con la enfermedad o no.
5. El contacto con orina, heces o saliva no transmite el SIDA.
6. Es muy difícil infectarse si alguien te muerde en una pelea. Para infectarte, es necesario que la sangre u otros fluidos corporales de una persona infectada entren en el torrente sanguíneo.
7. ¿Tiene alguna pregunta sobre el SIDA? Comuníquese con el personal médico, un asistente social o un consejero sobre el SIDA.

Para obtener más información llame o escriba a cualquiera de los siguientes:

Programa de SIDA Centro de Enfermedades Infecciosas Centro para el Control y la Prevención de Enfermedades 1600 Clifton Road, Nebraska Atlanta, Georgia 30333 1-404-639-2891 1-404-639-3352	Servicio de Salud Pública de Estados Unidos Habitación 725-H Avenida Independencia 200 SW Washington DC 20201 (Línea directa de SIDA las 24 horas) 1-800-342-SIDA	Información sobre el SIDA El Proyecto Nacional de Prisiones Calle P 1616 NW Washington DC 20036 1-202-3310500	Departamento de Massachusetts Salud pública Línea directa bilingüe (Lunes a viernes, 9:00 a 19:00 horas) 1-800-637-3776

Desinfección de equipos para el cuidado del cabello

- La limpieza, lavado y desinfección de todos los equipos para el cuidado del cabello (cortadoras, cabezales, peines, etc.) es responsabilidad del recluso que utiliza el equipo y debe completarse antes y después de cada uso.
- El uso del desinfectante suministrado, específicamente para el cuidado del cabello, asegurará una correcta higienización.
- Todo el equipo debe ser retirado por el oficial de la unidad y devuelto limpio e intacto al oficial de la unidad al finalizar cada uso.

Paños de limpieza higienizantes

1. Los paños utilizados para limpiar y secar las superficies de las mesas en la sala de estar deberán limpiarse y enjuagarse con frecuencia en una solución desinfectante y no deberán utilizarse para ningún otro fin.
2. Todas las mesas deberán limpiarse antes y después de cada período de comida.
4. Los paños de limpieza deben almacenarse y mantenerse en la solución desinfectante entre usos.

   Nota: Los paños que se utilicen para la limpieza general de celdas, salas de estar y otras áreas de la celda se guardarán por separado. Estos paños no se utilizarán para limpiar las áreas donde los reclusos comen.

Desinfección de utensilios para comer

La limpieza, lavado y desinfección de todos los utensilios personales y materiales para comer (tenedores, cucharas, tazones, etc.) es su responsabilidad y debe realizarse después de cada uso. El uso de desinfectante después del lavado garantizará una desinfección adecuada.

LISTA DE PROPIEDADES DE NMATE: PCCF 403: ANEXO 10
POBLACIÓN GENERAL

ARTÍCULOS EMITIDOS POR EL CONDADO

# de artículos	ARTÍCULO DESCRIPCIÓN
1	Bolsa de propiedad
3	Conjuntos de uniformes (camisas y pantalones)
4	Calzoncillos tipo bóxer
4	Par de calcetines
1	Frazada
2	Hojas
2	Paños de lavado
2	Toallas
1	Bolsa de lavandería
1	Par de chanclas para la ducha
1	Kit de higiene
1	Jabón en barra y jabonera
1	Rollo de papel higiénico
KO	Mantener la medicación en persona
1	Toalla de limpieza

Se entrega 1 par de calzado (zapatos estilo cocodrilo) por cada nuevo compromiso
A los trabajadores de cocina se les permite tener un par de calzado además del par normalmente permitido, para fines laborales.
Los reclusos que alteren, desfiguren, destruyan o no puedan justificar los artículos emitidos por el condado son responsables del pago de los artículos que se les emitieron.
Cada litera/celda tiene un colchón asignado.

ARTÍCULOS PERMITIDOS: CANTINA, HIGIENE Y PERSONAL

# de artículos	ARTÍCULO DESCRIPCIÓN
6	Par de calcetines
6	Par de calzoncillos tipo bóxer
6	Camisetas
2	Sudaderas grises
2	Par de pantalones cortos de gimnasio grises
1	Par de calzado
1	Camiseta térmica
2	Cuencos de plástico (de cualquier tamaño)
1	Jabón para platos
1	Paquete de 4 baterías
2	Periódicos
1	Paquete de maquinillas de afeitar (hasta 5 en total)
10	curitas
2	Paquetes de hilo dental
2	Contenedores de Vaselina
2	Envases de pasta de dientes
2	Contenedores de champú
2	Acondicionador de contenedores
2	Envases de crema de afeitar
2	Envases de gel para el cabello
2	Envases de desodorante

1	Pantalón térmico
5"	Materiales legales
5	Libros o revistas
1	Biblia o Corán
1	Libro o folleto de estudios de religión
1	Artículo de tocado religioso
5"	Correo
2	Libros de sellos
5	Bolígrafos de seguridad para escribir
3	Blocs de notas
1	Tableta
1	Radio
2	Pares de auriculares

1	Cepillo de dientes
1	Contenedor para cepillos de dientes
1	Jabonera
1	Peine
1	Cepillo para el pelo
2	Limas de uñas
2	Contenedores Más Vitaminas
2	Contenedores de vitamina C
2	Envases de pastillas para la alergia
2	Envases de aerosol nasal
2	Contenedores de gotas para los ojos
2	Envases de ibuprofeno
2	Contenedores de Leche de Magnesia
14	Bebidas embotelladas totales
	(Agua/Soda o combinación de ambos)

2	Contenedores de loción para el cuidado de la piel
2	Contenedores de enjuague bucal
2	Paquetes de bastoncillos de algodón
2	Contenedores de talco para bebés
2	Contenedores para después del afeitado
2	Adhesivo para dentaduras postizas en envases
2	Envases de tabletas para dentaduras postizas
2	Contenedores de polvos para pies
2	Envases de crema para el pie de atleta
2	Crema de manteca de cacao
2	Envases de loción de peróxido de benzol
2	Envases de crema de hidrocortisona
2	Contenedores Orajel
2	Envases de ungüento para hemorroides

Se permite que cada recluso conserve 1 artículo autorizado de indumentaria religiosa en todas las viviendas.

El paquete de 4 baterías se suma a las baterías que pueden usarse en un walkman o dispositivo similar.

Es posible que las marcas mencionadas no correspondan, el tipo de producto es el que se debe mantener de acuerdo con las restricciones enumeradas.

Los reclusos que alteren los artículos del comedor no podrán conservarlos. Por ejemplo, cualquier prenda de vestir alterada (rasgada, cortada, escrita) es contrabando; una vez alterada, cualquier artículo de propiedad personal alterado (auriculares, artículos de higiene personal, etc.) se considerará contrabando y se retirará.

Esta lista describe las cantidades y los tipos de propiedad que se permite retener a los reclusos alojados en la población general del Plymouth Countycentro penitenciario. Los artículos en exceso, alterados o que no se encuentren en la lista se considerarán contrabando y se eliminarán o destruirán.

SUS DERECHOS SOBRE LA INFORMACIÓN SANITARIA

Usted tiene los siguientes derechos con respecto a su información médica protegida:

- ***Obtenga una copia impresa del Aviso de prácticas de privacidad si la solicita.*** Puede solicitar una copia del Aviso en cualquier momento. Incluso si ha aceptado recibir el Aviso en forma electrónica, aún tiene derecho a una copia impresa del mismo. Para obtener una copia impresa del Aviso, comuníquese con el Coordinador de registros médicos del Centro Correccional del condado de Plymouth.
- ***Solicitar una restricción sobre ciertos usos y divulgaciones de su información.*** Tiene derecho a solicitar una restricción sobre la información médica protegida ("PHI") que usamos o divulgamos sobre usted para tratamiento, pago u operaciones de atención médica. También tiene derecho a solicitar una restricción sobre la PHI que divulgamos sobre usted a alguien que esté involucrado en su atención o en el pago de su atención, como un familiar o un amigo. Sin embargo, no estamos obligados a aceptar su solicitud. Para solicitar restricciones, debe enviar una solicitud por escrito al Coordinador de registros médicos.
- ***Inspeccionar y obtener una copia de su información.*** Usted tiene derecho a acceder y copiar la PHI sobre usted contenida en sus registros médicos y de facturación durante el tiempo que PCCF mantenga la información. Para inspeccionar o copiar su PHI, debe enviar una solicitud por escrito al Coordinador de Registros Médicos. Si solicita una copia de la información, podemos cobrarle una tarifa por los costos de la copia, el envío por correo u otros suministros que sean necesarios para satisfacer su solicitud. Podemos denegar su solicitud de inspección y copia en ciertas circunstancias limitadas. Si se le niega el acceso a su PHI, puede solicitar que se revise la denegación presentando una solicitud de revisión ante el Coordinador de Registros Médicos.
- ***Modifique su información.*** Si considera que la PHI que tenemos sobre usted está incompleta o es incorrecta, puede solicitar que modifiquemos la información. Puede solicitar una modificación durante el tiempo que conservemos su información médica. Para solicitar una modificación, debe enviar una solicitud por escrito al Coordinador de registros médicos. Además, debe incluir un motivo que respalde su solicitud. En ciertos casos, podemos rechazar su solicitud de modificación. Si rechazamos su solicitud de modificación, tiene derecho a presentar una declaración de desacuerdo con la decisión ante el Coordinador de registros médicos y podemos preparar una refutación de su declaración, que le proporcionaremos.
- ***Recibir un recuento de las divulgaciones de su información.*** Tiene derecho a recibir un informe de las divulgaciones que hemos hecho de su PHI después del 14 de abril de 2003 para la mayoría de los fines que no sean tratamiento, pago u operaciones de atención médica. El informe excluirá las divulgaciones que le hayamos hecho directamente a usted, las divulgaciones a amigos o familiares involucrados en su atención, las

divulgaciones realizadas de conformidad con una autorización válida y las divulgaciones con fines de notificación. El derecho a recibir un informe está sujeto a ciertas otras excepciones, restricciones y limitaciones. Para solicitar un informe, debe presentar su solicitud por escrito a Medical Records. Su solicitud debe especificar el período de tiempo para el cual solicita un informe, pero no puede ser mayor a 6 años. El primer informe que solicite dentro de un período de 12 meses se le proporcionará de forma gratuita, pero se le puede cobrar el costo de proporcionar informes adicionales. Le notificaremos el costo involucrado y usted puede optar por retirar o modificar su solicitud en ese momento.

- ***Solicitar la comunicación de su información por medios alternativos o en ubicaciones alternativas.***
  Por ejemplo, puede solicitar que nos comuniquemos con usted sobre cuestiones médicas únicamente por escrito o en una dirección diferente de residencia o apartado postal. Para solicitar la comunicación confidencial de su PHI, debe enviar su solicitud por escrito al Coordinador de registros médicos. Su solicitud debe indicar cómo o cuándo desea que nos comuniquemos con usted. Aceptaremos todas las solicitudes razonables.
- ***Cualquier solicitud de información deberá dirigirse a:***

  COORDINADOR DE REGISTROS MÉDICOS
  CENTRO CORRECCIONAL DEL CONDADO DE PLYMOUTH
  26 CARRETERA DE LONG POND
  PLYMOUTH, MA 02360

EJEMPLOS DE CÓMO PODEMOS UTILIZAR Y DIVULGAR INFORMACIÓN MÉDICA PROTEGIDA SOBRE USTED

Las siguientes categorías describen las distintas formas en que utilizamos y divulgamos su información médica protegida. Para cada categoría de usos o divulgaciones, intentamos explicar lo que queremos decir y proporcionamos algunos ejemplos.

Utilizaremos su información médica protegida para su tratamiento.

Por ejemplo: La información obtenida por un enfermero, un médico u otro miembro de su equipo de atención médica se registrará en su expediente y se utilizará para determinar el tratamiento que mejor se adapte a sus necesidades. Los miembros de su equipo de atención médica registrarán las medidas que tomaron y sus observaciones. De esa manera, el equipo de atención médica sabrá cómo está respondiendo al tratamiento.

Utilizaremos su información médica protegida para el pago.

Por ejemplo: Es posible que se le envíe una factura a usted o a un tercero pagador. La información que se incluye en la factura o que la acompaña puede incluir información que lo identifique, así como su diagnóstico, procedimientos y suministros utilizados.

Utilizaremos su información médica protegida para operaciones de atención médica.

Por ejemplo: Los miembros de nuestro personal pueden utilizar la información de su historial médico para evaluar la atención y los resultados de su caso y de otros similares. Esta información se utilizará luego en un esfuerzo por mejorar continuamente la calidad y la eficacia de la atención médica y los servicios que brindamos.

Es probable que usemos o divulguemos su PHI para los siguientes fines:

Socios comerciales : PCCF ofrece algunos servicios a través de contratos con socios comerciales. Algunos ejemplos incluyen servicios de farmacia o servicios de facturación. Cuando contratamos estos servicios, podemos divulgar su PHI a nuestros socios comerciales para que puedan realizar el trabajo que les hemos pedido y facturar a PCCF, a usted o a su tercero pagador por los servicios prestados. Sin embargo, para proteger su información, exigimos que todos los socios comerciales la protejan adecuadamente.

Comunicación con personas involucradas en su atención o pago de su atención : Los profesionales de la salud, como un dentista o un médico, utilizando su criterio profesional, pueden revelar a un familiar, otro pariente, amigo personal cercano o cualquier otra persona que usted identifique, PHI relevante a la participación de esa persona en su atención o pago relacionado con su atención.

Comunicaciones personales : Podemos comunicarnos con usted para brindarle recordatorios de citas o recargas o información sobre alternativas de tratamiento u otros beneficios y servicios relacionados con la salud que puedan ser de su interés.

Administración de Alimentos y Medicamentos (FDA) : Podemos divulgar a la FDA, o a personas bajo la jurisdicción de la FDA, PHI relativa a eventos adversos con respecto a alimentos, medicamentos, suplementos, productos y defectos de productos, o información de vigilancia posterior a la comercialización para permitir el retiro, reparación o reemplazo de productos.

Compensación al trabajador : Podemos divulgar su PHI en la medida autorizada y necesaria para cumplir con las leyes relacionadas con la compensación al trabajador u otros programas similares establecidos por ley.

Recaudación de fondos : Es posible que nos comuniquemos con usted como parte de un esfuerzo de recaudación de fondos.

Salud pública : Según lo exige la ley, podemos divulgar su PHI a autoridades legales o de salud pública encargadas de prevenir o controlar enfermedades, lesiones o discapacidades.

Cumplimiento de la ley : Podemos divulgar su PHI para fines de cumplimiento de la ley según lo requiera la ley o en respuesta a una citación u orden judicial válida.

Según lo requiera la ley : divulgaremos su PHI cuando así lo requiera la ley federal, estatal o local.

Actividades de supervisión de la salud : Podemos divulgar su PHI a una agencia de supervisión para actividades autorizadas por la ley. Estas actividades de supervisión incluyen auditorías, investigaciones e inspecciones, según sea necesario para obtener la licencia y para que el gobierno controle el sistema de atención médica, los programas gubernamentales y el cumplimiento de las leyes de derechos civiles.

Procedimientos judiciales y administrativos : Si usted está involucrado en una demanda o una disputa, podemos divulgar su PHI en respuesta a una orden judicial o administrativa. También podemos divulgar información médica sobre usted en respuesta a una citación, solicitud de descubrimiento u otro proceso legal por parte de otra persona involucrada en la disputa, pero solo si se han realizado esfuerzos, ya sea por parte nuestra o de la parte solicitante, para informarle sobre la solicitud o para obtener una orden que proteja la información solicitada.

SE NOS PERMITE USAR O DIVULGAR SU PHI PARA LOS SIGUIENTES FINES:

Investigación : Podemos divulgar su PHI a investigadores cuando su investigación haya sido aprobada por una junta de revisión institucional que haya revisado la propuesta de investigación y establecido protocolos para garantizar la privacidad de su información.

Médicos forenses, legistas y directores de funerarias : Podemos divulgar su PHI a un médico forense o legista. Esto puede ser necesario, por ejemplo, para identificar a una persona fallecida o determinar la causa de la muerte. También podemos divulgar su PHI a directores de funerarias de conformidad con la ley aplicable para permitirles llevar a cabo sus funciones.

Organizaciones de obtención de órganos o tejidos : De conformidad con la ley aplicable, podemos divulgar su PHI a organizaciones de obtención de órganos u otras entidades dedicadas a la obtención, almacenamiento o trasplante de órganos con el propósito de donación y trasplante de tejidos.

Notificación : Podemos usar o divulgar su PHI para notificar o ayudar a notificar a un miembro de su familia, representante personal u otra persona responsable de su atención, sobre su ubicación y condición general.

Institución correccional : si usted es sentenciado o se convierte en recluso de otra institución correccional, podemos divulgar a la institución o sus agentes la PHI necesaria para su salud y la salud y seguridad de otras personas.

Para evitar una amenaza grave a la salud o la seguridad : Podemos usar y divulgar su PHI cuando sea necesario para prevenir una amenaza grave a su salud y seguridad o a la salud y seguridad del público u otra persona.

Militares y veteranos : si usted es miembro de las fuerzas armadas, podemos divulgar su PHI según lo exijan las autoridades del mando militar. También podemos divulgar PHI sobre personal militar extranjero a la autoridad militar extranjera correspondiente.

Actividades de inteligencia y seguridad nacional : Podemos divulgar su PHI a funcionarios federales autorizados para actividades de inteligencia, contrainteligencia y otras actividades de seguridad nacional autorizadas por la ley.

Servicios de protección para el Presidente y otros : Podemos divulgar su PHI a funcionarios federales autorizados para que puedan brindar protección al Presidente, otras personas autorizadas o jefes de estado extranjeros, o realizar investigaciones especiales.

Cumplimiento normativo : La ley federal permite que su información médica se divulgue a una agencia de supervisión de salud, autoridad de salud pública o abogado apropiado, siempre que un miembro del personal o un socio comercial crea de buena fe que hemos incurrido en una conducta ilegal o hemos violado de otra manera los estándares profesionales o clínicos y estamos poniendo potencialmente en peligro a uno o más pacientes, trabajadores o al público.

Víctimas de abuso o negligencia : Podemos divulgar su PHI a una autoridad gubernamental, como la Oficina para Niños de Massachusetts o la Oficina Ejecutiva de Asuntos de la Tercera Edad de Massachusetts, si creemos razonablemente que usted es víctima de abuso o negligencia. Solo divulgaremos este tipo de información en la medida requerida por la ley, si usted acepta la divulgación o si la divulgación está permitida por la ley y creemos que es necesaria para evitar daños graves a usted o a otra persona o si la autoridad policial o el funcionario público que recibirá el informe declara que es necesario y que no se utilizará en su contra. En tales casos, le informaremos de inmediato que se ha realizado o se realizará un informe a menos que haya motivos para creer que proporcionar esta información lo pondrá en peligro grave. En Massachusetts, los proveedores de atención médica están obligados a denunciar los casos de abuso o negligencia de niños o ancianos, pero no están obligados a denunciar los casos de violencia doméstica.

CUMPLIMIENTO DE LAS LEYES

Si más de una ley se aplica a este Aviso, PCCF seguirá la ley más estricta.

PARA OBTENER MÁS INFORMACIÓN O INFORMAR UN PROBLEMA

Si tiene preguntas o desea obtener información adicional sobre las prácticas de privacidad de PCCF, puede comunicarse con el Coordinador de registros médicos en el Centro Correccional del condado de Plymouth, 26 Long Pond Road, Plymouth MA, 02360. Si cree que se han violado sus derechos de privacidad, puede presentar una queja ante el Coordinador de registros médicos o ante el Secretario de Salud y Servicios Humanos de los Estados Unidos. No habrá represalias por presentar una queja.
Fecha de vigencia: ESTE AVISO ENTRA EN VIGENCIA A PARTIR DEL **14 DE ABRIL DE 2003**

Plymouth County Correctional Facility

26 Long Pond Road
Plymouth, Massachusetts 02360

Sheriff Joseph D. McDonald Jr.

Special Sheriff Gerald Pudolsky

Superintendent Antone Moniz

Índice	*Página #*
Revisão de fiança	62
Contas de cantina e de reclusos	62
Chamada de celular	63
Cela / Quartos e Dormitórios	63
Classificação	63
Vestuário: Roupas da corte / Itens emitidos pelo condado	64
Conduta	65
Contrabando	65
Comparecimentos em tribunal	65
Salas de estar	65
Disciplina	65
Ganhou um bom tempo	66
Licenças de emergência com escolta	66
Acesso Igual	66
Correio da Instalação	66
Incêndios e outras emergências	68
Reclamações	68
Ginásio	69
Contagens de cabeças	69
Lei HIPAA	70
Indigência	70
Procedimento de Lavanderia	70
Saindo da Unidade	70
Serviços Jurídicos	70
Biblioteca	71
Refeições / Alimentos Permitidos	71
Medicamentos / Chamada de doentes / Triagem de unidades	71
Posto de controle do oficial	71
Liberdade condicional	71
Higiene pessoal	71
Propriedade pessoal	72
Informações PREA	72
Serviços de Programa	75

Proteção	75
Materiais de leitura e recreação	76
Registros	76
Decks de Recreação	76
Liberações / Atribuições de Moradia / Reatribuições	76
Serviços religiosos	76
Formulários de solicitação	77
Pesquisas	77
Chamada de Doente na Unidade de Serviços de Saúde	77
Fumar / Produtos de Tabaco	77
Comprimidos	77
Telefones	79
Televisões	79
Atribuições dos trabalhadores da unidade	79
Visitas	79
Atribuições de trabalho	82
Código de Ofensas / Diretrizes de Sanções	82
Regras da Unidade Publicada	85
Informações sobre AIDS	86
Equipamentos de higienização para cuidados com os cabelos	87
Panos de limpeza higienizantes	87
Higienização de utensílios de cozinha	87
Lista de propriedades	87
Seus direitos de informação sobre saúde	88
Formulário de reclamação de recluso	92
Recibo telefônico e instruções	93
Ficha de Orientação de Segurança	95

PARA MAIS INFORMAÇÕES SOBRE QUALQUER TÓPICO DISCUTIDO NESTE DOCUMENTO, ENTRE EM CONTATO COM O OFICIAL DA UNIDADE. O OFICIAL DA UNIDADE RESPONDERÁ ÀS SUAS PERGUNTAS OU INSTRUIRÁ VOCÊ SOBRE COMO OBTER AS INFORMAÇÕES.

NÚMERO DE TELEFONE DA INSTALAÇÃO
EM CASO DE EMERGÊNCIA, E PARA INFORMAÇÕES, OS VISITANTES PODEM TELEFONE
(508) 830-6200.

REVISÃO DE FIANÇA

Os presos alojados no Centro Correcional do Condado de Plymouth devem solicitar a revisão da fiança somente por meio de seu advogado.

CONTAS DE CANTINA E DE PRESOS

1. A cantina é um privilégio, que pode ser limitado ou restringido por razões disciplinares.
2. Normalmente, os detidos poderão comprar até US$ 130,00 em itens de cantina uma vez por semana, desde que haja fundos suficientes na conta do detido no momento da ordem.
3. Os detidos não poderão exceder o limite de cento e trinta dólares ($130,00) sem a pré-aprovação da Unit Team ADS. Quaisquer itens solicitados que excedam cento e trinta dólares ($130,00) exigem que você envie o Formulário de Pedido para a Unit Team ADS.
4. Os presos só podem comprar tênis e rádios uma vez a cada seis (6) meses, a menos que aprovado pelo ADS da Unidade.
5. Os presos podem ter o acesso ao refeitório limitado como sanção por violação de regras e regulamentos institucionais.
6. Os presos que solicitarem exceder o limite determinado e puderem demonstrar necessidade urgente devem enviar um Formulário de Solicitação de Preso à Equipe ADS da Unidade.
7. Os cronogramas de entrega de cantinas são publicados em cada Unidade. Os presos que estiverem no tribunal no dia da entrega normalmente receberão seus itens no dia seguinte.
8. Durante a entrega da cantina, a sala de estar será fechada e cada detento retornará para sua cela/quarto ou área de convivência. Quando for sua vez, você será notificado para pegar seu pedido, apresentar sua identidade e assinar os itens. Você retornará para sua cela/quarto ou área de convivência e permanecerá lá até que a sala de estar seja reaberta.
9. Os serviços de cantina poderão ser limitados e/ou suspensos como sanção disciplinar.
10. Quaisquer erros nos pedidos ou na entrega devem ser identificados pessoalmente, no momento da entrega e antes de aceitar e assinar o seu pedido e sair da área de entrega.

CHAMADA DE CELULAR

1. Os presos são obrigados a trancar a porta de suas celas toda vez que entram ou saem.
2. Os presos poderão entrar/sair de suas celas em horários pré-determinados, conforme determinado pelo Oficial designado para a unidade habitacional, mas no mínimo uma vez por período de recreação.
3. Cada horário pré-determinado de chamada de cela permite que um detento entre/saia da cela e recupere itens necessários para aulas, banhos etc.

CELA / QUARTOS E ÁREAS DE DORMITÓRIO

1. As áreas de convivência dos presos (celas/quartos, beliches, dormitórios) terão aparência uniforme. Consulte a imagem publicada de uma cela/quarto padrão. Este é o padrão com o qual sua cela/quarto será comparado.
2. Os presos devem manter suas celas/quartos limpos o tempo todo. As camas serão feitas de acordo com a foto afixada na unidade. A propriedade estará na sua bolsa de propriedade. Itens que não couberem na bolsa serão dobrados/armazenados cuidadosamente sob a cama e não devem exceder os itens permitidos. Nada será afixado, colado, preso, pendurado ou grudado em paredes, tetos, saídas de ar, luzes ou outros acessórios. Nada estará bloqueando a janela ou deitado na frente da porta. As áreas de convivência serão inspecionadas regularmente. O não cumprimento resultará em ação disciplinar.
3. Uma prateleira é fornecida em cada cela/sala. Nada deve ser colocado dentro ou sobre janelas ou peitoris.
4. Você não entrará na cela/quarto de outro detento, nem outros detentos serão permitidos em sua cela/quarto.
5. Os presos são responsáveis pelos itens designados para sua cela / quarto / área de estar. Colchões serão mantidos nas camas.
6. Sacos de lavanderia são fornecidos a cada detento para uso durante os serviços de lavagem fornecidos pela instalação. Os detentos são obrigados a manter e entregar este item na condição em que foi originalmente emitido.
7. Você é responsável pela limpeza da sua área de convivência. Você é obrigado a: tirar o pó das paredes, portas, peitoris das janelas e móveis, higienizar o vaso sanitário e a pia, limpar janelas com manchas, remover marcas nas paredes, piso e porta, varrer e esfregar o chão, confinar o lixo em recipiente apropriado para remoção. Dobrar e guardar cuidadosamente todas as roupas no saco de lavanderia.
8. Coloque roupas brancas, shorts e moletom sujos no saco de lavanderia. Pendure o saco de lavanderia no gancho designado. Coloque tênis e chinelos de banho sob o beliche. Pendure toalhas molhadas no gancho designado. Dobre e guarde lençóis secos no saco de lavanderia.
9. Se você estiver hospedado em um dormitório, para evitar qualquer visualização de gênero oposto devido ao número de câmeras na unidade, você é incentivado a se trocar na área do chuveiro.
10. Todos os presos em vigilância de suicídio ou designados para a cela seca da unidade de reserva devem alertar o agente penitenciário de plantão quando precisarem usar o banheiro.

CLASSIFICAÇÃO

1. Os presos são classificados nas seguintes categorias:
1. Orientação
1. Os novos presos são normalmente classificados imediatamente para a Fase I de Orientação, independentemente de estarem em Julgamento ou Condenados, exceto quando o preso for identificado como necessitando de tratamento especial.
2. Os presos condenados que concluíram satisfatoriamente a Fase I de Orientação podem ser classificados posteriormente para a Fase II de Orientação.
3. Julgamento: Todos os presos provisórios que concluíram a Fase I de Orientação e que não estejam cumprindo pena, todos os presos em custódia e todos os presos em custódia federal.
4. Condenados: Todos os presos estaduais e municipais que estejam cumprindo pena por condenação e que tenham concluído satisfatoriamente as Fases I e II de Orientação são classificados posteriormente em um nível de classificação identificado pelos critérios atendidos pelo preso.
5. Guardas: Todos os detentos, em fase de pré-acusação, em guarda e aqueles mantidos sob o WMS, são alojados na unidade de Reserva e Recebimento, aguardando a audiência de conciliação no dia seguinte ao julgamento.
2. Ao chegar a uma unidade habitacional, cada detento recém-admitido é designado ao Assistente Social responsável por essa unidade. Quando um detento é transferido para outra unidade habitacional, o Assistente Social do detento será o Assistente Social designado para essa unidade habitacional. Os Assistentes Sociais são responsáveis por garantir que os procedimentos adequados de admissão e admissão tenham sido concluídos e auxiliarão o detento nas atividades iniciais de classificação.
3. Para cada detento condenado do condado, mantido por mais de trinta (30) dias, o Diretor Adjunto de Classificação garantirá que os detentos sejam classificados e revisados de acordo com os padrões mínimos.
a. Revisão da Classificação pelo Assistente Social e pelo Diretor Adjunto de Classificação a cada sessenta (60) dias subsequentes.
4. Todos os detentos (Condenados e em Julgamento) designados para Unidades de Gestão Especial (Segregação Administrativa ou Custódia Protetiva) são classificados de acordo.
a. Revisão da classificação pelo Diretor Adjunto de Classificação em até três (3) dias úteis;
b. Revisão da classificação por uma comissão a cada sete (7) dias durante os primeiros dois (2) meses enquanto estiver alocado na Unidade de Gestão Especial e, posteriormente, a cada trinta (30) dias;
c. Se o detento for condenado, revisão regular da classificação pelo Assistente Social e pelo Diretor Adjunto de Classificação sessenta (60) dias após a última revisão.
6. Uma Revisão da Classificação é realizada por meio da revisão da documentação e/ou entrevistas com detentos e funcionários. As revisões podem ser conduzidas por um único Assistente Social ou podem exigir uma revisão e comentários de cada membro do Conselho de Classificação. As revisões concluídas confirmam o status ou as decisões de classificação, ou fazem recomendações de alterações. As Revisões da Classificação são encaminhadas ao Diretor Adjunto de Classificação para revisão final e, em seguida, ao Supervisor de Registros para inclusão na Pasta de 6 Partes do detento.

7. Os detentos podem recorrer das decisões de classificação. Todos os recursos devem ser apresentados de acordo com os procedimentos de classificação estabelecidos pelo PCCF ou DOC.
8. Os detentos do Departamento de Correções (DOC) alojados no PCCF são submetidos a audiências de classificação de acordo com a Política do DOC, 103 CMR 420, CLASSIFICAÇÃO. Monitorar a adesão ao plano inicial do programa de classificação ou ao Acordo de Classificação e Programa, pelo menos uma vez por ano após a classificação inicial pelo estado.

VESTUÁRIO: ROUPAS DA CORTE / ITENS EMITIDOS PELO CONDADO

1. A troca de roupas dos presos será realizada em uma troca de um para um pela divisão de Lavanderia. Os presos são responsáveis por manter todas as roupas fornecidas em boas condições. Os presos serão responsabilizados por todas as roupas e lençóis danificados ou perdidos da instalação.
2. Os presos devem sempre usar uniforme nas áreas comuns de sua unidade habitacional. Isso consiste em uma camiseta ou parte superior do uniforme e uma parte inferior do uniforme ou shorts de ginástica. As roupas usadas não podem ser alteradas de nenhuma maneira, incluindo corte do material e/ou material escrito ou desenhos sendo colocados no tecido. Sem exceções.
3. Os presos são obrigados a usar um uniforme completo fora de sua unidade, para incluir qualquer visita, comparecimento às aulas, reunião, visita médica, ginásio ou qualquer audiência que eles possam comparecer dentro dos limites da instalação. Um uniforme completo será uma camisa uniforme, calças uniformes e calçados (sapatos de banho não são permitidos).
4. Os presos usarão calçados ou chinelos de banho quando estiverem fora de suas celas/quartos, mas dentro de suas unidades habitacionais. Não são permitidos pés descalços ou de meias.
5. Os presos deverão usar seus documentos de identificação ao deixarem suas unidades habitacionais. Os documentos de identificação devem estar visíveis na parte superior do tronco o tempo todo.
6. Podem ser fornecidas roupas para determinadas tarefas de trabalho, na área de trabalho.
7. Após a emissão inicial, os presos deverão comprar suas próprias roupas íntimas, meias e tênis na cantina.
8. Os presos indigentes podem receber roupas íntimas, meias e calçados estilo crocodilo. A indigência não será declarada até que o preso tenha um saldo de conta inferior a dez dólares (US$ 10,00), menos o valor a ser dispensado, por sessenta (60) dias. Para se candidatar, os presos devem solicitar um Formulário de Cantina Indigente ao Oficial da Unidade, preenchê-lo e enviá-lo por meio do assistente social à Equipe ADS da Unidade.
9. Os presos podem ficar com um (1) conjunto de roupas pessoais armazenado na Sala de Propriedade para comparecimento ao tribunal e/ou para uso após a alta da unidade.
    o. A instalação não tem armazenamento suficiente para acomodar mais de um (1) conjunto de roupas pessoais do preso. Roupas que excedam esse limite serão consideradas contrabando e devem ser removidas ou destruídas dentro de trinta (30) dias do compromisso.
    p. A unidade disponibilizou um espaço para "método de descarte" no recibo da propriedade, que é assinado por cada detento durante o processo de reserva.
    q. Os presos podem solicitar que roupas de gala sejam trazidas para a instituição preenchendo uma Solicitação de Preso.
    r. O formulário de solicitação será encaminhado ao Responsável pela Propriedade com pelo menos dois (2) dias de antecedência da entrega.
    s. A solicitação deve incluir itens de vestuário específicos solicitados e o nome da pessoa autorizada a receber as roupas armazenadas, em troca da entrega do bem.
    t. Tênis não serão aceitos de visitantes, correio ou outros meios. Qualquer calçado entregue será para uso pretendido no tribunal somente, e não será permitido para uso de detentos dentro da instalação.
    u. Todas as roupas trazidas para a instalação serão revistadas antes de serem aceitas. A pessoa que entrega os itens deverá permanecer presente enquanto a revista ocorre.
12. Nenhuma troca de roupa será aceita, a menos que o visitante aceite e receba, na proporção de uma para uma, as roupas armazenadas na Sala de Propriedade. (ou seja, se um visitante entregar calças, camisas e paletó, sobretudo, meias e sapatos, ele deverá retirar uma troca de calças, camisa e paletó, sobretudo, meias e sapatos (se houver) do depósito.)
    c. Qualquer pessoa que desejar trocar roupas deverá mostrar uma forma de identificação com foto. Essa pessoa também deverá fornecer assinatura para quaisquer itens entregues ou removidos da instalação.
    b. As roupas do tribunal serão aceitas para troca no Lobby de Liberação Pública, de segunda a sexta, das 09h00 às 14h30, e às terças, das 19h00 às 21h00. As roupas não são aceitas nos fins de semana ou feriados.
    c. Roupas de corte não serão aceitas pelo correio, exceto em casos em que uma necessidade urgente seja identificada e aprovada pelo Unit Manager. Todas as trocas devem ser feitas normalmente pessoalmente, em uma troca de um por um.
    h. Qualquer desvio disto deve ser aprovado por escrito pelo Superintendente Assistente ou designado. A aprovação por escrito identificará os itens aprovados para recebimento.
    i. Todos os itens serão aceitos na base de um por um. Quaisquer itens que forem substituídos pelo correio devem ser enviados às custas do detento, antes que novos itens sejam aceitos para retenção.
11. Pessoas que tentarem deixar propriedade enquanto um detento estiver fora do tribunal poderão fazê-lo. Se não houver itens na sacola de roupas devido à comparência do detento no tribunal, os itens serão aceitos e colocados na sacola de roupas do detento.
    g. Itens que excedam as limitações da instalação, após o retorno do detento, serão considerados contrabando.
    h. Esses itens serão mantidos por um período máximo de trinta (30) dias.
    i. Quaisquer itens que excedam as limitações da instalação, não trocados ou retirados conforme as instruções do detento, serão descartados de acordo com os procedimentos da instalação.
20. Itens permitidos para retenção estão listados no final deste livro. As listas são determinadas pela classificação da área de moradia designada.
21. Os serviços de lavanderia serão fornecidos uma vez por semana, conforme programação da unidade.
22. A remoção de qualquer item emitido pertencente à instituição, incluindo uniformes, resultará em restituição ou acusações legais de furto.
23. Relatos de bens pessoais perdidos/desaparecidos devem ser tratados por meio do procedimento de reclamação estabelecido pela instalação.

CONDUTA

1. Você deverá tratar os outros presos e a equipe de maneira cortês e respeitosa.
2. Não será permitido jogar lixo, gritar ou fazer brincadeiras na unidade habitacional, nos decks de recreação, no ginásio ou em qualquer outro local da instalação.
3. Insultos raciais, xingamentos, palavrões, insolência e gestos rudes não são permitidos e resultarão em ação disciplinar.
4. Regras e regulamentos específicos estão listados no Código de Ofensas e Regras de Unidade Publicadas. Cópias estão localizadas neste manual e estão disponíveis dentro da unidade habitacional.

CONTRABANDO

1. O contrabando no Centro Correcional do Condado de Plymouth é considerado, mas não se limita a:
   a. Qualquer item não autorizado para retenção por um preso,
   b. Qualquer item que não pertença ao recluso,
   c. Qualquer item deixado por um preso,
   d. Qualquer item que tenha sido alterado ou que não esteja em seu estado original,
   e. Qualquer item que não possa ser adquirido através do serviço de cantina da unidade,
   f. Qualquer item que não seja permitido na instalação através da divisão de propriedade,
   g. Quaisquer itens que excedam as quantidades permitidas.
   h. Qualquer item que seja mal utilizado ou não seja usado conforme pretendido.
2. Qualquer preso em posse de contrabando estará sujeito a ação disciplinar e/ou processo criminal.
3. Itens alterados são considerados contrabando e incluem, mas não estão limitados aos seguintes itens: fones de ouvido transformados em alto-falantes, antenas acopladas a rádios, roupas, uniformes etc.
4. Roupas pessoais que tenham sido alteradas de qualquer maneira, cortadas, rasgadas em excesso, marcadas com escrita e/ou desenhos serão removidas da posse do preso e consideradas contrabando.
5. Qualquer item que esteja sendo usado para qualquer finalidade diferente da pretendida pode ser considerado contrabando.

COMPARECIMENTOS NO TRIBUNAL

1. Os presos programados para o tribunal devem estar prontos para deixar a unidade de acordo com o cronograma do tribunal. Os Oficiais da Unidade garantirão que os presos sejam acordados a tempo para estarem prontos.
2. Todos os presos que forem ao tribunal usarão seus documentos de identificação no momento da reserva e liberação e serão responsáveis por embalar todos os seus pertences e levá-los à Divisão de Propriedade antes de viajarem ao tribunal.
3. Os presos são responsáveis por fechar as portas de suas celas/quartos quando forem transferidos para o tribunal. Os presos do dormitório serão obrigados a trancar seus armários, uma vez esvaziados.
4. Os presos podem levar apenas seus documentos legais para o tribunal.
5. Os presos poderão trocar seus uniformes por suas roupas de tribunal na Divisão de Propriedade. Sob nenhuma circunstância os presos poderão deixar a instalação uniformizados, a menos que o procedimento determine.
6. Os presos mantidos em Detenção Disciplinar, Segregação Administrativa ou alojados como Gestão Especial, por razões de classificação, podem ser obrigados a comparecer ao tribunal com roupas designadas, determinadas pelas necessidades do Gabinete do Xerife e/ou conforme o comportamento determinar.

SALAS DE DIA

1. Conforme publicado pela programação da Unidade, a sala de estar estará aberta durante determinados horários para uso. Durante esse período, você pode utilizar os telefones, o deck de recreação, as televisões e as áreas comuns. O uso da sala de estar é um privilégio que pode ser limitado ou fechado a critério do Oficial.
2. Não será permitida a vadiagem perto das celas/quartos dos presos, no mezanino do 2º andar, perto da porta de entrada, escadas, celas/quartos de visita, chuveiros ou qualquer porta.
3. As luzes da sala de estar devem permanecer acesas o tempo todo em que a sala de estar estiver aberta para uso. As luzes da sala de estar serão acesas e permanecerão acesas durante todo o período de refeição, incluindo a configuração e limpeza da sala de estar e da área de serviço.
4. Todos os móveis da sala de estar permanecerão na área de visualização de televisão. Os móveis não devem ser movidos e serão usados da maneira como foram planejados.
5. Os internos devem limpar todas as áreas que usam: áreas comuns, deck de recreação etc. Eles são responsáveis por manter a sala de estar limpa. Não fazer isso pode resultar no fechamento da sala de estar e/ou usos limitados.
6. Os presos devem estar vestidos adequadamente quando estiverem fora de seus quartos ou deixarem sua área de beliche. Você usará shorts de ginástica com uma camiseta ou uniforme completo com calçados ou chinelos de banho. Você não poderá usar turbantes (coberturas de cabeça / chapéus / do-rags / etc. feitos por você) ou qualquer tipo de cobertura de cabelo em nenhum momento, com exceção de chapéus religiosos autorizados.

DISCIPLINA

1. Regras e regulamentos foram estabelecidos para os presos.
2. Todas as regras e regulamentos serão rigorosamente aplicados.

3. Os presos que violarem regras e regulamentos estarão sujeitos a medidas disciplinares, incluindo, mas não se limitando a, advertências, repreensões verbais, confinamento no quarto, perda de privilégios, trabalho extra, detenção disciplinar, restituição e/ou processo criminal.
4. As violações disciplinares serão tratadas pela instituição de forma formal e/ou informal.
5. As sanções pelas violações serão baseadas na designação dada à infração cometida.
6. As listas de infrações estão localizadas neste livreto e estão disponíveis para revisão na unidade habitacional.
7. Os presos podem apelar de sanções disciplinares de acordo com os procedimentos estabelecidos pelo PCCF.

GANHEI BOM TEMPO

1. Presos condenados podem ser elegíveis para redução de sua sentença pela conclusão bem-sucedida de uma combinação de trabalho e /ou participação em vários programas educacionais, de enriquecimento, vocacionais ou de reabilitação. O registro institucional de um preso será referenciado antes da concessão de Good Time.

2. Os presos podem receber no máximo 10 dias por mês.
3. O bom comportamento adquirido AFETA sua data de alta institucional.
4. Os presos em liberdade condicional não têm direito a receber deduções por bom comportamento.
5. Os reclusos com dúvidas e preocupações sobre o Bom Tempo Adquirido podem falar com o seu Assistente Social

LICENÇAS ESCORTADAS DE EMERGÊNCIA

1. Somente licenças emergenciais acompanhadas serão consideradas.
2. Os pedidos de licenças emergenciais devem ser levados ao conhecimento do Oficial da Unidade, que o encaminhará ao Assistente Social apropriado para auxiliá-lo.
3. Os presos serão limitados à duração da licença, à forma como a licença é administrada, incluindo local, horários e limites para o número de licenças.
4. Os presos alojados no PCCF, mas que estão cumprindo pena em outra jurisdição, podem ser obrigados a cumprir os regulamentos de licença da jurisdição da qual foram transferidos.
5. Podem ser cobradas taxas pelos serviços de licença prestados.

IGUALDADE DE ACESSO

Toda discriminação com base em deficiência é proibida. O Plymouth County Correctional Facility fornece aos presos e detentos com deficiência acesso a programas e atividades por meio de acomodações razoáveis relacionadas à deficiência, conforme necessário.

A. O Centro Correcional do Condado de Plymouth mantém um processo interativo que inclui:

   1. Identificação de presos e detentos com deficiências ou potenciais deficiências por meio de observação, avaliação, triagem e solicitações de presos e detentos ou de terceiros;
   2. Notificação aos reclusos e detidos do seu direito de solicitar acomodações;
   3. Uma avaliação individualizada e interativa das necessidades relacionadas à deficiência de internos e detentos para acessar a instalação e seus programas, na qual a consideração primária é dada às preferências dos internos e detentos. A instalação pode considerar e fornecer alternativas igualmente eficazes;
   4. Consideração de acomodações provisórias ou temporárias quando as acomodações solicitadas não puderem ser fornecidas imediatamente ou estiverem sujeitas à aprovação da agência; e,
   5. Um processo para informar os presos e detidos sobre a decisão final sobre sua solicitação de acomodações, incluindo se a unidade fornecerá aos presos e detidos acomodações alternativas que sejam igualmente eficazes quanto as solicitadas.

CORREIO DE INSTALAÇÕES

Você pode enviar ou receber correspondência de ou para qualquer pessoa que você conheça pessoalmente. Você pode selar suas cartas enviadas e entregá-las ao seu agente de habitação ou colocá-las em um recipiente fornecido. Desenhar na frente de seus envelopes enviados é proibido devido aos regulamentos postais. Se você receber correspondência legal, ela será aberta na sua presença para inspeção de contrabando.

Cheques bancários, ordens de pagamento e cheques do tesoureiro podem ser enviados aos presos. Dinheiro não deve ser enviado pelo correio, mas será aceito. Cheques pessoais não serão aceitos e serão devolvidos ao remetente, com o envelope como foi enviado.

A correspondência pessoal para os presos deve ser endereçada com o nome do preso e a unidade para:

Nome e ID do preso/detento
Unidade e quarto nº
Prisão do Condado de Plymouth, MA
C/O Centro de Correio Digital Securus
Caixa Postal 21567
Tampa, Flórida 33622

O seguinte correio será enviado diretamente para a instalação:
9. Correio Legal
10. Publicações - Enviadas diretamente de um editor, distribuidor ou revendedor autorizado (sem revendedores terceirizados ou capacidade de utilizar vendedores terceirizados)
11. Ordens de pagamento
12. Estas devem ser endereçadas diretamente à unidade, da seguinte forma:

Nome completo do preso e número de identificação do preso
Unidade de alojamento para reclusos
Plymouth CountyEstabelecimento Correcional
Estrada Long Pond, 26
Plymouth, MA 02360

Se alguma correspondência pessoal for anexada a uma publicação ou ordem de pagamento, a correspondência completa com a publicação ou ordem de pagamento será devolvida ao remetente.
O Securus Digital Mail não aceita nenhuma correspondência que exija assinatura (Certificado, Aviso de Recebimento, etc.). Ela será devolvida ao remetente.

A. Se você não aceitar a carta ou permitir que ela seja inspecionada, na sua presença, ela será devolvida ao remetente. **Sua carta não será lida, ela será apenas inspecionada para contrabando.**
    1. É sua responsabilidade informar qualquer pessoa que envie correspondência/correspondência para a instalação sobre os regulamentos da instalação, incluindo endereçar e etiquetar adequadamente os itens enviados.
B. Você não poderá receber ou enviar pacotes sem acordos prévios (consulte seu assistente social). A postagem para envio de pacotes e correspondências com excesso de tamanho ou peso será paga por você. O conteúdo de todos os pacotes de entrada ou saída será inspecionado na presença do detento.
C. Quando você sair da instalação, é sua responsabilidade notificar os remetentes sobre seu novo endereço. Se recebido, toda essa correspondência será devolvida aos Correios.
D. **Correspondências enviadas** que não estejam devidamente endereçadas (com seu endereço de retorno) não serão enviadas para fora das instalações e serão abertas e devolvidas a você, para endereçamento adequado, quando possível.
E. **Correspondências de entrada e saída** que não estejam devidamente endereçadas não serão aceitas na instalação e serão marcadas como "devolver ao remetente" e devolvidas aos Correios. Todas as correspondências devem incluir um endereço de retorno.
    1. Os presos colocarão toda a correspondência enviada na caixa de correio da unidade.
    2. A correspondência dos detidos será entregue da unidade na Sala de Correspondência diariamente para retirada pelos Correios dos EUA de segunda a sábado, exceto feriados.
    3. Toda a correspondência recebida dos detentos será aberta pelo Oficial dos Correios e inspecionada quanto a contrabando, mas não será lida.
    4. Qualquer correspondência devolvida à Instalação devido a endereçamento ou postagem incorretos, que não possa ser enviada corretamente por qualquer motivo ou que esteja marcada como "devolver ao remetente" será revistada antes de ser devolvida ao detento.
    5. Toda a correspondência recebida dos detentos será levada à unidade pelo Oficial da Unidade para entrega aos detentos diariamente, exceto domingos e feriados.
    6. Nenhum pacote será aceito para presos e será devolvido ao remetente.
    7. Quaisquer itens não autorizados serão devolvidos ao remetente.
    8. Qualquer correspondência de advogados (correspondência jurídica) é aberta na presença dos presos, mas não lida.
    9. Materiais escritos (livros, periódicos, jornais etc.) devem ser recebidos de uma editora ou distribuidora. Os presos deverão providenciar o pagamento desses itens fora da unidade.
    10. Quaisquer materiais enviados a um detento retratando nudez ou material sexualmente explícito não serão aceitos pela instalação e serão devolvidos ao remetente. Isso incluirá representações em revistas ou fotografias.
    11. As fotografias aprovadas para retenção poderão ser expostas em um álbum de fotos disponível na cantina, na mesa fornecida na cela/sala.
    12. Quaisquer downloads ou impressões de mídias sociais ou aplicativos de mensagens de texto
    13. Qualquer publicação não enviada diretamente pelo editor em mais de cinco (5) páginas por dia ou que viole a política
    14. Os materiais de leitura serão limitados a cinco (5) itens (livros, revistas, jornais ou uma combinação de). Livros encadernados/capa dura não serão aceitos na instalação, pelo correio.
    15. Os materiais legais serão limitados a cinco (5) polegadas. Qualquer coisa com mais de cinco (5) polegadas será armazenada no departamento de propriedade e pode ser trocada a pedido do detento.
    16. Qualquer material relacionado a gangues encontrado no correio será confiscado e tratado como contrabando.
    17. Correspondências que não couberem na caixa de correio da unidade devem ser levadas ao Oficial da Unidade, sem lacre. A correspondência será verificada pelo Oficial da Unidade quanto a contrabando, antes de ser colocada no correio. Livros e propriedade pessoal devem ser enviados por meio de procedimentos prescritos na Divisão de Propriedade.
F. Correspondência Privilegiada / Correspondência Legal - Correspondência entre um preso e:
    1. Qualquer funcionário do tribunal dos Estados Unidos ou da Comunidade de Massachusetts (juízes, advogados, escrivães);
    2. O Presidente dos Estados Unidos ou o Governador da Comunidade de Massachusetts;
    3. Qualquer membro do Congresso dos Estados Unidos;
    4. Qualquer membro da legislatura da Comunidade de Massachusetts;
    5. O Procurador-Geral dos Estados Unidos ou Procurador-Geral;
    6. O Diretor ou qualquer agente do Federal Bureau of Investigation;

7. O Comissário do Departamento de Segurança Pública de Massachusetts;
8. Os Comissários do Condado ou o Xerife do condado onde o preso está confinado;
9. O Comissário do Departamento de Correções de Massachusetts e, se aplicável, o Superintendente da instituição correcional estadual na qual o preso estava confinado;
10. Qualquer membro do Conselho de Liberdade Condicional de Massachusetts;
11. O Secretário de Segurança Pública;
12. Qualquer membro do Comitê Consultivo do Governador sobre Correções; e
13. Qualquer promotor público dos Estados Unidos.
14. Correio Consular do Detento de Imigração
15. Solicitações de mídia de detentos de imigração
16. O escrivão de uma cidade ou vila com a finalidade de entregar uma cédula de votação ausente

G. Correspondência dos presos: Na ausência de limitações impostas no Procedimento 481, os presos terão permissão para enviar e receber cartas ilimitadas e sem censura todos os dias para manter a comunicação com suas famílias, amigos e autoridades governamentais.

INCÊNDIOS E OUTRAS EMERGÊNCIAS

1. Em caso de qualquer emergência (briga, incêndio, emergência médica), você irá imediatamente para sua cela/quarto e se trancará. Não espere que lhe digam para fazer isso.
2. Se por algum motivo você não conseguir chegar à sua cela/quarto, se houver alguma perturbação entre você e sua cela/quarto, por exemplo, você deve se afastar o máximo possível da área de perturbação, sentar-se calmamente no chão e esperar até que um membro da equipe o oriente a se deslocar para outro local.
3. Se você conseguir chegar à sua cela/quarto, mas ela estiver trancada, você deve ficar perto da porta até que ela seja aberta para você.
4. Todos os internos nos dormitórios deverão se apresentar na área de seus beliches.
5. Os presos seguirão as instruções do Oficial da Unidade.
6. Uma resposta lenta a quaisquer instruções dadas por um agente penitenciário, supervisor ou controle central (pelo sistema de som) pode resultar na perda de privilégios.
7. O não cumprimento resultará em ação disciplinar.
8. Qualquer recluso com deficiência que necessite de assistência para evacuar a unidade será assistido pela equipe

RECLAMAÇÕES

A. Informações gerais
   1. Reclamação do preso - Uma reclamação por escrito de um preso sobre um incidente, uma condição de confinamento ou a aplicação de qualquer política, regra ou regulamento institucional para o qual se busca reparação, não incluindo decisões de classificação ou disciplinares para as quais há mecanismos de apelação.
   2. O procedimento de reclamação de presos da unidade está em vigor para auxiliar na resolução de problemas.
   3. Um Formulário de Reclamação só deve ser preenchido após o preso ter utilizado todos os outros recursos disponíveis para resolver o problema.
   4. As queixas dos presos devem ser preenchidas por um preso em seu próprio nome. Os presos que precisam de assistência para preencher um formulário de queixa / ou que têm alguma dúvida ou precisam de assistência para registrar uma queixa devem entrar em contato com o Oficial da Unidade, Tenente da Unidade, Assistente Social ou Gerente da Equipe da Unidade ADS.
   5. As reclamações, independentemente do conteúdo, devem ser encaminhadas à unidade ADS para análise.
   6. Não será aceito nenhum Formulário de Reclamação de Preso que contenha múltiplas reclamações ou que não contenha, no mínimo, informações legíveis, a data do incidente, fatos pertinentes, qualquer solução solicitada e a assinatura do preso com uma explicação por escrito.

B. Formulário de Reclamação do Preso: Cópias dos Formulários de Reclamação do Preso (Anexo) estarão disponíveis nas unidades habitacionais. Os presos podem obter um Formulário de Reclamação do Preso com seu Oficial da Unidade.

C. Nenhuma reclamação em grupo: Nenhuma reclamação será aceita se for apresentada por um grupo, em nome de um grupo ou uma reclamação que inclua mais de um detento.
   1. Reclamações apresentadas em nome de um indivíduo, pelo indivíduo, serão aceitas.

D. Reclamação de emergência: se uma reclamação for de natureza emergencial, o ADS da Unidade encaminhará imediatamente ao Coordenador de Reclamações de Presos (IGC) a reclamação e qualquer documentação que a acompanhe.
   1. O IGC responderá ao recluso o mais brevemente possível.

E. Períodos de tempo
   1. Um Formulário de Reclamação de Preso preenchido deve ser enviado dentro de dez (10) dias úteis do incidente, a menos que o incidente envolva agressão sexual ou assédio sexual.
   2. Os períodos de tempo podem ser estendidos para presos e revisores por motivos legítimos. Uma notificação por escrito de tal extensão será dada ao preso. Nenhuma extensão desse tipo é necessária para incidentes que envolvam agressão sexual ou assédio sexual.
   7. O não cumprimento das restrições de tempo por um detento encerrará o processo de reclamação, a menos que o incidente envolva agressão sexual ou assédio sexual.
   8. A não tomada de decisão dentro do prazo estabelecido constituirá uma negação e o preso poderá prosseguir para a próxima etapa.

F. Garantia contra represálias: Os presos que apresentarem queixas legítimas por escrito, de acordo com as disposições deste procedimento, não estarão sujeitos a represálias ou ações punitivas por causa de tal apresentação.

G. Reclamações podem ser registradas em qualquer idioma.

Formulário de reclamação de recluso

C. Formulários de Reclamação Eletrônica serão enviados diretamente ao IGC, via correio eletrônico. Onde disponível na unidade, os presos/detentos terão acesso a uma reclamação eletrônica. Este formulário pode ser preenchido pelo preso/detento, por meio de um quiosque na sala de estar da unidade.
   11. Os presos precisarão usar o número do PIN da unidade para acessar o quiosque.
   12. O formulário preencherá automaticamente a seção de informações do preso/detento.
   13. O preso/detento responderá às perguntas conforme solicitadas no formulário.
   14. Após todas as perguntas serem respondidas, o preso/detento confirmará e enviará o formulário, que será automaticamente entregue eletronicamente ao IGC.
      g. Os presos entregarão formulários de reclamação em papel preenchidos na caixa trancada localizada em cada unidade habitacional, quando reclamações eletrônicas não estiverem disponíveis.
      h. O ADS da Unidade analisará o formulário de reclamação e, quando necessário, entrevistará o preso que apresentou o formulário e qualquer funcionário envolvido ou relevante para a reclamação.
      i. Qualquer Formulário de Reclamação de Preso que contenha múltiplas reclamações ou que não contenha, no mínimo e de forma legível, a data do incidente, fatos pertinentes, qualquer solução solicitada e a assinatura do preso com uma explicação por escrito, não será aceito.

B. A Unidade ADS, após a conclusão de cada revisão de reclamação, encaminhará todos os formulários de reclamação preenchidos ao IGC.
C. O IGC anotará a data em que um formulário devidamente preenchido foi recebido.
D. O IGC investigará a queixa, a recomendação/solução da Unidade ADS, entrevistando o preso e/ou a equipe relevante, conforme necessário.
E. Após a investigação dos fatos, o IGC proferirá uma decisão por escrito, assinará o formulário de reclamação e fornecerá uma cópia ao recluso, informando-o da decisão final no prazo de quinze (15) dias úteis a partir do recebimento do formulário de reclamação.
F. Todas as queixas formais dos presos que não forem aprovadas incluirão uma explicação por escrito e declararão claramente quaisquer ações corretivas a serem tomadas.

Processo de Reclamação de Apelação

C. Um detento pode apelar da decisão do IGC por escrito ao Superintendente ou pessoa designada.
   5. A cópia original do Formulário de Reclamação do Preso deve acompanhar todos os recursos para revisão pelo Superintendente ou pessoa designada.
   6. O recurso deverá ser interposto no prazo de dez (10) dias úteis a contar da recepção pelo recluso da decisão do CIG.

B. O Superintendente ou pessoa designada responderá ao recurso por escrito no prazo de trinta (30) dias úteis após o recebimento da reclamação e do recurso originais.
   1. Qualquer ação corretiva específica a ser tomada será claramente declarada.

GINÁSIO

1. O uso da academia é um privilégio para detentos alojados na população em geral e pode ser retirado por comportamento inapropriado, antes do uso, a caminho da academia e/ou enquanto estiver na academia.
2. O horário da academia será afixado em cada unidade.
3. Os presos devem estar devidamente vestidos, com tênis, parte superior e inferior do uniforme e documentos de identificação, e estar prontos para deixar a unidade no horário, caso contrário, perderão o privilégio naquele dia.
4. Não será permitida a entrada de alimentos, bebidas ou outros objetos no ginásio.
5. Os internos do ginásio deverão cumprir as ordens do Oficial do Ginásio em todos os momentos.
6. Os internos usarão os equipamentos e móveis do ginásio apenas da maneira pretendida e devolverão todos os itens ao seu devido lugar após o uso.

CONTAGEM DE PESSOAS

principais contagens serão realizadas no Centro Correcional do Condado de Plymouth nos horários listados;

9. Durante a contagem de presos alojados em dormitórios, vocês deverão ir para suas camas/beliches, de acordo com as regras institucionais estabelecidas.
10. Todos os presos devem portar um documento de identificação com foto emitido pela instituição durante a contagem.
11. Os presos com atribuições de trabalho deverão se apresentar em um local designado, identificado pela equipe correcional responsável pela atribuição de trabalho, para contagem.
12. Todos os presos devem permanecer no local até que a contagem seja concluída.

Tempos de contagem de cabeças

01:00 horas: 1:00 da manhã
04:00 horas: 4:00 da manhã
08:00 horas: 8:00 da manhã
1100 horas: 11:00 da manhã
1600 horas: 16:00
2200 horas: 22:00

Lei HIPAA

Aviso de práticas de privacidade: Este aviso descreve como as informações médicas sobre você podem ser usadas e divulgadas e como você pode obter acesso a essas informações. Por favor, revise-o cuidadosamente.

A Plymouth County Correctional Facility Health Services Unit (PCCF) é obrigada por lei a manter a privacidade de suas informações de saúde protegidas e a fornecer a você um aviso de nossos deveres legais e práticas de privacidade com relação às informações de saúde protegidas. Este Aviso de Práticas de Privacidade descreve como podemos usar e divulgar nossas informações de saúde protegidas para realizar tratamento, pagamento ou operações de assistência médica e para outros propósitos específicos que são permitidos ou exigidos por lei.
O Aviso também descreve seus direitos com relação às suas informações de saúde protegidas. "Informações de saúde protegidas" são informações sobre você, incluindo informações demográficas básicas, que podem identificá-lo e que se relacionam com sua saúde ou condição física ou mental passada, presente ou futura e serviços de assistência médica relacionados.
O Plymouth County Correctional Facility é obrigado a seguir os termos deste Aviso de Práticas de Privacidade. Não usaremos ou divulgaremos suas informações de saúde protegidas sem sua permissão por escrito, exceto conforme descrito neste Aviso. Reservamo-nos o direito de alterar nossas práticas e este Aviso e de tornar o novo Aviso efetivo para todas as informações de saúde protegidas que mantemos. Mediante sua solicitação, forneceremos a você um Aviso revisado.
Um anexo encontra-se junto com este livreto que descreve completamente esta prática.

INDIGÊNCIA

1. Mediante solicitação de isenção de taxas ou custos, um preso pode ser declarado indigente se: No momento da solicitação, o preso tiver, em todas as contas às quais ele/ela tem acesso, um valor total menor ou igual a dez (US$ 10,00) dólares mais o custo das taxas que se pretende isentar;
2. Em nenhum momento durante os sessenta (60) dias imediatamente anteriores à referida solicitação, as contas do preso continham mais de dez (US$ 10,00) dólares menos o custo das taxas que se pretende dispensar. (por exemplo, solicitação de dispensa de US$ 5,00 em 01/07/90: o preso é considerado "indigente" se o total de todas as contas não tiver excedido US$ 15,00 durante todo o período de 01/05/90 a 01/07/90).
3. O Superintendente ou pessoa designada pode designar um preso como indigente em outras circunstâncias que ele/ela considerar apropriadas.

PROCEDIMENTO DE LAVANDERIA

1. Uniformes, camisetas, moletons, roupas íntimas, meias e toalhinhas de rosto serão colocadas em sua bolsa de lavanderia BRANCA para serem lavadas (sem lençóis ou toalhas). Se sua bolsa de lavanderia for enviada ao Departamento de Lavanderia com lençóis ou toalhas, ela não será lavada.
2. Lençóis e toalhas serão lavados separadamente.
3. Os trabalhadores da Unidade colocarão todos os lençóis e toalhas em (1) carrinho e os sacos de roupa suja em outro.
4. Os funcionários da Unidade entregarão ao Departamento de Lavanderia uma contagem de lençóis, toalhas e sacos de roupa suja para serem lavados.
5. O Departamento de Lavanderia devolverá o mesmo.
6. O funcionário da unidade será responsável por distribuir os sacos de roupa suja, lençóis e toalhas para a pessoa correta.
7. Você não receberá de volta as mesmas toalhas ou lençóis. Você estará devolvendo lençóis e toalhas lavados que estarão secos e mais limpos.

SAINDO DA UNIDADE

1. Ao participar de qualquer atividade, aulas, visitas de advogados, visitas, reuniões, atividades religiosas, visitas à unidade médica, audiências ou sessões de aconselhamento, etc. nas quais os presos tenham que deixar a unidade, os presos estarão uniformizados, com tênis e identificação visível. (Os presos que forem à academia poderão usar shorts e uma camiseta quando estiverem dentro da academia; mas devem usar o uniforme tanto na ida quanto na volta).
2. Os presos estarão prontos na hora marcada, ou perderão o privilégio dessa atividade.
3. Ao sair da unidade, os internos deverão andar em fila indiana e permanecer no lado direito do corredor.
4. Ao usar portas de saída ou elevadores, os presos devem pressionar o botão do interfone uma vez e esperar. Quando chamado pelo interfone, você dirá seu nome e destino. O Controle Central então abrirá a porta para permitir que as pessoas entrem ou saiam.
5. Não haverá comunicação, contato físico ou troca de bilhetes entre os presos durante a movimentação nos corredores. Tais ações resultarão no término do privilégio e/ou ação disciplinar.

SERVIÇOS JURÍDICOS

1. Um paralegal e um advogado estão disponíveis para ajudar com as necessidades legais dos presos.
2. Os presos que necessitarem de assistência jurídica podem apresentar um Formulário de Solicitação, informando suas necessidades.
3. O advogado consultor e paralegal do preso atenderá a solicitações razoáveis de fotocópias.
4. Os presos condenados que acreditam que podem ser elegíveis para apresentar uma moção de "revisão e revogação" têm sessenta (60) dias a partir da sentença para apresentá-la.
5. Quiosques da Biblioteca Jurídica estão disponíveis nas unidades para os presos utilizarem sempre que a sala de estar estiver aberta.
6. Uma lista pré-determinada de Políticas e Procedimentos é disponibilizada por meio de solicitação por escrito à Divisão Jurídica do Presidiário.

BIBLIOTECA

1. Cada recluso tem direito a 2 (dois) livros da biblioteca por vez.
2. O preso é responsável por levar os livros consigo quando for transferido para outra unidade.
3. Os livros da biblioteca serão retirados e assinados pelo detento com um documento de identificação válido.
4. Haverá um prazo limite de duas semanas para os livros recebidos do carrinho da biblioteca.
5. Se os livros não forem devolvidos na data de vencimento, as seguintes ações poderão ocorrer:
   k. Suspensão de privilégios de biblioteca.
   l. O custo de reposição será deduzido da sua conta da cantina.
   m. Você pode ser acusado de destruição de propriedade do condado.
   n. Serão tomadas medidas disciplinares.

REFEIÇÕES / ALIMENTOS PERMITIDOS

1. As refeições serão feitas somente nas mesas fornecidas na unidade e em nenhum outro lugar. Alimentos e itens de serviço de refeição não devem ser removidos das áreas de alimentação. Quaisquer alimentos encontrados em celas/quartos ou áreas de convivência que sejam da cozinha da instalação são contrabando e estão sujeitos a descarte imediato e ação disciplinar.
2. Os itens de cantina são os únicos alimentos permitidos nas celas/quartos/áreas de convivência.
3. Não são permitidas bandejas de serviço de refeição, tigelas, pratos, utensílios ou copos nas celas/quartos dos reclusos.
4. Os presos seguirão as instruções do Oficial da Unidade para obter e devolver bandejas de refeições e utensílios.
5. Os presos podem ser obrigados a apresentar seu documento de identificação para obter uma refeição.
6. Os presos que recebem dietas especiais devem apresentar seu documento de identificação e assinar por cada um deles.
7. Espera-se que os presos terminem suas refeições em tempo hábil.
8. Os presos devem permanecer sentados à mesa durante o período de refeição.
9. ALIMENTOS e BEBIDAS NÃO são permitidos no deck de recreação da unidade em nenhum momento.

MEDICAMENTOS / CHAMADA DE DOENTES / TRIAGEM DE UNIDADE

1. A equipe médica administrará medicamentos e fará a triagem em cada unidade habitacional sete (7) dias por semana, de acordo com cronogramas pré-determinados.
2. Você precisa preencher um formulário de chamada de doente que pode ser solicitado ao Oficial da unidade. Siga as instruções no formulário.
3. Depois de preencher o formulário de chamada de doença, você deve colocá-lo na caixa designada na unidade habitacional.
4. A triagem é conduzida entrevistando/examinando internos que se inscreveram em um Formulário de Chamada de Doentes e fazendo os encaminhamentos apropriados. A triagem será conduzida da maneira mais privada possível.
5. Você será obrigado a apresentar um documento de identificação com foto quando for tomar medicamentos e/ou for atender um chamado médico.
6. Você deverá comparecer à linha telefônica de atendimento de doentes e mostrar seu documento de identificação quando o chamado for anunciado na unidade.

Se você tiver uma emergência médica, informe imediatamente o oficial da unidade para que o atendimento adequado possa ser fornecido.

POSTO DE CONTROLE DO OFICIAL

1. O posto de controle do oficial estará PROIBIDO para os presos.
2. Os presos não devem se aproximar do Posto de Controle do Oficial, a menos que sejam orientados a fazê-lo pelo Oficial da Unidade.
3. A violação desta regra resultará em ação disciplinar imediata.

LIBERDADE CONDICIONAL

1. A maioria dos presos condenados a uma casa de correção do condado são elegíveis para liberdade condicional após cumprir metade (1/2) de sua pena total.
2. Os presos elegíveis serão notificados ou entrevistados pela equipe de liberdade condicional antes da data da audiência.
3. Os presos com dúvidas e preocupações sobre liberdade condicional podem enviar uma Solicitação de Liberdade Condicional por escrito.
4. Os assistentes sociais podem fornecer informações sobre seu ajuste institucional à liberdade condicional .

HIGIENE PESSOAL

1. Todos os presos devem se manter limpos e tomar banho diariamente.
2. Itens de higiene podem ser comprados na cantina do presidiário. Uma lista atualizada está disponível na unidade habitacional e inclui, no mínimo; sabonetes, xampus, pasta de dente, escovas de dente, lâminas de barbear, antitranspirantes, pentes, roupas íntimas etc.
3. O cortador de unhas será trazido para a unidade uma (1) vez por semana.
4. Os presos considerados indigentes poderão receber necessidades básicas de higiene por meio do Assistente Social da unidade, de acordo com os procedimentos estabelecidos.
5. Os chuveiros estão disponíveis para uso a qualquer hora em que a sala de estar estiver aberta.
   a.Você deve entrar e sair da área do chuveiro totalmente vestido.

6. Você deverá usar calçados ou chinelos de banho sempre que não estiver na cela.
7. Você é responsável por deixar todas as áreas limpas e livres de detritos quando terminar.
8. Os presos designados para tarefas de custódia ou outras tarefas de trabalho (cozinha, lavanderia, propriedade, saguão, etc.) deverão se apresentar de forma limpa e organizada e estarão sujeitos a uma inspeção visual pelo agente designado.
9. Os presos da população em geral podem fazer a barba por conta própria e não são limitados a um horário ou local específico.
    a. Os presos em Segregação Administrativa e/ou Detenção Disciplinar terão a oportunidade de fazer a barba de acordo com os horários estabelecidos pela unidade.
    b. Os presos terão a oportunidade de fazer a barba antes de comparecer ao tribunal, exceto se houver ações em nome do preso que proíbam essa atividade devido a questões de segurança.

PROPRIEDADE PESSOAL

1. Os bens pessoais dos reclusos serão retidos pela unidade prisional para guarda por um período máximo de trinta (30) dias a partir da data do Recibo de Bens ou da Folha de Inventário de Bens Recebidos pela Instituição, assinada pelo recluso.
2. Os bens que permanecerem sem reclamação por mais de trinta (30) dias serão descartados ou destruídos.
3. Se um detento for solto no tribunal, escapar ou falecer, o Oficial de Propriedade poderá dispor dos bens de acordo com as instruções do detento no Recibo de Propriedade.
4. Quando não houver instruções documentadas, a propriedade será descartada ou destruída, mas não menos de trinta (30) dias a partir da data da liberação, fuga ou morte.
5. Os presos que forem transferidos para outra unidade devem solicitar a transferência dos itens para a unidade de recebimento, de acordo com as regras e regulamentos da unidade de recebimento.
    e. Os presos devem enviar instruções por escrito ao PCCF dentro de 30 dias.
    f. Os bens dos presos serão entregues às jurisdições que tenham procedimentos de entrega e/ou retenção em vigor na unidade.
6. Veja a seção listada "Vestuário" "Trajes da corte/Itens emitidos pelo condado" para mais informações.

INFORMAÇÕES PREA

DECLARAÇÃO PREA

De acordo com o Prison Rape Elimination Act (PREA), é política do Plymouth County Sheriff's Office ter tolerância zero em relação a todas as formas de abuso sexual e assédio sexual. Além disso, qualquer retaliação contra um indivíduo que denuncie abuso sexual ou assédio sexual não será tolerada.

Cada detento alojado na Plymouth County Correctional Facility tem o direito de estar livre de abuso sexual e assédio sexual. As informações estão disponíveis durante o processo de orientação e incluem prevenção, intervenção, autoproteção, como denunciar abuso ou assédio e como receber tratamento e/ou aconselhamento.

O Gabinete do Xerife do Condado de Plymouth leva as alegações de abuso sexual e assédio sexual muito a sério e responderá prontamente e decisivamente a casos em que reclamações de tal conduta forem feitas. Relatos de abuso sexual ou assédio sexual podem ser feitos à equipe verbalmente, por escrito, anonimamente e de terceiros.

Para relatar um incidente de abuso sexual à polícia local em:
Envie uma carta escrita para:
Departamento de Polícia de Plymouth
Estrada Long Pond 20
Plymouth, MA 02360

Envie uma carta escrita para:
Promotor Público do Condado de Plymouth
166 Main St, Brockton, MA 02301

O Gabinete do Xerife do Condado de Plymouth também fornece uma **LINHA DIRETA CONFIDENCIAL interna** que pode ser acessada por qualquer detento para fazer um relatório. DISQUE **9060.**

Os serviços também podem ser acessados por meio da Linha Direta Confidencial de Crise de Estupro em: 1-508-588-8255

Além disso, quando o Gabinete do Xerife do Condado de Plymouth descobre que um detento corre risco substancial de abuso sexual, ele deve tomar medidas imediatas para protegê-lo.

SOBRE SUA SEGURANÇA

Você tem o direito de estar seguro contra abuso sexual. Ninguém tem o direito de pressioná-lo a se envolver em atos sexuais. Você não precisa tolerar abuso sexual ou pressão para se envolver em comportamentos sexuais indesejados. Se você estiver sendo pressionado, ameaçado ou extorquido por sexo, você deve relatar isso à equipe. Você também deve relatar qualquer retaliação que você acredita ter ocorrido devido ao relato de um incidente de abuso sexual ou por participar de uma investigação de uma alegação de abuso sexual.

O que fazer se você for agredido . Se você se tornar vítima de abuso sexual, você deve denunciá-lo imediatamente à equipe, que lhe oferecerá proteção imediata contra o agressor e o encaminhará para um exame médico e avaliação clínica. Assistência será fornecida independentemente de você nomear ou não os presos responsáveis ou membros da equipe, no entanto, informações específicas podem tornar mais fácil para a equipe ajudá-lo.

Mesmo que você queira se limpar após a agressão, é importante consultar a equipe médica **ANTES de** tomar banho, lavar-se, beber, comer, trocar de roupa ou usar o banheiro. A equipe médica examinará você em busca de ferimentos que podem ou não ser facilmente aparentes para você. Eles também podem verificar se há doenças sexualmente transmissíveis e reunir evidências físicas de agressão.

O indivíduo ou indivíduos responsáveis por abusar ou agredir sexualmente de presos só podem ser disciplinados e/ou processados se o abuso for denunciado.

EVITANDO O ABUSO SEXUAL

Aqui estão algumas coisas que você pode fazer para se proteger contra abuso sexual:

- Não permita que suas emoções (medo/ansiedade) sejam óbvias para os outros.
- Não aceite presentes ou favores de outros. A maioria dos presentes ou favores vem com condições vinculadas a eles.
- Não aceite a oferta de outro detento para ser seu protetor.
- Encontre um membro da equipe com quem você se sinta confortável para discutir seus medos e preocupações.
- Fique alerta! Não use substâncias de contrabando, como drogas ou álcool: elas podem enfraquecer sua capacidade de permanecer alerta e fazer bons julgamentos.
- Seja direto e firme se outros pedirem para você fazer algo que você não quer fazer. Não dê mensagens confusas a outros detentos sobre seus desejos de atividade sexual.
- Permaneça nas áreas designadas da instituição.
- Escolha seus associados com sabedoria.
- Confie nos seus instintos. Se você sentir que uma situação pode ser perigosa, provavelmente é. Se você teme por sua segurança, relate suas preocupações à equipe.
- Siga as regras e regulamentos dos presos.

RELATÓRIO

É importante que você comece contando a um membro da equipe se você foi abusado sexualmente. Você pode contar a qualquer assistente social, capelão, membro da equipe de segurança, médico ou qualquer outro funcionário . A equipe é instruída a manter as informações relatadas confidenciais e discuti-las apenas com os funcionários apropriados em uma base de necessidade de conhecimento.

Se você escolher primeiro relatar o abuso ou as ameaças por escrito, você pode escrever para qualquer membro da instalação ou externamente, conforme identificado anteriormente. No entanto, qualquer atraso em relatar um incidente tornará a investigação do incidente muito mais difícil.

UM PRESO QUE SE SENTE VÍTIMA DE ABUSO SEXUAL DEVE DENUNCIAR TAL OCORRÊNCIA IMEDIATAMENTE.

O QUE ACONTECE QUANDO VOCÊ DENUNCIA UM INCIDENTE DE ABUSO SEXUAL?

Todas as alegações de abuso sexual e retaliação por relatar um incidente de abuso sexual ou por participar de uma investigação de uma alegação de abuso sexual serão investigadas minuciosamente e também podem ser relatadas a autoridades policiais apropriadas. Nenhuma represália de qualquer tipo será tomada contra um preso por relatar de boa-fé abuso sexual ou ameaças sexuais.

No entanto, se a investigação revelar que uma pessoa que sabia que a informação era falsa fez a alegação intencionalmente ou com malícia, ela poderá ser disciplinada ou acusada de relatar falsamente um incidente e/ou poderá estar sujeita a ação disciplinar.

DEFINIÇÕES DE PREA

Alegação : Qualquer evento que tenha sido relatado ao PCSO, a um funcionário, contratado ou voluntário do Gabinete do Xerife do Condado de Plymouth, mas que ainda não tenha sido verificado ou investigado.

Intimidade : Qualquer comportamento não definido como contato sexual ou abuso sexual de um detento, incluindo; beijar, tocar partes do corpo não definidas sob abuso sexual ou outros atos relacionados, incluindo, mas não limitado a; enviar/receber cartas/cartões pessoais, presentes ou receber telefonemas de um detento. Relacionamentos íntimos entre funcionários e detentos são expressamente proibidos.

Estupro : "A penetração, por menor que seja, da vagina ou do ânus com qualquer parte do corpo ou objeto, ou a penetração oral de um órgão sexual de outra pessoa, sem o consentimento da vítima."

Retaliação : Qualquer ação adversa tomada contra um indivíduo que reclama de má conduta sexual com detentos ou coopera em qualquer investigação de má conduta sexual.

O abuso sexual inclui –

5. Abuso sexual de um recluso, detido ou residente por outro recluso, detido ou residente; e

6. Abuso sexual de um preso, detento ou residente por um membro da equipe, contratado ou voluntário.

O abuso sexual de um preso, detento ou residente por outro preso, detento ou residente inclui qualquer um dos seguintes atos, se a vítima não consentir, for coagida a tal ato por ameaças de violência exageradas ou implícitas, ou for incapaz de consentir ou recusar :

9. Contato entre o pênis e a vulva ou o pênis e o ânus, incluindo penetração, mesmo que leve;
10. Contato entre a boca e o pênis, vulva ou ânus;
11. Penetração na abertura anal ou genital de outra pessoa, por menor que seja, por uma mão, dedo, objeto ou outro instrumento; e
12. Qualquer outro toque intencional, seja diretamente ou através da roupa, na genitália, ânus, virilha, peito, parte interna da coxa ou nádegas de outra pessoa, excluindo contato incidental a uma altercação física.

O abuso sexual de um preso, detento ou residente por um membro da equipe, contratado ou voluntário inclui qualquer um dos seguintes atos, com ou sem o consentimento do preso, detento ou residente:

17. Contração entre o pênis e a vulva ou o pênis e o ânus, incluindo penetração, por menor que seja;
18. Contato entre a boca e o pênis, vulva ou ânus;
19. Contato entre a boca e qualquer parte do corpo onde o funcionário, contratado ou voluntário tenha a intenção de abusar, excitar ou satisfazer o desejo sexual;
20. Penetração da abertura anal ou genital, por menor que seja, por uma mão, dedo, objeto ou outro instrumento, que não esteja relacionado a deveres oficiais ou onde o funcionário, contratado ou voluntário tenha a intenção de abusar, despertar ou satisfazer o desejo sexual;
21. Qualquer outro contrato intencional, seja diretamente ou por meio da roupa, ou com a genitália, ânus, virilha, peito, parte interna da coxa ou nádegas, que não esteja relacionado a deveres oficiais ou onde o funcionário, contratado ou voluntário tenha a intenção de abusar, despertar ou satisfazer o desejo sexual;
22. Qualquer tentativa, ameaça ou solicitação de um membro da equipe, contratado ou voluntário para se envolver nas atividades descritas no parágrafo (1)-(5) acima;
23. Qualquer exibição por um membro da equipe, contratado ou voluntário de seus órgãos genitais, nádegas ou seios descobertos na presença de um preso, detento ou residente, e
24. Voyeurismo por um membro da equipe, contratado ou voluntário.

O assédio sexual inclui –

5. Avanços sexuais repetidos e indesejados, solicitações de favores sexuais ou comentários verbais, gestos ou ações de natureza depreciativa ou ofensiva por um preso, detido ou residente em relação a outro; e,
6. Comentários verbais ou gestos repetidos de natureza sexual a um detento, detento ou residente por um membro da equipe, contratado ou voluntário, incluindo referências humilhantes ao gênero, comentários sexualmente sugestivos ou depreciativos sobre o corpo ou a roupa, ou linguagem ou gestos obscenos.

Má conduta sexual com detentos : qualquer comportamento, incluindo, mas não se limitando a, conversa, correspondência ou ato de natureza romântica ou sexual, ou uma tentativa de cometer tal ato, direcionado a um detento por um funcionário, contratado, voluntário ou outro representante do PCSO, dentro ou fora da propriedade do PCSO.

Alegação fundamentada : uma alegação que foi investigada e determinada como tendo ocorrido.

Alegação infundada : uma alegação que foi investigada e determinada como não tendo ocorrido.

Alegação infundada : uma alegação que foi investigada e a investigação produziu evidências insuficientes para fazer uma determinação final sobre se o evento ocorreu ou não.

PROIBIÇÕES DE CONDUTA SEXUAL INDEVIDA COM PRESOS

O PCSO proíbe todas as formas de má conduta sexual com detentos, conforme definido pelo 28 CFR 115 e MGL Capítulo 268. O PCSO também proíbe conversas, correspondências ou atos de natureza romântica ou sexual, ou uma tentativa de cometer tal ato, direcionados a um detento por um funcionário, contratado, voluntário ou outro representante do PCSO, dentro ou fora da propriedade do PCSO.

AÇÃO DISCIPLINAR

Os presos estarão sujeitos a ação disciplinar por cometer abuso sexual. Quando um preso é descoberto tendo se envolvido em contato sexual com um membro da equipe, o preso pode ser disciplinado somente onde o membro da equipe não consentiu. Quando dois presos se envolveram em contato sexual, eles serão disciplinados por violar regras contra contato sexual, no entanto, a disciplina por abuso sexual somente ocorrerá se uma determinação foi feita de que a atividade não foi consensual.

Toda conduta sexual, incluindo contato sexual, é contra as regras do PCSO . Todas as alegações de abuso sexual ou de retaliação em conexão com um incidente de abuso sexual serão investigadas minuciosamente, e qualquer predador sexual será disciplinado e/ou processado.

Os presos também podem receber medidas disciplinares por denúncias falsas, assédio ou uso indevido do sistema de denúncias.

A equipe estará sujeita à disciplina por violar as políticas da agência sobre abuso sexual, com a demissão sendo a disciplina presuntiva por realmente se envolver em abuso sexual. Demissões ou renúncias vinculadas à violação de tais políticas devem ser relatadas às autoridades policiais (a menos que a conduta claramente não tenha sido criminosa) e aos órgãos de licenciamento relevantes.

Contratados e voluntários que se envolverem em abuso ou assédio sexual serão proibidos de qualquer contato posterior com os presos.

CUIDADOS MÉDICOS E DE SAÚDE MENTAL

A instalação fornecerá acesso oportuno e desimpedido a tratamento médico de emergência e serviços de intervenção em crises, cuja natureza e escopo são determinados pelos profissionais de acordo com seu julgamento profissional.

Presidiários vítimas de abuso sexual enquanto encarcerados receberão informações oportunas e acesso oportuno à profilaxia de infecções sexualmente transmissíveis, quando clinicamente apropriado.

A unidade oferecerá uma reunião de acompanhamento se a triagem inicial na admissão indicar que o preso sofreu ou cometeu abuso sexual.

ASSISTÊNCIA E INVESTIGAÇÕES

As investigações devem seguir um protocolo uniforme de evidências que maximize o potencial de obtenção de evidências físicas utilizáveis para procedimentos administrativos e processos criminais.

O Gabinete do Xerife do Condado de Plymouth não imporá nenhum padrão maior do que a preponderância das evidências para determinar se as alegações de abuso sexual ou assédio sexual são comprovadas.

Após uma investigação sobre a alegação de um detento de que ele sofreu abuso sexual na unidade, a unidade deverá informar os detentos se a alegação foi determinada como fundamentada, infundada ou infundada.

A instalação oferecerá às vítimas acesso gratuito a exames médicos forenses quando for evidencial ou clinicamente apropriado.

A instalação, se solicitado pela vítima, disponibilizará um defensor da vítima, um funcionário qualificado da agência ou um funcionário qualificado da organização comunitária para acompanhar e dar suporte à vítima durante o processo de exame médico forense e entrevistas investigativas e fornecerá suporte emocional, intervenção em crise, informações e encaminhamentos. Você também receberá informações sobre como entrar em contato com conselheiros em um Rape Crisis Center para aconselhamento de acompanhamento.

SERVIÇOS DE PROGRAMA

1. Os serviços do programa (incluindo, mas não se limitando a: educação acadêmica e treinamento vocacional, serviços religiosos, aconselhamento por meio de profissionais licenciados, encontros de enriquecimento pessoal fornecidos por voluntários ou organizações voluntárias, etc.) serão publicados na unidade e anunciados antes do início.
2. Os presos que se inscreveram nesses programas/serviços são responsáveis por estar uniformizados e pontuais.
3. Os presos interessados em participar de Programas de Abuso de Substâncias e Programas de Reintegração devem solicitar informações ao seu assistente social.
4. As decisões relativas à participação no programa serão de responsabilidade e determinadas pela equipe de Classificação.
5. Os presos são obrigados a solicitar por escrito a inclusão em qualquer programa oferecido no PCCF. Os requisitos de elegibilidade serão revisados mediante recebimento e/ou entrevista por membros da equipe responsáveis pelo(s) programa(s). Os presos receberão notificação de sua elegibilidade para qualquer programa pelo membro da equipe revisor.
6. A recusa em participar da programação recomendada pode ser motivo para ação disciplinar, colocação em status de "sem bom comportamento" e é denunciada à liberdade condicional.

PROGRAMAS DISPONÍVEIS NO PCCF

Educação
Programas de enriquecimento
Programa de Transtorno por Uso de Substâncias
Unidade de Esforço Anti-Violência do Xerife (SAVE)
Formação Profissional
Programa de Reingresso/Reintegração
Programas religiosos
Programa Inside-Out
Programa de Transição para Veteranos Encarcerados
Programa de Educação para a Paz
Caminhos para a recuperação
Medicamentos para transtorno do uso de opioides (MOUD)

PROTEÇÃO

7. Os presos que temem por sua segurança devem encaminhar suas preocupações ao Oficial da Unidade, Supervisor da Unidade, Gerente da Unidade ou Assistente Social.
8. Esses funcionários podem ser contatados pessoalmente quando visitam a unidade ou por meio de um formulário de solicitação por escrito.
9. Os presos devem relatar imediatamente qualquer momento em que sintam medo ou se sintam intimidados para que as medidas adequadas para manter sua segurança sejam tomadas.

MATERIAIS DE LEITURA E RECREATIVOS

7. Revistas, livros, materiais legais e quaisquer outros itens combustíveis aprovados devem caber na bolsa de armazenamento ou armário fornecido, junto com outros pertences.
8. Qualquer material que não caiba na bolsa de armazenamento ou armário fornecido, por estar em quantidades superiores às permitidas, será considerado contrabando ou risco de incêndio e será removido.
9. É responsabilidade de cada detento remover e/ou descartar itens que excedam os limites permitidos da cela/quarto, antes de receber novos itens (conforme descrito na Lista de Itens para Retenção).

REGISTROS

1. Todas as solicitações relativas a sentenças e/ou registros podem ser encaminhadas ao seu assistente social ou à divisão de registros.
2. É necessária uma solicitação por escrito para que as informações adequadas possam ser devolvidas a você, quando apropriado.
3. Todas as solicitações devem ser específicas para as informações necessárias.
4. Podem ser cobradas taxas pela duplicação de qualquer registro solicitado.

DECKS DE RECREAÇÃO

1. O uso do deck de recreação é oferecido aos internos em todas as unidades habitacionais.
2. Geralmente, o deck de recreação estará disponível para todos os presos conforme programação durante o dia.
3. É um privilégio usar o deck de recreação e pode ser limitado ou fechado a critério do Oficial da Unidade.
4. Os equipamentos de recreação serão usados somente conforme pretendido.
5. Alimentos e bebidas não são permitidos nos decks de recreação.
6. Móveis de sala de estar (cadeiras, mesas) e qualquer tipo de roupa de cama (cobertores, lençóis, etc.) não serão permitidos nos decks de recreação.
7. Os presos estarão vestidos adequadamente ao usar o deck de recreação. Calçados devem ser usados.
8. O uso do deck de recreação também pode ser limitado devido ao clima e fenômenos naturais.
9. Quaisquer danos ao deck de recreação resultarão no fechamento do deck de recreação até que os reparos sejam concluídos. Os presos considerados responsáveis receberão ação disciplinar até e possivelmente incluindo processo criminal.

LIBERAÇÕES / CESSÕES DE HABITAÇÃO / REATRIBUIÇÕES

1. Os presos colocarão todos os bens institucionais e pessoais em sua bolsa de bens. Quaisquer itens deixados para trás em uma cela ou com outro preso serão considerados contrabando. Os presos responsáveis pelos itens serão cobrados de acordo com quaisquer itens que não possam ser contabilizados.
2. Os presos limparão suas celas/quartos e removerão todos os itens de lá.
3. A cela/quarto será inspecionada pelo Oficial da Unidade quanto à limpeza e/ou danos.
4. Os presos fecharão a cela/quarto após a inspeção e se apresentarão na delegacia do policial com todos os bens institucionais e pessoais.
5. Ao ser liberado da instituição, o detento deve devolver todos os bens institucionais e do condado. Os detentos são responsáveis pelos itens emitidos e estão sujeitos a serem cobrados por restituição por não devolverem nenhum item que foi emitido durante o confinamento.
6. O custo de reposição de bens institucionais danificados ou desaparecidos será avaliado e deduzido da conta do preso antes de sua libertação.

SERVIÇOS RELIGIOSOS

Todos os detentos/presidiários terão acesso a recursos religiosos, serviços, instruções e aconselhamento de forma voluntária. Todos os detentos/presidiários terão a maior liberdade e oportunidade para perseguir qualquer crença ou prática religiosa legítima dentro das restrições de considerações de segurança e proteção. A programação religiosa é publicada em sua unidade habitacional. Você deve fazer uma solicitação para ser listado para atendimento ao serviço.

1. Serviços religiosos são oferecidos aos presos para atender às suas necessidades espirituais.
2. O clero de denominações reconhecidas poderá visitar os presos. (A aprovação prévia deve ser obtida do capelão da unidade)
3. Serviços religiosos/reuniões para denominações variadas são oferecidos regularmente. Os horários são publicados na unidade e exigem que você se inscreva com uma (1) semana de antecedência. Os presos só poderão comparecer às reuniões de sua crença declarada e devem ser incluídos na lista de participantes fornecida pelo capelão da unidade.
4. Os reclusos cuja religião impõe restrições às dietas podem ter acesso a uma dieta especial, desde que:
    a. Os presos devem solicitar tal dieta, por escrito, por meio do capelão, que pesquisará a exigência e consultará o ADS de Serviços de Alimentação ou pessoa designada, antes da aprovação ou desaprovação.
    b. O capelão analisará a solicitação com o detento solicitante. Durante essa análise, o capelão exigirá que o detento preencha uma Solicitação/ Acordo de Dieta Religiosa e discuta os requisitos da instalação e a responsabilidade do detento individual.
    c. Os presos deverão assinar um termo de reconhecimento pela refeição em cada período de refeição com o Oficial da Unidade.
5. Os presos podem ter acesso a materiais religiosos para fins de oração e/ou práticas de adoração aceitáveis.
    a. Necessidades específicas serão solicitadas pelo detento, em um Formulário de Solicitação de Detento, ao capelão da unidade.
    b. O capelão analisará a solicitação com o detento solicitante. Durante essa análise, o capelão exigirá que o detento preencha uma Solicitação/Acordo de Material Religioso e discuta os requisitos da instalação e a responsabilidade do detento individual.

c. Providencie o recebimento dos materiais religiosos aprovados. Os internos podem fazer arranjos para que os itens sejam entregues, comprados por meio dos procedimentos de desembolso de dinheiro por meio do capelão ou, quando disponível, comprados por meio do serviço de cantina da instalação. Arranjos para recebimento de outras maneiras que não sejam por meio do capelão devem receber a aprovação do superintendente assistente ou designado.
d. De acordo com as práticas de segurança da instalação, os itens podem ser limitados a um tamanho específico e/ou cor. Os locais de uso podem ser limitados a locais de culto (como a capela) ou à moradia individual do detento (cela). Os presos devem ter permissão para usar chapéus religiosos autorizados fora da capela e de sua moradia individual (cela).
e. Ao receber materiais religiosos aprovados, os presos serão informados de que esses itens só podem ser usados em conjunto com ou para fins de culto e serão obrigados a assinar um recibo de propriedade dos itens.
f. O recibo assinado será mantido na pasta de 6 partes do detento, com uma cópia em posse do detento. O detento será avisado de que deve guardar este recibo como prova de permissão para possuir o item.

6. Os presos podem ter acesso a publicações religiosas, de acordo com a Política e PCCF 481.
    c. Todos os livros (capa mole/brochuras), revistas e jornais devem ser pré-pagos e entregues na unidade pelos Correios dos EUA, UPS, DHL, FedEx ou outro serviço postal reconhecido.
        - Esses livros (capa mole/brochuras), revistas e periódicos devem vir diretamente da editora, de um distribuidor reconhecido, de um varejista ou de um clube do livro estabelecido.
        - Livros de capa dura (encadernados) não serão aceitos pelo correio na sala de correspondência da instituição.
        - Tais materiais podem ser reprovados de acordo com procedimentos estabelecidos.
        - Livros usados, periódicos, jornais e revistas não serão aceitos nas instalações.
    b. Livros, revistas, periódicos e jornais serão entregues junto com a correspondência recebida.
    c. Os presos estão autorizados a ter um total de cinco (5) livros ou revistas em sua posse e dois (2) jornais, além de uma Bíblia ou outro texto religioso e materiais escolares. Este total inclui livros/revistas pessoais e de biblioteca.
    d. É responsabilidade do detento descartar revistas /jornais pessoais antes de receber outro. O detento pode doar a revista/jornal para a biblioteca ou jogá-los fora. Esses itens não serão colocados na propriedade do detento.

FORMULÁRIOS DE SOLICITAÇÃO

1. Quaisquer perguntas serão direcionadas ao Oficial da Unidade. Quando possível, o Oficial da unidade abordará ou responderá à solicitação naquele momento.
2. Se o Oficial da Unidade não puder resolver seu problema, ele instruirá você a enviar um formulário de solicitação à(s) pessoa(s) apropriada(s) ou poderá direcionar sua pergunta a um supervisor ou assistente social.
3. Apenas uma (1) solicitação poderá ser emitida referente a um tópico específico por vez.
4. As solicitações devem ser feitas individualmente; questões que precisam ser abordadas sobre vários detentos devem ser tratadas adequadamente pelo supervisor ou gerente da unidade.

PESQUISAS

1. Os presos estão sujeitos a revistas 24 horas por dia e em qualquer local onde estejam, enquanto estiverem sob custódia do Gabinete do Xerife do Condado de Plymouth.
2. As buscas em celas/quartos/áreas de convivência são uma função normal da instituição. Durante essa busca, você será responsável por quaisquer itens dentro do seu espaço de convivência.
3. Os presos são obrigados a cumprir todas as instruções dadas pelos agentes durante uma busca e também são responsáveis por quaisquer itens de contrabando recuperados com eles ou em sua área de moradia.

CHAMADA DE DOENTE NA UNIDADE DE SERVIÇOS DE SAÚDE

1. A chamada médica (chamada médica) é realizada pelo médico licenciado da unidade ou outro profissional de saúde qualificado na Unidade de Serviços de Saúde.
2. Durante as visitas médicas na unidade habitacional, as queixas de saúde do preso são solicitadas por profissionais de saúde qualificados, documentadas e tratadas.
3. Internos com problemas de saúde que, por riscos de segurança e/ou designações de alojamento, não podem comparecer ao plantão normal de atendimento médico são atendidos pelo médico licenciado ou enfermeiro em sua cela/quarto.
4. Nenhum preso terá atendimento médico negado.

FUMAR / PRODUTOS DE TABACO

1. É estritamente proibido fumar na Penitenciária do Condado de Plymouth e em todas as propriedades do Gabinete do Xerife.
2. Qualquer preso que for encontrado em posse de materiais para fumar e/ou qualquer produto de tabaco ou apetrechos para fumar estará sujeito a ação disciplinar.

COMPRIMIDOS

41. Os presos devem aceitar os termos e condições de uso que aparecem quando o tablet é ligado.
42. Os tablets são equipados com recursos de telefone. Os presos seguirão todos os mesmos procedimentos e regras que aparecem no PCCF 482 "Sistemas de Telefone para Presos".

43. Chamadas telefônicas feitas pelo tablet devem ser realizadas **SOMENTE no seu quarto/área de beliche** , a menos que você esteja no status Ad-Seg designado.
44. Os presos estão proibidos de se aproximar da equipe, contratados, fornecedores ou voluntários do PCSO enquanto estiverem utilizando o recurso de telefone do tablet (por exemplo, Posto de Oficiais, Passe Médico, Assistente Social, Programação de Grupo).
45. Os presos não têm permissão para emprestar ou tomar emprestado tablets. Se um preso permitir que outro preso use seu tablet, ambas as partes podem estar sujeitas a ação disciplinar e suspensão do serviço sem reembolso.
46. Não é permitido levar tablets para fora da unidade habitacional designada ao detento.
47. Os tablets não devem ser trazidos ou acessados durante sessões de programação na unidade ou reuniões individuais ou em grupo com funcionários, contratados, fornecedores ou voluntários do PCSO.
48. Os presos não devem remover a capa protetora do tablet por nenhum motivo.
49. Os presos são responsáveis por carregar seus próprios tablets.
50. Os presos são responsáveis por visualizar todas as postagens/memorandos/diretivas emitidas pelo PCCF que são mantidas no aplicativo "Visualizador" e/ou "FYI".
51. Os presos não devem danificar, desfigurar, alterar, personalizar ou gravar tablets ou capas protetoras de tablets de nenhuma forma. Qualquer alteração feita na aparência de um tablet ou alteração em sua funcionalidade ou programação pode resultar em ação disciplinar até e incluindo um banimento permanente do programa/restituição.
52. Qualquer uso indevido do tablet pode resultar na perda de privilégios sem direito a reembolso e sanção disciplinar.
53. Se o tablet for danificado (fora do uso normal), o detento pode receber uma sanção disciplinar e pode ser responsável pelo custo do tablet. Dependendo da natureza do dano e de como ele ocorreu, o detento pode ser banido permanentemente do programa.
54. Presos que intencionalmente danificam um tablet ou o usam para qualquer propósito destrutivo ou ilegal podem estar sujeitos a acusações criminais.
55. Qualquer detento que cometa uma infração disciplinar e seja transferido para a Unidade de Moradia de Segregação Administrativa para procedimentos disciplinares ou pré-disciplinares terá seu tablet levado para a Unidade Ad-Seg. O acesso ao tablet depois disso seguirá o procedimento operacional padrão para tablets Ad-Seg. Os detentos que cumprem pena de detenção disciplinar terão seu tablet colocado com sua propriedade até que tenham completado sua sanção.
56. O acesso dos presos aos tablets é um privilégio e não um direito e, portanto, pode ser temporariamente suspenso, limitado ou revogado quando necessário para a segurança da unidade.
57. Os tablets acompanharão os presos durante a reclassificação/novas atribuições de moradia.
58. Os presos deverão devolver seus tablets aos carrinhos de carregamento até às 21h45. Se um preso não entregar seu tablet, um pequeno boletim de ocorrência será emitido.
59. Os tablets serão programados para desligar automaticamente às 21h45 todas as noites e ligar novamente às 9h00
60. Os presos poderão retirar seus tablets do carrinho de carregamento todas as manhãs, das 9h às 9h30. Nenhum preso poderá retirar seus tablets após esse horário, com exceção dos presos que não estiverem na unidade naquele horário (por exemplo, tribunal, hospital, tarefa).

CÓDIGO DE INFRAÇÕES / DIRETRIZES DE SANÇÕES PARA TABLETS

OFENSA	**SANÇÃO**
Categoria 1 Não retorno no final do dia ou Remoção Indevida da Unidade ou Uso indevido do tablet	1ª Perda de comprimido em 7 dias 2ª Perda de comprimido em 15 dias 3ª Perda do comprimido por 1 mês ou até 3 meses
Categoria 2 Utilizar o recurso de telefone do tablet ao se aproximar ou estar na presença de funcionários, contratados, fornecedores ou voluntários do PCSO.	1ª Perda de Tablet em 1 mês 2ª Perda de Tablet em 3 meses 3ª Revogação
Categoria 3 Uso de outro tablet I/M	1ª Perda de comprimido em 1 semana 2ª Perda de comprimido por 1 mês 3ª Perda do tablet por 3 meses até a revogação
Categoria 4 Danificado/Desfigurado/Alterado/Personalizado/Gravado	1ª Perda de Tablet em 1 mês 2ª Perda de Tablet em 3 meses 3ª Revogação
Categoria 5 Remoção ou adulteração da caixa, incluindo bateria interna	Perda do comprimido por 3 meses até Revogação e pode ser responsável pela taxa de restituição e estar sujeito a processo criminal por Destruição Maliciosa de Propriedade.
Categoria 6 Uso do Tablet para fins destrutivos ou a Comissão de um Crime	Revogação e pode estar sujeito às acusações criminais aplicáveis.

TELEFONES

TODAS AS CHAMADAS TELEFÔNICAS NA UNIDADE ESTÃO SUJEITAS A GRAVAÇÃO.

Em caso de emergência, como doença ou morte de um familiar, o assistente social da unidade/ADS da equipe da unidade/tenente pode ajudá-lo a fazer ligações telefônicas quando o acesso a telefones normalmente não estaria disponível.

1. Os telefones na sala de estar de uma unidade habitacional normalmente estarão ligados para uso quando a sala de estar estiver aberta.
2. O uso do telefone é um privilégio e será controlado pelo Oficial da Unidade.
3. Os presos devem usar o IPIN de seis dígitos atribuído a eles (que é recebido durante o processo de reserva) para usar um telefone.
4. Os telefones são programados para fazer chamadas somente. Todas as chamadas estão sujeitas a serem gravadas.
5. Não serão aceitas chamadas telefônicas externas para internos. Chamadas de emergência sobre um interno serão verificadas pela instituição, encaminhadas para a Equipe de Unidade ADS ou Comandante de Turno.
6. O Oficial da Unidade pode limitar as chamadas telefônicas a dez (10) minutos se outros presos estiverem esperando para usar o telefone.
7. Os telefones não serão usados durante serviços de refeição, reuniões de grupo, serviços de lavanderia, serviços de cantina ou qualquer outro serviço de programa. Os Oficiais da Unidade ditarão quando esta regra se aplica.
8. Todos os presos devem preencher um formulário 'Lista de Números de Telefone Designados'. Este formulário designará os números que podem ser telefonados. As informações do Advogado/Clérigo serão necessárias no espaço fornecido.
9. Este formulário faz parte do processo de reserva. Qualquer necessidade de alterar nomes de advogados deve ser endereçada ao seu assistente social na Unidade de Orientação para que as alterações ou correções sejam concluídas. Você terá 20 dias para enviar o formulário de Orientação e apenas um será aceito pelo assistente social designado.
15. Se você precisar adicionar ou excluir um número de telefone, será necessário enviar um Formulário de Solicitação de Alteração de Telefone do Presidiário e entregá-lo ao Assistente Social da Unidade.
16. Advogados, escritórios de advocacia e clérigos aprovados estarão isentos de registro após a confirmação.

TELEVISÕES

1. O uso/assistir televisão é um privilégio e será controlado pelo Oficial da Unidade e pode ser restringido/limitado a critério do Oficial.
2. A televisão normalmente será usada quando a sala de estar estiver aberta.
3. Os presos não podem tocar em televisores ou controles remotos.
4. Os níveis de volume da televisão não interferirão nas operações normais da unidade e serão controlados pelo Oficial da Unidade.
5. A seleção de canais de televisão será monitorada/controlada pelo Oficial da Unidade.
6. As televisões não estarão ligadas durante serviços de refeição, reuniões de grupo, serviços de lavanderia, serviços de cantina ou qualquer outro serviço de programa. Os Oficiais da Unidade ditarão quando esta regra se aplica.

ATRIBUIÇÕES DE TRABALHADORES DA UNIDADE

1. O Oficial da Unidade determinará as atribuições de trabalho dos presos dentro de sua unidade designada. O Oficial da Unidade coordenará quaisquer atribuições com o Oficial de Atribuição de Trabalho Institucional. Os oficiais designados para a unidade de alojamento por cinco dias serão responsáveis por contratar os trabalhadores da unidade.
2. Os funcionários internos executarão tarefas dentro da unidade sob a supervisão e direção do Oficial da Unidade.
3. Qualquer detento designado para tarefas de serviço de refeições deve ser liberado medicamente antes da designação do trabalho. Eles serão obrigados a lavar as mãos antes de quaisquer tarefas relacionadas ao trabalho e usarão toucas e luvas.
4. As atribuições de trabalho dos presos são publicadas na Estação do Oficial.
5. Qualquer Oficial pode demitir um trabalhador da unidade por qualquer infração disciplinar, infração de regra da unidade ou falta ou falha em completar as tarefas atribuídas. Os presos que forem demitidos do emprego receberão documentação disciplinar de sua perda de privilégios de trabalho. A documentação pode ser na forma de relatórios disciplinares informais ou formais.
6. Os agentes também podem solicitar que os trabalhadores da unidade realizem tarefas diferentes das que lhes foram atribuídas, sendo que os trabalhadores da unidade são obrigados a cumprir essas instruções.
7. O não comparecimento ao trabalho em um determinado dia é registrado e usado de acordo com os procedimentos estabelecidos.

VISITAS

1. As listas de visitas são distribuídas durante o Processo de Orientação e uma vez a cada seis (6) meses.
2. Em determinados períodos do ano, formulários distribuídos permitem a oportunidade de alterar a lista de visitantes.
3. Eles são distribuídos e coletados apenas pelo assistente social da unidade.
4. Quaisquer alterações solicitadas somente serão aprovadas se forem enviadas dentro dos prazos identificados.
5. Quaisquer formulários recebidos após um período de coleta identificado não serão honrados sem a aprovação por escrito do Gerente da Unidade. Correções nas listas enviadas só podem ser feitas com a aprovação do Gerente da Unidade.
6. Todas as visitas sem contato são realizadas em cabines e o contato pessoal verbal é feito por meio de um receptor telefônico. Assim como todos os outros telefones no Centro Correcional do Condado de Plymouth, esses telefones estão sujeitos a gravação.

REGRAS DE VISITA

As seguintes regras e regulamentos de visita estão afixados em cada unidade habitacional de presos, em inglês e espanhol, e estão disponíveis por escrito para funcionários, presos e visitantes mediante solicitação.

1. Os presos da Penitenciária do Condado de Plymouth (PCCF) têm direito a um número determinado de visitas por semana. Veja o cronograma de visitas afixado na unidade habitacional.
2. Um preso pode se recusar a receber um visitante.
3. Um visitante pode visitar apenas o número de internos descrito nas Regras e Regulamentos de Visitas Publicadas. Veja o documento publicado em sua unidade para detalhes. (excluindo visitantes oficiais).
4. Um preso pode receber um número determinado de visitas por dia (veja o cronograma de visitas afixado na unidade habitacional) (excluindo visitantes oficiais).
7. Dois (2) adultos, dois (2) adultos com uma (1) criança ou um (1) adulto com duas crianças podem visitar um preso no mesmo horário de visita, desde que se registrem juntos na Recepção. Crianças são consideradas menores de dezoito (18) anos e devem estar acompanhadas por um dos pais ou responsável legal em cada visita.
    c. Prova do parentesco do menor com o preso (certidão de nascimento, documentos de adoção) deve ser apresentada em cada visita.
    b. Pessoas que não queiram ou não consigam controlar crianças sob sua supervisão serão convidadas a deixar a propriedade da instalação e não poderão visitá-las.
    c. Na ausência de um dos pais ou responsável legal, uma visita para um filho menor ou irmão pode ser concedida. Antes de uma visita ser concedida, uma carta de aprovação e permissão do pai ou responsável legal deve ser enviada ao Superintendente ou representante. A carta deve especificar a(s) pessoa(s) autorizada(s) a levar o menor para a unidade e o preso a ser visto em uma visita, e deve ser autenticada por um Tabelião Público.
        5. Quando uma resposta por escrito for feita em um "Cartão Azul" institucional pelo Superintendente ou pessoa designada, o "Cartão Azul" será mantido na estação do Oficial de recepção com as instruções do Superintendente ou pessoa designada sobre a visita.
        6. A carta autenticada deverá ser apresentada pelo visitante no momento de cada visita
    d. Menores de idade só poderão entrar na unidade para visitar seus pais, padrastos, avós, responsáveis legais ou irmãos.
    o. Netos poderão visitar, somente após uma relação de sangue com o preso ser provada. O pai/mãe deve provar relação de sangue com o preso, e também provar que ele/ela é o pai/mãe da criança.
    h. Os enteados só poderão acessar as instalações para visitar os padrastos ou madrastas quando acompanhados pelos pais.
        5. Os pais deverão comprovar, por meio de certidão de nascimento, que são os pais da criança que será levada para visita.
        6. Os pais também deverão apresentar prova de casamento ao preso, na forma de uma certidão de casamento.
6. Os visitantes devem obedecer ao código de vestimenta aprovado pelo Superintendente. Este código de vestimenta está afixado no Lobby de Visitas Públicas.
7. Os formulários aprovados de identificação com foto para visitantes incluem carteira de motorista válida, carteira de identidade estadual ou outra identificação oficial com foto, por exemplo, passaporte atual, identidade militar, etc.
    e. Serão aceitos cartões de assistência social que contenham o nome, data de nascimento, número do Seguro Social e endereço do visitante.
    f. Cartões de assistência social que não contenham as informações listadas acima não serão aceitos como identificação com foto.
8. Nenhum visitante com condenação anterior por crime grave poderá fazer uma visita sem a aprovação prévia por escrito do Superintendente ou pessoa designada.
9. Qualquer visitante que tenha ficado confinado na Penitenciária do Condado de Plymouth durante o ano anterior deve ter permissão do Superintendente ou pessoa designada antes da visita.
10. Qualquer pessoa que se pense estar sob a influência de álcool ou substância controlada ou visitantes que sejam perturbadores ou causem qualquer tipo de perturbação não têm permissão para visitar. Quando a equipe suspeitar que um visitante esteja conduzindo tal atividade, ou eles entrarão em contato com o Shift Commander, que falará com o indivíduo para determinar a elegibilidade para visitar naquele momento.
11. Os presos que forem perturbadores ou causarem qualquer tipo de perturbação terão sua visita imediatamente encerrada e estarão sujeitos à perda de privilégios de visita.
12. Visitantes e internos não se envolverão em contato físico que seja ou possa ser interpretado pela equipe da instalação como excessivo ou inapropriado para um local público. Tal comportamento resultará no término imediato da visita e na perda ou suspensão dos privilégios de visita.
15. Nenhum tipo de equipamento de vídeo e/ou áudio é permitido na propriedade, incluindo celulares, câmeras, gravadores, filmadoras, relógios inteligentes, laptops, etc., exceto com a aprovação do Superintendente ou pessoa designada.
    a. Materiais e/ou equipamentos necessários para programas, serviços e/ou em conjunto com serviços contratados devem ser pré-aprovados pelo Superintendente ou pessoa designada antes de serem autorizados a entrar nas instalações.
14. Bens pessoais pertencentes a visitantes na unidade com a finalidade de visitar um detento, incluindo joias, dinheiro (papel e/ou moedas), carteiras, bolsas, etc., não são permitidos além do saguão de visitas públicas.
15. É crime em Massachusetts qualquer pessoa:
    i. Entregar qualquer artigo a um preso sem a permissão do xerife ou de seu representante,
    j. Obter um artigo para ser entregue, para possuí-lo, com a intenção de entregá-lo,
    k. Deposite ou esconda em qualquer lugar com a intenção de que um detento o obtenha ou receba.
    l. Receber de um detento qualquer artigo com a intenção de levá-lo para fora da unidade sem a permissão do xerife ou de seu representante autorizado (MGL c.268, §. 26, 28, 29 e 31).
16. Os visitantes, após a admissão na instalação, devem seguir diretamente para a área de visita e estande designados. Qualquer visitante encontrado em uma área diferente da designada está violando as regras da instalação. A visita é encerrada e o visitante deve deixar a instalação.

17. Ao entrar e antes de ser revistado, cada visitante deverá informar ao Oficial de Recepção e /ou ao Oficial de Processo de Visitas qualquer artigo que esteja portando, exceto as roupas que esteja vestindo.
    e. Qualquer pessoa que transportar, ou tentar transportar, para dentro ou para fora das instalações qualquer artigo sem o consentimento do xerife ou pessoa designada estará sujeita à prisão, processo e perda de privilégios de visita.
    f. O pai ou responsável adulto de um menor é responsável por fazer tal divulgação para o menor. Todo e qualquer visitante na propriedade da PCCF está sujeito a ser revistado.
18. Todo e qualquer visitante que esteja nas instalações para uma visita está sujeito a revista antes de ser autorizado a visitar e/ou antes de ser autorizado a deixar as instalações.
19. A violação de quaisquer regras, regulamentos e/ou procedimentos de visita do Centro Correcional do Condado de Plymouth resultará na remoção do visitante do estabelecimento, e quaisquer outros privilégios de visita serão negados.
20. Todos os visitantes na propriedade do Centro Correcional do Condado de Plymouth estão sujeitos a ter uma Verificação de Mandado iniciada, como verificação das informações fornecidas pelo visitante.
21. A violação de quaisquer regras, regulamentos e/ou procedimentos de visita do Plymouth County Correctional Facility resultará na remoção do visitante da propriedade. Privilégios de visita futuros podem ser negados.
22. Os presos serão obrigados, durante o processo de orientação, a enviar uma lista de visitantes para pré-aprovação para visita. Os presos serão obrigados a fornecer o nome do visitante, endereço, idade/data de nascimento, relacionamento e número de telefone. Visitantes pré-aprovados serão as únicas pessoas autorizadas a visitar. (Excluindo visitas oficiais)

VISITAS OFICIAIS (ADVOGADO/CLÉRIGO)

1. Visitas oficiais são permitidas das 9:00 às 22:00, sete (7) dias por semana. Os oficiais podem, com aprovação prévia do Superintendente ou designado, ter permissão para visitar em outros horários.
2. Os arranjos para visitas oficiais em horários diferentes dos listados nesta seção, ou para os quais possam haver requisitos especiais, devem ser feitos com antecedência, sempre que possível.
3. Além dos procedimentos listados acima, serão aplicados os seguintes procedimentos:
    a. Os advogados devem apresentar seu Cartão de Supervisor da Ordem dos Advogados de Massachusetts atualizado, além de um documento de identificação com foto atual.
    b. Estudantes de direito, assistentes jurídicos e investigadores particulares que trabalham sob a direção de um advogado e com a autorização por escrito do advogado em sua posse podem visitar presos clientes desse advogado, de acordo com as disposições desta seção.
4. Os membros do clero devem receber a aprovação do capelão antes de realizar uma visita de contato.
    i. Uma vez aprovado pelo Capelão, um "Cartão Azul" será preenchido, o qual será encaminhado ao Coordenador de Voluntários. O Coordenador de Voluntários garantirá que os requisitos da Política e do PCCF 485 sejam atendidos, antes da aprovação final para a visita ser feita.
    j. Membros do clero que não forem pré-aprovados serão obrigados a visitar uma área sem contato até que tal aprovação seja recebida.
    k. Uma lista de clérigos e voluntários pré-aprovados será mantida e atualizada regularmente.
    l. Uma cópia será mantida arquivada na recepção da visita.
5. Qualquer visitante oficial representado nesta subseção de procedimento será obrigado a enviar sua identificação fotográfica e seu documento de posição (cartão de ordem, certificação de clérigo, etc.) ao Oficial de Recepção. Em troca, eles receberão um Crachá de Visitante, que deve ser usado de forma visível durante sua visita à instituição.
    a. A foto de identificação será colocada no crachá do visitante, como meio de identificação imediata enquanto a pessoa estiver nas instalações.
    b. Qualquer visitante que tenha recebido uma identificação do PCSO deverá entregar um documento de identificação pessoal com foto ao agente de visita, que por sua vez emitirá o crachá de identificação do PCSO.
    c. O agente de visita manterá a identificação pessoal no balcão de recepção até que o visitante saia, momento em que o crachá de identificação emitido pelo PCSO será trocado pelo documento de identificação pessoal.

6. Além disso, a instalação permite Visitas Virtuais de Advogados por meio do sistema JurisLink.

    a. Visitas Virtuais de Advogados são permitidas das 8:00 às 22:00, sete (7) dias por semana.
    NOTA: O PCCF não permite agendamento no mesmo dia para visitas virtuais de advogados

HORÁRIO DE VISITAS

A. Todos os visitantes devem preencher um " Formulário de pré-aprovação do visitante/questionário de solicitação de visita ".
B. Todos os visitantes devem estar listados na lista de pré-aprovação de cinco (5) pessoas.
C. Todos os visitantes devem fornecer identificação fotográfica positiva, conforme listado nas " Regras e Regulamentos de Visita Publicados ".
D. O processamento das visitas começará quinze a quinze minutos antes do período de visita.
E. O processamento das visitas terminará quinze (15) minutos antes do último horário possível para sentar, dentro do período de visita agendado.
F. Todos os visitantes deverão permanecer no saguão de visitantes após serem processados e aguardar para serem encaminhados para a visita.

PROCESSAMENTO DE VISITAS	Horário de visita	Hora de início do processamento	Hora de término do processamento
VISITAS SEM CONTATO	9h00 – 10h45	8:30 da manhã	10:15 da manhã
VISITAS SEM CONTATO	13h00 – 15h45	12:30 da tarde	15h15
VISITAS SEM CONTATO	18h00 – 21h45	17h30	21h15

1. As visitas sem contato duram trinta (30) minutos (1/2 hora).
2. Os reclusos têm direito a uma (1) visita por dia de visita agendado, totalizando duas (2) visitas por semana.
3. Os visitantes podem visitar um (1) recluso por dia.

POPULAÇÃO DE VISITA SEM CONTATO	Dia	Horário de visita		
SOBRENOMES QUE COMEÇAM COM A LETRA "A" A "L"	TERÇAS-FEIRAS	9h – 10h45	13h00 – 15h45	18h – 21h45
	SÁBADOS	9h – 10h45	13h00 – 15h45	
SOBRENOMES QUE COMEÇAM COM A LETRA "M" A "Z"	QUINTAS-FEIRAS	9h – 10h45	13h00 – 15h45	
	DOMINGOS	9h – 10h45	13h00 – 15h45	18h – 21h45
	SÁBADOS			18h – 21h45

ATRIBUIÇÕES DE TRABALHO

39. Os presos são obrigados a trabalhar, a menos que, devido a problemas de saúde ou classificação, o trabalho seja proibido.
40. Os presos podem solicitar trabalho enviando um formulário de solicitação ao Oficial de Atribuição de Trabalho.
41. Os trabalhos são atribuídos por ordem de chegada e, sempre que possível, serão atribuídos com base nas habilidades do detento, quando necessário e apropriado.
42. Os presos não podem escolher tarefas.
43. A recusa em executar qualquer tarefa de trabalho é motivo para ação disciplinar, incluindo, mas não necessariamente se limitando à perda de bom comportamento, colocação em status de "sem trabalho" e colocação em status de "sem bom comportamento".
44. Os trabalhadores são responsáveis por estar prontos para o trabalho quando designados, estarem adequadamente vestidos e serem pontuais nas tarefas.
45. Os trabalhadores do serviço de alimentação são obrigados a cumprir todas as normas de saúde e higiene antes, durante e depois do trabalho.
46. Os horários, horas e dias de trabalho são estabelecidos para otimizar o desempenho de uma tarefa e são regulados pelo supervisor da obra.
47. Roupas especiais ou relacionadas ao trabalho são reguladas pelas tarefas atribuídas. Roupas e equipamentos serão atribuídos e distribuídos para aqueles que precisam deles, uma vez atribuídos ou dados as roupas ou equipamentos, é de responsabilidade exclusiva do detento cuidar e manter os itens.
48. O bom comportamento pode ser concedido aos presos a uma taxa de até 10 dias por mês por todo o trabalho realizado durante o mês, sendo o comportamento e a frequência um fator na aplicação do bom comportamento.
49. Os presos devem completar, no mínimo, 3 semanas de serviço satisfatório, incluindo comportamento e frequência.
50. Os presos estaduais qualificados recebem o tempo de serviço cumprido somente quando aprovado por escrito pelo Comissário de Correções, sendo publicado uma vez por ano, somente após o recebimento de uma folha DFS pelo PCCF.
51. Os presos qualificados do condado recebem o bom comportamento apenas quando aprovados por seu supervisor de trabalho, por escrito em uma folha de presença, e são registrados até meados do mês seguinte ao mês em que o trabalho foi realizado.
52. Os presos que não podem se apresentar para trabalhar devido a doença são obrigados a se inscrever para o plantão de doença no dia em que o trabalho foi perdido, e devem ser vistos por um Oficial Médico. Não fazê-lo será considerado simulação e será motivo para ação disciplinar, até e possivelmente incluindo a rescisão da designação em quaisquer programas de trabalho.
53. Presos com restrições legítimas de saúde recebem tarefas que estão dentro de suas habilidades, quando há vagas disponíveis.
54. Nenhum trabalho será atribuído até que o detento tenha recebido alta médica e concluído com sucesso o treinamento de segurança.
55. Nenhum trabalhador preso receberá compensação financeira ou monetária.
56. Os presos em julgamento e os presos sob a jurisdição do ICE e do US Marshall's Service não realizarão nenhum trabalho além da limpeza da unidade e não terão direito a nenhuma punição merecida.
57. Quando o trabalho entra em conflito com os horários do programa, os trabalhadores internos devem resolver esses conflitos com seu supervisor de trabalho e coordenador do programa.

CÓDIGO DE INFRAÇÕES / DIRETRIZES DE SANÇÕES

CATEGORIA 1 DELITOS
SANÇÕES

Sanções Disciplinares Maiores e Menores podem incluir, mas não estão necessariamente limitadas a:

3. Detenção disciplinar: até 10 dias por acusação

E/ou até 120 dias de perda de Perda de Privilégios: Serviços de Cantina, Telefonoes, Visitas, Atividades de Dayroom, Acesso ao Ginásio

E/ou:

13. Reclassificação: Falha do programa, perda de privilégios de trabalho
14. Mudança no status de moradia: Reatribuição de unidade, colocação em segregação administrativa
15. Taxas: cobradas contra destruição de conta de cantina/danos à propriedade do condado
16. Acusação: Acusações encaminhadas ao Promotor Público para Acusação Formal

17. **Restituição: Por quaisquer despesas incorridas pelo Gabinete do Xerife devido à negligência, malícia ou ações intencionais do detento que causem danos físicos.**
18. **Perda do tempo legalmente bom**

Observação* Duas ou mais violações menores podem ser consideradas uma violação maior.

1A. **Desobedecer a uma ordem de um membro da equipe.**
1B. **Mentir para um membro da equipe.**
9A. **Fuga.**
10A. **Fabricação de qualquer produto não autorizado-substância ou parafernália associada.**
10B. **Posse de qualquer objeto não autorizado-substância ou parafernália associada.**
10C. **Introdução de qualquer substância não autorizada ou parafernália associada.**
10D. **Uso de qualquer informação não autorizada–substância ou parafernália associada**

10N. **Conspirar/tentar introduzir qualquer substância não autorizada ou parafernália associada**
10O. **Distribuição de qualquer substância não autorizada ou parafernália associada**
11A. **Uso indevido de medicamentos autorizados. (ou seja: acúmulo não autorizado de medicamentos prescritos)**
11B. **Uso indevido de medicamentos para manter com a pessoa (KOP).**
11C. **Tentativa de uso indevido de medicamento autorizado.**
14A. **Participar ou encorajar um motim.**
14B. **Participar ou incentivar uma paralisação de trabalho.**
14C. **Participar ou encorajar uma tomada de reféns.**
14D. **Participar ou encorajar uma manifestação de grupo não autorizada.**
15A. **Posse de arma de fogo, arma de fogo, explosivo, munição ou arma.**
15B. **Fabricação de uma arma de fogo, arma de fogo, explosivo, munição ou arma.**
15C. **Introdução de uma arma de fogo, arma de fogo, explosivo, munição ou arma.**
15D. **Posse de instrumento, faca ou ferramenta afiada.**
15E. **Fabricação de um instrumento, faca ou ferramenta afiada.**
15F. **Introdução de um instrumento afiado, faca ou ferramenta.**
15G. **Posse ou introdução de qualquer item que seja uma representação imitativa de qualquer arma. (Isso incluirá qualquer item que possa representar uma ameaça a qualquer pessoa ou a si mesmos)**
15H. **Posse ou introdução de qualquer item que seja uma representação fac-símile de qualquer arma. (Isso incluirá qualquer item que possa representar uma ameaça a qualquer pessoa ou a si próprio)**
15I. **Posse ou introdução de qualquer item que seja uma representação falsificada de qualquer arma. (Isso incluirá qualquer item que possa representar uma ameaça a qualquer pessoa ou a si mesmos)**
16. **Matar.**
18A. **Brigar, agredir ou ameaçar um detento com qualquer ofensa contra um detento ou propriedade.**
18B. **Brigar, agredir ou ameaçar funcionários com qualquer ofensa contra funcionários ou propriedade.**
18C. **Brigar, agredir ou ameaçar um visitante com qualquer ofensa contra o visitante ou propriedade**
20A. **Envolver-se em atos sexuais com outras pessoas.**
20B. **PREA: Assédio Sexual**
20C. **PREA: Abuso Sexual**
21. **Atear fogo.**
31C. **Recrutamento ou tentativa de recrutamento de pessoas para se tornarem membros de uma gangue ou grupo de ameaça à segurança.**
31D. **Atividades relacionadas a gangues ou grupos de ameaça à segurança.**
32. **Violar qualquer lei da Comunidade de Massachusetts ou dos Estados Unidos.**
33. **Tentar cometer qualquer uma das infrações acima. Ajudar outra pessoa a cometer qualquer uma das infrações acima será considerado o mesmo que cometer a infração em si.**

CATEGORIA 2 DELITOS
SANÇÕES

Sanções Disciplinares Maiores e Menores podem incluir, mas não estão necessariamente limitadas a:

3. **Detenção disciplinar: até 8 dias por acusação**

E/ou até 80 dias de perda de Privilégios: Serviços de Cantina, Telefones, Visitas, Atividades de Dayroom, Acesso ao Ginásio

E/ou:

13. **Reclassificação: Falha do programa, perda de privilégios de trabalho**
14. **Mudança no status de moradia: Reatribuição de unidade, colocação em segregação administrativa**
15. **Taxas: cobradas contra destruição de conta de cantina/danos à propriedade do condado**
16. **Acusação: Acusações encaminhadas ao Promotor Público para Acusação Formal**

17. Restituição: Por quaisquer despesas incorridas pelo Gabinete do Xerife devido à negligência, malícia ou ações intencionais do detento que causem danos físicos.
18. Perda do tempo legalmente bom

Observação* Duas ou mais violações menores podem ser consideradas uma violação maior.

1C. Insolência para com um membro da equipe.
1D. Recusar uma atribuição de moradia.
6A. Falsificação, falsificação ou reprodução não autorizada de qualquer documento, artigo de identificação ou papel oficial.
6B. Falsificação, falsificação ou reprodução não autorizada de qualquer dinheiro, título ou documento oficial.
7. Adulterar ou bloquear qualquer dispositivo de travamento, porta, portão ou janela.
8. Conduta que perturbe ou interfira no funcionamento ordenado da instituição.
9B. Posse de ferramentas de fuga.
9C. Fabricação de ferramentas de fuga.
10E. Fabricação de qualquer bebida alcoólica
10F. Posse de qualquer bebida alcoólica
10G. Introdução de qualquer bebida alcoólica
10H. Uso de qualquer bebida alcoólica
10J. Fabricação de cigarros, produtos de tabaco ou apetrechos associados.
10K. Posse de cigarros, produtos de tabaco ou apetrechos associados.
10L. Introdução de cigarros, produtos de tabaco ou apetrechos associados.
10M. Uso de cigarros, produtos de tabaco ou apetrechos associados.
12. Recusa em fazer o teste do bafômetro ou em fornecer uma amostra de urina.
19A. Uso de linguagem, ação ou gesto obsceno, abusivo ou ameaçador para qualquer preso.
19B. Uso de linguagem, ação ou gesto obsceno, abusivo ou ameaçador para qualquer funcionário.
19C. Uso de linguagem, ação ou gesto obsceno, abusivo ou ameaçador para qualquer visitante.
22A. Destruir ou danificar intencionalmente propriedade institucional.
34A. Posse de apetrechos de tatuagem
34B. Tatuagem ou piercing em partes do corpo durante a prisão.
35. Adulteração de dispositivos de encanamento. Incluindo bloqueio de ralos, descarga de objetos estranhos em vasos sanitários e/ou ralos de pia ou piso.
36. Uso indevido do sistema telefônico dos presos
37. Uso indevido do tablet do preso

CATEGORIA 3 DELITOS
SANÇÕES

Sanções Disciplinares Maiores e Menores podem incluir, mas não estão necessariamente limitadas a:
3. Detenção disciplinar: até 5 dias por acusação

E/ou até 40 dias de perda de Perda de Privilégios: Serviços de Cantina, Telefones, Visitas, Atividades de Dayroom, Acesso ao Ginásio

E/ou:
13. Reclassificação: Falha do programa, perda de privilégios de trabalho
14. Mudança no status de moradia: Reatribuição de unidade, colocação em segregação administrativa
15. Taxas: cobradas contra destruição de conta de cantina/danos à propriedade do condado
16. Acusação: Acusações encaminhadas ao Promotor Público para Acusação Formal
17. Restituição: Por quaisquer despesas incorridas pelo Gabinete do Xerife devido à negligência, malícia ou ações intencionais do detento que causem danos físicos.
18. Perda do tempo legalmente bom

Observação* Duas ou mais violações menores podem ser consideradas uma violação maior.

2. Violar qualquer regra ou regulamento institucional. (incluindo: violações das Regras e Regulamentos da Unidade)
3. Não manter sua pessoa ou seus aposentos de acordo com as regras institucionais.
4. Estar fora do lugar.
5A. Ausência injustificada de uma tarefa de trabalho.
5B. Falha intencional em executar adequadamente ou recusa em aceitar uma tarefa.
13. Jogos de azar.
17. Automutilação.
22B. Destruir ou danificar intencionalmente a propriedade de outra pessoa ou detento.
23A. Posse não autorizada de propriedade pertencente a outra pessoa ou preso.

23B. Posse não autorizada de propriedade pertencente ao condado. (por exemplo: lavanderia, roupa de cama, materiais de aula, itens de recreação, itens de serviço de refeição)
24A. Posse de itens não autorizados para retenção ou recebimento pelos internos.
24B. Posse de dinheiro ou moeda.
25A. Dar dinheiro ou um item de valor a um preso, familiar ou amigo sem autorização.
25B. Aceitar dinheiro ou qualquer coisa de valor de um preso, familiar ou amigo sem autorização.
26. Roubo.
27. Oferecer ou dar propina a qualquer funcionário ou membro da equipe.
28. Dar ou oferecer a qualquer funcionário ou membro da equipe qualquer item de serviço ou valor.
29A. Extorsão, chantagem, proteção em troca de proteção contra outros.
29B. Exigir ou receber dinheiro ou qualquer coisa de valor em troca de proteção contra outros.
30. Cobrar ou receber dinheiro ou qualquer coisa de valor, direta ou indiretamente, de outro preso, de um membro de sua família ou de qualquer outra pessoa, para prestar assistência jurídica.
31A. Usar ou exibir cores ou qualquer tipo de emblema, insígnia ou logotipo, fabricado ou feito à mão, sugerindo possível associação ou filiação a uma gangue, grupo, partido ou outra associação. (Sempre que tal uso ou exibição puder, na opinião do Superintendente Adjunto ou designado, representar uma ameaça à segurança, boa ordem ou proteção da instituição ou de qualquer um de seus programas.)
31B. Posse de itens, literatura, desenhos ou materiais escritos relacionados a gangues.

Regras da Unidade Publicada

A unidade em que você está alojado é controlada por um Oficial da Unidade que aplicará as seguintes Regras. Você é responsável por seguir essas regras, bem como as ordens do Oficial da Unidade, enquanto estiver alojado na Penitenciária do Condado de Plymouth. O não cumprimento desta lista de Regras e de quaisquer outras aplicadas na Penitenciária do Condado de Plymouth resultará em ação Disciplinar e não será tolerado.

65. Você é obrigado a ler o Manual do Presidiário e todas as regras e regulamentos publicados. Você é responsável por seguir as regras. Não segui-las resultará em ação disciplinar.
66. Você deverá tratar os outros presos e a equipe de maneira cortês e respeitosa.
67. Não serão permitidos gritos ou brincadeiras na unidade. Insultos raciais, xingamentos, xingamentos, profanações e gestos rudes não são permitidos e resultarão em ação disciplinar.
68. Urinar ou cuspir, exceto nos banheiros, não será tolerado em nenhum lugar desta instalação.
69. Limpe qualquer área que você usar: sala de estar, deck de recreação, cela, chuveiro, etc.
70. O Painel de Controle do Oficial ESTÁ PROIBIDO! A única vez que você deve estar perto do painel é com a permissão do Oficial. Você não poderá ficar no mezanino do segundo andar da unidade, perto de escadas ou chuveiros.
71. **NÃO É ABSOLUTAMENTE PROIBIDO FUMAR.** Qualquer pessoa pega fumando ou com materiais de fumar estará sujeita a ação disciplinar.
72. Você são obrigados a usar sua identidade e um uniforme completo sempre que você for a uma visita ou sair de sua unidade, isso inclui uma camisa verde/laranja/azul, calças verdes/laranja/azuis e tênis. **A identidade deve estar claramente visível o tempo todo.**
73. Você deve estar adequadamente vestido quando estiver fora do seu quarto; Você usará shorts de ginástica com camiseta, ou uniforme completo com calçados ou chinelos de banho (pés descalços ou meias não são permitidos). Você não poderá usar turbantes, coberturas de cabelo em nenhum momento, com exceção de chapéus religiosos autorizados. A identidade deve estar visível o tempo todo.
74. Você não entrará no quarto de outro detento, nem outros detentos serão permitidos no seu quarto.
75. Você garantirá que seu quarto esteja limpo, a cama esteja feita de acordo com a foto publicada na unidade, a propriedade esteja em sua bolsa e embaixo de sua cama. Você não irá prender, pendurar, aderir, fixar, colar ou escrever nada em paredes, tetos, pisos, móveis, espelhos, acessórios, camas/beliches, janelas ou saídas de ar. As janelas não serão cobertas em nenhum momento, nada será colocado no chão ou na frente da porta.
76. Sempre que você sair do seu quarto, você deve fechar a porta completamente para que ela tranque. Não bata a porta.
77. Como postado por Unidade, a sala de estar estará aberta durante certos horários para uso. Durante esse período, você pode utilizar os telefones, deck de recreação, televisões e áreas comuns. O uso da sala de estar é um privilégio que pode ser limitado ou fechado a critério do Oficial da Unidade.
78. Quando qualquer membro da equipe lhe disser para "ir para o seu quarto" ou anunciar "lock-down", você irá para o seu quarto imediatamente, sem questionar, e se trancará. Você permanecerá no seu quarto até que um oficial lhe diga que você pode sair.
79. Você irá para seu quarto para todas as contagens de cabeça. Em um dormitório, você será obrigado a ir para sua cama/beliche para todas as contagens de cabeça.
80. Como postado por Unidade, roupas e lençóis serão lavados semanalmente.
81. Você será cobrado por todas as roupas e/ou bens fornecidos pela instalação danificados ou perdidos.
82. Ao sair da unidade para ir ao tribunal, a consultas hospitalares, etc., você será responsável por embalar todos os seus pertences e levá-los ao Departamento de Propriedade (todos os bens fornecidos pela unidade, incluindo: uniformes, toalhas, lençóis e bens pessoais, incluindo: cantina, correspondência, etc.). Você não deixará nada em sua área de estar ou com outro detento.
83. Os telefones podem ser usados a qualquer momento em que a sala de estar estiver aberta. Os telefones são programados para fazer chamadas para números pré-aprovados. Chamadas telefônicas externas não serão aceitas. Você precisará usar seu IPIN de seis (6) dígitos, que lhe foi emitido durante o processo de reserva, para fazer uma chamada telefônica.
84. Se você tiver uma visita ou um programa, você deve estar em uniforme completo, com sua identidade e pronto no horário. Você irá diretamente para lá e voltará, sem parar. Não completar o movimento dentro da instalação dessa maneira pode resultar em ação disciplinar.

85. Você poderá ter direito a uma quantidade programada de visitas por semana, de acordo com a programação da sua unidade.
86. Você pode ter permissão para comprar até $130,00 em itens de cantina uma vez por semana. Os pedidos de cantina devem ser concluídos até o dia programado, que é afixado em cada unidade habitacional.
87. Se você precisar consultar um médico, preencha um formulário de Chamada de Doente e coloque-o no local fornecido na unidade. A equipe médica visitará cada unidade habitacional 7 dias por semana. Enquanto estiver na Unidade, eles só atenderão às reclamações dos internos que preencheram um Formulário de Chamada de Doente.
88. As refeições serão feitas somente nas mesas fornecidas na unidade e em nenhum outro lugar. Alimentos e itens de serviço de refeição não devem ser removidos das áreas de alimentação. Quaisquer alimentos encontrados em quartos ou áreas de estar que sejam da cozinha da instalação são contrabando e estão sujeitos a descarte imediato.
89. Qualquer dúvida será direcionada ao Oficial da Unidade. Se o Oficial da Unidade não puder resolver seu problema, o Oficial instruirá você a enviar um Formulário de Solicitação para a pessoa apropriada. Quando um membro da Equipe entrar na unidade, você não se aproximará dele sem ter a aprovação do Oficial da Unidade.
90. **EM CASO DE QUALQUER EMERGÊNCIA, BRIGA, INCÊNDIO, EMERGÊNCIA MÉDICA, ETC. VOCÊ IRÁ PARA SEU QUARTO IMEDIATAMENTE E SE TRANCARARÁ. NÃO ESPERE SER ORDENADO A FAZER ISSO.** Se por algum motivo você não conseguir chegar ao seu quarto, por exemplo, você deve se mover o mais longe possível da área de perturbação e esperar até que um membro da equipe o aconselhe a se mover para outro local. Se você conseguir chegar ao seu quarto, mas ele estiver trancado, você deve ficar perto da porta até que ela seja aberta pelo Oficial da Unidade. Todos os internos nos Dormitórios se reportarão à sua área de beliches. Os internos seguirão as instruções do Oficial da Unidade. O não cumprimento resultará em ação disciplinar.
91. Chuveiros estão disponíveis para uso sempre que a sala de estar estiver aberta. Você deve entrar e sair da área do chuveiro vestido. Você é responsável por deixar a área limpa e livre de detritos quando terminar.
92. Todas **as** oportunidades de trabalho dentro da unidade são determinadas pelo Oficial da Unidade. Todas as outras atribuições de trabalho são feitas pelo Oficial de Atribuição de Trabalho da unidade. As solicitações devem ser enviadas a ele, por escrito. A atribuição a um trabalho pode ser determinada por listas de espera, níveis de classificação e autorização médica antes das atribuições de trabalho.
93. Sobre liberação da unidade, os presos são obrigados a providenciar transporte para fora da propriedade. Quaisquer problemas para obter uma carona devem ser levados à atenção dos Assistentes Sociais pelo menos uma semana antes da liberação
94. Um procedimento de Reclamação de Presidiários está em vigor para auxiliar na resolução de problemas que não podem ser tratados pelos canais normais. Você deverá enviar a reclamação no formulário fornecido no quiosque da unidade habitacional. Consulte seu Oficial de Unidade ou Assistente Social para enviar uma reclamação quando o quiosque não estiver funcionando. Problemas de disciplina e classificação de presidiários não são passíveis de reclamação, os presidiários devem usar o processo de apelação aplicável.
95. Os presos são obrigados a proteger a porta de suas celas toda vez que entram/saem. Os presos terão permissão para entrar/sair de suas celas em horários pré-determinados, conforme publicado em sua unidade habitacional. Cada horário pré-determinado de chamada de cela permite que um preso entre/saia da cela, com tempo alocado para que eles possam recuperar itens necessários para aulas/chuveiros etc. A necessidade de desviar dos horários programados de chamada de cela será determinada pelo Oficial da Unidade
96. Quando os presos usam equipamentos para cuidados com os cabelos (máquinas de cortar cabelo, etc.), o preso que usa o equipamento é responsável por limpá-lo e higienizá-lo antes e depois de cada uso individual.

INFORMAÇÕES SOBRE AIDS

O QUE É AIDS?

1. AIDS significa "Deficiência Imunológica Adquirida" Síndrome"
2. Afeta o sistema imunológico do corpo.
3. O corpo não consegue combater nenhuma doença.
4. Não há cura conhecida.

O QUE CAUSA A AIDS?

1. Um vírus chamado "HIV" (Síndrome da Imunodeficiência Humana)
2. O vírus entra no sangue e destrói o sistema imunológico do corpo.
3. Alguém pode estar infectado com HIV e não ter AIDS, mas pode transmitir o vírus para outras pessoas.

COMO SABER SE VOCÊ ESTÁ INFECTADO?

1. Um médico deve realizar uma série de exames de sangue.
2. Os testes podem provar se a pessoa foi exposta ao vírus da AIDS.
3. Pessoas infectadas são "HIV" Positivas.
4. Pessoas que não estão infectadas são "HIV" Negativas.
5. Qualquer pessoa que deseje fazer o teste deve entrar em contato com a equipe médica ou com seu assistente social.
6. O teste é gratuito.
7. Os resultados do teste são confidenciais.
8. Não há garantia de que se o resultado do teste for HIV negativo, você permanecerá negativo se continuar com o comportamento de "risco".

COMO A AIDS É TRANSMITIDA?

1. DUAS MANEIRAS:
   a)Contato sangue com sangue
   b)Transmissão de fluidos corporais durante a relação sexual.
2. AS SEIS FORMAS MAIS COMUNS DE CONTRIBUIR/TRANSMITIR AIDS:
   a) Relações sexuais anais, ambos os parceiros correm risco.
   b)Sexo oral, o parceiro que recebe o fluido corporal corre risco.
   c)Sexo vaginal, ambos os parceiros correm risco.
   d)Mulheres grávidas transmitindo a doença aos seus bebês.
   e) Transfusões de sangue se for utilizado sangue infectado.
   f)Compartilhar agulhas e/ou materiais, seja para injeção de drogas ou tatuagem.
3. A AIDS NÃO PODE SER PROPAGADA POR:
   a) Praticar esportes.
   b)Apertar as mãos.
   c)Comer alimentos preparados por uma pessoa HIV positiva.
   d)Abraços.
   e)Respirar o mesmo ar.
   f)Tocar nos mesmos objetos.
   g)Compartilhar pratos e utensílios.
   h)Compartilhar banheiros, chuveiros e outras instalações.
4. A AIDS não pode ser contraída pelo contato diário com outras pessoas, estejam elas infectadas com a doença ou não.
5. Entrar em contato com urina, fezes ou cuspe não transmite AIDS a alguém.
6. É muito difícil ser infectado se for mordido por alguém em uma briga. Para ser infectado, é preciso colocar sangue ou outros fluidos corporais na corrente sanguínea de uma pessoa infectada.
7. Alguma pergunta sobre AIDS? Entre em contato com a equipe médica, um assistente social ou um conselheiro de AIDS.

Para obter mais informações, ligue ou escreva para qualquer um dos seguintes números:

Programa de AIDS Centro de Doenças Infecciosas Direção-Geral da Saúde 1600 Clifton Road, NE Atlanta GA 30333 1-404-639-2891 1-404-639-3352	Serviço de Saúde Pública dos EUA Sala 725-H 200 Avenida Independência SW Washington DC 20201 (Linha direta de AIDS 24 horas) 1-800-342-AIDS	Informações sobre AIDS O Projeto Prisional Nacional 1616 P Rua NW Washington DC 20036 1-202-3310500	Departamento de Massachusetts Saúde pública Linha direta bilíngue (Segunda a sexta, das 9h às 19h) 1-800-637-3776

Higienização de equipamentos para cuidados com os cabelos

- A limpeza, lavagem e higienização de todos os equipamentos para cuidados com os cabelos (máquinas de cortar cabelo, cabeças, pentes etc.) são de responsabilidade do preso que utiliza o equipamento e devem ser concluídas antes e depois de cada uso.
- O uso do higienizador fornecido, específico para cuidados com os cabelos, garantirá uma higienização adequada.
- Todos os equipamentos devem ser entregues ao oficial da unidade e devolvidos limpos e intactos ao oficial da unidade ao término de cada uso.

Panos de limpeza higienizantes

1. Os panos usados para limpar e limpar as superfícies das mesas na sala de estar devem ser limpos e enxaguados frequentemente em uma solução desinfetante e não devem ser usados para nenhuma outra finalidade.

2. Todas as mesas devem ser limpas antes e depois de cada refeição.

5. Os panos de limpeza devem ser armazenados e mantidos na solução desinfetante entre os usos.
   Nota: Os panos usados para limpeza geral de celas, salas de estar e outras áreas de alojamento devem ser mantidos separadamente. Esses panos não serão usados para limpeza de áreas onde os presos comem suas refeições.

Higienização de utensílios de cozinha

A limpeza, lavagem e higienização de todos os utensílios pessoais e materiais de alimentação (garfos, colheres, tigelas etc.) são de sua responsabilidade e devem ser concluídas após cada uso. O uso de desinfetante após a lavagem garantirá a higienização adequada.

LISTA DE PROPRIEDADES NMATE: PCCF 403: ANEXO 10
POPULAÇÃO EM GERAL

ITENS EMITIDOS PELO CONDADO

# de Itens	ITEM DESCRIÇÃO
1	Bolsa de Propriedade
3	Conjuntos de uniformes (camisas e calças)
4	Cueca boxer
4	Par de meias

# de Itens	ITEM DESCRIÇÃO
2	Folhas
2	Toalhas de rosto
2	Toalhas
1	Saco de roupa suja

# de Itens	ITEM DESCRIÇÃO
1	Kit de higiene
1	Sabonete em barra e saboneteira
1	Rolo de papel higiênico
PDO	Mantenha a medicação pessoal

1	Cobertor	1	Par de chinelos de banho	1	Toalha de limpeza

1 par de calçados (estilo crocodilo) é fornecido para qualquer novo compromisso
Os trabalhadores da cozinha estão autorizados a manter um par de calçados além do par normalmente permitido, para fins de trabalho.
Os presos que alterarem, danificarem, destruírem ou não conseguirem prestar contas dos itens emitidos pelo condado serão responsáveis pelo pagamento dos itens que foram emitidos.
Cada beliche/cela tem um colchão atribuído

ITENS PERMITIDOS: CANTINA, HIGIENE E PESSOAL

# de Itens	ITEM DESCRIÇÃO
6	Par de meias
6	Par de Boxers
6	Camisetas
2	Moletons Cinza
2	Par de shorts de ginástica cinza
1	Par de calçados
1	Top Térmico (Camisa)
1	Calcinha Térmica (Calça)
5"	Materiais Legais
5	Livros ou revistas
1	Bíblia ou Alcorão
1	Livro ou livreto de estudos religiosos
1	Item de chapéu religioso
5"	Correspondência
2	Livros de Selos
5	Canetas de escrita de segurança
3	Blocos de notas
1	Comprimido
1	Rádio
2	Pares de fones de ouvido

# de Itens	ITEM DESCRIÇÃO
2	Tigelas de plástico (todos os tamanhos)
1	Sabão para louça
1	Pacote com 4 baterias
2	Jornais
1	Pacote de lâminas de barbear (até 5 no total)
10	Band-aids
2	Pacotes de fio dental
1	Escova de dentes
1	Recipiente para escova de dentes
1	Porta sabonete
1	Pentear
1	Escova de cabelo
2	Lixas de esmeril
2	Recipientes Mais Vitaminas
2	Recipientes Vitamina C
2	Recipientes Comprimidos para alergia
2	Recipientes Spray Nasal
2	Recipientes Colírios
2	Recipientes Ibuprofeno
2	Recipientes Leite de Magnésia
14	Bebidas engarrafadas Total
	(Água / Refrigerante ou combinação de)

# de Itens	ITEM DESCRIÇÃO
2	Recipientes Vaselina
2	Recipientes de pasta de dentes
2	Recipientes Shampoo
2	Condicionador de Recipientes
2	Recipientes de creme de barbear
2	Recipientes de gel para cabelo
2	Recipientes de desodorante
2	Recipientes Loção para Cuidados com a Pele
2	Recipientes para enxaguatório bucal
2	Pacotes Q-Tips
2	Recipientes Talco de Bebê
2	Recipientes Pós-barba
2	Adesivo para dentadura em recipiente
2	Recipientes de comprimidos para dentaduras
2	Recipientes Pó para Pés
2	Recipientes de creme para pé de atleta
2	Creme de manteiga de cacau
2	Recipientes de loção de peróxido de benzoíla
2	Recipientes Creme de Hidrocortisona
2	Recipientes Orajel
2	Recipientes Pomada para Hemorroidas

1 Item autorizado de touca religiosa pode ser mantido por um preso em todas as acomodações
O pacote com 4 pilhas é um complemento às pilhas que podem ser usadas em um walkman ou dispositivo similar
As marcas listadas podem não se aplicar, o tipo de produto é o que deve ser mantido de acordo com as restrições listadas
Os presos que alterarem itens da cantina não poderão reter tais itens. Por exemplo, qualquer item de roupa alterado (rasgado, cortado, escrito) é contrabando, uma vez alterado, qualquer item de propriedade pessoal alterado (fones de ouvido, itens de higiene pessoal etc. são considerados contrabando e serão removidos.

Esta lista descreve as quantidades e os tipos de propriedade permitida para retenção por presos abrigados na <u>População Geral</u> na Plymouth CountyInstalação Correcional. Itens em excesso, alterados ou não listados serão considerados contrabando e serão removidos e/ou destruídos.

SEUS DIREITOS DE INFORMAÇÃO SOBRE SAÚDE

Você tem os seguintes direitos com relação às suas informações de saúde protegidas:

- ***<u>Obtenha uma cópia impressa do Aviso de Práticas de Privacidade mediante solicitação.</u>*** Você pode solicitar uma cópia do Aviso a qualquer momento. Mesmo que tenha concordado em receber o Aviso eletronicamente, você ainda tem direito a uma cópia impressa do Aviso. Para obter uma cópia impressa do Aviso, entre em contato com o Coordenador de Registros Médicos da Penitenciária do Condado de Plymouth.
- ***<u>Solicite uma restrição em certos usos e divulgações de suas informações.</u>*** Você tem o direito de solicitar uma restrição nas informações de saúde protegidas ("PHI") que usamos ou divulgamos sobre você para tratamento, pagamento ou operações de assistência médica. Você também tem o direito de solicitar uma restrição nas PHI que divulgamos sobre você para alguém que esteja envolvido em seu atendimento ou pagamento

por seu atendimento, como um membro da família ou amigo. No entanto, não somos obrigados a concordar com sua solicitação. Para solicitar restrições, você deve enviar uma solicitação por escrito ao Coordenador de Registros Médicos.

- ***Inspecione e obtenha uma cópia de suas informações.*** Você tem o direito de acessar e copiar PHI sobre você contido em seus registros médicos e de cobrança enquanto a PCCF mantiver as informações. Para inspecionar ou copiar seu PHI, você deve enviar uma solicitação por escrito ao Coordenador de Registros Médicos. Se você solicitar uma cópia das informações, poderemos cobrar uma taxa pelos custos de cópia, envio ou outros suprimentos necessários para atender sua solicitação. Podemos negar sua solicitação de inspeção e cópia em certas circunstâncias limitadas. Se o acesso ao seu PHI for negado, você pode solicitar que a negação seja revisada, registrando uma solicitação de revisão com o Coordenador de Registros Médicos.
- ***Altere suas informações.*** Se você achar que as PHI que temos sobre você estão incompletas ou incorretas, você pode solicitar que alteremos as informações. Você pode solicitar uma alteração enquanto mantivermos suas informações de saúde. Para solicitar uma alteração, você deve enviar uma solicitação por escrito ao Coordenador de Registros Médicos. Além disso, você deve incluir um motivo que apoie sua solicitação. Em certos casos, podemos negar sua solicitação de alteração. Se negarmos sua solicitação de alteração, você tem o direito de registrar uma declaração de desacordo com a decisão com o Coordenador de Registros Médicos e podemos preparar uma refutação à sua declaração, que forneceremos a você.
- ***Receba uma prestação de contas das divulgações de suas informações.*** Você tem o direito de receber uma prestação de contas das divulgações que fizemos de suas PHI após 14 de abril de 2003 para a maioria dos propósitos que não sejam tratamento, pagamento ou operações de assistência médica. A prestação de contas excluirá divulgações que fizemos diretamente a você, divulgações a amigos ou familiares envolvidos em seu atendimento, divulgações feitas de acordo com uma autorização válida e divulgações para fins de notificação. O direito de receber uma prestação de contas está sujeito a certas outras exceções, restrições e limitações. Para solicitar uma prestação de contas, você deve enviar sua solicitação por escrito para o Medical Records. Sua solicitação deve especificar o período de tempo para o qual você está buscando uma prestação de contas, mas não pode ser superior a 6 anos. A primeira prestação de contas que você solicitar dentro de um período de 12 meses será fornecida gratuitamente, mas você pode ser cobrado pelo custo de fornecer prestações de contas adicionais. Nós o notificaremos sobre o custo envolvido e você pode optar por retirar ou modificar sua solicitação naquele momento.
- ***Solicite comunicações de suas informações por meios alternativos ou em locais alternativos.***
  Por exemplo, você pode solicitar que entremos em contato com você sobre questões médicas somente por escrito ou em uma residência ou caixa postal diferente. Para solicitar comunicação confidencial de suas PHI, você deve enviar sua solicitação por escrito ao Coordenador de Registros Médicos. Sua solicitação deve declarar como ou quando você gostaria de ser contatado. Nós acomodaremos todas as solicitações razoáveis.
- ***Quaisquer pedidos de informação devem ser endereçados ao seguinte:***

  COORDENADOR DE REGISTROS MÉDICOS
  CENTRO CORRECIONAL DO CONDADO DE PLYMOUTH
  26 ESTRADA LONG POND
  PLYMOUTH, MA 02360

EXEMPLOS DE COMO PODEMOS USAR E DIVULGAR INFORMAÇÕES DE SAÚDE PROTEGIDAS SOBRE VOCÊ

As categorias a seguir descrevem diferentes maneiras pelas quais usamos e divulgamos suas informações de saúde protegidas. Para cada categoria de usos ou divulgações, tentamos explicar o que queremos dizer e fornecer alguns exemplos.

Usaremos suas informações de saúde protegidas para tratamento.

Por exemplo: As informações obtidas por um enfermeiro, médico ou outro membro da sua equipe de saúde serão registradas em seu registro e usadas para determinar o curso de tratamento que deve funcionar melhor para você. Os membros da sua equipe de saúde registrarão as ações que tomaram e suas observações. Dessa forma, a equipe de saúde saberá como você está respondendo ao tratamento.

Usaremos suas informações de saúde protegidas para pagamento.

Por exemplo: Uma conta pode ser enviada a você ou a um terceiro pagador. As informações na conta ou que a acompanham podem incluir informações que o identificam, bem como seu diagnóstico, procedimentos e suprimentos usados.

Usaremos suas informações de saúde protegidas para operações de assistência médica.

Por exemplo: Os membros da nossa equipe podem usar informações do seu registro de saúde para avaliar o atendimento e os resultados no seu caso e em outros semelhantes. Essas informações serão então usadas em um esforço para melhorar continuamente a qualidade e a eficácia do atendimento e serviço de saúde que fornecemos.

É provável que usemos ou divulguemos suas PHI para os seguintes propósitos:

Parceiros de negócios : Existem alguns serviços fornecidos na PCCF por meio de contratos com parceiros de negócios. Exemplos incluem serviços de farmácia ou serviços de cobrança. Quando contratamos esses serviços, podemos divulgar suas PHI para nossos parceiros de negócios para que eles possam executar o trabalho que pedimos que eles fizessem e cobrar da PCCF, de você ou de seu terceiro pagador pelos serviços prestados. Para proteger suas informações, no entanto, exigimos que todos os parceiros de negócios protejam adequadamente suas informações.

Comunicação com indivíduos envolvidos em seus cuidados ou pagamento por seus cuidados : profissionais de saúde, como dentistas ou médicos, usando seu julgamento profissional, podem divulgar a um membro da família, outro parente, amigo próximo ou qualquer outra pessoa que você identificar, PHI relevante ao envolvimento dessa pessoa em seus cuidados ou pagamento relacionado aos seus cuidados.

Comunicações pessoais : podemos entrar em contato com você para fornecer lembretes de consultas ou reabastecimentos ou informações sobre alternativas de tratamento ou outros benefícios e serviços relacionados à saúde que possam ser do seu interesse.

Food and Drug Administration (FDA) : Podemos divulgar à FDA, ou a pessoas sob a jurisdição da FDA, PHI relativas a eventos adversos com relação a alimentos, medicamentos, suplementos, produtos e defeitos de produtos, ou informações de vigilância pós-comercialização para permitir recalls, reparos ou substituições de produtos.
Compensação trabalhista : Podemos divulgar suas PHI na medida autorizada e necessária para cumprir as leis relacionadas à compensação trabalhista ou outros programas semelhantes estabelecidos por lei.

Captação de recursos : Podemos entrar em contato com você como parte de um esforço de arrecadação de fundos.

Saúde Pública : Conforme exigido por lei, podemos divulgar suas PHI para autoridades de saúde pública ou legais encarregadas de prevenir ou controlar doenças, lesões ou deficiências.

Aplicação da lei : Podemos divulgar suas PHI para fins de aplicação da lei, conforme exigido por lei ou em resposta a uma intimação ou ordem judicial válida.

Conforme exigido por lei : divulgaremos suas PHI quando exigido por lei federal, estadual ou local.

Atividades de Supervisão de Saúde : Podemos divulgar suas PHI para uma agência de supervisão para atividades autorizadas por lei. Essas atividades de supervisão incluem auditorias, investigações e inspeções, conforme necessário para licenciamento e para o governo monitorar o sistema de saúde, programas governamentais e conformidade com as leis de direitos civis.

Processos judiciais e administrativos : se você estiver envolvido em um processo ou disputa, podemos divulgar suas PHI em resposta a uma ordem judicial ou administrativa. Também podemos divulgar informações de saúde sobre você em resposta a uma intimação, solicitação de descoberta ou outro processo legal por outra pessoa envolvida na disputa, mas somente se esforços tiverem sido feitos, por nós ou pela parte solicitante, para informá-lo sobre a solicitação ou para obter uma ordem protegendo as informações solicitadas.

TEMOS PERMISSÃO PARA USAR OU DIVULGAR SUAS PHI PARA OS SEGUINTES PROPÓSITOS:

Pesquisa : Podemos divulgar suas PHI aos pesquisadores quando suas pesquisas forem aprovadas por um conselho de revisão institucional que revisou a proposta de pesquisa e estabeleceu protocolos para garantir a privacidade de suas informações.

Médicos legistas, examinadores médicos e diretores funerários : Podemos divulgar suas PHI para um médico legista ou examinador médico. Isso pode ser necessário, por exemplo, para identificar uma pessoa falecida ou determinar a causa da morte. Também podemos divulgar PHI para diretores funerários de acordo com a lei aplicável para permitir que eles cumpram suas obrigações.

Organizações de Obtenção de Órgãos ou Tecidos : De acordo com a lei aplicável, podemos divulgar suas PHI para organizações de obtenção de órgãos ou outras entidades envolvidas na obtenção, armazenamento ou transplante de órgãos para fins de doação e transplante de tecidos.

Notificação : Podemos usar ou divulgar suas PHI para notificar ou auxiliar na notificação de um membro da família, representante pessoal ou outra pessoa responsável por seus cuidados, sobre sua localização e condição geral.

Instituição correcional : se você for condenado ou se tornar um preso de outra instituição correcional, poderemos divulgar à instituição ou seus agentes informações de saúde protegidas (PHI) necessárias para sua saúde e a saúde e segurança de outros indivíduos.

Para evitar uma ameaça séria à saúde ou segurança : podemos usar e divulgar suas PHI quando necessário para evitar uma ameaça séria à sua saúde e segurança ou à saúde e segurança do público ou de outra pessoa.

Militares e Veteranos : Se você for um membro das forças armadas, podemos divulgar PHI sobre você conforme exigido pelas autoridades de comando militar. Também podemos divulgar PHI sobre pessoal militar estrangeiro para a autoridade militar estrangeira apropriada.

Atividades de Segurança Nacional e Inteligência : Podemos divulgar PHI sobre você para autoridades federais autorizadas para atividades de inteligência, contrainteligência e outras atividades de segurança nacional autorizadas por lei.

Serviços de proteção para o presidente e outros : podemos divulgar informações de saúde protegidas (PHI) sobre você a autoridades federais autorizadas para que possam fornecer proteção ao presidente, outras pessoas autorizadas ou chefes de estado estrangeiros, ou conduzir investigações especiais.

Conformidade regulatória : A lei federal prevê que suas informações médicas sejam divulgadas a uma agência de supervisão de saúde, autoridade de saúde pública ou advogado apropriado, desde que um membro da força de trabalho ou parceiro comercial acredite de boa-fé que nos envolvemos em conduta ilegal ou violamos padrões profissionais ou clínicos e estamos potencialmente colocando em risco um ou mais pacientes, trabalhadores ou o público.

Vítimas de Abuso ou Negligência : Podemos divulgar PHI sobre você a uma autoridade governamental, como o Massachusetts Office for Children ou o Massachusetts Executive Office of Elder Affairs, se acreditarmos razoavelmente que você é vítima de abuso ou negligência. Só divulgaremos esse tipo de informação na medida exigida por lei, se você concordar com a divulgação, ou se a divulgação for permitida por lei e acreditarmos que é necessária para evitar danos sérios a você ou a outra pessoa ou a autoridade policial ou autoridade pública que receberá o relatório declarar que é necessário e não será usado contra você. Nesses casos, informaremos prontamente que um relatório foi ou será feito, a menos que haja motivos para acreditar que fornecer essas informações o colocará em sérios danos. Em Massachusetts, os provedores de assistência médica são obrigados a relatar casos de abuso ou negligência de crianças ou idosos, mas não são obrigados a relatar casos de violência doméstica.

CONFORMIDADE COM AS LEIS

Se mais de uma lei se aplicar a este Aviso, a PCCF seguirá a lei mais rigorosa.

PARA OBTER MAIS INFORMAÇÕES OU RELATAR UM PROBLEMA

Se você tiver dúvidas ou quiser informações adicionais sobre as práticas de privacidade da PCCF, entre em contato com o Coordenador de Registros Médicos, na Plymouth County Correctional Facility, 26 Long Pond Road, Plymouth MA, 02360. Se você acredita que seus direitos de privacidade foram violados, você pode registrar uma reclamação com o Coordenador de Registros Médicos ou com o Secretário de Saúde e Serviços Humanos dos Estados Unidos. Não haverá retaliação por registrar uma reclamação.

Data efetiva: ESTE AVISO É EFETIVO A PARTIR DE **14 DE ABRIL DE 2003**

INMATE GRIEVANCE FORM

Instructions : Print or write legibly all of the requested information, you must sign and date the form to ensure timely review. Each Form must contain only one (1) Grievance. Grievances will not be accepted on behalf of a group, filed by a group or on behalf of another inmate. Forward this form to the Unit ADS who will review, answer and / or forward in accordance with established procedures

Instrucciones : Impresión o escribe toda la información pedida legiblemente, usted debe firmar y debe fechar el formulario para asegurar la revisión oportuna. Cada Formulario debe contener único el Agravio. No se aceptarán los agravios en nombre de un grupo, archivó por un grupo o en nombre de otro preso. Delantero este formulario a los ADS de la Unidad que repasarán, respuesta y / o delantero de acuerdo con los procedimientos establecidos.

Instruções: Imprima ou escreva tudo legitimamente da informação pedida, você tem que assinar e tem que datar a forma para assegurar revisão oportuna. Cada Forma tem que conter único (1) Queixa. Não serão aceitadas queixas em nome de um grupo, arquivou por um grupo ou em nome de outro ocupante. Adiante esta forma para os ANÚNCIOS de Unidade que revisarão, resposta e / ou adiante conforme procedimentos estabelecidos

Inmate Section / La Sección del preso / Seção de ocupante

Aggrieved:
Apenado:
Entristecido: _____ ID #: _____ Unit / Room#: _____
La unidad / el Cuarto #:
Unidade / Quarto #: _____

Caseworker's Name
El Nombre de asistente social
O Nome de caso-trabalhador _____

Date of Occurance
La fecha de Occurance
Data de Occurance _____

Statement of Facts / La declaración de Hechos / Declaração de Fatos

Remedy Requested / El remedio Pidió / Remédio Pediu

Have you spoken with your case-worker? / ¿Usted ha hablado con su asistente social? / Você falou com seu caso-trabalhador? ☐ Yes / Si / Sim ☐ No / Não

If yes, with whom? / Si sí con quien? / Se sim, com quem? _____

When? / Cuando? / Quando? _____ Results / Resulta / Resultados _____

Have you spoken with anyone else? / ¿Usted ha hablado con nadie más? / Você falou outro com qualquer um? ☐ Yes / Si / Sim ☐ No / Não

If yes, with whom? / Si sí con quien? / Se sim, com quem? _____

When? / Cuando? / Quando? _____ Results / Resulta / Resultados _____

Inmate's Signature:
La Firma de preso:
A Assinatura de ocupante: _____ Date:
Fecha:
Data: _____

Unit ADS' Section

Date Grievance Received: _____ Form accepted for review: ☐ Yes ☐ No

If No explain: _____

If form is not accepted, the inmate must be properly advised on completing the grievance. Forward this form to the IGC.

Results of ADS' Inquiry: Was the grievance resolved? ☐ Yes ☐ No Explain in detail the results and solution given or recommended

Unit ADS' Signature: Date:

IGC's Name: _____ Date Grievance Received: _____

Form Accepted for Review: ☐ YES ☐ NO *If no, explain reason(s) for rejection:* _____

Results of Unit IGC's Inquiry: _____

GRIEVANCE RESULTS / LOS RESULTADOS DE AGRAVIO / RESULTADOS DE QUEIXA

☐ APPROVED
APROBADO
APROVADO *If approved, describe resolution* / Si aceptado, describa la resolución / Se aprovado, descreva resolução _____

☐ DISAPPROVED
DESAPROBADO
DESAPROVADO *If disapproved, describe reasons / Si desaprobó, describa las rezones / Se desaprovou, descreva razões* _____

IGC Signature: Date:

Notice to Inmate / El aviso al Preso /

You have ten (10) working days to appeal the decision rendered by the IGC. You must submit an appeal, in writing, to the Deputy Superintendent. Check the appropriate box below and return this form to the IGC.
Usted tiene diez (10) los días activos para apelar la decisión dada por el IGC. Usted debe someter una apelación por escrito, al Diputado Superintendent. Verifique la caja apropiada debajo y devuelva este formulario al IGC.
Você tem dez (10) dias úteis atrair a decisão feita pelo IGC. Você tem que submeter uma atração, por escrito, para o Deputado Superintendent. Confira a caixa apropriada abaixo e devolva esta forma ao IGC.

☐ I *do* intend to appeal the decision rendered. / Yo pienso apelar la decisión dada / Eu pretendo atrair a decisão feita.

☐ I *do not* intend to appeal the decision rendered. / Yo no pienso apelar la decisión dada. / Eu não pretendo atrair a decisão feita.

Inmate's Signature:
La Firma de preso:
A Assinatura de ocupante: _____ Date:
Fecha:
Data: _____
(Inmate's Full Name : El Nombre Lleno de preso : O Nome Cheio de ocupante)

Superintendent's Decision of Appeal

Date received: _____

The IGC's decision is: La decisión del IGC es: A decisão do IGC é: ☐ AFFIRMED AFIRMADO ☐ MODIFIED MODIFICADO ☐ DENIED NEGADO

The Appeal is: La Apelación es: A Atração é:

COMMENTS / CORRECTIVE ACTION TO BE TAKEN:

Superintendent's Signature: **Date:**

Telephone Slip and Instructions

This form for distribution at time of Booking & Orientation Only

ORIENTATION FORM _____

PLYMOUTH COUNTY CORRECTIONAL FACILITY
INMATE LIST OF DESIGNATED TELEPHONE NUMBERS
LISTA DE NUMEROS DESIGNADOS DE TELEFONO DE ABOGADOS LISTA DE OCUPANTE DE NÚMEROS DE TELEFONE DESIGNADOS

IPIN NUMBER: (NUMERO DE IPIN) IPIN Número

This form must be completed in full and signed. Complete names, relationships and telephone numbers must be given, to receive authorization. / Este formulario debe completarse por completo y debe firmarse. Deben darse nombres completos, relaciones y números del teléfono, para recibir la autorización. / Esta forma deve ser completada por completo e deve ser assinada. Devem ser dados nomes completos, relações e números de telefone, receber autorização.

DATE: _____
(FECHA) : Data

HOUSING UNIT: _____
(UNIDAD DE VIVIENDA / UNIDADE MORANDO)

INMATE'S NAME: _____ ID #: _____
(NOMBRE DEL PRESO / O NOME DE OCUPANTE)

In the use of my six digit IPIN I will be calling the following 10 (ten) numbers.
En el uso de mi seis digito IPIN, yo estare llamando los diez (10) numeros que siguen. No uso de meu seis dígito IPIN eu estarei chamando o seguinte 10 (dez) números.

ADD (A) DELETE (D)	NAME OF PERSON TO BE CALLED NOMBRE DE PERS NOME DE PESSOA SER CHAMADOONA SER LLAMADO	RELATIONSHIP RELACION RELAÇÃO	TELEPHONE NUMBER NUMERO DE TELEFONO / NÚMERO DE TELEFONE (AREA CODE)-(PREFIX)-(4-DIGITS)	APPROVAL
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			
			( )-( )-( )	
	FIRST & LAST NAME / PRIMERO & ÚLTIMO NOMBRE / PRIMEIRO & ÚLTIMO NOME			

ITS Administrator's Comments: _____

In the use of my six digit IPIN I will be calling the following Attorney (s) / Lawyer(s) / Law Firms and / or Clergy members.
En el uso de mi seis digito IPIN, yo estare llamando los siguientes Abogados / Firmas de Ley y / o miembros del Clero.
No uso de meu seis dígito IPIN eu estarei chamando o Advogado seguinte (s) / o Advogado (s) / Empresas de Lei e / ou sócios de Clero

ADD (A) DELETE (D)	ATTORNEY (ATT) CLERGY (CL)	FULL NAME OF ATTORNEY / LAWYER / LAW FIRM / CLERGY TO BE CALLED (EL NOMBRE LLENO DE ABOGADO / ABOGADO / LA EMPRESA DE LA LEY / EL CLERO SER LLAMADO / NOME CHEIO DE ADVOGADO / O ADVOGADO / LEI FIRME / CLERO SER CHAMADO)	TELEPHONE NUMBER NUMERO DE TELEFONO / NÚMERO DE TELEFONE (AREA CODE)-(PREFIX)-(4-DIGITS)	APPROVAL
			( )-( )-( )	
			( )-( )-( )	
			( )-( )-( )	
			( )-( )-( )	
			( )-( )-( )	

Your acceptance of the IPIN and use of the inmate telephones will be deemed as consent to the conditions and restrictions placed upon inmate telephone calls, including call monitoring, recording, and call detail. (Su aceptacion del IPIN y el uso de los telefonos seran considerado como consentamiento a las condiciones y restricciones que estan puesto en las llamadas de telefono, incluyendo el vigilar, grabar, y detalle de la llamada.) Sua aceitação do IPIN e uso dos telefones de ocupante será julgada como consentimento às condições e restrições colocadas em telefonemas de ocupante, inclusive chamada monitorar, registrando, e chama detalhe.

INMATE'S SIGNATURE: _____ DATE: _____
(FIRMA DEL PRESO / A Assinatura de ocupante) (FECHA / Data)

STAFF SIGNATURE: _____ DATE: _____

I.T.S. SIGNATURE: _____ DATE: _____

INMATE TELEPHONE SYSTEM : *INSTRUCTIONS* : To place a call: Lift the telephone receiver and follow the verbal instructions. You will be prompted to receive the instructions in English or Spanish.

DESIGNATED TELEPHONE NUMBERS CHANGE REQUEST / LA TELÉFONO NÚMEROS CAMBIO DEMANDA DESIGNADA / PEDIDO DE MUDANÇA DE NÚMEROS DE TELEFONE DESIGNADO

INMATE TELEPHONE SYSTEM : *INSTRUCTIONS* : To place a call: Lift the telephone receiver and follow the verbal instructions. You will be prompted to receive the instructions in English or Spanish.

YOU WILL BE DISCONNECTED IF:

1. The party you are calling attempts to use 3-Way or Call Waiting Services.
2. If you press the dial or switch of the telephone during the call.

The Attorney / Lawyer / Law Firm numbers when approved and confirmed will not be recorded by the Inmate Telephone System. Conversations with theses attorneys are neither recorded nor monitored, except when a court order, under the wire tap laws, instructs otherwise. I understand that any attempt by me, or the person(s) designated herein, to circumvent the telephone system or the rules and regulations, for telephone use, of the PCCF may result in disciplinary action, to include but not limited to the loss of telephone privileges. Phone use is limited to the numbers provided on this form. Changes to this list may be made at the following times:
You will be allowed to submit Designated Telephone Number Change Request forms for number changes
Duration / length of calls may be limited. The Inmate telephone system will provide a warning tone approximately one (1) minute prior to being disconnected.

SISTEMA DE TELEFONO DEL PRESO : *INSTRUCCIONES* : Para hacer una llamada: Alce al receptor del teléfono y siga las instrucciones verbales. Usted se incitará para recibir las instrucciones en inglés o español.

USTED SERA DESCONECTADO SI:

1. La persona quien esta llamando trata de usar los Servicios de 3-Way o La Espera de la llamada.
2. Si usted apreta el disco o interruptor del telefono durante la llamada.

Los numeros del Abogado / Firma de Ley cuando esttan aprobado y confirmado no seran grabado por la Sistema de Telefono del Preso. Las conversaciones con estos abogados no estan grabado ni vigilado, excepto cuando un mandamiento de la corte. bajo las leyes de dispositivo interceptor, instruye de otro modo. Yo comprendo que cualquier intento por mi, o la persona quien esta designado en eso, a evitar la sistema de telefono o las reglas o regulaciones, por el uso del telefono, de la PCCF puede resultar en la accion disciplinaria, a incluir pero no esta limitado a la perdida de los privilegios del telefono. El uso telefónico se limita a los números proporcionados en este formulario. Pueden hacerse cambios a esta lista en los momentos siguientes:
Le permitirán someter los Teléfono Número Cambio Demanda formularios Designados para los cambios del número. Se distribuirán los formularios en el prior de unidades de albergue a un período de cambio.
La duracion / tiempo de las llamadas puede ser limitado. La sistema de telefono del preso proveera un tono de advertencia aproximadamente un (1) minuto antes de ser desconectado.

SISTEMA DE TELEFONE DE OCUPANTE : INSTRUÇÕES : Fazer uma chamada: Erga o fone e siga as instruções verbais. Você será incitado para receber as instruções em inglês ou espanhol.

VOCÊ SERÁ DESCONECTADO SE:

1. a festa você está chamando tentativas para usar 3-modo ou Serviços de Espera de Chamada.
2. se você aperta o dial ou interruptor do telefone durante a chamada.

O Advogado / o Advogado / Lei números Firmes quando aprovado e confirmado não será registrado pelo Sistema de Telefone de Ocupante. Nem não são registradas conversações com advogados de teses nem são monitoradas, exclui quando uma ordem de tribunal, debaixo das leis de torneira de arame, instruir caso contrário. Eu entendo que qualquer tentativa por mim, ou a pessoa (s) designou nisto, evitar o sistema de telefone ou as regras e regulamentos, para uso de telefone, do PCCF podem resultar em ação disciplinar, incluir mas não limitou à perda de privilégios de telefone. Telefônico uso é limitado aos números providos nesta forma. Podem ser feitas mudanças para esta lista nos momentos seguintes:
Lhe permitirão submeter Número de telefone Mudança Pedido formas Designadas para mudanças de número. Serão distribuídas formas nas unidades de alojamento antes de um período de mudança. Duração / comprimento de chamadas pode ser limitado. O sistema de telefone de Ocupante proverá um tom de advertência aproximadamente um (1) minuto antes de estar desconectado

INMATE SAFETY ORIENTATION SHEET AND RECIEPT FORM

The inmate safety program has been set up to inform you of safety situations that may arise while you are incarcerated at this facility. Please understand that we cannot possibly cover all possible situations. In the event that you are confronted with a safety situation that has not been covered, please refer to the staff member supervising you.

1. When using a tool for the first time, always ask for instructions on how to use.
2. Always have respect for the tool that you are using, and inspect the tool before using it.
3. When using a tool, always wear safety glasses. Sunglasses, Eyeglasses (corrective or magnifying) and contact lenses are not good eye protection or safety glasses.
4. Machine guards, guides or other safety devices should not be ignored or removed.
5. Jewelry, loose clothing and long hair can all get caught and pull you into machinery.
6. A spill of any kind should be cleaned up or dealt with immediately.
7. To avoid back injury, bend knees, flex stomach and lift with leg muscles.
8. Before using chemicals or cleaning materials, read the label, know what it is, and know what to do if there is an accident.
9. Always carry tools by the handle with the sharp end down.
10. Dull tools can be more dangerous than sharp ones.
11. Flammable materials should be stored separately, away from heat sparks and flames.
12. When an unprotected bystander is present do not start work.
13. Always be alert to oncoming traffic and move quickly across intersections.
14. Do not touch any syringes, needles, condoms or human feces.
15. When cleaning biohazardous materials inmate must follow proper protocols and use PPE

INMATE SAFETY ORIENTATION RECEIPT FORM

I acknowledge receiving a copy of the INMATE SAFETY ORIENTATION.

EL PRESO SEGURIDAD ORIENTACIÓN RECIBO FORMULARIO

Yo reconozco la recepción una copia de la ORIENTACIÓN de SEGURIDAD de PRESO.

OCUPANTE SEGURANÇA ORIENTAÇÃO RECIBO FORMA

Eu reconheço recepção uma cópia da ORIENTAÇÃO de SEGURANÇA de OCUPANTE.

Pant Size: _____
El Tamaño del pantalón: _____
Lateje Tamanho: _____

Shirt Size: _____
El Tamaño de la camisa: _____
Tamanho de camisa: _____

Shoe Size: _____
El Tamaño del zapato: _____
Tamanho de sapato: _____

Inmate's Signature: _____ Date: _____

La Firma de preso: _____ **Fecha:** _____

A Assinatura de ocupante: _____ **Data:** _____

INMATE ORIENTATION RECEIPT FORM

Inmate's Printed Name: _____ **ID #:** _____

I have completed the Inmate Orientation Program, and I have received a copy of the 'Inmate Orientation Booklet, Telephone Form and a Visitor Form.

Inmate's Signature: _____ **Date:** _____

FORMA DE ORIENTACION PARA LOS INTERNADO

El Nombre Impreso de preso: _____ **ID #:** _____

Yo completado El Programa de Orientacion a recidido una copia de el ' Programa de Orientacion de la Facilidad correccional del Condado de Plymouth', un Forma de Telefonos y un Forma de Visitas.

La Firma de preso: _____ **Fecha:** _____

OCUPANTE ORIENTAÇÃO RECIBO FORMA

O Nome Impresso deocupante: _____ **ID #:** _____

Eu completei o Programa de Orientação de Ocupante, e eu recebi uma cópia do 'Folheto de Orientação de Ocupante, Forma de Telefone e uma Forma de Visita.

A Assinatura de ocupante: _____ **Data:** _____

To be completed by PCCF Staff

I conducted the Inmate Orientation Program for the above listed inmate, and gave a copy of the orientation booklet to said inmate.

Staff Signature: _____ **Data:** _____

Check if applicable:

☐ The above listed inmate refused to sign this acknowledgement form.

FILE:
In

SUFFOLK COUNTY SHERIFF'S DEPARTMENT

Inmate and Detainee Guide

Revised: January 6, 2025

TABLE OF CONTENTS

Section	Page
Introduction……	1
Basic Responsibilities…….	1
Contraband……	1
Communication…….	1
Daily Operations……	1
Meals…….	1
Counts……	2
Laundry……..	2
Funds……...	2
Canteen……..	3
Telephone……..….	3
Mail……	4
Tablets ……..	5
Visits……..……....	6
Dress Code…….	7
Personal Hygiene…….	7
Haircare …….....	7
Rooms & Housekeeping……	7
Recreation……..	8
Department Policy & Regulations…….	9
Identification Badges & Uniforms…….	9
Authorized Property……...	9
News Media Information……...	11
Smoking Policy……..	11
Searches……	11
Fire Drills……...	11
Inmate Discipline……...	11
Discipline Appeal……...	14
Criminal Charges……...	14
Jail Credit……...	14
DNA……...	14
Sex Offender Registry……	14
Prison Rape Elimination Act (PREA)……	15
Americans with Disabilities Act (ADA) ……..	15
Child Support & Paternity…….	16
Marriage…….	16
Grievances……..	16
Earned Good Time…….	17
Voluntary Work Details…….	17
Escorted Inmate Leave…..…….....	17
Custody Assessment Process……..	17
Inmate Classification & Individual Service Plan (ISP)…….	17
Inmate Classification Review & Boards……	18
Administrative Decisions & Appeals……	18

Housing Unit Classifications……. 18
Transfers…… 20
Programs & Services……...… 20
Legal Services…… 20
Notary Services…….. 20
Education……... 20
Vocational Programming…….. 21
Library…… 21
Caseworker…… 21
Men's Programs & Services…….. 22
Women's Programs & Services…… 22
Religious Services ……. 25
Voting …… 26
Discharge Planning…… 27
Parole……. 27
Health Services…….. 28
Sick Call Clinics…… 28
Medication Schedules……. 28
Appeal of Medical Decisions……. 28
HIV Services…….. 29
Medication Assistance Treatment …… 29
Inmate/Detainee Request…… 29
Conclusion……..……..….. 29

INTRODUCTION

This guidebook is designed to inform inmates and detainees of the rules, policies, procedures and services of the Suffolk County House of Correction (HOC). It is Department policy to treat you with dignity and respect. In return, the Department expects that you will be courteous, obey all rules and comply with the orders and requests of staff members.

The goal of this guidebook is to achieve and maintain order and to eliminate disruptive behavior so that you may live in a safe and orderly environment. It is important that you read and understand this guidebook and use it as a resource manual. **Since it is impossible to provide answers to every question that you may have, it is important that you direct specific questions to your caseworker or to your housing unit officers.**

BASIC RESPONSIBILITIES

It is Department policy to treat inmates/detainees with dignity and respect while maintaining a safe, secure and sanitary detention facility. It is expected that we receive your full cooperation while you are awaiting the processing of your case. In the simplest terms, you are expected to:

1. follow and obey rules, laws, policies and procedures;
2. obey all orders as given by staff members and contract security personnel;
3. respect staff and other inmates/detainees at all times;
4. respect government property and the property of others;
5. keep yourself, your clothing and living area clean at all times;
6. obey all safety, security and sanitation rules, policies and procedures.

Contraband

Any item that is illegal by law or prohibited by the Superintendent; not issued by the Department and/or able to be purchased through canteen; authorized items found in excess or altered from its original design or use.

Communication

You are encouraged to utilize the proper chain of command and speak with your unit officers and caseworkers to address needs and issues. You may communicate with administrators and supervisors through written correspondence using the in house mail system.

DAILY OPERATIONS

Meals

- The food service at the HOC operates under the management and guidelines of a contracted vendor, working under the American Correctional Association standards that meet state and federal regulations. Department employees and inmate/detainee workers prepare the food.
- The meals are reviewed by a dietician and nutritionally balanced with an average daily intake of 2,600 to 2,800 calories. Meals are served at approximately 6AM, 12 PM, and 5PM.
- You must obtain authorization for **special diets** for medical reasons from the attending physician or dentist.

- You must obtain authorization for **special religious diets** from a chaplain with the approval of the Assistant Deputy Superintendent (ADS)/Program Services.
- Meals are served on trays and distributed either in the housing unit day rooms or dining room at times as posted in the housing unit. Food may not be taken from the day room or dining room back to the cells.
- In Special Management Units (SMU), meals are served in the cell.
- *Pork products and fish/seafood* are not served at the HOC.

Inmate/Detainee Counts

No movement is allowed during count. You are to remain in your cell, designated living or working area until directed by staff. Count times are as follows, but may be conducted at any time based upon operational needs: 6AM, 12PM, 2PM, 5PM, 10PM and 3AM. Disruption or failure to comply during count time will result in disciplinary action.

Laundry

- A washer and dryer are located in most units.
- Personal laundry and Department issued jackets are laundered in each unit according to the unit's schedule.
- All Department issued laundry (sheets, blankets and uniforms) will be washed by the central laundry based on the unit's schedule.
- Before you wash your laundry, make sure that you first place it in the net bag located in your room.

Funds

You are not allowed to have any money (i.e. cash, check, etc.) on your person while committed to the HOC.

Any funds you have on your person at your time of commitment will be deposited into a canteen account on your behalf in the Offender Management System (OMS) system.

Any additional funds deposited at time of commitment or received from another correctional facility must be transferred out of your inmate/detainee canteen account within thirty (30) days. Please see your caseworker or write to Inmate Accounts to make such arrangements.

To qualify for "indigent" status, you must have less than a $30 balance in your inmate/detainee account for 30 days or longer.

If you have money at another correctional facility, you may request that your caseworker contact the institution holding your money and ask that it be transferred. You may also write to the other correctional facility directly if you so choose.

Money orders, bank checks and other institutional checks can be accepted on your behalf for deposit into your inmate/detainee canteen account. These types of funds can be brought to the Visit Lobby desk or sent to the HOC by mail to be deposited into your inmate/detainee canteen account. Please notify the depositor to write your booking number on the money order, bank check, etc., in order to ensure proper credit to your account. Personal checks, stamps and cash are not permitted. The Department is not responsible for any cash or stamps sent by mail.

Approved funds received at the Visit Lobby desk or received by mail will be deposited into your inmate/detainee canteen account and you will be issued a receipt. Depositors who deposit funds at the Visit Lobby desk will also be issued a receipt. Funds may not be transferred from one inmate/detainee's canteen account to another inmate/detainee's canteen account.

Money owed for restitution, court imposed fines or fees etc., will be deducted from your account.

Funds may be sent out on your behalf via a Funds Disbursement Request Form (available from your caseworker) for demonstrated hardships and/or emergencies (i.e. copy of bill, notarized letters, etc.). These requests must receive appropriate approval prior to being disbursed.

Canteen

The canteen schedule is posted in the housing units. All units have their canteen orders delivered to the units.

- A list of approved items and prices can be obtained through the canteen.
- There is an **$100.00 weekly spending limit** (exceptions are clothing and electronics).
- In Administrative Segregation Units (ASU), you will be limited to a **$40.00 weekly spending limit.**
- If you're on Disciplinary Board status, you will be limited to a **$30.00 weekly spending limit.**
- Order forms/bubble sheets should be completely filled out (all circles must be completely colored in) and turned in to the canteen via the unit officer on the unit's scheduled day.
- Canteen will be delivered to the units on the scheduled day. If an inmate/detainee is not present for the distribution (court, detail, etc.) a canteen officer will deliver the order at a later time. At no time may another person sign for a canteen order.
- The inmate/detainee receiving a canteen order must check to be sure the contents of the canteen order are correct and the canteen bag is sealed. This must be done in front of the canteen officer.
- If an inmate wants to dispute the contents of a canteen order, the canteen officer will open the sealed bag and inspect the contents with the inmate.
- If an inmate has no money in his or her account, s/he may request certain items by using an order form/bubble sheet.
- **No inmate shall buy or trade canteen items from another inmate. Items not purchased through the canteen or issued by the Department are considered contraband.**

Telephone

You will be given a Personal Identification Number ("PIN") which is a ten (10) digit number issued during the booking process. The first six (6) numbers are on your inmate ID. You must memorize the last four (4) numbers.

Your name will be recorded only **once**, so be sure to speak your first and last name slowly and clearly when prompted the first time you enter your PIN.

The PIN must be entered before each use of the "collect call only" telephones in the units. Do not let anyone know or use your PIN.

You are allowed to make calls on the phones that are located in the dayroom areas. Available calling times are subject to the operating needs of the housing unit.

All calls are subject to monitoring and recording, with the exception of calls to your attorney or clergyman. You will be held responsible for any illegal activity associated with your PIN. You will be allowed to store up to ten (10) numbers, including your attorney's. The first ten (10) phone numbers that you dial will become your list, including incorrect, blocked and restricted numbers, so dial carefully. The telephone numbers on your list will be automatically cleared the first of every month. Exceptions to this policy must be made by written request and addressed to the Sheriff's Investigative Division (SID).

The Department cannot respond to questions concerning blocks, rates, etc. The person receiving the calls must contact Correctional Billing Services (CBS) directly at **1-800-844-6591**.

You may not attempt to complete a three-way call, share your PIN with another inmate or use the telephone for fraudulent use. The use of a telephone is a privilege not a right, and may be suspended as part of a disciplinary sanction.

Telephone use may be restricted by housing unit staff during high use times to assure each inmate/detainee has access to the telephone.

Mail

All inmate mail entering the institution is opened and searched.

Except for postal holidays, mail will be delivered to each living unit during the evening shift Monday through Saturday. Out-going mail is picked up by the US Post Office Monday through Saturday. The post office will not accept any mail with envelopes that are adorned with excessive graphics (i.e. drawings, flowers, poems, etc.).

Outgoing mail must be free from ALL writing except a return address and the inmate's name and identification number that must be clearly written. All outgoing mail that contains any articles inside the envelope such as candy, items made out of potato chip bags, or artwork made out of unauthorized institutional property will be returned to the inmate. D-reports will be issued if institutional property is modified or destroyed.

Inmate to inmate correspondence is not allowed unless the Superintendent or his/her designee specifically authorizes it.

Incoming mail will be opened and searched for contraband. Privileged correspondence (letters marked "Attorney Client Confidential," "Privileged Correspondence" or letters from courts) will be opened only in your presence but will still be searched.

Inmates/detainees without funds in their canteen account will be provided, free of charge, envelopes, writing paper and three (3) stamped envelopes each week. Request for envelopes, paper and stamped envelopes must be submitted to your housing unit officer.

Magazine publications and soft covered books will be accepted only if they are mailed directly from the publisher, Amazon.com or Barnes&Noble.com. Hard cover books are not accepted and will be returned to the publisher.

The institution will accept four (4) photographs per day which must be no bigger than 5x7 in size. No Polaroids are allowed. Anyone who receives more than 4 photos per day, the photos will be rejected and sent back by return to sender.

The institution reserves the right to limit the amount of photographs that are in an individual inmate's possession and reserves the right to return photographs that are deemed to be inappropriate, pornographic or gang related.

All <u>incoming</u> correspondence must be written in black ink or non-colored pencil, on plain white paper free of stains, spills or discoloration.

A return address must be handwritten on the envelope.

Any mail that is not accepted or deemed to be a threat to the secure and orderly running of the institution (pornography, gang related, firearms, etc.) may be returned to the sender.

In the interests of security, order and rehabilitation, the Superintendent may authorize the reading of non-privileged incoming and outgoing mail when, in his/her opinion, such action is necessary to intercept prohibited materials and/or information which would be a threat to public safety or the security of the Department.

The mailing address for the House of Correction is:

John Doe (#000000)
Suffolk County House of Correction
20 Bradston Street
Boston, MA 02118

<u>Tablets</u>

You will be assigned an electronic tablet, depending on availability upon being committed to the facility. The use of this tablet is a privilege and not a right. The misuse of a tablet will result in a loss of this privilege with no refund. You are solely responsible for your assigned tablet and you should not allow other inmates to use it. If you use or are found in possession of another inmate's tablet or you voluntarily allow another inmate to use your tablet, you shall be subject to discipline. It should remain with you when you move to different housing units.

Tablets will be distributed at the beginning of the morning recreation period. They can be used inside and outside of your cell during authorized times. They are not permitted during meal times, when in the medical area, when participating in programs or when performing a work detail. Tablet use outside of your cell is limited to applications that do not require the use of earbuds. The use of earbuds is restricted to in cell use only for both tablets and radios. It is your responsibility to purchase new earbuds if they break or are lost.

The tablet network will be turned off at 9:15 PM for general population units. Tablets will be collected nightly and should be plugged into the charging station to charge overnight. If the tablet needs to be recharged, it will remain in your possession until the collection time. It will not be placed in charging station and handed back to you.

If you are in a Special Management Unit, your tablet will work between 1:00 PM to 5:00 PM daily. You will not have access to the premium content you've previously purchased until you are out of the Special Management Unit. Officers will collect them after this time for charging.

If you have issues with accessing premium content that you purchased, you should open a ticket through the Comm Center application on the tablet to have the issue addressed. If your tablet is not working at all, notify the Unit Officer.

Visits

Visits are by appointment only. Inmates/detainees will be given visitor selection cards. Each inmate will be allowed to name up to three (3) adult visitors. Each visitor will be required to complete an application. A criminal record check and an ID check will be done on all visitors. Inmates/detainees may change their visitor selection every six (6) months. **Once you've selected your visitors, you cannot make changes to the list for six (6) months.**

Visitor applications will only be available at the lobby desk, daily from 2:30 PM-9:30 PM. Each visitor application must be returned with a copy of an ID card and a self-addressed stamped envelope. The application process may take up to 10 days. The applicant will be notified of approval via US mail.

- Visiting schedules are available in each unit.
- You are allowed only one (1) regular visit during any one day.
- Visits will be allowed on holidays and are subject to the regular schedule.
- Visits by attorneys, paralegals, law students, clergy, social service agencies, authorized media representatives, or law enforcement officials shall not be counted as regular visits.
- Legal visits may occur at any time; however, it is recommended that your attorney call ahead if he/she wishes to visit you in the morning, early afternoon, on a Sunday, or on a holiday. Attorneys must show a valid Massachusetts Board of Bar Overseers card and must fill out an Attorney Visitor Registration/Perjury Form.
- With approval from the Office of the General Counsel, law students and paralegals working for your attorney may visit you.
- Applicants must provide a photo ID (such as a driver's license, a passport or a Massachusetts Registry of Motor Vehicles Identification card).
- Foreign nationals can have access to visits from a diplomatic representative of their country of citizenship. Consulates should contact the office of the Superintendent to schedule a visit.
- At no time will you or a visitor be permitted to remove any article of clothing.
- **Visits may be terminated at any time**.
- Visitors who are uncooperative, disruptive, under the influence of drugs or alcohol or who are otherwise unsuitable for admission to the facility shall be required to leave the building and may be barred from the facility.
- No article other than a visitor's locker key is allowed in the visiting room.
- In the event of a family emergency (such as a serious illness or death of family member), inmates/detainees can receive a special visit. The family member should contact the ADS/Program Services.

Any attempt to provide drugs, alcohol, controlled substances, weapons or other unauthorized articles to an inmate is a felony, which may be punishable by imprisonment. Persons responsible for such an attempt are subject to arrest, court action and will be barred from the facility.

You may lose the privilege of contact visits if you are found guilty of possession of a weapon.

Visitor's Dress Code

Visitors must conform to the dress code. The following are examples of unsuitable clothing:

tube tops	shorts/skorts	halter tops	jumpsuits
strapless tops	sweat suits	mini skirts	fatigues
wrap around skirts	tank tops	bare feet	lycra/spandex

The visiting supervisor has the right to decide what clothes are unsuitable. Hats and clothing similar to a correction officer's or an inmate's uniform are not allowed in the facility.

Personal Hygiene

You will be living with other individuals, so personal hygiene is essential. You are expected to bathe regularly and to keep your hair clean. Personal hygiene items for inmates/detainees, such as, soap, toothpaste, toothbrushes, combs and other items will be issued to you upon admission. If you should run out of an item, see your housing officer. Special personal and sanitary products for female inmates/detainees will be available in the common area at no charge.

Disposable razors will be provided. The inmate/detainee will report to the officer's panel and give their ID to the officer, who will provide a razor. The razor must be returned intact to the officer for inspection and proper disposal. Razors will be checked out on an as needed basis and returned when you have finished shaving. Disposable razors will not be used by more than one (1) inmate/detainee; this is for health and safety reasons meant to protect the inmates/detainees and staff. Inmates/detainees attending court will be afforded the opportunity to shave before reporting to court.

Haircare

Weaves, wigs, toupees, extensions and acrylic nails are not allowed in the facility. If you are wearing one upon entering the facility it must be removed. If you have any of these (artificial hair), you will be allowed to keep them for seven days depending on your court date(s).

Haircuts are available in each housing unit according to schedules and rules established by the supervisor in charge of each unit. Haircuts in the special management housing units are done on Sunday and barbering for regular housing units is done on the 2-10 shift during recreation periods upon request. Inmates/detainees are restricted from cutting hair in a manner that will illustrate gang symbols or affiliations and are not allowed to have hair clippings in their possession.

Rooms and Housekeeping

- Rooms and beds must be kept clean and orderly at all times;
- Trash should be removed from your room daily;
- Your room must be mopped once every two days;
- No cardboard, clothing, or any other article may be hung or placed on the light fixture, on the window or doors of your room, or on any of the air vents;
- Property bags are to be kept under the bed unless otherwise directed by the supervisor of your housing unit;
- Nothing may be hung or posted on the walls in your room;
- Writing on or defacing walls or any other surface is forbidden;

- No personal property, except what is allowed on the property list, will be permitted in your room;
- Extra sheets, blankets and towels will be removed from your room;
- Books, magazines and newspapers in excess of what is allowed (refer to Personally Allowed Items) will be removed from your room. Your room will be inspected daily for any damage and a condition report will be filled out by the unit officer when you move in and when you leave;
- If your room is not in the same condition as when you arrived, you may be charged for any loss or damage and you will also be subject to disciplinary action;
- When you move into a room, it is your responsibility to point out any damage in the room to the unit officer and,
- No tobacco products, matches, lighters, toothbrushes or pens are allowed (Note: alternative pens and teeth cleaning devices are available).

Recreation

For general population housing units, recreation takes place in the day room during scheduled program periods. See your unit officer for access to cards and board games available. The use of headphones during out of cell time is not allowed. Access to the main gym and courtyards is on a scheduled basis. Recreation schedules are posted in each unit.

During program periods when your unit is not scheduled for recreation in the main gym or the courtyard, outside recreation may be held, weather permitting, on the recreation decks. If you wish to return to your unit or your room during a recreation or a program period, you must obtain permission from an officer.

When there is outdoor recreation on the recreation decks, you must follow these rules:

- Do not lean on, climb or tamper with the fence or grating on the recreation deck.
- Do not throw away any object through the fence or grating.
- Do not shout or call to any person who may come into view of the deck.
- Do not communicate with inmates/detainees in the housing unit next to the deck or on the deck above or below.

When there is recreation in the recreation yards, you must observe the following rules:

- Remain in full uniform.
- Stay on the black top.
- Do not loiter on the walkway.
- Do not yell to inmates/detainees on the tower recreation decks.
- Do not look into classrooms or staff office windows.
- No contact with staff and or volunteers while in the yards.
- No food, drink or radios allowed in the yard.
- Stay between the yellow lines.

When using the gymnasium, you must observe the following rules:

- No carrying food or other items to the gymnasium.
- No running to and from the gymnasium.
- Proper dress (for example sneakers, pants and t-shirts) must be worn at all times.
- No spitting anywhere up to or inside the gymnasium.

- Any misuse of recreational equipment will result in suspension of gymnasium privileges for that period and possibly longer. Access to the main gym and courtyards is on a scheduled basis. Check with your housing unit officer for your recreation schedules.

DEPARTMENT POLICY and REGULATIONS

Identification Badges and Uniforms

During the booking process, each inmate is issued a photo ID and a uniform. You must carry your ID whenever you leave your room. You are required to present your ID on demand. There is a $10.00 charge for replacement of lost or damaged identification cards.

The complete uniform must be worn whenever you are out of your room. If assigned to a voluntary work detail, the complete uniform and safety devices for the assignment must be worn at all times. Shirts and pants may not be removed when you are out of your room. Pants may not be rolled up.

Uniformity of color-codes is required. This single system of color coding permits staff to readily identify an inmate's/detainee's classification on sight thus eliminating confusion, preventing miscommunication with potentially serious consequences and facilitating consistency.

Inmates shall be provided with the opportunity of weekly laundering and clothing exchange.

Authorized Property

For reasons of security, safety and sanitation, property in your room shall be limited according to the "Allowed Property List" and all of your property must fit into your locker. You are required to wear the uniform issued. Personal clothing may be worn only when making court appearances. Any personal property, which is not allowed, will be taken at the time of admission. This property and property seized at any other time is considered "excess property' or contraband and may be subject to confiscation.

With the exception of personal property retained by an inmate upon admission, all other property will either be provided by the facility or purchased by the inmate through the canteen.

If you have excess property, you must arrange for a family member or friend to pick it up within seven (7) days. After thirty (30) days, failure to arrange for the pickup of excess property will result in the disposal of or donation of the property to charity.

The Department will not be responsible for the theft, loss or damage of any property retained by you. In the Booking area, inmates/detainees are issued the following items:

Department Issued to Inmates & Detainees (not a complete list)

2 towels
1 blanket
2 sheets
1 laundry bag
2 pairs underpants
1 hygiene kit (toothpaste, toothbrush, soap, comb and deodorant)
2 undershirts
2 pairs socks
1 pair sneakers
1 uniform (top and bottom)
1 jacket (seasonal)
1 tablet

1 bra
1 nightshirt (females only)

In addition to Department issued items, inmates/detainees may store the following items in their property bags:

In Possession (not a complete list)

- 6 pairs underpants
- 6 undershirts
- 6 pairs socks
- 6 bras
- 1 pair shower shoes
- Toiletries
- 1 pair sneakers (issued by institution or purchased from canteen)
- 1 religious medallion, medal or religious symbol with or without a chain (value not to exceed $50.00)
- Correspondence
- Legal materials
- 6 books or magazines
- Current newspapers
- 1 radio headset (purchased from canteen)
- 1 medic alert bracelet
- Writing material (institutionally approved safety pen
- 1 wedding band (value not to exceed $50.00 and subject to approval depending on width or the ring)

Inmates/detainees may also store in their rooms reasonable quantities of products purchased from the canteen that can fit in their property bags. The Department is not responsible for any lost items not stored in their property bags.

Radios with headphones are available for purchase in the canteen. Radios are not permitted to leave your assigned room. The sale, rental or loaning of radios and tablets to other inmates/detainees is not allowed. Violations will result in the confiscation of the item.

The Department is not responsible for lost or stolen jewelry that you have chosen to retain in your possession.

Except for appropriate court attire, no personal clothing may be delivered to the institution. **Personal clothing for court appearances will be accepted no more than three (3) days before the scheduled court date and stored in the property room provided that property currently stored is exchanged**. No altered clothing will be accepted. Note: when you are going to court, you may only bring paperwork related to your case. Other personal items are not allowed. Please do not take anything else down to the booking area.

You will be allowed to have a laundered set of clothing exchanged for soiled clothing after every three (3) court appearances consistent with the procedures detailed above.

Issued clothing and other issued items are the Department property and you will be held responsible for maintaining and returning all items in good condition when discharged or when clothing is reissued for laundering.

You may be charged for lost or damaged Department property. Charges will be deducted from your canteen account according to the replacement cost of the items. If you do not have sufficient funds in your account when the loss or damage of property occurs, your account will be frozen until restitution is paid.

Violation of property rules will subject you to disciplinary action. Destruction of Department property may also lead to civil liability and/or criminal prosecution.

On the day of discharge, you will be escorted from your housing unit to the property room. Once the property officer has verified your identity, your personal property stored in the property bag will be returned to you.

If you have a jewelry slip attached to your property slip, the contents of the envelope will be inventoried by you and the property officer.

You and the officer will jointly inventory the property and signify that your personal effects were returned by signing and dating the property sheet. The completed property slips will be kept in the Property office.

News Media Information

You will be notified if a reporter requests to interview you. If you choose to have the interview, you are advised to first speak with your attorney. Before you have an interview, the Department will have you complete a media consent form.

Smoking Policy

Smoking is not allowed in the institution. Violations of this policy are strictly enforced and will result in disciplinary action.

Searches

Your room, person or work area may be searched at any time. You are expected to cooperate fully when officers conduct a search.

Fire Drills

Participation in fire drills is mandatory and will be held periodically. When notified, you must be ready to evacuate your housing unit immediately. Listen carefully and follow all orders of the unit officer.

Inmate Discipline

A discipline policy is necessary for your safety. It is also necessary for the smooth running of your programs and classes. The rules in this guide have been made for your own protection and will be strictly and fairly enforced. When a discipline report is filed against you for a serious incident, you may be confined to your room or sent to a segregation unit while the Disciplinary Board reviews your case.

Depending upon the seriousness of the violation, you may be offered an **informal** sanction to rectify the matter without the threat of segregation and more serious sanctions. If you decline the Informal handling of the violation, or the officer determines that it requires a **formal** hearing, the matter will be forwarded to the Disciplinary Department. **A guilty finding of a formal disciplinary violation may result in sanctions. Further, such a guilty finding will render an inmate ineligible to earn any good time credit for that month**.

The Disciplinary Board has a hearing officer, who will supply a copy of the disciplinary report to you so that you may better understand the charges. You may appear at the disciplinary hearing. You will be permitted to make a statement and present evidence. You will be advised in writing of the decision reached by the hearing officer. The decision will include a description of the evidence relied upon by the hearing officer and if you are found guilty, the reasons for the penalties.

The potential penalties of a guilty finding are:

- Warning
- Loss of privileges (e.g., telephone, visits, canteen, tablet)
- Loss of work assignment
- Room restrictions
- Move to a segregation unit
- Confinement in disciplinary isolation not to exceed ten (10) days for one offense or thirty (30) days for all violations arising out of one incident
- Referral to classification for removal from unit
- Restitution

The above list does not include all the possible penalties. The hearing officer has the right to impose other penalties on a case-by-case basis.

CODE OF OFFENSES

1. VIOLENCE
A. Assault or battery of any staff member
B. Assault or battery of another inmate
C. Assault or battery of any other person
D. Use of abusive or threatening language, actions or gestures
E. Homicide
F. Self-mutilation or tattoo
G. Fighting with any staff member
H. Fighting with another inmate
I. Fighting with any other person

2. ESCAPE
A. Out of place
B. Escape from custody
C. Escape from community corrections
D. Possession of escape tools

3. SECURITY
A. Tampering with any locking device, door, gate, window or security camera
B. Blocking any locking device, door, gate, window or security camera
C. Conduct that disrupts or interferes with safety, security or the orderly running of the institution or unit
D. Participating in or encouraging a riot, work stoppage, hostage-taking or unauthorized group demonstration/meeting
E. Possession, manufacture, introduction or use of a gun, firearm, explosive, ammunition, chemical agent, weapon, sharpened instrument, knife, tool, razor or **shod foot**

4. FIRE SAFETY
A. Tampering with any fire safety device (including but not limited to pull stations, sprinkler heads, extinguishers and hose boxes)

B. Setting a fire

5. DRUGS/TOBACCO
A. Manufacture, possession, introduction or distribution of any unauthorized controlled substance, alcoholic beverage or associated paraphernalia
B. Failure or refusal to provide a drug test specimen
C. Positive drug test result
D. Possession, introduction or use of cigarettes, matches, lighters, tobacco products or associated paraphernalia

6. MISUSE OF AUTHORIZED MEDICATION
A. Unauthorized accumulation

B. Distribution to others

7. COOPERATION

A. Disobeying an order
B. Lying to a staff member
C. Insolent towards a staff member
D. Resisting or interfering with staff attempts to restrain or escort an inmate
E. Malingering (pretending illness so as to avoid duty)

8. PROPERTY/CONTRABAND

A. Destruction of, damage to, or misuse of institutional property or the property of another person
B. Theft
C. Conveyance, receipt or retention of any type of contraband
D. Unauthorized possession of another person's property

9. FRAUD

A. Counterfeiting
B. Forgery
C. Unauthorized reproduction of any document, article, identification, money, security, or official paper

10. EXCHANGES OF VALUE

A. Giving money or any item of value to, or accepting money or any item of value from another inmate or any other person without authorization
B. Giving or offering any staff member, contractor or official a bribe or any item of service or value
C. Charging or receiving money or anything of value (either directly or indirectly) from another inmate or any other person in return for rendering any service (except protection)
D. Extortion, blackmail or demanding/receiving money or anything of value in return for protection
E. Gambling

11. SEX

A. Engaging in sexual acts
B. For the use of obscene language, actions or gestures
C. Sexual abuse or harassment

12. GANGS

A. Wearing or displaying colors, any type of emblem, insignia or logo whenever such actions may pose a threat to the security and good order of the institution
B. Possession of literature, drawings or correspondence suggesting membership or affiliation with a gang, group or party whenever such actions may pose a threat to the security and good order of the institution

13. TELEPHONES

A. Tampering with a telephone and/or official means of communication
B. Making unauthorized telephone calls

14. ATTEMPTS

Attempting to commit, making plans to commit or aiding another person in committing any of the offenses listed herein shall be considered the same as committing the offense itself

15. OTHER

Violation of any Departmental rule or regulation not otherwise listed herein or any law of the Commonwealth.

Discipline Process

1) The ADS/Director of Custody Assessment or his/her designee shall review the status of inmates/detainees placed on AA status within seventy-two (72) hours of initial placement.
2) Within forty-eight (48) hours (excluding weekends and holidays) of receipt of a disciplinary report, the Disciplinary Officer shall review the report.
3) A disciplinary hearing shall be scheduled as soon as practicable, but no later than seven (7) business days, excluding weekends and holidays, after the disciplinary report is filed with the Disciplinary Department, unless the hearing is prevented by exceptional circumstances, unavoidable delays, or reasonable postponements.
4) The inmate shall receive a copy of the disciplinary report, written notification of the time and location of the hearing (Form 430-2), and the Request for Assistance and/or Witness form (Form 430-3) at least twenty-four (24) hours prior to the disciplinary hearing.

Discipline Appeal

The decision of the hearing officer may be appealed to the Superintendent within seven (7) days after you have received a copy of the hearing officer's decision. See your caseworker for a disciplinary appeal form (Form 430-5). The Superintendent shall render a decision to your appeal within (5) five days of receipt.

Criminal Charges

You are required to obey all the laws of the Commonwealth. In addition, to the disciplinary actions described above, offenses which also violate the laws of the Commonwealth will be investigated by the SID and criminal complaints will be brought when appropriate.

Jail Credit

Jail credits are awarded for any time awaiting trial on your cases that you were locked up overnight in a police lock-up or a Jail. The court must award these credits, if any, to your sentencing mittimus, which is your commitment paper. While in the intake unit, you will be asked about jail credit by your caseworker. If you believe your mittimus does not reflect the jail credits that you are owed, your caseworker and you will complete a Jail Credit Request form (Form 156-2) and forward it to the Jail Credit Coordinator (JCC). The JCC will validate the days served and forward the request to the courts. If the court decides that you are owed the credit, they will send a new mittimus reflecting the deducted jail credits.

This whole process takes about a month. DO NOT write to Inmate Legal Services, the JCC or your caseworker for at least one month.

DNA

Under General Law (G.L.), c. 22E, §§1-15, any person who is convicted of a felony must submit a DNA sample to the State Police CODIS unit. Together with the CODIS Unit, agents of the Department collect DNA through a blood sample. Most inmates/detainees provide samples while in the intake units. However, samples might be taken at any time.

The inmate's finger is pricked with a small needle. The sample is then mailed to the State Police Crime Lab and is kept in their database for future reference.

In giving a DNA sample, inmates/detainees must give name, alias, address, social security number and date of birth. Inmates/detainees also submit two thumbprints and provide a signature. **Failure to comply may result in disciplinary and legal action**.

Sex Offender Registration

A sex offender, as defined in G.L. c.6, §§178C, who has been convicted or adjudicated for a sex offense (also defined in G.L. c.6, §§178C) shall register with the Sex Offender Registry Board. For sex offenders in prison, a completed registration form must be mailed to the Board no later than two (2) calendar days before release from custody. **No sex offender shall be released from custody unless the registration form has been filled out, signed and mailed to the Board**. **Sex offenders are responsible for all the registration duties as set forth in G.L. c. 6, §§178C through Q**.

Prior to your release, you shall sign a form stating that the Department has told you of your responsibility to register. You will be provided information on how to register.

Failure to register or provide accurate information may result in the following:

- 1st conviction – six (6) months to 2 ½ years in the HOC, no more than five (5) years in state prison, and/or fine of no more than $1,000.00.
- 2nd and after– state prison for not less than five (5) years.

Prison Rape Elimination Act (PREA)

All intentional acts of sexually abusive behavior or intimacy between an inmate and a Department employee, contractor or volunteer, or an inmate and an inmate, regardless of consensual status, are prohibited and the perpetrators shall be subject to administrative and criminal and/or disciplinary sanctions.

It is your right not to be sexually abused or harassed. Do not get involved in situations that could lead to unwanted expectations and obligations. Inmates are encouraged to respect other inmate's personal space, privacy and belongings. Do not share personal information and never owe another detainee for canteen or other items.

If you have been the victim of sexual abuse or harassment you should report it to staff immediately so that the incident may be investigated. You may report such an incident to any staff member, to the departments SID hotline at (617) 704-6666, and to the Suffolk County District Attorney's office at (617) 619-4000. You may also file a formal grievance regarding an alleged incident of sexual abuse or harassment. Please see the grievance section on Page 16 of this guide.

All allegations of prison rape or sexual assault will be investigated promptly and thoroughly by the SID. Sexual abuse is taken very seriously, and the Department will protect who report incidents of sexual abuse. Any acts of retaliation for reporting sexual abuse or harassment is prohibited by policy and will also be investigated.

Medical care is available for victims of sexual abuse and is provided at no cost to the victim. Resources are available for you or your family at the Boston Area Rape Crisis Center (BARCC). It's a confidential, a non-reporting counseling line providing an advocate for emotional support and information. The hotline is (844)744-7732, Monday through Friday, 9:00AM – 9:00PM.

Speak with a nurse, caseworker, officer or any staff member if you would like additional information on how to protect yourself against sexual abuse, how to report sexual abuse, and what will happen once a report is received.

Americans with Disabilities Act (ADA)

The Department makes reasonable accommodations for inmates/detainees with disabilities in accordance with the law. All requests for accommodations will be reviewed by the Assistant Deputy Superintendent for Program Services (ADA/PS) who serves as the ADA Coordinator. Please consult your caseworker to make a request for more information.

Child Support and Paternity

All parents are required to pay child support as ordered by the court. Only the court can change the order. You are responsible for paying your child support each week or month as ordered by the court. If you cannot pay your child support because your income is limited due to incarceration, you may request a modification. The Department of Revenue (DOR) Facility Coordinator at the HOC can assist you with this or any other issues involving DOR. It is your responsibility to contact the DOR Facility Coordinator for any clarification regarding your obligations.

Marriage

Inmates/detainees wishing to exercise their right to marry shall be granted authorization to do so by the Superintendent provided the proposed marriage does not pose a threat to the security of the institution and is in conformity with the laws of the Commonwealth (the Supervisor of Volunteers may be contacted for more information on the procedure).

Grievances

This is a procedure for an inmate to bring to the attention of the Department a written complaint about a serious incident, a condition of confinement, a claim for lost or damaged property, or the application of any Department policy or procedure, for which redress is sought. Decisions of the Classification and Disciplinary Boards are not grievable, as there are existing procedures in place for appealing these decisions. Staff or inmate/detainee assistance may be used for those who are not able to effectively participate in the grievance process. Inmates/detainees may file an informal or formal grievance.

Inmates/detainees shall not be subject to retaliation for filing or pursuing a grievance.

All inmates/detainees must attempt to resolve issues informally before filing a written grievance by speaking with their assigned caseworker and/or unit officer first. Written grievances are for those inmates/detainees who are dissatisfied with these results. When filing the grievance, you must identify who attempted to resolve this grievance with you. A grievance form (Form 491-1) is available in the HOC Library or from your caseworker. It must be signed by the inmate filing the grievance and not on behalf of a group. The grievance form needs to be returned to the Inmate Grievance Coordinator (IGC) within ten (10) days from the date of incident.

The grievance will be investigated fairly and impartially by the IGC. A written notice of the decision will be sent to you as soon as possible usually within fifteen (15) days from the receipt of the grievance form unless further investigation is warranted.

The decision of the IGC may be appealed to the Superintendent within ten (10) days of the decision. Only the official Inmate Grievance Appeal (Form 491-2) will be accepted. The Superintendent's decision is final.

You may file grievances regarding an alleged incident of sexual abuse or harassment. You may submit these grievances without first attempting to resolve the grievance informally. There is no time limit on when an inmate may submit a grievance regarding sexual abuse and harassment. However, it is highly recommended that such grievances be filed as soon as possible. Should such a grievance involve a staff member said grievance should not be submitted to that staff member. You should submit to another staff member, request to see the IGC for submission, or submit in the unit mailbox.

Earned Good Time (EGT) Deductions

Inmates/detainees may **earn** good time deductions of up to ten (10) days per month. These days are taken off of your sentenced time. You can get EGT credits by participating in work, education or treatment programs. **If you are found guilty of a formal disciplinary violation, you will not have any good time deducted from your sentence for the month in which the violation occurred**.

Inmates/detainees serving thirty (30) days or less or serving mandatory sentences may not earn good time deductions.

Your caseworker can give you a more detailed explanation of this privilege.

Voluntary Work Details

You are expected to keep your assigned housing clean and maintain personal hygiene. The HOC offers various voluntary work details depending upon your housing and classification. Some details provide the opportunity to earn good time deductions from your sentence, while others offer paid compensation. Compensation (EGT and pay) is awarded monthly.

Escorted Inmate Leave

Escorted inmate leaves may be granted to visit a critically ill *immediate* family member or to attend a private viewing of the deceased either before or after the public wake. An immediate family member or close relative is defined as your parent, brother, sister, son, daughter, step family, legal spouse or your legal guardian that you identified during your intake interview. All escorted inmate leave requests are screened by the Director of Social Services and Womens' Programming and are subject to the Superintendent's approval.

CUSTODY ASSESSMENT PROCESS

Inmate Classification

Classification decisions are based on the security demands of the HOC and program needs of each inmate. Classification decision-making will focus on housing placements and program services. Classification boards and reviews are scheduled weekly for each unit. Each inmate is told in advance of his or her review and Board hearing date.

Initial Classification and Individual Service Plan (ISP)

All inmates sentenced to thirty (30) days or more in the HOC will first be housed in an intake unit. The initial classification process shall be completed within thirty (30) days.

After an assessment of your criminal history and any past institutional records, a determination will be made on your security classification level as maximum, medium or minimum risk. This assessment will help determine the length of time that you may serve in a specific housing unit and classification level. This shall be explained at your initial Classification Board or by an intake caseworker.

An intake caseworker will explain Department rules. The intake caseworker and other staff members will talk to you about your housing, educational, substance abuse and/or legal needs.

Toward the end of this process, you will go before the initial Classification Board. An Individual Service Plan (ISP) will be developed with you. The ISP includes housing, programs and a work assignment. With your input, the Board and your institutional caseworker will develop your ISP based on your security level and your program needs.

If you would like to work in a housing unit, speak to the officer in charge of that unit. You may ask your caseworker for work, education or programming options.

Classification Review and Boards

Classification reviews are conducted at least every sixty (60) days. You may not be present at a review. If a review recommends a change of custody level, a Board hearing will be scheduled. The Board will make recommendations to the ADS/Custody Assessment for his/her administrative decision.

If there has been a significant change in your sentence (i.e., paroled to home, revised sentence, awarded jail credit, resolved open cases), you may request an intermediate hearing through your caseworker.

Administrative Decisions and Appeals

Within five (5) working days of receiving your classification administrative decision, you may appeal the decision on a classification appeal (Form 420H-7) which you may get in the library or from your caseworker. You must have your caseworker sign the appeal form for it to be accepted.

Housing Unit Classifications

General Population Unit *(sentenced, pretrial)*

A medium-security unit for the housing of all inmates and detainees serving time or awaiting movement to other units.

Accountability Unit

A medium-security unit for inmates and detainees returning from segregation or those declining to work or participate in education or programs. This unit may have time and programming restrictions from general population units. Inmates/detainees may advance from the unit with good behavior and effort to improve.

Work Unit

A medium-security unit for inmates/detainees who are assigned to jobs other than unit details. This unit may offer work, on the job training, educational and programming opportunities not found in other units. Inmates/detainees seeking work must begin in the kitchen unless deemed ineligible for medical or classification reasons.

Therapeutic Community

A medium-security unit designed for substance abuse treatment, introductory or re-entry programming.

Special Housing Unit (SHU)

A medium-security unit with work, education, recreation and programming opportunities, but separated from general population and all other units due to validated safety concerns or known threats. Inmates and detainees in the SHU may have difficulty re-entering general population. Requesting a SHU should only be in response to a real, specified and validated threat. If you wish to return to a general population unit, before leaving the SHU, you must sign a Special Housing Waiver (Form 420H-9) to be housed in general population.

Administrative Segregation Unit (ASU)

A maximum-security unit for placement due to the threat to security or the orderly running of the institution. Placement in the Administrative Segregation Unit (ASU) is based upon disciplinary behavior, the nature of offense, or threat to yourself or others. Your behavior in the ASU will be reviewed weekly for the first sixty (60) days and then every thirty (30) days thereafter. **You may be placed into an ASU unit if found guilty of a violation involving violence, possession of a weapon, major disturbance, continued non-compliance or disruptive behavior.** You may retain your property and receive limited visits, recreation and canteen.

Community Work Program (CWP)

CWP is a program within a minimum-security unit in which inmates/detainees perform services in the community. Services include painting, grounds-keeping and other duties throughout Suffolk County.

Community Corrections Program

In general, participation in community corrections programs is based on each inmate's ISP. There are a number of Community Correction programs offered, including but not limited to the following:

Brooke House

The Brooke House, under the directive of Community Resources for Justice (CRJ) is a comprehensive residential community pre-release house for male offenders. This pre-release program offers a continuum of services provided at the HOC, including substance abuse treatment, life skills and job readiness training and assistance in securing employment and housing.

McGrath House

The McGrath House, under the directive of Community Resources for Justice (CRJ) is a comprehensive residential community pre-release house for female offenders. This pre-release program offers a continuum of services provided at the HOC, including substance abuse treatment, life skills and job readiness training and assistance in securing employment and housing.

Community Supervision

In a pre-release classification level, inmates/detainees may be monitored and supervised in their home setting. The objective of community supervision is to mentor and manage. The goal is to prepare inmates/detainees to integrate with additional structure and guidance.

Transfers

Inmates/detainees committed to the Department may be transferred to another correctional facility for security consideration, to relieve overcrowding, or for any other reason deemed appropriate by the Superintendent or his/her designee.

Transfers are based on the needs of the institutions involved, both the sending and the receiving institutions.

Inmates/detainees may request to transfer to another county facility by completing an official Department Transfer Form. The form should be forwarded to the ADS/Custody Assessment through your caseworker.

PROGRAMS AND SERVICES

Inmate Legal Services (ILS)

The ILS office is available to assist you in securing access to the courts. However, if you have an outside attorney in a case, we cannot give you legal advice in that case; your outside attorney becomes the means to secure court access.

There is a law library available, on the ground floor of Building Three for your use according to your unit schedule. Once your legal request is completed place it in the mailbox in your unit or in the blue legal box in the main library. When writing out a legal request, please state the specific facts in order to get a speedy response. Also, always put your name, booking number and unit on all correspondence, as another inmate may have a name similar to yours. ILS will respond in writing or in person as appropriate.

Inmates/detainees are not allowed to provide legal counsel to other inmates/detainees and will be subject to discipline.

If you are indigent and upon proof of such, ILS will provide the additional postage for any legal mail going to a court, lawyer, government agency or elected official.

Inmates and detainees may access stored legal materials by submitting a request through their caseworker.

Notary Services

Once a week at a scheduled time, ILS performs notary services in its office on the ground floor of Building Three on a "no appointment needed" basis. Sentenced inmates in general population are allowed to attend this "no appointment needed" notary session only with documents that commonly need to be notarized. All others need to send a written request for notary services to ILS, explaining what document needs to be notarized.

Education

Joining education programs is based upon course availability, your needs based upon your educational aptitude test and your ISP. The following is a list of current educational programs:

- *Adult Basic Education* (ABE) This program is for inmates/detainees who have trouble reading. ABE teaches basic reading skills and improves comprehension for those who already read but have difficulty understanding what they read.

- *English as a Second Language* (ESL): This program is for people who are not native English speakers. It will improve reading, writing and speaking skills.
- *Title I* (for 17-21 yr. olds): These are classes, usually General Education Diploma (GED) for younger students.
- *SPED:* These classes are pre-GED and GED classes for those who are under 22 years of age and have an Individual Education Plan (IEP) from your last school.
- *GED:* These are classes to prepare students to take the GED exam, which is given inside the institution three times each year.
- *Psychology*: This program is college-level for those who want to learn about behavior and how the mind works. You must already have a diploma.
- *Adult Diploma Program*: This program will earn you a Boston Public high school diploma. It deals with adult tasks and involves a lot of writing.
- *Freedom from Violence*: This program is for inmates/detainees who want to learn about the roots of violence, as well as its effects. It offers alternatives to violent behavior.

Vocational Programming

In general, participation in vocational programs is based on each inmate's ISP. There are a number of skill-based training programs offered including, but not limited to, the following:

- *Basic Keyboarding*: using the self-directed Mavis Beacon Typing tutorial system a student may progress to a higher level of skill in computer literacy after 48 classes.
- *Computer Literacy*: designed to familiarize students with more advanced computer concepts than basic keyboarding and provide advanced training in a variety of software applications.
- *Desktop Publishing Program*: using Macintosh G4 computers learning Adobe Photoshop, Quark Express and other applications utilized in today's printing industry
- *Graphic Technology Program*: entry level program designed to expose the student to basic procedures necessary to develop, bind, finish and market a product. Training is consistent with current industry practices and includes exposure to the 234-color press, 600 Hamada and 612 Hamada presses.

Food Service Sanitation Certificate Program: provides instruction in regulations governing sanitation and prepares the student for entry-level employment in the food service industry. The NIFI (National Institute of Food Service Industry) certificate is awarded upon passing an examination.

Library

With the exception of segregation units, the library is open to all inmate and detainee units for reading and borrowing of books Monday through Friday during the scheduled out of unit recreation periods (library schedules are available in the library and in the housing units).

Library services will be brought to women and men housed in segregation or the medical housing units on a scheduled basis. There are copies of the latest best sellers, daily and weekly newspapers, magazines and law books. Note: If you wish to have books sent to you, they must come either directly from the publisher or through an internet distributor such as Amazon.com All other books received will be returned to sender.

Caseworker

Each inmate is assigned to a specific caseworker during the course of your stay at the HOC. Your caseworker will assist you on a number of issues, including formulating and complying with your Individual Service Plan (ISP) which will include mandatory and recommended programs that address

substance abuse, anger management, parenting, education, life skills, job readiness and mental health issues. They will also make referrals to assist you post-release programs and coordinating a comprehensive discharge plan.

Your caseworkers will also assist you in handling other concerns you may have such as canteen, processing Speedy Trial Petitions (STP), earned good time and conflict resolution. Unless it is a validated emergency, Caseworkers do not pass along messages from your friends and family, nor will they make personal telephone calls for you.

Men's Programs and Services

Substance Abuse Treatment Unit

This is a substance abuse treatment program held in a treatment community unit. Inmates/detainees may earn up to ten (10) days of earned good time (EGT) for work, education and programming each month. The Classification Board will place you in the substance abuse treatment unit based on needs and on your desire to recover.

The program has individual and group meetings, as well as therapy and counseling. Each inmate must sign an agreement that you understand what is expected and will follow the rules of the unit.

Reintegration Unit

A unit designed with programming to help prepare inmates/detainees with their return to the community. Your caseworker can provide you with a description of the various workshops and programming opportunities offered within the unit.

Substance Abuse Programs

In general population and worker units, there are many programs offered such as *Twelve-Step, Narcotics Anonymous, Alcoholics Anonymous, Alanon and Latino Recovery.*

Violence Prevention Programs

There are several different violence prevention programs for inmates/detainees. Please see your caseworker for more information.

Common Ground Institute (CGI)

This program provides instruction in carpentry, landscaping, building maintenance and painting and awards a certified OSHA card upon completion of an examination. The student is required to attend classes in the morning and academic training in the afternoon over five weeks. Upon completion, the student would go to CWP for an additional five weeks and utilize the skills acquired in the shop outside on CWP crews. Upon graduation, a job counselor is available to help you locate and keep a job.

Women's Programs and Services

Women's Program Services aims to deliver gender-specific, individualized reintegration programming to **both detained and sentenced females at the Suffolk County House of Correction. All detained and** sentenced females are enrolled in a 3-phase program model that begins with Phase 1 or Orientation.

Orientation is a 1 day overview of the rules and regulations of the Department. Upon completing Orientation, detained and sentenced females immediately move on to Phase 2 where they participate in 2-weeks of daily psycho-educational workshops addressing 4 main topics: recovery; re-entry (life skills and job skills); domestic violence and anger management. After receiving a Phase 2 certificate of completion, inmates and detainees participate in the specific treatment programs of Phase 3. Considered the main component of Women's Program Services, Phase 3 program placement is determined by the results of comprehensive assessments and the development of an Individual Service Plan (ISP). Each woman receives an ISP at the conclusion of Phase 2 and is subsequently placed into longer-term programming that meets her individual needs. Phase 3 programs include recovery and relapse prevention; parenting; domestic violence; HiSET; job readiness; culinary arts; creative writing; art and yoga.

Women suffering from an opioid use disorder (OUD) may request to participate in the Medication Assistance Treatment (MAT) program. MAT would provide medically appropriate individuals the opportunity to continue or start one of three medications: Suboxone, Methadone or Vivitrol. Inmates/detainee may request this through medical, their caseworker or a referral form.

Phase 2 Programs

Boston Area Rape Crisis Center (BARCC): Understanding Sexual Assault and Coping with Trauma Workshop

Boston Public Health Commission: Opioid Overdose and Narcan Workshop as well as Healthy Child, Healthy Baby Workshop
Northeastern University School of Nursing: Women's General Health Workshop

Planned Parenthood: Sexual and Reproductive Health Workshop

Project Place: Interview Do's and Don'ts and Keeping the Job Workshop

Rosie's Place: Shelter and Housing Resources Workshop

Phase 3 Programs

Alcoholics Anonymous: Weekly meetings based on the principle of the 12 Steps and abstinence.

Alpha Course: A weekly workshop that supports recovery by exploring the meaning of life from a Christian perspective. The program is widely used in prisons and jails throughout the world and was first introduced to corrections in 1995.

Art & Spirituality: Facilitated by volunteers from Lesley University, this weekly class provides a space for women to reflect on their spirituality while making cards to send to loved ones.

Boston Healthcare for the Homeless Program: Weekly substance use disorder group and post release discharge planning services for women who are within 4 months of release and are homeless.

Boston Medical Center, Office Based Addiction Treatment (OBAT) Clinic: Post release medical and mental health appointments.

Culinary Arts: This 10-week class provides instruction on the fundamental skills of cooking from a

certified chef. The class meets 3 times per week and participants will receive a certificate at the end of the course.

Department of Children and Families (DCF): Department caseworkers will facilitate conversations and visits for women and their children with DCF social workers.

Family Nurturing Center: Weekly parenting group that discusses appropriate expectations of children, empathy for feelings and needs, non-violent discipline, appropriate family roles and empowering power and independence in parents and children.

Food Sanitation: This 21-hour, 7-week program provides instruction in the regulations governing sanitation where bacteria is found, how food becomes contaminated, which foods are potentially hazardous and methods for the elimination of those hazards. Upon successful completion of an examination, the student will receive a NIFI Sanitation Certificate (National Institute of Food Industry). This certificate is well recognized in the food industry and leads to employment in that field.

Gavin Foundation – Pathways to Recovery: Weekly substance use disorder group based on the MISSION program which provides evidence-based wraparound services to individuals with mental health and substance use issues. They provide clinical services in a group-based setting, as well as linkages to community supports.

HiSET: Held Monday – Friday, this class prepares participants to take the High School Equivalence Test (HiSET). Participants work on reading, writing, math, science and social studies.

LGBTQ Support Group: A weekly peer-support group for women who identify as LGBTQ

MIT's Education Justice Institute (TEJI): A 12 week college level course taught in the Suffolk County House of Correction by MIT Professor Lee Perlman. The class is composed of both incarcerated students and MIT students and explores the topic of non-violence through discussions on anger, conflict resolution, non-violent communication, compassion and forgiveness.

Mothers for Justice and Equality: Weekly financial literacy workshop with a focus on personal development and goal setting.

Narcotics Anonymous: Weekly meetings based on the principle of the 12 Steps and abstinence.

North Suffolk Mental Health Association –Relapse Prevention Group: This weekly group acknowledges that relapse is part of the recovery process and women need to establish supports, and resources to maintain sobriety. This group helps women to look at their own strengths and personal triggers and what individuals need to do to maintain sobriety.

Now You See Project & Therapy Dog, Indy: Now You See is a yearly project with the Suffolk County District Attorney that empowers victims of domestic violence and sexual assault to tell their story of courage and resilience through photography and words.

Indy is a therapy dog that works with high risk inmates housed in the medical housing unit as well as female inmates and detainees enrolled in the Phase 3 domestic violence program

Occupational Therapy: Weekly Occupational Therapy (OT) workshop that focuses on rehabilitation through improving one's ability to complete daily activities. Individual sessions with SCSD Occupational Therapist are also available.

Parents Helping Parents: Weekly parenting support group that encourages parents to talk about the problems they are having with their children and to learn new parenting strategies from each other.

Pastel Art: Weekly workshop where participants learn the fundamental techniques necessary to create soft pastel paintings and develop an understanding and appreciation for art.

Prison Yoga Project: Weekly yoga class that provides trauma-informed yoga and mindfulness practices as a means of self-empowerment and self-rehabilitation.

Project Place: Community Re-entry for Women (C.R.E.W.): Held Monday – Friday, this eight week program prepares women for re-entry through the delivery of life skills instruction, job readiness training and health care services. All participants will develop both a cover letter and resume and participate in a mock interview at the conclusion of the eight weeks.

Religious Services: Catholic, Protestant, Jewish and Muslim Religious Services are offered to those that are interested

RESPOND, Inc. – Domestic Violence: In partnership with RESPOND, Inc. and with support from a federal Victims of Crime Act (VOCA) grant, women's programming launched the first of its kind domestic violence program entitled S.A.F.E.R. in the fall of 2018. S.A.F.E.R. stands for Survivors of Abuse Feeling Empowered for Re-entry and is a unique collaboration between the Suffolk County Sheriff's Department and RESPOND, Inc. The program provides support in both individual and group settings for all victims of domestic abuse before and after release from custody. Domestic Violence Counselors provide emotional support, classes, court accompaniment, case management, and safety and discharge planning. The counselors also work closely with courts and other agencies connected to the participants.

UMass Boston-Massachusetts Prisoner Re-entry Mediation Program: Facilitated by trained mediators from community-based organizations, this program aims to prepare inmates/detainees for release by facilitating mediation sessions with loved ones that focus on building better relationships and solving problems. The program is confidential, voluntary and free.

Women's Bar Foundation: Facilitated by lawyers, these monthly education workshops provide information on criminal Law, family Law and CORI reform.

Writing Workshop: This weekly workshop will introduce and develop women's appreciation and understanding of literature and increase their confidence in their writing. Students will be prepared to write essays and express themselves in forms of poetry, prose and fiction.

Religious Services

You have the right to freedom of religious affiliation and voluntary religious worship, providing that the exercise of this right does not directly interfere with the security and discipline of the HOC.

Chaplains and volunteer ministers provide religious services and a schedule is available in your housing unit. Special requests regarding religious practice must be made in writing to your caseworker.

Clergy not directly affiliated with the Department may request authorization to visit you for the purpose of pastoral counseling by contacting a Department chaplain or the Supervisor of Volunteers and Religious

Services in advance. Such clergy will be asked to provide identification and credentials establishing his/her religious affiliation which must be verified with the affiliated organization prior to authorization.

Religious articles, including written materials, cannot exceed the allowed property limit. Wearing a religious article (including a medallion) is permitted when the article poses no significant threat of use as a weapon or an implement of escape and does not exceed $50.00 in value (proof of value of the article must be submitted prior to receiving authorization to wear it). Wearing of religious articles must conform to inmate clothing regulations.

Chaplains will not accept or pass along any personal items, money, mail or food. Items that are allowed must be delivered through the regular mail procedures.

Voting

All Inmates who are not currently serving a sentence for a felony conviction have the right to register to vote and the right to vote in local and statewide elections during their incarceration. Inmates must also be U.S citizens and Massachusetts residents.

Voter Registration Forms and Absentee Ballots applications can be requested through the unit caseworker at any time. The department along with community volunteers also facilitates voter registration drives prior to and during elections cycles.

Inmates may also vote without registering. Inmates may apply for an absentee ballot as a "specially qualified voter."

"specially qualified voter" is defined as a person (a) who is otherwise eligible to register as a voter, and

(b) (1) whose present domicile is outside the United States and whose last domicile in the United States was Massachusetts; or

(2) whose present domicile is Massachusetts and who is:

(i) absent from the city or town of residence and in the active service of the armed forces or in the merchant marine of the United States, or a spouse or dependent of such person;

(ii) absent from the commonwealth; or

(iii) confined in a correctional facility or a jail, except if by reason of a felony conviction.

Those eligible to register are encouraged to do so as this may allow them to vote at their local voting location should they be released from custody prior to an election date. Please note that when registering to vote, you should list your residence as the address you plan to live at after your incarceration, and not the Department facility address.

Any postage requirements that may be needed to mail your registration, ballot request or ballot shall be paid for by the department.

Inmates who are not Massachusetts residents who wish to vote in their home state's elections may request information from their caseworker or inmate legal regarding absentee voting rules in that state.

Please see your unit caseworker should you have any further questions regarding elections, voter registration or ballot applications.

Discharge Planning

The purpose of discharge planning is to help you do well after leaving the HOC. As you prepare to leave, think about
the services you will need in order to return to the community and not return to prison. Discharge planning will help you find those needs and secure those services from outside agencies.

All inmates/detainees should take part in discharge planning. Ask your caseworker for details.

There are three times during your sentence when you may request Discharge Planning:

- If you have already received parole.
- If you are within sixty (60) days of wrapping up your sentence.
- If you have a date to appear in court on a revise and revoke motion.

You can find help in the following areas: residential and halfway house placement, housing concerns, employment, education, health insurance and health-related concerns, IDs, Social Security, Mass Rehab, food stamps and food pantries, clothing, furniture, veteran's services, transportation upon release, arrangements with Probation and other law enforcement agencies and information on agencies that offer general help.

Parole

Parole is the release of an inmate before the scheduled end of his/her sentence. If eligible by law and paroled, you may serve the rest of your sentence in the community, provided you follow the terms of parole. Inmates serving a non-mandatory sentence of sixty (60) days or more may see the Parole Board after serving half of the term.

A parole packet will be mailed approximately three (3) weeks before the parole hearing date. This packet must be completed, signed and returned to the Parole office by in-house mail, please include police reports on current offenses. Police reports will be needed in cases of: assaults, sexual offenses, restraining order violations, guns and breaking & entering. A hearing will happen about three to four weeks before the date when parole becomes possible (half-time date). The board **will not** consider parole if criminal charges are still open. All cases must be resolved before the hearing. You have a better chance for parole if you participate in programs, education and job skills classes and remain discipline free.

During the hearing, you will be asked questions about the following: crime (s) for which you are now serving, your criminal record, issues you have had with drug and alcohol use, if you joined any programs during your time here and your plans after release. Inmates who seek parole should begin writing halfway house programs for acceptance well before their parole date.

The board will make one of three decisions:

- parole release (to home, long-term program, another state or ICE);
- deny parole; or

- postpone (for additional information, police reports, completion of in-house programs, investigation or another reason).

HEALTH SERVICES

The HOC clinic is open twenty-four (24) hours a day, seven (7) days a week. It offers routine and emergency care. If you have an emergency, tell your unit officer and s/he will get the medical staff. Only emergency care is given without first scheduling a meeting. It is up to the medical staff to decide whether a case is an emergency or not.

All inmates and detainees shall have a physical exam within fourteen (14) days of admission.

Sick Call Clinics

Sick call clinics are held in all housing units daily. In order to be seen during the clinic, you must deposit a sick call request slip in the sick call box in your unit. Please make sure to state your issue. All slips are picked up daily at 10:00 PM. You will be seen within twenty-four (24) and seventy-two (72) hours.

Clinics will be held based on your sick call report. Please check posting of the sick call boxes in your unit for exact times.

Medication Schedule

You are responsible to report for medication and wait in line at the following times:

7:30-9:00 AM 12:30-1:30 PM 7:00-9:00 PM (changes will be posted in the unit)

You must schedule an appointment for the following services:

Laboratory Testing	X-Ray
Eye Doctor	Dental Clinic
Mental Health *****	Dietician******

*****All mental health sick call requests are sent to the Mental Health Division. The Mental Health team schedules a review with the doctor.

******The dietician provides informational groups regarding nutrition. Special diets are drawn up by providers and reviewed by the dietician. The Department makes decisions on all non-medical diets. All meals are pork free.

Appeal of Medical Decisions

The Department aims to provide you with necessary medical care and works within state and federal guidelines. The Department knows that you may at times disagree with medical decisions. If this does happen, you are asked to speak with the health care provider and try to resolve the issue. If you have done this but are still unhappy, you may send a complaint in writing to the Health Services Administrator (HSA). You shall get an answer in writing within ten (10) days.

If you are still unhappy with the results, you may send an appeal of your medical issues to the ADS/Medical Services. You shall get a written answer within five (5) days. If you still are not satisfied

with those results, you may utilize the grievance process. Make note on the grievance form that you attempted to resolve the issue through the Medical or Mental Health Divisions and the ADS/Medical

Services so that your grievance will be investigated even though it has been more than ten (10) days since the date of event.

HIV/AIDS Services

All inmates/detainees must attend an HIV/AIDS education class. Support is available to anyone wishing to get more information about HIV/AIDS disease. Testing is offered to all inmates/detainees. If you need to talk to community-based agencies for additional HIV/AIDS services, case management is available. We may help you fill out forms, which will allow you to receive free HIV/AIDS medication upon discharge. A doctor who has special training provides medical care for HIV/AIDS disease. If you want to join the groups, get testing and/or use case management please contact the HIV/AIDS coordinator.

Medication Assistance Treatment

Inmates/detainees suffering from an opioid use disorder (OUD) may request to participate in the Medication Assistance Treatment (MAT) program. MAT would provide medically appropriate individuals the opportunity to continue or start one of three medications: Suboxone, Methadone or Vivitrol. Inmates/detainees may request this through medical, their case worker or a referral form.

Inmates/detainees that would like to participate **MUST** attend a minimum of two treatment groups/programs per week, provide a weekly random urine screen, follow their treatment plan, and all other program requirements throughout their incarceration. Participation in programming is **NOT** a guarantee you will be given medication. Any inmate/detainee suffering from a substance use disorder may participate in the treatment groups/programs. If you have any questions please speak with your case worker.

Please note: participants of MAT are not permitted by law to earn good time for the program. You must earn good time by participating in other programming and following your classification ISP.

INMATE/DETAINEE REQUEST

Inmates/detainees may place a request in writing for available services and programs. The requests are located at the officer's station. Request boxes are located in each unit. Inmates/detainees in need of assistance with such forms should seek guidance from the unit officer.

CONCLUSION

We hope that this guidebook has proven useful to you in understanding the services provided to you as well as what is expected of you during your stay. Again, please use this guidebook as a resource manual. If you have any questions or concerns not covered in this guidebook, please forward inquiries to your caseworkers and housing unit officers.

WORCESTER COUNTY SHERIFF'S OFFICE



Inmate Handbook

Effective July 2025

Lewis G. Evangelidis
SHERIFF

Jason Rives
SUPERINTENDENT

Worcester County Sheriff's Office, 5 Paul X. Tivnan Drive, West Boylston, MA 01583 508-854-1800

1. INTRODUCTION

The Massachusetts court system has ordered your confinement to the Worcester County Jail and House of Correction.

It is the responsibility of this facility to ensure custody, maintain control and provide care in a dignified, professional manner to all those who are confined here.

It is your responsibility to adhere to the rules and regulations necessary to maintain the orderly operation of this institution. Furthermore, it is your responsibility to work with the staff towards self-improvement in those areas labeled as problematic in society.

This Inmate Handbook is designed to guide you through your confinement step by step, providing you with information that will clearly show the rules, policies and procedures established to maintain the orderly operation of this institution.

You will also be given information regarding the availability of relevant programs, activities and work assignments.

Through the combination of controlled, responsible behavior and active participation in self-improvement programs, your return to society may be one that is both responsible and productive.

Information in this handbook is reviewed on an annual basis. If you have any questions concerning this handbook, please see your Inmate Support Counselor to answer your questions.

APPROVED: Jason Rives, Superintendent DATE: 12/3/2025

We urge you to take advantage of all programs that are made available to you with the expectation that they will improve your attitude and skills to such a degree that the possibility of re-incarceration is minimized.

WORCESTER COUNTY SHERIFF'S OFFICE

WEST BOYLSTON, MASSACHUSETTS

940.01 Orientation Handbook

TABLE OF CONTENTS

1. **INTRODUCTION** 2
2. **FACILITY INFORMATION** 6
3. **ADMISSION TO FACILITY** 6
4. **ISSUANCE OF CLOTHING & PERSONAL HYGIENE ITEMS** 7
5. **BOOKING/SENTENCE COMPUTATION/PAROLE** 9
6. **HOUSING UNITS** 9
7. **GENERAL ROUTINE** 11
8. **INMATE RIGHTS** 12
9. **CLASSIFICATION PROCEDURES** 12
10. **SOCIAL SERVICES** 13
11. **MEDICAL, DENTAL AND MENTAL HEALTH SERVICES** 14
12. **SEXUAL ABUSE/ ASSAULT** 17
13. **VISITING PROCEDURES** 18
14. **INMATE IDENTIFICATION NUMBERS** 18
15. **INMATE FUNDS** 18
16. **CANTEEN** 19
17. **RECREATION** 19
18. **RELIGIOUS SERVICES/RELIGIOUS ITEMS** 19
19. **LEGAL SERVICES** 19
20. **LEGAL TERMS** 20
21. **MAIL** 21
22. **FURLOUGH PROGRAM, WORK RELEASE PROGRAM, COAP AND ESCORTED LEAVE** 23
23. **INMATE PROGRAMS** 26
24. **EARNED GOOD TIME** 27
25. **TRANSFERS** 29
26. **SEARCH PROCEDURES** 29
27. **GRIEVANCE PROCEDURES** 29
28. **EVACUATION PROCEDURES** 30
29. **DISCIPLINARY PROCEDURES** 30
30. **INMATE TELEPHONE SYSTEM INFORMATION** 35

The Worcester County Sheriff's Department has a ZERO tolerance policy for criminal conduct, sexual abuse and harassment.

If you violate the laws or Sheriff's Department policies while incarcerated you could be prosecuted.

ZERO

TOLERANCE

FOR SEXUAL ABUSE AND SEXUAL HARASSMENT

RIGHT TO REPORT

If you, or someone you know, are experiencing sexual abuse or sexual harassment, the Worcester County Sheriff Office wants to know. We want you to report right away! Why? We want to keep YOU safe.

- It is our job! It is your right to be free from sexual abuse and sexual harassment.
- We want to conduct an investigation of the reported incident.
- We want to hold the perpetrator accountable for his/her actions.
- We want to provide YOU with relevant information and support services.

HOW TO REPORT

The Worcester County Sheriff's Office offers multiple ways to report sexual abuse and sexual harassment. Reports can be made anonymously.

- All inmates can universally access the WCSO Hotline at (508)854-1845.
- Report to any staff, volunteer, contractor, or medical or mental health staff.
- Submit a grievance or a sick call slip.
- Submit an in-house letter to the PREA coordinator, Lt. Devon Walker.
- A family member, friend, legal counsel, or anyone else inside or outside the facility can report on your behalf by calling (508)854-1845.
- You also can submit a report on someone's behalf.

VICTIM SUPPORT SERVICES

The Worcester County Sheriff's Office partnered with Pathways for Change (former Rape Crisis Center) to provide survivors of sexual abuse with emotional support services. To access these services, contact: 1-800-870-5905, or write: 588 Main Street, Worcester, MA 01608

The Pathways 24 hour Hotline is free, confidential, unmonitored and unrecorded.

2. FACILITY INFORMATION

The following address is the mailing and physical address of the facility:

Worcester County Sheriff's Office
5 Paul X. Tivnan Dr.
West Boylston, MA 01583

The main telephone number is: (508) 854-1800.

Transportation provided by local taxi-cab services is as follows:

Red Cab, Worcester	(508) 792-9999
City Cab, Fitchburg	(978) 345-4381
Leominster Taxi	(978) 534-5570
Southbridge Taxi & Cab	(508) 764-2500
Yellow Cab, Worcester	(508) 754-3211

Directions to the Worcester County Sheriff's Office:

From Boston: Mass Pike West to exit 11-A (I-495-N) to exit 25-B (140-N) On 140N go straight to first traffic light (approximately 1.8 miles) take left at the lights, Route 70-S for approximately 1 mile. Turn right on curve, this is Paul X. Tivnan Dr. Proceed over the top of the hill and at the middle of the hill going down is a sign for the Sheriff's Department, proceed to the jail parking lot.

From Springfield: Mass Pike East to exit 10 (Auburn) take I-290-E to exit 21 (Plantation Street) at the bottom of the ramp turn left, go to second traffic light. Turn right on 70-N (go approximately 1.6 miles) turn left on Paul X. Tivnan Dr. Go over the crown of the hill, take third left (approximately 8 tenths of a mile)

From Fitchburg: I-190-S to exit 5 (Route 140) turn left onto 140-S to Route 70-S, at Route 70 turn right, go approximately 1 mile then turn right onto Paul X. Tivnan Dr. Go over the crown of the hill and take third left (approximately 8 tenths of a mile)

From Worcester: Take I-290-E to exit 21 (Plantation Street) at the bottom of the ramp turn left, go to second traffic light and turn right onto Route 70-N, follow for approximately 1.6 miles then turn left onto Paul X. Tivnan Dr. Go over the crown of the hill and take the third left (approximately 8 tenths of a mile)

3. ADMISSION TO FACILITY

Individuals confined by a court to this facility fall into three categories:

- Those awaiting trial
- Those who are sentenced
- Pre-Arraignment arrestees ("Safekeeps")

Those inmates awaiting trial or awaiting sentencing are called "Pretrial Detainees".

As established by Massachusetts General Laws, Chapter 126, Section 4 (G.L. c.126, § 4), jails are used for the "detention of persons charged with a crime and committed for trial, committed to secure their attendance as witnesses upon trial of criminal causes, committed pursuant to a sentence upon conviction of a crime or for any cause authorized by law".

To clarify, if you are charged with a crime and unable to meet the bail established by the court, picked up as a defaulter or designated as a "no bail" by the court, you are confined to the Worcester County Jail and House of Correction until your next court date or until you satisfy the court established bail conditions.

Those inmates sentenced to a specific term are called "House of Correction" or "Sentenced" Inmates.

Those inmates convicted of an offense and duly ordered by the court to a period of confinement not exceeding two and one half (2-1/2) years on any single charge are said to be House of Correction inmates.

Transfers from other facilities shall serve their sentences in accordance to law and the policies and procedures of the Worcester County Jail and House of Correction.

The State Department of Correction will not accept any personal property except for legal material or documents. Inmates are advised to have personal property (cellphones, etc.) picked up prior to a final court date. In the event this is not done, the property will be disposed of according to property disposal guidelines.

Since January 1, 1999, the use, possession, or attempt to introduce any tobacco product or paraphernalia associated with the use of tobacco within any perimeter fence or inside any building on the grounds or under the control of the Worcester County Sheriff's Office (WCSO), or in any Sheriff's Office vehicle on or off facility grounds is prohibited.

Pursuant to the recent December 15, 2016 Regulation and Taxation of Marijuana, the WCSO also prohibits marijuana in the same manner as tobacco and also prohibits the consumption, display, production, processing, manufacturing, use or sale of marijuana and marijuana accessories on or in their property.

Violators may be subject to discipline, and/or criminal prosecution.

Each inmate is provided with an orientation to the facility, which includes at a minimum:

- written materials describing facility rules and sanctions
- explanation of mail and visiting procedures
- explanation of transportation options for visitors
- explanation of grievance procedures
- explanation of all fees, charges, or co-payments that may apply
- description of services, programs, and eligibility requirements
- information on how to access medical and mental health care
- identification of available pretrial release options
- Prison Rape Elimination Act (PREA) – Reporting procedures

4. ISSUANCE OF CLOTHING & PERSONAL HYGIENE ITEMS

Upon your arrival at the Worcester County Jail and House of Correction, your personal property and money shall be turned over to the Receiving Officer and you will be issued state property items. Your personal property will be safely maintained during your stay. Your money will be placed in an Inmate Financial Account and returned to you upon release. All funds placed in your Securus debit account will be available to collect at any Western Union retail/agent location. A Western Union fee may apply reducing your balance available for refund. Refund balances that exceed one hundred dollars ($100.00) require validation and will be made available at Western Union within 24 hours. Your refund will be available for collection for 90-days. No refund will be issued after 90-days. ONLY you can collect your refund. You may also use funds in your account to purchase items from the canteen.

When the above process is complete, you will be fingerprinted and photographed for identification purposes. At this time you will be issued an ID card that you are required to display in plain view at all times. If you lose or destroy your inmate identification card, you will be assessed a ten dollar ($10.00) fee. During the booking process you will be processed through the Body Scanner for contraband.

You will also be screened by a member of the medical staff and questioned about your mental health status. You have now completed the receiving process and are ready for initial classification and housing placement.

You may be permitted to retain the following property items as applicable to your security level:

Approved Amount	Approved Property	Sentenced and Pre-Trial	WR
	APPLIANCES		
1	Walkman w/headphones (canteen purchase)	X	X
1	AM/FM radio/alarm clock		X
	JEWELRY		
1	Wedding Ring (plain)	X	X
1	Medic alert medal or bracelet	X	X
	MISCELLANEOUS		
1	Hand held mirror (Facility issue)	X	X
1	Plastic Cup	X	X
10	Books,/Magazines/Newspapers (10 total)	X	X
12	Toiletry Items (12 total)	X	X
1	Foot Locker	X	X
1	Pair Eyeglasses (Physician ordered)	X	X
1	Sunglasses (Physician ordered)	X	X
MD Order	Hearing/Orthopedic/Prosthesis aids	X	X
Limited	Assorted Canteen Items	X	X
	Stationary/stamps/pencils/pens/ personal letters/ photos/newspaper clippings/ legal documents	X	X
	CLOTHING		
2 each	Sweatshirts/sweatpants (gray/blue)	X	X
2 each	Gym shorts/shirts (gray/blue)	X	X
1	Coat	X	X
3 pair	Footwear (any combination)	X	X
1	Belt		X
1	Hat	X	X
1 pair	Gloves	X	X
2	Facility uniforms	X	
3 pair	Socks (athletic)	X	X
3 each	Underwear/t-shirts	X	X
2	Blue denim shirts		X
2	Blue denim pants		X
3	Towels	X	X
2	Sheets	X	X
1	Blanket	X	X
1	Hygiene kit	X	X

An administrative fee of sixty-seven dollars and twenty-nine cents ($67.29), as a security deposit, will be frozen on your account for state issued clothing and other state issued property dispersed at intake. This amount will be returned to you at discharge, bail or expiration of sentence at which time all facility property must be returned to the officer who is processing your release.

Personal property will not be stored at this facility any longer than thirty (30) days after your release. You must indicate on the applicable form the method of retrieval of your property. Unclaimed property will be disposed of after 30-days. For further information, please refer to WCSO 940.02 - Property Control policy which is available through an Inmate Support Coordinator.

5. BOOKING/SENTENCE COMPUTATION/PAROLE

While you are being processed into the facility, the documents that legally commit you to this facility are also being processed by a member of the Records Department. It is the responsibility of the Records staff to record and maintain all paper work that is related to your initial confinement.

The Records Department will also house all records pertaining to your confinement at this facility. These records shall include such items as classification reports, disciplinary actions and other pertinent information.

If you are committed to this facility as a Pre-trial Detainee, records staff will note the charges, bail and your next scheduled court date. Records staff will schedule you twenty-four (24) hours in advance and you will be reminded of your court date by a Correction Officer the night before your appearance.

All bail releases must be processed through a clerk from the District Court. A Correction Officer in your housing unit can answer any questions regarding bail.

If you are committed to this facility as a "Sentenced" Inmate, records staff will note the charges, length of sentence and any further orders of the court. Further orders include such things as (but not restricted to) mandatory sentences, treatment referrals and any special conditions set by the court.

THE FORMULA USED TO DETERMINE THE LENGTH OF YOUR SENTENCE IS AS FOLLOWS:

Effective Date: This date represents the starting point of your sentence. Generally, it is the date you are confined to this facility.

Jail Credits: This figure represents the days spent in confinement while awaiting trial on the charge for which you were sentenced. Jail Credits must appear on the commitment paper or the Records Department will not give you this deduction. If you do not receive any Jail Credits that are due, you must petition the Clerk of Courts in the court that sentenced you. (Refer to MGL ch127 §129B) By subtracting any Jail Credits from the date of sentencing, you arrive at your Effective Date.

Maximum Date: This date represents the full term of your sentence.

Parole Eligibility: This date represents the date that you could be released from this facility to the supervision of the Massachusetts Parole Board. On a House of Correction sentence of sixty (60) days or more, you are eligible for release on parole following the completion of half of the full term of your sentence. It should be noted, however, that this is only an anticipated eligibility date for parole and it is not automatic. Parole eligibility for those serving state prison sentences is determined by Massachusetts General Laws.

6. HOUSING UNITS

Now that you have been committed and processed into the facility, you are ready for assignment into a housing unit within the facility. All housing areas are specifically designed to provide a safe, controlled environment so that an inmate is free from harm by other inmates or from himself. If it is determined that you do not have special housing needs, you will be assigned to a housing unit pending your Initial Classification Screening. You will be housed in an area according to your status: Pre-trial Detainee or Sentenced Inmate. Upon arrival at your housing unit, you will be assigned to a room or cell within that unit. This is your room or cell until told otherwise by a staff member. Do not attempt to change or trade your assigned cell location. If you have a need to move from your assigned room or cell location, see a Corrections Officer in your housing unit. Once in the housing unit, you will be on a regular routine status. Within twenty-four (24) hours or the next working day after arrival, an initial interview shall be conducted by the Classification Department to determine any additional or future needs. Within all housing units you are expected to adhere to the rules and regulations of the facility and those that are

specific to the housing unit in which you are located. Located in the last section of this Inmate Handbook is section 29 which deals with disciplinary procedures and infractions against facility rules. Additional rules of behavior and expected decorum are contained throughout this handbook.

Appearance: Proper attire will be worn at all times. It is expected that you wear your jail issued uniform or recreational attire (t-shirt and shorts) at all times in all areas of the facility. Only those clothing items outlined on the approved property list in Section 4 will be allowed for retention. Appropriate attire will be required throughout your stay at this facility.

Hygiene: Rooms shall be kept clean and orderly. You are expected to keep your bed made when not in use. Do not write or otherwise deface the room or you shall be subject to disciplinary action and/or required to pay damages. Windows or doors are never to be covered or obstructed in any way. You are responsible for your cell and all its contents. It is suggested that inmates accept the opportunity to shower when available to maintain personal hygiene. You must use only that shower which is located on your tier or floor. Haircuts are available in the housing units. See a Correction Officer in your housing unit to schedule a time. Appropriate hair lengths are recommended.

Laundry: Laundry services shall be available at least two times per week in all housing units. Schedules shall be posted in each unit for your information.

Cell/ Room Decorum: Only those items outlined on the approved property list shall be allowed for retention. Any excessive property which may be considered a safety or fire hazard will be confiscated as contraband. The display of personal effects such as photos, documents or other personal items shall be limited to areas identified by housing unit staff. The following inmate cell decorum guidelines are to be adhered to at all times:

- Inmates will be responsible for the cleanliness of their cells and the area immediately adjacent to their cells.
- Inmates will be required to make their beds and leave their cells in orderly condition prior to work/ education/ program call.
- All plumbing fixtures (sinks, toilets, etc.), all furnishings (bed, desk, wall hooks, etc.), cannot be painted or altered in any way, unless designated via policy. Decorum will remain the same for all cells/ rooms.
- Inmates will be required to use a headset or a jack while the TV or radio is in use. No homemade speakers are permitted.
- Footlockers will remain closed at all times.
- Nothing will be placed in front of the cell/room door.
- Inmates will not have in their possession any property that does not belong to them.
- All TV's and radios will be turned off when inmates leave their cells/rooms.
- Food will not be stored in the cells/rooms, other than a reasonable amount of canteen purchase.
- Inmates will be required to place any and all trash in the barrels.
- No curtains or window coverings will be allowed. Nothing will be allowed on the windowsill.
- There will be no alterations to the tier, cell/room or stairwell.
- Any maintenance deficiencies will be reported to the Housing Unit Officer.
- No rugs or floor coverings will be permitted, with the exception of a single religious rug used for prayer.
- There will be no tampering with or blocking of any locking device, door, gate or window.
- There will be no visiting in each other's cells/rooms. <u>No exceptions</u>.
- No vents in the cells or units will be blocked at any time.
- Personal photos, pictures, canteen items, and cosmetics are to be placed in the designated area marked in the cell.
- Clothing will be appropriately stored in designated areas.

- Nothing may be hung over cell bars or cell or room door windows to obstruct the view into a cell.
- Nothing may be hung between the top and bottom bunk or between the bottom bunk and the floor to obstruct the view.
- Clothes lines, of whatever material, are prohibited.
- Nothing may be hung on, or drawn, painted or scratched on any wall in a cell or room. Graffiti on any surface or fixture in a cell is prohibited.

Work Assignments: Pretrial/unsentenced inmates are not required to work except to do personal housekeeping (clean their cells). Pretrial/unsentenced inmates may be allowed to volunteer for work assignments.

Grooming: Inmates are allowed freedom in personal grooming except when a valid interest justifies otherwise.

Indigence: Inmate access to health care, programs, services and activities is not precluded by inability to pay.

- In all other matters to be considered indigent, your account must contain a total amount less than or equal to ten dollars ($10.00) plus the cost or fees to be waived, and additionally, at no time for the 60-days immediately preceding your request did your account contain more than ten dollars ($10.00) plus the cost or fees to be waived.
- In addition to the above definition, the Sheriff may, at his discretion, designate a Pre-trial Detainee as indigent if the inmate has less than two dollars ($2.00) in his account at the time of request, or in other circumstances as he deems appropriate.

7. GENERAL ROUTINE

The following is an overview of the routine of the facility as a whole. Alterations and/or variations in the daily routine may be found in the different housing units and will be explained to you upon your arrival at a new unit.

Meals: Meals are served on a regular basis covering breakfast, lunch and dinner. All meals are served within the housing units unless restricted for medical, disciplinary or administrative reasons. It is strongly recommended that you consume each meal as served to maintain proper physical health.

Counts: Counts are done on both a scheduled and unscheduled basis. You must stand and make yourself plainly visible to the Correction Officer conducting the count so that the Officer can complete the count without delay. Inmates delaying, interfering with or failing to stand up for a count are subject to disciplinary action.

Free-Time: During designated time periods, you are allowed to use the common dayrooms, watch television and use the telephones on a collect call basis. If so classified, this time is spent performing your job tasks or participating in self-help programs and counseling. Generally, the day ends with all inmates in their cells for the night by 9:30 P.M.

Telephones: All inmates will be required to record their voice for security purposes at intake. If the recording cannot be done it will be scheduled to be done as soon as possible. Telephones are available in all housing units and access is available to you any time you have tier time.

It is suggested that you keep the length and number of calls to a reasonable limit so that everyone will have equal access. Telephones will be secured during meals and lock-in periods.

All inmates are required to complete a “Telephone System Number Request” form that can be obtained from any correctional officer. Inmates are required to complete the form and place it in the facility mailbox. Incomplete information will result in disapproval of that number. False information will result in disciplinary action including suspension of all non-attorney telephone calls.

Incoming calls are not allowed and messages will not be taken except in cases of emergency such as serious illness, death or hospitalization of a family member. Should you have an emergency arise that requires a direct call, see a staff member in your housing unit who will contact an Inmate Support Counselor to assist you.

ALL TELEPHONE CALLS, EXCLUDING AUTHORIZED ATTORNEY CALLS AND THE PATHWAYS 24 HOUR HOTLINE, ARE SUBJECT TO ELECTRONIC MONITORING AND RECORDING. THIS INFORMATION MAY BE USED FOR ANY LAWFUL PURPOSE.

8. INMATE RIGHTS

It is the policy of this facility to ensure that all rights accorded to prisoners by the Constitution and laws of the United States and Commonwealth of Massachusetts are upheld. These rights include:

Legal Rights:

- Access to Courts;
- Access to Attorneys of Record; and
- Access to Legal Services and Materials.

Correspondence and Visitation Rights:

- Uncensored communications to or from Governmental Authorities;
- Uncensored correspondence to or from persons or organizations other than Governmental Authorities; and
- All visits will be non-contact visits unless designated otherwise.

Programmatic Rights:

- Access to basic medical and dental care;
- Freedom to practice religion and seek religious counseling; and
- Freedom from discrimination in access to work assignments and vocational programs.

Environmental Rights:

- Protection from personal abuse and corporal punishment;
- Protection from unnecessary force and embarrassment during searches; and
- Access to institutional grievance procedures.

Special Accommodations: Inmates who need a Special Accommodation (either medically or programmatically) can request a Request for Special Accommodation Form either in their housing unit, the medical unit, or from their assigned Inmate Support Counselor. Once this form is completed, it must be mailed (In-house) to the Captain of Inmate Services for review.

9. CLASSIFICATION PROCEDURES

Now that you have been processed into the facility, you are ready to be seen by the Classification Department. Classification is the process used to place inmates into the housing areas and program routines that are appropriate for their needs as well as the orderly operation of the facility. Generally, you will be seen by a member of the Classification Department within 24-hours of your arrival or the next regular work day. The Classification Officer will conduct an initial interview, requesting background information regarding you and your family and any prior court or incarceration history. The classification process is divided into two categories: Pretrial Detainees and Sentenced Inmates.

Pre-Trial Detainees: All pre-trial detainees awaiting trial shall be classified using a modified objective point based classification system. Under this system, a pre-trial inmate is not presumed to be a maximum security risk. Among the factors taken into consideration under this type of system are your age, educational background, employment background, outstanding warrants, history of institutional violence, escape history, prior felony convictions, prior disciplinary reports and a criterion for the

subjective determination of the Classification Officer. This subjective determination shall carry the same weight as the other individual factors. Consequently, you could be classified as a maximum security risk, but only if specific factors exist which justify that status. Following your initial classification, the Classification Officer will notify you of your permanent housing assignment while awaiting your next court date. If you are classified as a maximum or medium security risk, you will be housed in one of the housing units that have been designated for maximum or medium security. For additional information, please refer to Section 6 - Assignment to Housing Units.

PRE-TRIAL DETAINEES WILL BE SEPARATED FROM SENTENCE INMATES.
PRE-TRIAL DETAINEES MAY HAVE ACCESS TO LIMITED AVAILABLE PROGRAMS.

This classification system allows for periodic review and you have the right to appeal any decisions.

Sentenced Inmates: If you are a sentenced inmate, you shall be interviewed by a member of the Classification Department within twenty-four (24) hours of your admission to this facility, excluding weekends and holidays. The information provided in this interview will be used to determine your initial housing placement and a program routine that is appropriate for you and consistent with the orderly operation of the facility. The Classification Officer will ask questions about your general background such as your address, family history, work experience and education level. You will be provided information about your sentence such as your parole eligibility and release date as well as any special information that may apply to your sentence (mandatory sentence, court referrals, etc.). There are three security levels utilized for the placement into housing units:

1. MAXIMUM 2. MEDIUM 3. MINIMUM

The Classification Officer will inform you of the housing unit to which you will be assigned, taking into consideration your charges, length of sentence, community and family ties as well as previous criminal and institutional history. Visiting periods will vary depending upon cell/room assignment. Please see the housing unit officer. Finally, if the Classification Officer identifies any problems that require immediate attention regarding your security or health, the appropriate referrals will be made. The main purpose of any classification plan is to provide a systematic decision making process for the effective management of the inmate population. This process allows you access to facility services and reintegration resources.

The plan uses a team approach with input from facility staff and you, the inmate, to plan and track your progress through the system. All classification decisions are reached on the basis of specific criteria and are used to determine custody status, housing assignments and work/program participation. You may appeal any Classification Board decision by writing a letter to the Captain of Inmate Services within five working days of receipt of the Classification decision. Your adjustment will be monitored on a periodic basis from the time of commitment to the time of release. Through the cooperative efforts of the Classification and Inmate Support staff, as well as yourself, your confinement can be used to better yourself and ease your eventual return to society.

10. SOCIAL SERVICES

If you are a **Pretrial Detainee** and are in need of social services, this facility has a full-time staff of Inmate Support Counselors available to you. These Inmate Support Counselors can assist you with any problems that may arise during your confinement. Among the services provided are:

- Help in understanding the classification system
- Expediting referrals to appropriate services
- Answering questions about the bail process
- Providing legal phone calls at staff discretion
- Providing phone calls to secure bail at staff discretion
- Assisting you in periodic classification reviews

- Assisting you with personal or family problems
- Inmate accessible policies

If you are a **Sentenced Inmate,** you will be assigned to an Inmate Support Counselor from the Social Services staff. The Inmate Support Counselor will conduct an initial assessment within one week of your admission to this facility. The classification procedures will also be explained to you at the time of this initial interview. The Inmate Support Counselor will assist you through the classification process during your confinement at this facility. Among the types of Classification Hearings you will be involved with are:

Initial Hearing: The focus of this hearing shall be on development of an individual program for each inmate and the issues addressed include custody status, work assignment, program needs and furlough eligibility, if applicable. At the time of your initial hearing, you will be informed of your eligibility for possible movement to a lower security status. Lower security includes: Work Release, Furloughs, and Day Supervision (COAP). Also any statutory or policy limitations due to your sentence or offense shall be explained at this time.

Review: If you meet eligibility requirements, the focus of these hearings shall be to determine your suitability for outside work assignments, furloughs, work or educational release and placement into a day supervision program (COAP). These review hearings are also used to change your custody level and for placement into or release from an Administrative Management status. Reviews are held on a periodic basis, with up to a maximum of sixty (60) days between each review. If no formal classification review is required at that time, your Inmate Support Counselor shall submit a written progress report to the Classification Board. The purpose of this report is to update and monitor your adjustment and overall status as well as determine your fulfillment of prior classification decisions and recommendations.

Special Review: You may initiate a review with the Classification Board by submitting a written request to your Inmate Support Counselor. If you are confined in a special management area, you will be reviewed within seventy-two (72) hours, then every seven days for the first two months and every thirty (30) days thereafter dependent on your segregation status.

In addition to assisting you in the classification process, your Inmate Support Counselor will also be able to help you in understanding all areas of your confinement here. Your Inmate Support Counselor will assist you, as needed, throughout your confinement.

11. MEDICAL, DENTAL AND MENTAL HEALTH SERVICES

Receiving Screening: Upon your arrival to this facility - a qualified medical professional will conduct an initial receiving screen of your medical history to determine any special/medical needs that should be addressed during your time here. This will cover a range of matters, for example:

- Withdrawal and detoxification from drugs and/or alcohol
- Suicide risk and prevention
- Medication review and evaluation
- Chronic and/or acute medical issues
- Symptom screening for major infectious diseases

You will be required to sign a generalized informed consent to treat. This allows the contracted medical provider to provide medical care while you are here.

At the conclusion of your receiving screen, the qualified medical professional will determine if you need medical housing. If so, the classification staff will be alerted and you will be moved to a medical housing area for further monitoring.

Tuberculosis Screening: During your medical screening process you will be screened for Tuberculosis (TB). Tuberculosis is caused by bacteria that usually attack the lungs. If not properly treated this disease will be spread and can be fatal.

In order to be screened for TB you will be given a test called the purified protein derivative (PPD). This is done by injecting a dose of PPD just under the skin in your forearm. The test will be "read" 48-72 hours later by a qualified medical professional. If the medical professional determines that your test is positive, you will be scheduled for a chest x-ray to determine if you have active or latent TB.

If it is determined that treatment is medically necessary as a result of your chest x-ray, the Advanced Care Provider (ACP) will meet with you to discuss your plan of care. If treatment is needed it is extremely important that you continue with it when you leave the jail. Continued treatment outside of this facility will be arranged and monitored by the Department of Public Health.

Physical Assessment (Exam): Within fourteen (14) days of your arrival, you will be seen by an ACP and a physical assessment will be performed. Physical exams, all or in part, may be refused. Your refusal must be documented via a signed Medical Release of Responsibility. Testing for sexually transmitted diseases or HIV is provided upon request.

Accessing the Medical/ Mental Health Department

- Ask the housing unit officer for a Medical Services Request form and complete the form with the appropriate information. Place the form in the locked Medical Services box that is located in each housing unit.
- Medical sick call is held on a daily basis in the Medical Intake Building. In case of an emergency medical need, alert a staff member in your housing unit or your work/ program supervisor who will contact the medical staff. See the list of days below.
- Medication is distributed on a daily basis at regular intervals throughout the day. **INMATES MUST HAVE THEIR IDENTIFICATION AT MEDICATION PASS. NO MEDICATION WILL BE GIVEN OUT IF NO IDENTIFICATION IS SHOWN. NO EXCEPTIONS.**
- You should be ready to receive your medication when it arrives.
- You will be required to physically show that you have taken your medication.
- If you are found to be concealing medication, you will be subject to disciplinary action and the physician will be notified. Medication may then be discontinued.
- Educational pamphlets and materials regarding infectious disease, chronic and acute medical matter are available for reading in English and Spanish on a book cart and in the Medical Unit for distribution.

Access to Medical Treatment Information

The following types of medical care are available to you at the Worcester County Jail & House of Corrections:

Medication Pass: Daily

NOTE: If you are scheduled for court in the morning, you will receive medications prior to transporting to court.

Nurse/ Doctor/ Dentist/ Mental Health – Sick Call: In order to be seen by either a nurse or doctor, you must fill out an Inmate Health Service Request. These forms are available in each block from the medication nurse or the officer. Make sure that you complete the entire upper portion of the form by specifying what is wrong with you. In the space for "Housing," write in your location. After completing the form give it to the medication nurse or place it in the locked box marked "medical" on your block. Do not give the completed forms to the officer in the block.

Nurse Sick Call	Daily
Nurse Practitioner	Monday - Friday
Doctor Sick Call	Monday & Wednesday
Dentist Sick Call	Tuesday & Thursday
Psychiatrist	As scheduled by Mental Health staff

Private Doctor: If your private doctor has issued a prescription for medication or special medical treatments for you, you must sign a release of medical information so that the jail physician can review these orders and determine what is medically necessary during your stay at Worcester County Jail & House of Corrections.

Emergency Care: To be seen for an emergency medical problem, notify an officer in your area. The officer will notify the Medical unit.

Records/ Confidentiality: Your medical records are only for medical purposes. Confidentiality is applied to all medical records in the House of Correction/Jail.

Dental Hygiene:

- Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease.
- Bacteria in plaque combine with sugar in foods to cause cavities and decay teeth.
- Gingivitis is caused by bacteria in plaque collecting beneath the gum line and irritating gum tissue.
- If not removed, plaque hardens and turns into tartar, which also irritates gum tissue.

How to care for your teeth and gums:

1. Thoroughly brush teeth at least once daily.
2. Hold tooth brush at a 45 degree angle to your gum line.
3. Brush gently up and down using short strokes and covering a few teeth at a time.
4. Make sure to brush the top and both sides of the teeth including the back teeth.
5. Floss as recommended by the dentist.

Hygiene and Hand washing: Good basic personal hygiene and hand washing are critical to help prevent the spread of illness and disease. This is especially true in an institutional setting, such as jail.

Hand Washing: Keeping hands clean at all times helps prevent the spread of germs. Follow these steps to make sure you wash your hands properly:

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least twenty (20) seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

When to Wash Hands: Wash hands with soap and clean, running water:

- Before, during, and after preparing food
- Before eating food
- Before and after touching a cut or wound
- Before and after using the toilet
- After blowing your nose, coughing, or sneezing
- Before and after working out
- After touching garbage

Bathing/Showering: As with hand washing, bathing/ showering and overall good personal hygiene is essential in the prevention of infection and spreading of disease. Soap and showers are provided here for you. Please accept the opportunity to shower when available to help prevent infections and spread of disease.

MAT Program: The MAT (Medically Assisted Treatment) Program is an Opioid Use Disorder program providing a continuity of care for incarcerated individuals enrolled in community treatment at the time of incarceration. The contracted medication provider is responsible for confirming current community enrollment and approving or denying all referrals. The licensed, contracted vendor dispenses MAT medication. Additionally, mental health staff offer individual and group therapy.

HIV Clinic: The HIV (human immunodeficiency virus) Clinic includes a team of professionals trained in HIV testing, prevention, education, counseling and treatment. The contracted medical provided has a qualified medical professional that coordinates the HIV Clinic program here at Worcester County. The HIV Clinic Team provides confidential testing, assessment/ reassessment, treatment, health service planning, counseling, referrals, prevention and education services as well as after incarceration care planning.

Any and all of the HIV services may be provided at the request of the inmate. Please complete a "Medical Services Request" form that can be provided by the housing unit officer or the med pass nurse. Place the form in the locked box labeled "medical" in your housing unit.

12. SEXUAL ABUSE/ ASSAULT

As an inmate within the Worcester County Jail and House of Correction, any sexual contact with any person is expressly prohibited and all such incidents should be immediately reported. Any allegation or incident of sexual contact will be taken seriously. The Worcester County Sheriff's Office has zero tolerance for such offenses and each case will be thoroughly investigated and will remain open until the perpetrators are identified. All intentional acts of sexually abusive behavior or intimacy between an inmate and a Sheriff's Office employee, contractor or volunteer, or between an inmate and another inmate regardless of consensual status, are prohibited and the perpetrator shall be subject to administrative, criminal and/or disciplinary sanctions.

Inmates who report an allegation will be kept informed of the process and the results of the investigation. You have the right to serve your sentence without fear of being sexually exploited. Information may be passed on to any staff or contracted person. In addition, a telephone "hotline" has been set up through the inmate telephone system that will allow you to report any contact of a sexual nature with other inmates, staff, volunteers, or outside contractors. (See G.L. c. 268, § 21A) All inmates can universally access this number 508-854-1845. You do not need to place this number on your PIN list. Also any allegation that you make that is found to be false or made which, in good faith you could not have believed to be true will result in disciplinary action.

If you would like to make a report outside of the Worcester County Sheriff's Office, you can reach the Worcester County District Attorney's Office at:

District Attorney's Office
Worcester Superior Court
225 Main Street, Room G, 301
Worcester, MA 01608

Inmates are not subjected to personal abuse or harassment.

The Worcester County Sheriff's Office employs men and women in all capacities – security, civilian, and support staff. Inmates are expected to respect staff authority and duties and restrict their interaction with staff to a professional capacity.

Any inappropriate communication or conduct of inmates toward staff will be subject to investigation and possible disciplinary action. Inmates are encouraged to self-report acts prohibited by G.L. c. 268, §21A. This may include use of grievance forms or personal communication with appropriate staff. Inmates may also report an observed violation upon another inmate by these same means.

If you need to speak with a rape counselor, the Pathways For Change Organization has a toll free, 24-hour, confidential hotline: 1-800-870-5905. This number will be automatically put on your facility phone list to access. You can also write to Pathways at: 588 Main St., Worcester, MA 01608.

Authorized attorney calls and the Pathways 24 hour Hotline are free, confidential, unmonitored and unrecorded.

The facility's PREA (Prison Rape Elimination Act of 2003) Coordinator is Lieutenant Devon Walker, if you have any questions you can write to him VIA in house mail.

13. VISITING PROCEDURES

The Worcester County Jail and House of Correction encourages you to maintain ties with your family and friends through regular visits. You will be given the opportunity of having at least three visiting periods per week with at least one period on a weekday evening and one period on the weekend. Visiting periods shall be at least one hour in length, with individual visits lasting at least one hour as long as all visits can be completed within the time allotted for the visiting period. All inmates are required to complete an approved visitor request form. Only those approved visitors shall be allowed access into the facility. These forms can be obtained from any correctional officer. Certain housing units have different visiting times. All visiting schedules depend on the housing unit in which you live. See the schedule posted in your housing unit for your exact visiting times. For further information, please see WCSO 950.00 - Visiting policy or the Visiting Plan and Schedule which are available through an Inmate Support Coordinator in both English and Spanish.

14. INMATE IDENTIFICATION NUMBERS

Shortly after your arrival, you will be assigned a permanent identification number. This ID number is for your own use and should not be misused in any way. Misuse of your identification number may result in disciplinary action. If you are prescribed medication you will be required to present this identification to the nursing staff to receive your medication – NO EXCEPTIONS.

15. INMATE FUNDS

Upon arrival at the facility, an administrative fee of sixty-seven dollars and twenty-nine cents ($67.29) will be frozen in your account. These funds represent a security deposit for the cost of clothing/bedding issued by the Sheriff's Office and cannot be used for canteen purchases. This amount will be returned to you at discharge, bail or expiration of sentence at which time all facility property must be returned to the officer who is processing your release. Please note that for any releases from court, checks will not be available until the following day.

Money brought in by the inmate upon arrival is receipted on the inmate's personal property slip and then recorded in the inmate's account on the Keefe Financial System by Finance staff. Any funds other than cash or US Postal Service money orders shall be receipted on the property slip and forwarded to the property storage area.

Visitors can deposit funds into an inmate account by utilizing the Kiosk located in the Modular Complex Administration building lobby. The Kiosk will accept cash, debit cards and credit cards. United States Postal Service money orders may be mailed into the facility for deposit into an inmate account. DO NOT SEND CASH THROUGH THE MAIL. CASH WILL NOT BE ACCEPTED. Deposits can be made by phone utilizing a debit or credit card and calling toll free 866-345-1884. Deposits can also be made utilizing a debit or credit card via the internet at **www.accesscorrections.com.**

16. CANTEEN

The Worcester County Jail and House of Correction provides canteen service to all inmates for the purpose of purchasing items. You will be given the opportunity to purchase items from the canteen at least once a week, with the exact times varying from housing unit to housing unit. Purchases are limited to ninety dollars ($90.00) per week. To place an order for items from the canteen, you must have money available in your Inmate Financial Account. The procedures used to purchase items from the canteen are as follows:

- You will purchase items directly from the canteen by placing your order directly on your inmate tablet.
- Purchases are limited to ninety dollars ($90.00) per week, excluding major purchases such as clothing, radios, sneakers, etc.
- Upon receiving and verifying your order, you will be required to sign for it.
- Transgender inmates will have the option of getting female or male undergarments upon arrival. If an inmate wishes to buy more female undergarments, their ISC (Inmate Support Counselor) will help facilitate the purchase.

17. RECREATION

Recreational programs are provided as a means to expend energy in an acceptable manner. Inmates are encouraged to participate in a daily exercise program as a means of maintaining physical fitness. You will be provided at least one hour of time per day in either the gym or outside recreation areas. Outside recreation may not be available during the winter months or in the case of inclement weather. Proper attire must be worn to the gym and for outside recreation. Proper attire shall include:

- Jail Issued Clothing
- Gym Shorts/Sweatpants
- T-shirt/Sweatshirt
- Sneakers
- Socks

Any items that do not meet these requirements shall be considered contraband and will be confiscated, and you may be subject to disciplinary action. The care of sports equipment is the responsibility of each inmate. All equipment is to be returned to its proper location when you are finished with it. Abuse of or stealing equipment may result in disciplinary action and/or restitution. Each of the housing units has a common "Day Room" to which you will have access at various times during the day. These day rooms contain a television for common viewing and may also be used to play cards or table games. Staff in your housing unit can inform you of the schedule for leisure time within your housing unit.

18. RELIGIOUS SERVICES/RELIGIOUS ITEMS

Religious services are available in the Main Jail Chapel, the Programs Building in the Modular Complex, and the Annex. Religious services schedules are posted in the housing units. The following policy statement governs religious items:

An inmate shall be allowed to wear or use approved personal religious items. All personal items entering the institution shall be inspected for approval. The decision to allow the item to enter the institution shall be based on considerations of security, safety and good order of the institution. A determination may be requested from representatives of the inmate's faith group and/or other appropriate sources concerning the religious significance of the item(s).

19. LEGAL SERVICES

Access to legal documents and information is provided through several stationary and portable Lexis Nexis portals, located throughout the facility and accessible to all inmates. If additional legal information is requested, such as a legal form, the inmate may request it through the Inmate Support

Counselor. To access legal services, a Legal Services Request Form shall be filled out. Slips are available at every housing unit and in the Inmate Support Counselor's offices. Access to the terminal shall be made within a reasonable time from receipt of the initial request.

If you believe you have been the victim of a crime at the Worcester County Jail and House of Correction and would like to file a criminal complaint, you may do so utilizing one of the following manners:

1) Contact Special Services and request charges be filed on your behalf.
2) Contact a private attorney to file charges on your behalf.
3) Upon your release, you may file a criminal complaint with the Clinton District Court.

20. LEGAL TERMS

Any legal issues that arise while you are confined at this facility should be handled through your attorney. The following are some common legal terms that may be applicable to your confinement.

Appeals: Petitions to the Appellate Court are not allowed in cases when the defendant is sentenced directly to a house of correction. You do have certain other rights of appeal, however, through your attorney.

Bail: If, after your confinement to this facility, you are able to meet the conditions of bail established by the court, you may notify a staff member of your wish to be bailed. Records staff will then notify a member of the District Court Clerk's Office who shall be present to determine that all conditions of bail have been satisfied. The usual bail period set by District Court Clerks is 5:00 P.M. daily.

Bail Review: You are entitled to a bail review at any time during your confinement by a Superior Court Justice for the purpose of reduction of your bail. However, you are not eligible if you have appeared before a Superior Court Justice for the same purpose on the same case unless otherwise directed by the court. You may initiate this process by contacting your attorney.

Civil Process Papers: Occasionally, papers arrive for someone confined here who will be involved in a civil proceeding. This requires that a Deputy Sheriff personally serve these papers to you in hand.

Fines: If you are confined to satisfy an unpaid fine, the amount is reduced at a predetermined daily rate. Any staff member can notify you of the daily rate currently in force as established by the courts. Complete payment of the fine would result in discharge from the facility.

Indictment Waivers: If you are bound over to the Superior Court and do not wish for your case to come before the Grand Jury, you may request this waiver.

Revoke and Revise: Any action for a reduction in sentence must be initiated through your attorney in the form of a petition to the judge who sentenced you.

Speedy Trial: If you are serving a sentence in the Worcester County Jail and House of Correction and you are notified of an outstanding legal case (not including parole or probation violations), you have the right to apply for prompt disposition of the case. Upon confirmation that the Records Department is holding a warrant, indictment or information regarding pending issues, you may initiate the filing of a Speedy Trial Request by utilizing the Lawyer Assistance Program or Records Department dependent upon the legal action. Subsequently, the court may then order your appearance for disposition of this matter.

Warrants/ Detainers: These documents are issued by a court or other authorized agency to secure an arrest. If one is received while you are here, it will be confirmed through the Records Department.

21. MAIL

It is the policy of this facility to encourage constructive correspondence between inmates and their families, friends or other associates. The following procedures govern incoming and outgoing mail operations:

Incoming Mail: Mailroom personnel are responsible for all incoming mail. Mail is picked up and delivered to the mailroom every morning except Sundays and postal holidays. Disapproved correspondence shall be returned to the sender. Magazines, newspapers and periodicals sent directly from the publishers shall be accepted. Privileged mail, including legal correspondence, regardless of size, shall be accepted. All subscriptions shall be ordered by an outside source. Inmate's canteen account cannot be used to order subscriptions or books. All incoming non privileged correspondence will be photocopied for security reasons. A photocopy of the original correspondence rather than the original correspondence will be forwarded to the inmate. The original correspondence will be held for 30 days and then later destroyed. The following must be followed for incoming mail:

- The correspondence must be written in black or blue ink or in non-colored pencil.
- The letter must be written on white lined paper, free of stains, spills or discolorations.
- Envelopes must be pure white only.
- With the exception of stamps (that will be removed by mail room staff), envelopes must be free from all stickers, address labels, tape or other adhesives. The address and return address must be written or typed directly on the envelope.
- Drawings must also be in either black or blue ink or in non-colored pencil.
- Greeting cards must not be multi-layered.
- Mail received that does not conform to this policy will be returned to sender or sent to Special Services, even if a money order is enclosed.
- Incoming mail must be odorless with no scent or aroma

Mail shall be sorted according to housing unit, putting the inmate's appropriate cell number on the envelope. If the inmate is no longer incarcerated at this facility, the mail shall be returned to the sender unopened. Cancelled stamps shall be removed from the outside of all correspondence.
In the event an Express or registered/certified letter/package arrives at the mail room after business hours, the letter/package will be accepted the next working day.

With the exception of privileged correspondence, all incoming non-privileged correspondence and packages shall be opened with a letter opener to record the receipt of any funds enclosed for the inmate, verify and record the receipt of permitted personal property and prevent the transmission of contraband to an inmate. All contraband shall be removed including any uncancelled stamps contained in the envelope. The mail clerk shall forward the uncancelled stamps to the return address listed on the correspondence. In the event there is no return address, the mail clerk shall forward the uncancelled stamps to the inmate's property storage envelope.

United States Postal Service money orders may be mailed into the facility for deposit into an inmate account.

DO NOT SEND CASH THROUGH THE MAIL. CASH WILL NOT BE ACCEPTED.

Privileged correspondence shall be numbered with the correct cell number by the mail clerk, but left unopened until delivery to the housing unit. In the presence of the inmate, staff shall require the inmate to open the correspondence. Staff shall then inspect the correspondence for contraband. Upon completion of the inspection, staff shall be required to fill out and forward a Privileged Mail Receipt to the Mail Room for further processing.

When any non-privileged correspondence is disapproved for receipt, written notice shall be sent to the originator and the inmate explaining the reasons for disapproval. The originator has ten (10) days to appeal the decision to the Sheriff or Facility Administrator by filing a grievance.

Outgoing Mail: All outgoing correspondence shall be deposited into locked boxes located throughout the facility. The mail clerk shall collect outgoing mail each day except Sundays and holidays from each box after the incoming mail has been processed. With the exception of Sundays and holidays, any outgoing correspondence shall not be held for more than twenty-four (24) hours.

The mail clerk shall record all outgoing legal mail in the Offender Management System (OMS), stamp the mail if the inmate is indigent and then place it with the outgoing mail. Indigent inmates shall be permitted an unlimited number of postage free letters each week for privileged, confidential correspondence and three postage free letters each week for general correspondence. Any outgoing correspondence which does not contain the inmate's name, return facility and a stamp on the outside of the envelope (if the inmate is not indigent), will be rejected. Inmates who are not indigent may purchase stamps through the Canteen. Any outgoing mail that is rejected (i.e. incorrect postage, returned to sender) shall be treated as incoming mail for inspection purposes.

When any non-privileged correspondence is disapproved for mailing by an inmate, written notice shall be sent to the inmate explaining the reasons for disapproval. The inmate has the right to appeal this decision in writing to the Sheriff or Facility Administrator. Any outgoing mail that is rejected (i.e. incorrect postage, returned to sender) shall be treated as incoming mail for inspection purposes. Outgoing privileged correspondence from inmates may not be opened for inspection or otherwise impeded in its transmission if it meets the following requirements:

- It is addressed to a person listed under privileged correspondence.
- It includes the inmate's name and the facilities return address on the outside of the envelope:
  5 Paul X. Tivnan Drive, West Boylston, MA 01583

Forwarding Mail: Mail received for an inmate who has been transferred to or released from the facility shall be forwarded promptly whenever possible or returned to the sender. Forwarding mail forms shall be readily available for issue to inmates upon request who are scheduled for transfer or release from the institution. Inmates shall be responsible for notifying their correspondents and publishers of their subscriptions of any change of address. Mail for inmates who are on escape status shall be marked "Return to Sender" and returned to the post office. Where appropriate, return may be delayed until such time as appropriate law enforcement officials are notified. Change of address forms may be obtained from, completed and returned to the U.S. Post Office by family members or inmates upon release.

Disapproved Correspondence: Non-privileged correspondence may be disapproved for mailing or receipt by an inmate if the contents fall as a whole or as a significant part into any of the following categories:

- Information or materials which could clearly and reasonably be expected to encourage the use of physical violence or group disruption of facility operations.
- Threats of blackmail or extortion.
- Plans for sending contraband in or out of the facility.
- Plans to escape.
- Plans for activities in violation of facility policies, regulations or orders.
- Criminal activity or plans for criminal activity.
- Coded messages that are not reasonably decipherable by the reader which are in plain view.
- Descriptions of the making of any weapon, explosive, poison or destructive device.
- Sexually explicit material or material which features nudity which by its nature or content poses a threat to the security, good order, or discipline of the institution.

- Any publication that may interfere with the treatment and rehabilitation process at the institution.

Correspondence, the contents of which pose a threat to internal order and security or contemplate the commission of a crime, shall be forwarded to Special Services for investigation.

Envelopes containing contraband items not otherwise illegal will be resealed and returned to the sender. Contraband items, the possession of which is also illegal, shall be forwarded to Special Services for investigation. Whenever correspondence is refused for any of the above reasons, mailroom personnel shall fill out a Disapproval of Incoming/ Outgoing Inmate Mail form which shall be signed by the refusing mail clerk and delivered to the inmate. Disapproval shall not be based upon an employee's personal views of the merit of such correspondence. Further information is contained in the WCSO 948.00 - Mail and Communications policy which is available through an Inmate Support Coordinator.

Inmates Being Released: Notify the United States Postal Service by completing a change of address form. You are responsible for notifying your correspondents and publishers of your subscriptions of your change of address.

Keefe Commissary Network (KCN) Secure Mail Program: is a secure email service for inmates to communicate with friends and family. KCN's Secure Mail service allows inmates friends and family to log into the secure website www.accesscorrections.com in order to create a membership. Once membership is established, the customer is able to log-in using the secure website and send electronic mail to an inmate. The mail will be processed and once approved by the facility, the mail will be sent to an edge kiosk for the inmate to retrieve. The inmate will be able to send limited responses which will be monitored.

22. FURLOUGH PROGRAM, WORK RELEASE PROGRAM, COAP AND ESCORTED LEAVE

The Worcester County Jail and House of Correction offers several types of programs that serve to ease your reintegration into society.

Inmates confined for any of the following charges are **NOT ELIGIBLE** for participation in the Furlough Program, COAP to Discharge, Work Release Program, Educational Release Program and/or COAP:

Chapter 265

Section 13 - Manslaughter
Section 13B- Indecent Assault and Battery on Child under Age 14
Section 14 – Mayhem
Section 15 – Assault with Intent to Murder or Maim
Section 15A– Assault and Battery with Dangerous Weapon, victim 60 or older
Section 15B– Assault with Dangerous Weapon, Victim 60 or older
Section 16 – Attempt to Murder
Section 17 – Armed Robbery
Section 18 – Assault with Intent to Rob or Murder, Dangerous Weapon, victim 60 or older
Section 18A– Assault in dwelling house with Dangerous Weapon
Section 19 – Unarmed Robbery, victim 60 or older
Section 20 – Simple Assault, Attempt to Rob or Steal
Section 21 – Stealing by Confining or Putting in Fear
Section 22 - Rape
Section 22A- Rape of Child
Section 23 - Rape and Abuse of a Child
Section 24 - Assault with Intent to Commit Rape
Section 24B- Assault of Child with Intent to Commit Rape

Section 25 – Attempted Extortion
Section 26 – Kidnapping; Weapons; Child Under 16
Section 43 – Stalking

Chapter 266
Section 25 – Larceny by Stealing, victim 65 or older – subsequent offenses

Chapter 268
Section 16 - Escape, attempted escape
Section 19 - Suffering or Consenting to Escape from Penal Institution
Section 39 - Perjury, statements alleging motor vehicle theft (Subsequent Offense)

Chapter 269
Section 10A - Gun Control Law

Chapter 272
Section 17 - Incestuous Marriage or Intercourse
Section 34 - Crime against Nature
Section 35 - Unnatural or Lascivious Acts
Section 35A- Unnatural or Lascivious Acts with Child under Age 16

Mandatory Sentences
Not eligible while serving an applicable mandatory sentence.

Abuse Prevention Act 209A
Not eligible if a 209A has been lodged or violated.

Furlough Program: Any sentenced inmate is eligible for participation in the Furlough Program provided he meets criteria established by the WCSO 952.03- Furlough policy. Program suitability will also be taken into consideration based on institutional adjustment and prior criminal history. Furlough participation may be sought either through your scheduled Classification Review or through your Inmate Support Counselor. All Classification Board decisions may be appealed by writing a letter to the Sheriff. A response shall be provided in writing within ten (10) days from receipt of the appeal. Inmates serving state prison sentences are not eligible for furloughs except under emergency conditions approved by the State Department of Correction.

Victim/Witness Notification on File**:** Inmates who are the subjects of an approved CORI Certification, e.g., victim/witness notification, are not automatically excluded from participation; consideration will be given on a case-by-case basis, consistent with notification procedures and taking into account any victim/witness input received. You may be authorized to receive a furlough for the following purposes:

- To attend a private viewing of an immediate family member (father, mother, child, brother, sister or spouse) or your grandparent, uncle, aunt or foster parent if they acted as your parent in rearing you.
- To visit a critically ill relative (as defined above).
- To obtain medical, psychiatric or other social services when adequate services are not available at this facility and cannot be obtained by temporary placement in a hospital under G.L. c. 127, §117A and 118.
- To contact prospective employers.
- To secure a suitable residence for use upon release, parole or discharge.
- For other reasons consistent with the reintegration of a committed offender into the community.

When approved for participation in the Furlough Program, you will be allowed up to fourteen (14) days or 336 hours in a twelve (12) month period from effective date of approval.

If you are a transfer from another facility, you must serve at least sixty (60) days as a sentenced inmate at this facility and comply with all the above eligibility requirements (pending circumstances surrounding transfer).

Any violation of your furlough agreement will result in disciplinary action, criminal hearing or both and may also result in the loss of your furlough eligibility status. Your Inmate Support Counselor will inform you of the procedures used to grant furlough status.

Work Release Program: Participation in this program allows you to work at a job site in the community, earning regular wages which are kept in a special account until your release. The wages you earn while in the Work Release Program may be used to pay verifiable bills (child support, fines etc.), and to draw a weekly allowance for yourself. As a Work Release participant, you will also be required to pay a daily ten dollars ($10.00) fee for room and board that will be deducted from your account. Work Release eligibility/suitability requires that you:

- Have the approval of the Classification Board.
- Meet security classification criteria as established by the Sheriff's Office.
- Be a sentenced inmate within one year of parole eligibility or release date.

Victim/Witness Notification on File: Inmates who are the subjects of an approved CORI Certification, e.g., victim/witness notification, are not automatically excluded from participation; consideration will be given on a case-by-case basis, consistent with notification procedures and taking into account any victim/witness input received. Once you are classified for Work Release participation, you will be authorized for full-time or part-time employment within the community. All decisions of the Classification Board may be appealed by writing to the Sheriff within five working days of the Board hearing. A written response shall be provided within ten (10) days from receipt of the appeal.

You may not leave the Commonwealth of Massachusetts while you are in the Work Release Program. Participation in the Work Release Program will also include separate housing outside the secure perimeter of the facility. You may gain access to the Work Release Program through periodic classification reviews, filing a request to be seen by the Classification Board or filing a request through your Inmate Support Counselor. Prior to participating in the Work Release Program, you will be informed of the rules and regulations that apply to all inmates in the program. Any questions you have regarding these rules and regulations should be addressed to the Work Release Coordinator or any facility staff member. Failure to follow these rules and regulations may result in disciplinary action and, if applicable, prosecution through the courts. While participating in the Work Release Program, you will be subject to periodic checks at your job site as well as random urinalysis tests.

Correctional Opportunities Advancement Program (COAP): COAP is a community release program that is designed to allow your return to society in a controlled atmosphere. Participation in this program is an extension of your confinement to the Worcester County House of Correction and as such, you are subject to all the rules and regulations of this facility.

All Classification Board decisions may be appealed by writing to the Sheriff within five working days of board hearing. A response shall be provided within ten (10) days following receipt of the appeal.

Victim/Witness Notification on File: Inmates who are the subjects of an approved CORI Certification, e.g., victim/witness notification, are not automatically excluded from participation; consideration will be given on a case-by-case basis, consistent with notification procedures and taking into account any victim/witness input received. In order to be eligible for the COAP Program, you must meet the following eligibility criteria:

- You must not be a threat to society.
- You must be a sentenced county inmate within one year of parole eligibility or release date.

- You must meet minimum security classification requirements as established by the Sheriff's Office.
- Have a sponsor approved by the Sheriff or applicable ranking officer.
- Have approval of the Classification Board.

If you are a Work Release participant and meet all of the applicable criteria, you can expect to complete the last portion of your sentence as a participant in the COAP Program as a final step in your reintegration back to society. The COAP program is run with four main components:

1) Housing 2) Work or Education 3) Counseling 4) Drug and Alcohol Testing

These components are arranged between you and the COAP staff and must meet the eligibility criteria established by this facility. Your adjustment is monitored through the use of daily itineraries and an electronic monitoring device or a global positioning satellite (GPS) which requires that you wear monitoring equipment on your person at all times while in this program.

The housing component requires that you have a sponsor who agrees to provide you with a stable environment and abide by the rules of the COAP program. These rules include periodic visits by COAP staff.

Each participant in the COAP program will work with a counselor from the program staff to establish a set of goals that reflects the specific needs of that individual. These areas include such things as substance abuse counseling, substance abuse meetings (A.A., N.A., etc.), community restitution, a recreational program and individual and/or family therapy.

As a participant in the COAP program, you will have a unique opportunity to return to society as a responsible, contributing member. It is expected that you will work hard to make the necessary changes in your lifestyle that will help you reach this goal.

Escorted Leave: An escorted leave is used for the following:

- Emergency Leave in the event of a family emergency (death or critical illness of an immediate relative). You will not be given an escorted leave if your family does not wish to have you present. In the event of a death, you may be afforded the opportunity for a private viewing.
- Medical and community appointments if deemed necessary by the Medical or Social Services Department. These will be scheduled by the facility only.
- Community Programs where inmate speakers are sent into the community. An example is Prisoners against Alcohol and Drugs (PAAD). Participation in a program is based on your involvement in treatment programs as well as your adjustment in the facility and criminal record.

All those participating in an escorted leave are subject to the following rules:

- All state issued clothing shall be worn on all escorted leaves.
- You may be subject to a medical exam and/or urinalysis upon your return.
- Introduction of any contraband into the facility upon your return will make you ineligible for leave for the remainder of your sentence, and subject to possible further criminal sanctions.
- All those who are not furlough approved shall be handcuffed and/or leg shackled by the transporting officers.

23. INMATE PROGRAMS

Substance Abuse Services: Services are provided to all committed inmates in Worcester County House of Correction. These services are provided to any inmate who wishes to better understand how drugs and alcohol may affect his life; and are provided in different ways depending on the inmate's housing placement. All inmates have the ability to receive earned good time for successful participation in all programs. The following are the services provided.

STOP: Substance Treatment Opportunity Program. This program requires inmates to be in the program for a minimum of six months to receive a completion certificate. Inmates may be allowed to enter the program for a shorter period of time, but cannot leave with the completion certificate. Inmates may also remain in the program for another six months post completion. The program is designed with three phases, each being two months. Inmates may apply to stay after completion as a peer support and stay an additional six months. This treatment program incorporates individual counseling, education and group work. The program also has specialty groups which include; Parenting, Victim Impact, Anger Management and Nurturing. Outside speakers come in to speak to the Unit including AA/NA, Learn to COAP and the Worcester Art Museum. Inmates must have a Substance Abuse Disorder and show motivation to address their disorder. To apply for STOP, a letter of interest should be given to your Case Worker. Language and writing skills will be taken into account and accommodations will be made.

SHORT STOP: Substance Treatment Opportunity Program. This program requires the inmate to be in the program for three months. Upon completion, the inmate can move into the STOP program. This program has the same application requirements as STOP.

Housing Units: In most housing units inmates have substance abuse classes available. Housing units in which classes may not be held, will have homework available so they can still get earned time. These classes utilize evidence based curricula that addresses both substance abuse and criminality. Each inmate is encouraged to come to class at their assigned time in order to get the earned good time credit.

To receive Earned Good time credit, inmates must attend all scheduled classes during each month and actively participate. In housing units unable to accommodate classes, homework will be passed out each week and collected. In order to receive earned time all assignments need to be completed. Again, accommodations will be made for language and writing skills. In certain housing units, optional classes are held, including Anger Management, Relapse Prevention and Domestic Violence Awareness. Individual counseling may also be available for a substance abuse disorder.

Education: Sentenced inmates at the Worcester County Sheriff's Office will have access to educational programs, including, but not limited to: HiSET, ABE, ESOL, Life Skills, Basic Literacy, Computer Fundamentals, keyboarding, Creative Writing, Critical Thinking, CNC Machining/OSHA 10, and Culinary. Each inmate that is placed in a high school equivalency class will be given a MAPT to determine their education level. Once the educational levels are reviewed, the inmate will be placed in the appropriate class. The Education Coordinator shall administer the MAPT test.

Additionally, the Education Coordinator will counsel and transition new students using a Career Inventory Plan completed during orientation. Unsentenced inmates will be provided the opportunity to attend ABE, HiSET, and ESOL Classes. An Education Request Form must be submitted to the Education Department stating the class interested in enrolling. Once the Education Request Form has been received, the inmate will be notified of class time, day, and location.

Re-Entry Services: Each sentenced housing unit at the Worcester County Sheriff's Office shall have an Inmate Support Counselor assigned to the inmate. The Inmate Support Counselor shall meet with inmates who are scheduled to be released in sixty (60), thirty (30) and ten (10) days. During each visit, the Inmate Support Counselor can provide information and assistance with post incarceration reentry plans, including but not limited to: housing, substance abuse treatment, employment, release day transportation, health insurance and inpatient/ outpatient treatment. Additionally, if you have been granted a Parole reserve to a long term residential program, reentry staff will assist you in this effort.

The Reentry Resource Center, located in downtown Worcester services any inmate upon release. The reentry counselor will meet with inmates before release to discuss any needs that the inmate may need in the community.

24. EARNED GOOD TIME

Determination of Inmate Status: If an inmate is a new admission, the Records Supervisor shall review the mittimus to establish the inmate's length of sentence, offense and sentencing statute, awaiting trial credits where applicable and to review the sentence for compliance with statutory requirements. The Records Supervisor shall then compute the inmate's parole eligibility date and maximum term. All date computations shall be done in accordance with relevant statutes and case law. The Records Supervisor shall ensure that the computation of an inmate's initial dates is reviewed for accuracy and entered in the computer network and on the inmate's mittimus.

Upon an inmate's return as a parole violator, the Records Supervisor shall re-compute the inmate's sentence in compliance with statutory requirements. The Records Supervisor shall then enter the new dates on the inmate's mittimus, the Parole Revoke Computation form and in the computer network and then file the Parole Revoke Computation form with the inmate's mittimus. Inmate Support Counselors shall have the responsibility to inform the inmate of the adjusted dates.

Upon an inmate's return from an escape, the Records Supervisor shall re-compute the inmate's sentence in compliance with statutory requirements. The Records Supervisor shall enter the revised dates in the computer network and on the inmate's mittimus. Inmate Support Counselors shall have the responsibility to inform the inmate of the adjusted dates.

Prior to an inmate's transfer to another facility, the Records Supervisor shall ensure that the inmate's earned good time card, mittimus and sentence information are prepared for transfer with the inmate. The Earned Good Time Coordinator shall forward updated, earned good time information to the receiving facility as soon as possible. The Earned Good Time Coordinator shall also update earned good time information for those Inmates transferred from other facilities.

Upon receipt of a mittimus, an amended mittimus, additional sentence or subsequent revision in sentence, the Records Supervisor shall ensure the change in dates is reflected on the computer network and most current mittimus.

Earned Good Time Credit: Any sentenced inmate shall be eligible to receive Earned Good Time pursuant to G.L. c. 127, § 129D and these regulations for satisfactory participation and completion of a program unless the sentence under which the inmate is committed includes a mandatory minimum provision, in which case, the Earned Good Time cannot be applied until the inmate has served the mandatory minimum portion of that sentence.

Earned Good Time may be applied to any sentenced inmate who is serving a sentence greater than forty-five (45) days. Earned Good Time cannot be applied to sentenced Inmates serving weekend sentences. Once assigned, an inmate must successfully participate in a program/work assignment for a full calendar month to be eligible for Earned Good Time Credit.

Each sentenced inmate will be given the opportunity to earn up to ten (10) days per month. There will be three ways to earn Good Time:

1) Work Programs: Deductions totaling not more than two days per month may be awarded to an inmate who is successfully participating in one or more work programs or assignments.
2) Educational/Vocational Training Programs: Deductions totaling not more than four days per month may be awarded to an inmate who is successfully participating in one or more approved educational/vocational training programs.
3) Rehabilitation Programs: Deductions totaling not more than four days per month may be awarded to an inmate who is successfully participating in one or more approved rehabilitation opportunities.

Each inmate will have to demonstrate satisfactory performance and attendance in each area if they are to receive the four days deductions for each program that they attend.

The awarding of Good Time Credits for satisfactory participation will not exceed ten (10) days per month; however,

1) Inmates who complete a six month HiSET program, including all required pre and post HiSET evaluations will receive a one-time additional ten (10) day Earned Good Time Credit.

2) Inmates who complete a six month substance abuse program (STOP) will receive a one –time additional ten (10) day Earned Good Time Credit.

Those serving mandatory sentences or any portion thereof are ineligible. However, educational programs, rehabilitation programs and work project participation are strongly encouraged.

For Work Programs (Maximum two days per month): In each housing unit there will be jobs for every inmate on a rotating basis. In each housing unit each shift will have work opportunities available to them. In addition to your daily required housekeeping responsibilities, there will be work projects inside/outside of the housing units that will also be offered on an as needed basis. The SSO and Correctional Staff will be available to answer any questions related to work programs.

YOU WILL **NOT** EARN GOOD TIME FOR THE REQUIRED
DAILY CLEANING OF YOUR CELL.

Loss of Good Time: If an inmate is found guilty of a disciplinary infraction they will forfeit the ability to earn good time for that month and any month that disciplinary lock in time is served.

REMINDER: Inmates will not be able to attend educational or rehabilitative programs unless they have registered. All inmates must complete the screening process and evaluated for readiness and listed on the school or rehabilitative program roster. Pre-trial detainees are not eligible to earn good time credits.

25. TRANSFERS

If, for any reason, you wish to serve your confinement at another correctional facility in the Commonwealth of Massachusetts, you may request a transfer to that facility. You must initiate this transfer by filling out a Transfer Request Form which is available through your Inmate Support Counselor. Once you have completed this form, you may send it to the Assistant Deputy Superintendent of Classification or applicable ranking officer. Generally, transfers are accepted on a space available basis for security or humanitarian reasons. The Worcester County House of Correction Administration may also decide to transfer an inmate confined to this facility to another facility. This type of transfer is carried out at the discretion of the Sheriff.

26. SEARCH PROCEDURES

Frequently, unannounced searches are conducted of inmates, inmates' living quarters and other areas of this facility in order to ensure the safe and orderly operation of the facility. Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property and to prevent escapes or other disturbances. Searches will be conducted in a manner that will avoid unnecessary force, embarrassment or indignity to the inmates confined here. Each inmate who is detained at the facility shall be processed through the body scanner as part of the screening and search process.

27. GRIEVANCE PROCEDURES

The purpose of the Grievance Policy is to establish a process for inmate grievances concerning an incident, a condition of confinement or application of a facility policy, rule or regulation.

Inmates are encouraged to informally communicate any complaint to the Lieutenant or Captain (on any shift) from your housing unit. In some cases, grievances can be resolved informally. If you are not able to resolve your grievance informally, you may file a formal written grievance. Inmate Grievance Forms shall be obtained from any Lieutenant or Captain who shall make them available upon request, even if an

informal resolution is being attempted. Failure by a grievant to comply with the time restrictions imposed shall result with a rejection of the grievance or appeal.

The issue being grieved should be stated concisely. A grievance may only be filed concerning one subject matter. Information provided is to be limited to the facts involving the issue being grieved (i.e., who, what, when, where, why, how). Dates, times, places, and names of all those involved in the issue being grieved are required to be included.

A grievance shall be filed within ten (10) working days of the actual incident or situation or within ten (10) working days of the inmate's becoming aware of the incident or situation. Inmates shall complete and forward the form to the "Facility Inmate Grievance Coordinator" via in-house mail or outgoing mail. Inmates with a disability, literacy or language barrier may request that an officer or Inmate Support counselor assist them in completing and mailing the form.

No action will be taken against an inmate as a result of submitting a grievance unless the grievance threatens the secure and orderly operation of the facility or if statements made are knowingly false or misleading.

Upon receipt of the response to his grievance from the coordinator, an inmate may appeal the decision to the Assistant Deputy Superintendent. The appeal must be sent to the Inmate Grievance Coordinator and will be processed within three working days. The appeal must have a written narrative with why he believes the decision should be reversed or modified and attach the request to the "Grievance Response Form" in an appropriately addressed envelope by way of in house mail. Those areas which cannot be grieved are:

- Disciplinary Officer Decisions
- Classification Board Decisions
- Medical Decisions (Inmates cannot grieve medical decisions such as a diagnosis or a course of care/ treatment but can grieve denial of access to medical care)

No grievance will be accepted which is filed by a group of inmates or on behalf of a group of inmates. All written grievances must be filed by an individual inmate. All individuals involved in grievance investigations shall protect the confidentiality of any information related to the case and it shall be disclosed only as required in the conduct of proceedings related to the case. All information disclosed in the investigation will be held in strict confidence and disclosed solely on a need to know basis in order to investigate and resolve the matter. If an inmate needs to speak with the ADA Coordinator, arrangements can be made through any staff member. Inmates who have been released or transferred shall be allowed to file grievances and/or appeals in writing. Further information is contained in the WCSO 934.02 - Grievance policy which is available through an Inmate Support Coordinator.

28. EVACUATION PROCEDURES

During times of emergency such as a fire or other disaster, you are required to follow the instructions of the staff in your housing unit, job site or program area. Evacuation routes are posted at the front of each housing unit as well as in the common areas of this facility, such as the school or records areas.

STUDY THEM CAREFULLY!

Fire drills are occasionally held to ensure the prompt, efficient evacuation of the facility. These drills are to be treated as if an actual fire or other emergency does exist. When a drill does take place, you are to follow the evacuation procedures for the area in which you are located or as instructed by staff members in that area. Evacuation procedures are posted near the front of the area in which you are located, such as the visiting areas.

STUDY THEM CAREFULLY! FAILURE TO FOLLOW EVACUATION PROCEDURES AND/OR ANY ORDERS GIVEN BY THE STAFF WILL RESULT IN DISCIPLINARY ACTION.

29. DISCIPLINARY PROCEDURES

In order for this facility to maintain order and discipline, a set of rules and regulations dealing with inmate conduct has been established. This section will inform you of the rules in this facility governing your conduct as well as the penalties which may be imposed for violation of those rules. In general, all rule violations shall be handled through the staff Disciplinary Officer. However, if you are alleged to have committed a crime, your case will be referred to the Special Services Department for possible prosecution. If the initial investigation of the charges determines that formal disciplinary action is required, you will be notified that you must appear before the Hearing Officer. You will be permitted to be present throughout the hearing before the Hearing Officer EXCEPT:

- Where your presence would jeopardize facility security.
- When the testimony of other inmates must be given in confidence.

Where an inmate is illiterate or does not speak English, or where the issues presented are complex, the inmate shall be afforded the right to be assisted by a staff member designated by the Sheriff. You shall be permitted to call witnesses who have personal knowledge of the incident and/or present documents or other evidence on your behalf as long as:

- It does not jeopardize facility security.
- The witnesses are reasonably available and necessary to address the charge.
- Witness information is not repetitive.

Written or recorded statements may be requested from unavailable witnesses.

A written notification of the Hearing Officer's decision and disposition of the charge(s) shall be provided to you following the Disciplinary Hearing.

You shall have up to seven days from receipt of the decision to submit a written appeal of the decision of the Hearing Officer to the Disciplinary Officer. A decision to affirm, reverse or modify the decision of the Hearing Officer shall be made within five days following the receipt of the appeal. You shall be notified within 24-hours of the results. If you are found not guilty of an alleged rule violation, the Disciplinary Report shall be documented and removed from the permanent file.

A receiving officer shall issue all incoming inmates a copy of the Inmate Handbook which lists all inmate rules and regulations. Inmates shall sign a receipt for the handbook which shall then be forwarded to the Records Department for filing in each inmate's file. A Spanish interpretation of the Inmate Handbook is available from an Inmate Support Counselor upon request. Any inmate who is unable to comprehend the rules and regulations will be provided assistance.

The following are the categories, the offenses found in each and the sanctions that may be imposed by the Disciplinary staff for any rule violation. The following acts are prohibited; commission by an inmate shall constitute a disciplinary offense:

#	ACT	Minor	Major
(1)	Disobeying an order of, lying to or insolence toward a staff member	X	X
(1A)	Failure to comply with verbal orders during any facility emergency	X	X
(2)	Violating any facility rule or regulation, or any other rule, regulation or condition of facility community based program.	X	X
(3)	Failure to keep one’s person or one’s quarters in accordance with facility rules.	X	X
(4)	Being out of place	X	X
(4A)	Being in an area not authorized, out of bounds	X	X

#	ACT	Minor	Major
(5)	Unexcused absence from, willful failure to properly perform, or refusal to accept a work assignment, housing assignment or program.	X	X
(5A)	Refusal to accept housing or cell assignment	X	X
(6)	Counterfeiting, forging, misrepresentation on or unauthorized reproduction of any document, article of identification, money, security, or official paper.	X	X
(6A)	Tampering with any inmate ID bracelet, swapping ID bracelets with another inmate, or failing to properly display inmate ID bracelet	X	X
(7)	Tampering with or blocking any locking device, door, gate or window.		X
(7A)	Possession, manufacture, or introduction of any key(s) or item used to gain entry to a secure area		X
(8)	Conduct which disrupts or interferes with the security or orderly running of the facility.	X	X
(9)	Escape, attempted escape, or possession of escape tools.		X
(10)	Manufacture, possession, introduction, or use of any unauthorized controlled substance, alcoholic beverage, tobacco or marijuana product, or associated paraphernalia.		X
(11)	Misuse of authorized medication, including the unauthorized accumulation of prescribed medication.	X	X
(12)	Refusal to take a breath/urine test.	X	X
(12A)	Tampering with or altering a urine sample, or ingesting any substance which hides or causes an inaccurate reading on a urine test	X	X
(13)	Gambling	X	X
(14)	Participating in or encouraging a riot, work stoppage, hostage taking or unauthorized group demonstration.		X
(15)	Possession, manufacture, introduction of a gun, firearm, explosive, ammunition, weapon, sharpened instrument, knife or tool.		X
(16)	Murder		X
(17)	Self-Mutilation	X	X
(18)	Fighting with, assaulting, or threatening another person with any offense against his person or property		X
(18A)	Fighting with, assaulting or threatening another inmate		X
(18B)	Fighting with, assaulting or threatening another person		X
#	ACT	Minor	Major

(19)	Use of obscene, abusive or threatening language, action or gesture to any inmate, staff member or visitors.	X	X
(19A)	Spitting, throwing of objects, materials, liquids, bodily excretions at another	X	X
(20)	Engaging in sexual acts with others.		X
(20A)	Indecent exposure		X
(20B)	Possession of sexual explicit material or pictures	X	X
(21)	Setting a fire.		X
(22)	Willfully destroying or damaging county or state property or the property of another person.		X
(22A)	Misuse of waste of state supplies or utilities		X
(23)	Unauthorized possession of property belonging to another person.	X	X
(24)	Possession of items, including money or currency, not authorized for retention or receipt by the inmate.	X	X
(25)	Giving money or any item of value to, or accepting money or any item of value from another inmate, a member of his family or his friend, without authorization.	X	X
(26)	Stealing	X	X
(27)	Giving or offering any official or staff member a bribe		X
(28)	Giving or offering any official or staff Member any item or service of value.		X
(29)	Extortion, blackmail, protection; demanding or receiving money or anything of value in return for any reason.		X
(30)	Charging or receiving money or anything of value, either directly or indirectly, from another inmate, a member of his family, or any other person for rendering legal assistance.	X	X
(31)	Wearing or displaying colors or any type of emblem, insignia or logo suggestion possible membership or affiliation with a gang, group, party or other association whenever such wearing or display may, in the opinion of the superintendent, pose a threat to the security, good order and safety of the facility, or unauthorized gang activity.		X
(32)	Violating any law of the Commonwealth of Massachusetts or the United States.		X
(33)	Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.	X	X
(34)	Assault and Battery on an employee (MGL c 127 s38b)	X	X

#	ACT	Minor	Major
(35)	Violation of any contractual agreement relating to classification placement or community based program		X
(36)	Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia.		X
(37)	Failure to stand for count	X	X
(37A)	Hiding, distracting, or interfering with an inmate count in any way	X	X
(38)	Making unauthorized telephone calls to persons outside the facility or within the facility	X	X
(39)	Passing or receiving contraband from another inmate, visitor, or employee regardless of the place	X	X
(40)	Smoking or possession of any tobacco or marijuana product	X	X
(41)	Tampering with any fire safety device, including but not limited to pull stations, sprinkler heads, extinguishers, and stand pipes	X	X
(42)	Tampering with, the destruction of or interference with any closed circuit video camera, lens, or other safety system	X	X
(43)	Tampering with any telephone or other means of official communication	X	X
(44)	Unauthorized, misuse, or tampering of any incoming, outgoing, or in-house mail	X	X
(45)	Failure to maintain proper or acceptable hygiene	X	X
(46)	Resisting a correctional officer's attempt to restrain or escort an inmate	X	X

Sanctions Upon Finding of Guilty: Upon a finding of guilty, the Hearing Officer may impose any of the sanctions singularly or in combination as categorized below; however, the sanctions shall be reasonably related to the severity of the offense(s):

For a minor offense or offenses:

Sanctions which may be imposed under informal resolutions:

- Verbal reprimand
- Written reprimand
- Loss of canteen, visiting, telephone (non-legal, non-emergency), inmate tablets, or non-mandated program privileges for not more than one week
- Extra work duty for not more than forty (40) hours
- Removal from work detail
- In unit lock-in for not more than seventy-two (72) hours
- Disciplinary Detention of not more than ten (10) days for all offenses arising out of one incident

NOTE: Disciplinary Detention for minor offenses shall be served in the inmate's housing unit or in a Special Management housing unit.

For a major offense or offenses:

Sanctions which may be imposed for major offenses:

- Additional loss of one or more privileges (canteen, visiting, telephone (non-legal, non-emergency), inmate tablets, or non-mandated program, etc.) for a specified period of time.
- Disciplinary Detention in a segregated housing unit for not more than ten (10) days for one offense, or thirty (30) days for all offenses arising out of one incident.
- Disciplinary Isolation for not more than ten (10) days for one offense, or thirty (30) days for all offenses arising out of one incident.

****Chapter 74 of the Acts of 2010**

CHAPTER 74 AN ACT RELATIVE TO ASSAULT AND BATTERY BY MEANS OF A BODILY SUBSTANCE UPON CORRECTIONAL FACILITY EMPLOYEES AND EXPANDING THE PROHIBITION ON THE DISSEMINATION OF OBSCENITY.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Chapter 127 of the General Laws is hereby amended by striking out section 38B, as appearing in the 2008 Official Edition, and inserting in place thereof the following section:

Section 38B. (a) For the purposes of this section, "bodily substance" shall mean any human secretion, discharge or emission including, but not limited to, blood, saliva, mucous, semen, urine or feces.

(b) Any person in the custody of a correctional facility, including any jail, house of correction or state prison, who commits an assault or an assault and battery upon an officer or other employee, any volunteer or employee of a contractor in any such facility or any duly authorized officer or other employee of any such facility engaged in the transportation of a prisoner for any lawful purpose shall be punished by imprisonment for not more than 2 and one-half years in a jail or house of correction or for not more than 10 years in a state prison. Such sentence shall begin from and after all sentences currently outstanding and unserved at the time of said assault or assault and battery.

(c) Any person in the custody of a correctional facility, including any jail, house of correction or state prison, who commits an assault or an assault and battery by means of a bodily substance upon an officer or other employee, any volunteer or employee of a contractor in any such facility or any duly authorized officer or other employee of any such facility engaged in the transportation of a prisoner for any lawful purpose shall be punished by imprisonment for not more than 2 and one-half years in a jail or house of correction or for not more than 10 years in a state prison. Such sentence shall begin from and after all sentences currently outstanding and unserved at the time of said assault or assault and battery.

30. INMATE TELEPHONE SYSTEM INFORMATION

The Worcester County Sheriff's Office has implemented a Telephone Calling System through Securus, which includes the recording and monitoring of calls. All calls, excluding authorized attorney calls, and the Pathways 24-hour hotline are subject to electronic monitoring and recording. This information may be used for any lawful purpose.

In order to make calls, you must be enrolled in voice Biometrics.

The "Telephone System Number Request" form must be completed and approved.

You will use your assigned MSA number plus your birth month and day to make telephone calls. For example if your birth month and day is November 2nd, then your pin number to make all calls will be: MSA# 1234567 + 1102. You must use the full MSA number including all zeros. You must not share your assigned ID number or approved phone numbers with anyone else. Doing so will result in disciplinary action.

You may be allowed no more than seven telephone numbers authorized for personal use in the telephone system. You are limited to the amount of attorneys you can have on your authorized list in that you cannot exceed twenty (20) numbers in total, which includes up to seven personal numbers. You should choose those seven personal numbers which are most important to you.

The duration of each call shall be limited to thirty (30) minutes, after which point you will be disconnected.

The attorney numbers must be business numbers only, which will be verified through the Inmate Telephone Coordinator in the Special Services Department. Attorney calls will not be recorded or monitored.

CHANGES ARE <u>ONLY</u> ALLOWED EVERY THIRTY (30) DAYS.

(*Exceptions may be authorized by special request to the ADS of Special Services or designee*.)

Remember, if you do not complete and submit a form, you will not be able to place telephone calls.

3-Way calling is not allowed and may result in disciplinary action.

WORCESTER COUNTY SHERIFF'S OFFICE

5 Paul X. Tivnan Drive

West Boylston, Massachusetts 01583

INMATE TELEPHONE SYSTEM INSTRUCTIONS

TELEPHONE INSTRUCTIONS:

In order to make calls, you must enroll in voice Biometrics.

The "Telephone System Number Request" form must be completed and approved.

You will be limited to seven approved personal telephone numbers plus additional attorney telephone numbers not to exceed twenty (20) total approved telephone numbers. You should choose those seven personal numbers which are most important to you.

You will use your assigned MSA number plus your birth month and day to make telephone calls. For example if your birth month and day is November 2nd, then your pin number to make all calls will be: MSA# 1234567 + 1102. You must use the full MSA number including all zeros. You must not share your assigned I.D. number or approved phone numbers with anyone else. Doing so or using someone else's I.D. number will result in disciplinary action.

All calls shall be limited to **thirty (30) minutes**, after which point you will be disconnected.

TO PLACE A CALL:

Listen for prompt.

Press 1 for English or 2 for Spanish

FOR ALL CALLS:

Dial 0, followed by the area code and telephone number.

Enter PIN number.

Phone use is limited to the numbers you have provided on the request form.

CHANGES ARE ONLY ALLOWED EVERY THIRTY (30) DAYS.

(*Exceptions may be authorized by special request to the ADS of Special Services or designee*.)

Facility policy may limit duration of calls. The duration of each call shall be limited to thirty (30) minutes, after which point you will be disconnected. The system provides a warning tone approximately one minute before the call will be disconnected.

ATTORNEY CALLS

The attorney numbers must be business numbers only, which will be verified through the Lawyers Directory. Attorney calls will not be recorded or monitored.

*** All calls, excluding authorized attorney calls, and the Pathways 24-hour hotline are subject to electronic monitoring and recording. This information may be used for any lawful purpose.***

An Incarcerated Voter's Bill of Rights

1. You have the right to vote if:
   - You're a U.S. Citizen; and
   - You're at least 18 years old; and
   - You live in Massachusetts; and
   - You're NOT currently incarcerated for a felony conviction
2. You **STILL** have the right to vote, even if:
   - You're incarcerated for a misdemeanor
   - You're awaiting trial
   - You're convicted of a felony, but not yet sentenced
3. You have the right to vote while incarcerated, even if you're not currently registered to vote. You may vote from your last residential address before incarceration, even if you no longer live there.
4. You have the right to request an absentee ballot. Your absentee ballot application must reach your local election office five business days before Election Day.
5. You have the right to a secret ballot, and the right to fill out that ballot in private, without anyone else looking at your ballot.
6. You have the right to have access to a writing implement to mark your ballot.
7. You have the right to vote without intimidation, pressure, or influence. No one can force you to vote for or against a candidate, party, or ballot question.
8. You have the right to receive unbiased, nonpartisan educational materials to assist with your decisions.
9. You have the right to ask for help completing your ballot, from anyone you choose, if you can't fill it out yourself because of disability or language difficulties.
10. You have the right to return your ballot without interference. Your ballot comes with a pre-addressed, postage pre-paid envelope for returns. Make sure to return your ballot as quickly as possible, so it reaches your local election office by Election Day.

Elections Division
Secretary of the Commonwealth

You CAN Vote!

If you're a Massachusetts citizen, you have the right to vote if...

- **You're awaiting trial**
- **You're incarcerated for a misdemeanor**
- **You're awaiting sentencing**
- **You're on probation**
- **You're on parole**
- **You're NOT currently incarcerated for a felony conviction**

Ask us how to get your absentee ballot:

Elections Division
Secretary of the Commonwealth

Massachusetts Sheriffs' Association

Services & Goods / Fees / Commissary & Trust Fund Balances / Revenues & Expenditures Report

Fiscal Year 2025

Appendix B: Commissary Items

Order Form : UNASSIGNED ORDER FORM
Monday, January 12, 2026 @09:19

Name : _____ CIN : _____ Balance : _____

Block : _____ Tier : _____ Cell : _____

PERSONAL CARE PRODUCTS

0001	____	4OZ SHAMPOO	0.95
0010	____	ALBERTO VO5 SHAMPOO	2.10
0011	____	ALBERTO VO5 CONDITIO	2.10
0020	____	4OZ DANDRUFF SHAMPOO	1.00
0035		3 IN 1 SHAMPOO 16.5	4.13
0036		D&L PERM CREAM RLXR	9.18
0039	____	D&L PLUS RELAXER SYS	9.18
0040		MAGNIFICENT HAIR FOO	2.40
0048	____	COCNUT OIL HAIR&SCLP	2.02
0051	____	SOFTEE CONDITIONER B	2.02
0054		ELEMENTZ GEL FIRM HO	2.82
0055	____	PRO GLO GEL POMADE 4	2.10
0076	____	STYLING GEL 12OZ	3.50
0091		HEAD SHOULDERS SHP 6	3.95
0102	____	FORCE ANTIPERSPIRANT	2.21
0106		POWER UP A/P BLOOM	2.21
0116	____	SUAVE A/P DEODORANT	1.64
0118	____	FORCE A/P DEOD ROLL-	2.38
0123	____	.5 OZ. STICK DEODORA	0.77
0144		SURE ANTI-PERSPIRANT	2.04
0200	____	4OZ BABY POWDER	1.30
0201		BABY POWDER 15OZ	1.58
0203	____	JERGENS EXTRA HEALIN	7.14
0211	____	COCOA BUTTER LOTION	1.25
0216		COCOA BUTTER STICK 1	1.55
0250		HYDROCORTISONE CREAM	1.61
0251	____	ATHLETE FT CREAM TOL	1.65
0271		BLISTEX LIP OINTMENT	2.50
0273	____	LIP BALM	1.30
0320	____	REG MAGIC CREAM SHAV	5.75
0330		MAGIC PRESHAVE 3 OZ	3.10
0331	____	PRO-TECTION SHAVE CR	1.77
0350	____	AFTER SHAVE 7OZ	1.85
0361		ELEMENTZ 3-N-1 BODY	2.02
0362	____	DANDRUFF SHAMPOO/ALM	1.95
0397		NEXT1 COCOA BUTTER S	1.05
0412		3.5OZ DIAL ANTIBACT	0.85
0424	____	NEXT1 MOISTURIZING S	1.05
0426	____	NEXT1 SPORT BAR SOAP	1.05
0444		NEUTROGENA SOAP	4.00
0490	____	SOAP DISH	0.72
0517		SENSITIVE TOOTHPASTE	2.39
0519		COLGATE ANTICAVITY T	1.53
0520	____	2.7OZ COLGATE TOOTHP	1.75
0530		COOL WAVE CLEAR TOOT	1.86
0557		ANTISHANK TOOTHBRUSH	0.64
0572	____	COUGH & COLD RELIEF	0.39
0581		APAP(LIKE X STGTH TY	0.32
0583		IBUPROFEN 2 PK	0.32
0590	____	DENTURE TABLET	2.45
0595		2.5OZ EFFERGRIP	5.00
0640	____	ROLAIDS ANTACID X-TR	2.85
0669	____	SALINE NASAL SPRAY 1	1.54
0671		CHERRY COUGH DROPS-	1.39
0680		DAILY MULTIVITAMIN 6	3.11
0710	____	(BX) UNSCENTED TAMPO	11.88
0712		REGULAR MAXI PAD 24C	3.68
0720	____	FOOT POWDER 3 OZ	1.61
0760	____	COTTON SWABS 100CT B	0.97
0815		BRUSH FREESTYLE WOOD	2.28
0908		LT BERRY FROST LIPST	1.25
0910	____	BLACK MEGA PROTEIN M	2.27
0938		BRANDYWINE LIPSTICK	1.00
0970	____	ACRYLIC MIRROR	2.90
1343	____	MIRROR W/O MAGNET	1.58
1502		PEANUT CRUNCH 1.65 O	1.46
4229	____	SHAMPOO 15 OZ APPLE	2.10
4293	____	COAST BAR SOAP 4OZ	0.80

MISCELLANEOUS

5240		VITAMIN FISH OIL 120	8.97
0227		LOTION COCOA BUTTER	1.40
0654	____	PSYLLIUM POWDER_SUGA	10.95
0962	____	ALWAYS PNTYLNR-THIN	1.68
0999		BLANK CARD	0.53
1001		#10 STAMPED ENVELOPE	0.94
1010	____	REG. #10 ENVELOPE	0.08
1015		MANILLA ENVELOPE	0.25
1048	____	POST CARD STAMPED	0.32
1060	____	WHITE LINED PAPER PA	1.19
1062		50 CT PAPER PAD	1.57
1068	____	SECURITY FLEX PEN-BL	0.93
1070	____	SKETCH PAD 8.5 X 11	1.19
1081		COLORED PENCILS 12/B	2.29
1101	____	JUVENILE BIRTHDAY CA	1.65
1102		SYMPATHY CARD W/O ST	1.65
1103	____	BIRTHDAY CARD W/O ST	1.65
1104	____	GET WELL CARD - PAPE	1.65
1109	____	FRIENDSHIP CARD W/O	1.65
1115		ANNIVERSARY CARD W/O	1.65
1120	____	THANK YOU CARD W/O S	1.65
1121		SEASONAL GREETING CA	1.65
1123	____	SPANISH BIRTHDAY CAR	1.65
1124	____	SPANISH FRIENDSHIP C	1.65
1150		BIBLE	15.00
1151		HOLY KORAN	21.03
1217	____	KOSS HEADPHONES	4.84
1235		RADIO W/ HEADPHONES	20.00
1249	____	RADIO_DIGITAL AM FM_	16.92
1255	____	EAR BUDS	3.91
1305		PINOCHLE CARDS	1.47
1310	____	DOUBLE SIX DOMINOES	3.85
1315	____	CHESS SET W/BOARD	4.95
1320		CHECKER SET W/BOARD	3.50
1322	____	MAVERICK_PLAYING CAR	1.74
1400		GEN BOWL W/ID 24 OZ	0.93
1411		COFFEE CUP W/ HANDLE	1.36
1415	____	CUP W/LID 22 OZ WHIT	0.36
1432	____	BEIGE WASHCLOTH	0.93
1440		BATH TOWEL BEIGE	6.52
1455	____	SM DLX VELCRO SLIP-O	2.82
1456		MED DLX VELCRO SLIP-	2.82
1457		LRG DLX VELCRO SLIP-	2.82
1458	____	XLRG DLX VELCRO SLIP	2.82
1500		4XL MENS BOXER	8.07
1504		SM CREWNECK T-SHIRT	3.11
1505	____	MED CREWNECK T-SHIRT	3.11
1506		LRG CREWNECK T-SHIRT	3.11
1507		XL CREWNECK T-SHIRT	3.11
1508	____	2XL CREWNECK T-SHIRT	5.64
1509		3XL CREWNECK T-SHIRT	5.64
1529	____	SM WHITE MENS BOXERS	3.23
1530	____	MED WHITE BOXER	3.23
1531		LRG WHITE BOXER	3.23
1532		XL WHITE BOXER	3.23
1533	____	2XL WHITE BOXER	5.16
1534		3XL MENS BOXER	8.07
1540	____	TUBE SOCK (ONE SIZE	1.36
1625	____	SPORTS BRA SMALL	8.41
1627		SPORTS BRA LARGE	8.41
1628		SPORTS BRA XLARGE	8.41
1651	____	SZ 8 WOMENS PANTIES	2.26
1652		SZ 10 WOMENS PANTIES	2.26
1653	____	WOMEN''S PANTIES SZ	3.02
1654	____	SZ 12 RAWLINGS MARC	28.04
1721	____	SZ 6 MENS RAWLINGS M	28.04
1736	____	SZ 6.5 RAWLINGS MARC	28.04
1751	____	SZ 7 RAWLINGS MARC I	28.04
1752	____	SZ 7.5 MENS RAWLINGS	28.04
1753	____	SZ 8 RAWLINGS MARC I	28.04
1754	____	SZ 8.5 MENS RAWLINGS	28.04
1757	____	SZ 9.5 MENS RAWLINGS	28.04
1758	____	SZ 10.5 MENS RAWLING	28.04
1759		SZ 11 MENS RAWLINGS	28.04
1761		SZ 13 RAWLINGS MARC	28.04
1763	____	SZ 15 RAWLINGS MARC	28.04
1853		SZ 9 MENS RAWLINGS M	28.04
1854	____	SZ 10 MENS RAWLINGS	28.04
1855	____	SZ 11.5 RAWLINGS MAR	28.04
1856		SZ 12 MENS RAWLINGS	28.04
1857	____	SZ 14 RAWLINGS MARC	28.04
1875	____	MED DLX SHWR SHOE SA	2.82
2078		10/PK SUGAR	0.27
2214	____	10/PK SUGAR SUBSTITU	0.41
3838		MED GRAY BOXER BRIEF	2.34
3839	____	LRG GRAY BOXER BRIEF	2.34
3840	____	XL GRAY BOXER BRIEF	2.34
3841	____	2XL GRAY BOXER BRIEF	4.43
3854		SMALL SHOWER SHOE	2.82
3856	____	LARGE SHOWER SHOE	2.82
4796		BIBLE SPANISH REINA	9.50
5191	____	EARBUD_W/MICROPHONE_	9.02
5273	____	1.25 READING GLASSES	5.64
5274		1.50 READING GLASSES	5.64
5275		1.75 READING GLASSES	5.64
5276	____	2.0 READING GLASSES	5.64
5277		2.25 READING GLASSES	5.64
5278	____	2.5 READING GLASSES	5.64
5279	____	2.75 READING GLASSES	5.64
5280		3.00 READING GLASSES	5.64
5727	____	4XL CREWNECK T-SHIRT	6.45
7197	____	JAM SHORTS - NAVY 4X	9.12
7198		JAM SHORTS - NAVY 5X	9.12
7199	____	JAM SHORTS - NAVY 6X	9.12
7244		NAVY SWEATPANTS - 3X	13.71
7550		SZ 7 REEBOK ROYAL WH	44.23
7551	____	SZ 7.5 REEBOK ROYAL	44.23
7552	____	SZ 8 REEBOK ROYAL WH	44.23
7553		SZ 8.5 REEBOK ROYAL	44.23
7554	____	SZ 9 REEBOK ROYAL WH	44.23
7578		SZ 9.5 REEBOK ROYAL	44.23
7579		SZ 10 REEBOK ROYAL W	44.23
7580	____	SZ 11 REEBOK ROYAL W	44.23
7602		SZ 11.5 REEBOK ROYAL	44.23
7605		SZ 12 REEBOK ROYAL W	44.23
7623	____	SZ 13 REEBOK ROYAL W	44.23
7624		SZ 14 REEBOK ROYAL W	44.23
7634		SZ 10.5 REEBOK ROYAL	44.23
8038	____	RUNNING SHOE SZ9 REE	40.82
8040		RUNNING SHOE SZ10 RE	40.82
8054	____	MILK CHOC COVERED PE	1.83
8204	____	NAVY JAM SHORTS (M)	7.26
8205		NAVY JAM SHORTS (L)	7.26
8207		NAVY JAM SHORTS (XL)	7.26
8208	____	NAVY JAM SHORTS (2XL	8.85
8209		NAVY JAM SHORTS (3XL	8.85
8246	____	NAVY JAM SHORTS - SM	7.26
8378	____	BLUE SWEATSHIRT (MED	9.19
8379		BLUE SWEATSHIRT (LAR	9.19
8380		BLUE SWEATSHIRT (X-L	9.19
8381	____	BLUE SWEATSHIRT (XX-	12.59
8383		BLUE SWEATPANTS (MED	10.89
8384	____	BLUE SWEATPANTS (LAR	10.89
8385	____	BLUE SWEATPANTS (X-L	10.89
8386		BLUE SWEATPANTS (XX-	13.10
9097	____	3XL GRAY BOXER BRIEF	4.43

BEVERAGES

Order Form : UNASSIGNED ORDER FORM
Monday, January 12, 2026 @09:19

0475		HAWAIIAN PUNCH DRINK	0.22	2670		SPICY REFRIED BEANS&	1.77	6507		SLICED JALAPENO PEPP	0.53
2006	____	DECAF COFFEE (1-STIC	0.45	2707	____	CHOC CHIP CHEWY GRAN	4.32	6540	____	NUTRIGRAIN STRAWBERR	0.53
2015	____	KF FD COFFEE YELLOW	3.47	2709	____	PB CHOC CHIP CHEWY G	4.32	6600	____	FLOUR TORTILLAS 6CT	1.65
2017		MAXWELL HOUSE COFFEE	4.38	2717		SPANISH RICE W / CHE	0.97	6606		SALTED PEANUTS 1.75	1.00
2021		NON-DAIRY CREAMER 8O	2.25	2737		CHILI CHEESE FRITOS	1.00	6607		HOT PEANUTS 1.75 OZ	1.00
2034	____	TEA BAGS W/TAGS 100	5.40	2740	____	DORITOS COOL RANCH 8	2.01	6610	____	GV BAGEL PLAIN 4OZ	1.05
2041		FR VAN CAPPUCCINO 8	2.18	3037		MS ICED SHORTBREAD C	1.92	6612		GV CINNAMON & RAISIN	1.05
2070	____	S.S. HOT COCOA	0.35	3081	____	MOZZARELL CHEESE SNA	1.95	6673	____	RICE NOODLES	2.05
2110	____	N/S S.S FRUIT PNCH	0.28	3086	____	COOKIES OATMEAL RAIS	0.97	6741	____	BRUSHY CREEK CORN 7O	2.02
2120		N/S SS LEMONADE	0.28	3088		COOKIES CHOC CHIP 2.	0.97	6826		FRESH CATCH TUNA 4.2	2.78
2128		ASSORTED TEAS 18/CT	2.90	3343		HONEY NUT CEREAL 20O	4.43	6891		BC CHICKEN BREAST	4.45
2134	____	CHOC HEALTH SHAKE 2O	1.81	3389	____	BLUEBERRY NUTRI-GRAI	0.53	7518	____	HEREFORD BEEF TACO F	4.64
2136		VAN HEALTH SHAKE 2OZ	1.81	3435		HONEY BUN CHOC ICED	1.50	7667		FUDGE BROWNIE	1.35
2201	____	TANG BRKFST DRK 12 O	2.66	3559	____	PEPPERONI SLICED 3.5	3.34	7730	____	MISKETS PEANUTS CHOC	0.98
2331	____	KOOLAID-TROP PUNCH 1	2.54	3561	____	SAUSAGE CHORIZO 3.5O	3.34	8421	____	ML SPICY DILL KETTLE	1.14
2395		BOTTLED WATER 16.9OZ	0.97	3581		BC HOT SAUSAGE 1.625	1.58	8422		ML HOT CHILI & LIME	1.14
2396	____	PEPSI 20 OZ.	1.33	3583	____	BC SAUSAGE SALAMI 5O	2.62	8423	____	ML HORSERADISH CHEDD	1.14
2398	____	DIET PEPSI 20 OZ.	1.33	3585	____	BC REG SMR SAUSAGE 5	2.62	8988	____	YELLOW FIN TUNA STEA	3.30
2490		ROOT BEER 20OZ	1.33	3595		PEANUTS BUTTER TOFFE	2.86	9030		MISKETS CHOC&SUGAR C	0.98
2492	____	GINGER ALE 20OZ	1.33	3783	____	YELLOW RICE 2 OZ	0.93	9074	____	TERIYAKI CHICKEN NOO	1.71
2493		ORANGE SODA CRUSH 20	1.33	3800		SPICY BLACK BEANS 8	2.34	9078		PEACH RINGS 3 OZ	1.12
2502	____	HAWAIIAN PUNCH LEMON	0.22	3918	____	RIP N READY BEEF LOA	2.66	9116	____	MINI PRETZELS BUFFAL	1.75
2528	____	HAWAIIAN PUNCH BERRY	0.22	4056	____	PEANUT BUTTER SS 2OZ	1.05	9117	____	MINI PRETZELS JALAPE	1.75
4223	____	CITRUS DRINK MIX	2.54	4058	____	DOLLY MADISON GOLDEN	1.53	9120	____	SNACK MIX BBQ W/PEAN	2.06
4294		DAYS SODA GRAPE 24 O	1.09	4078		JUMBO FLOW CANDYBAR	0.80	9121		SNACK MIX SPICY 5 OZ	2.06
4308	____	PINEAPPLE SODA 24OZ	1.09	4113	____	NOODLES YAKISOBA CHI	1.58	9137	____	LEMON LOAF SNACK CAK	1.59
4870		TEA W/ LEMON 24OZ	1.01	4127		FC FISH STK IN CHILI	1.98	9138		CHOC CHIP SNACK LOAF	1.59
4871	____	LEMONADE 24 OZ	1.01	4128	____	FC FISH STK IN SMOKY	1.98	COMMISSARY ONLY ITEMS			
9139	____	COFFEE SINGLE VANILL	3.50	4185	____	APPLE DANISH 4.25OZ	1.40	9898	____	$1.00 MEDIA TIME	1.00
9140	____	COFFEE SINGLE HAZELN	3.50	4407		GRAPE JELLY 0.5 OZ 1	3.24	9899	____	$5.00 MEDIA TIME	5.00
COOKIES/CRACKERS/PASTRIES				4431		STRAWBERRY CHEESE DA	1.40				
3006	____	ZC VANILLA CREMES 14	3.40	4900	____	FC TUNA STK/THAI CHI	2.52				
3007		ZC DUPLEX CREMES 14	3.40	6013		CAJUN CHICKEN RAMEN	0.71	Signature: _____			
3020	____	OREO COOKIES 2.4 OZ	1.30	6018	____	TEXAS BEEF RAMEN	0.71				
3023	____	FLAMING HOT DORITOS	2.16	6026	____	CHILI RAMEN	0.71				
3033		MS PEANUT BUTTR CRMS	3.40	6046		CHICKEN RAMEN	0.71	Date: _____			
3040	____	MS ICED OATML COOKIE	1.61	6048	____	BEEF RAMEN	0.71				
3044	____	KEEBLER COOKIES 1.5O	0.50	6050	____	KF INST WHITE RICE 8	2.10				
3114	____	(BOX) SNACK CRACKERS	3.43	6051	____	KF INST BRN RICE 6.5	1.40				
3115	____	CHEEZ ITS CRACKERS 1	0.80	6052	____	HOT & SPICY VEG RAME	0.71				
3139		SALTINE CRACKERS - 1	0.50	6053		CAJUN SHRIMP RAMEN	0.71				
3146		CHEESE CRACKERS	4.00	6074		MACKERAL FILLET IN B	1.98				
3192	____	MS CAKE CREAM CHEESE	1.13	6079	____	WHOLE SHABANG ORIGIN	0.89				
3222	____	TOASTED PB CRACKERS	0.69	6094	____	L/S HOT & SPICY VEG	0.71				
3248		CINNAMON ROLL 4OZ	1.17	6100		ML POTATO CHIP 1.5OZ	0.89				
3309	____	RICE KRISPIE TREATS	1.05	6105	____	ML BBQ CHIP 1.5OZ	0.89				
3500		HONEY GRADE A 12OZ	5.24	6125		ML HOT BBQ CHIPS 1.5	0.89				
6346		ICED HONEY BUN	1.50	6126		SC & ONION CHIP 1.5O	0.89				
CANDY				6134	____	ML CARAMEL POPCORN	1.13				
4024		SOUR WATERMELON SLIC	1.12	6151		DORITOS NACHO CHS 8O	2.05				
4045		S/F DARK CHOCOLATE 3	2.70	6153		BUFF BLU CHS CHIP1.5	0.89				
4100	____	BTERSCOTCH DISCS4.25	1.30	6159	____	CHEETOS FLMN HOT1.75	1.00				
4131		BC BUTTER POUND CAKE	1.59	6167		CHEETOS CHEESE 2OZ	1.00				
4145		STARLITE MINTS 3.75O	1.30	6173		BC CHILI W/BNS 11.25	2.58				
4155	____	SUGAR FREE ALL STARS	1.30	6174	____	HOT CHILI W/BNS11.25	2.58				
4797		STARBURST CHEWS 3.5O	1.74	6183		SMOKD CLAMS/OIL 3.53	2.50				
FOOD/SNACK ITEMS				6190	____	FISH STK GRN CHILI/O	2.14				
1252	____	CANDY BAR DARK CHOC	1.89	6191	____	SALMON FLK/WTR 3.53O	2.02				
1306		CANDY BAR CHOC ALMON	1.89	6234		CORN NUTS RANCH 1.7	1.36				
1947		CANDY BAR PECAN BACK	1.89	6262		MAYONNAISE 10PK 9GR	1.05				
1951	____	CANDY BAR CHOC CARAM	1.89	6263	____	MUSTARD 4.5 GR 10/BA	0.52				
1953		STRAWBERRY TOASTER P	3.63	6264	____	KETCHUP 10/BAG 9GR	0.85				
1983	____	TOASTER PASTRY BROWN	3.63	6294	____	BC PASTA SAUCE 4OZ	1.05				
2009	____	CHEDDAR CRISP SOUR C	1.03	6320	____	BEEF & CHEESE STICK	1.09				
2023		PEANUTS CHOC CARAMEL	1.83	6358		HONEY CONDIMENT 9GM	0.21				
2044		FR VAN CREAMER 6.75O	2.10	6421		KFT RANCH DRESSING S	0.64				
2047	____	MINI PB CUPS 5 OZ	1.83	6428	____	CHEDDAR CHEESE SQZ 2	1.05				
2103		INSTANT OATMEAL REGU	0.64	6429	____	JALAP CHEESE SQZ 2OZ	1.05				
2438	____	OATMEAL MAPLE BRN SG	0.64	6430	____	CEREAL FRSTED FLK 1O	0.72				
2550	____	PDF NONFAT DRY MILK	3.75	6442	____	CHEDDAR CHEESE TUB 4	1.95				
2596	____	CREAM CHS W/JALAP 2O	1.33	6444	____	JALAPENO CHZ SNACK 4	1.95				
2630	____	BC BLACK BEANS 10OZ	2.58	6500	____	PICKLE (HOT) 9.6 OZ	1.37				
2664	____	MACARONI & CHEESE 3	1.06	6501	____	PICKLE (MILD) 9.6 OZ	1.37				

BERKSHIRE COUNTY SHERIFF'S OFFICE

I GIVE THE BERKSHIRE COUNTY JAIL AND HOUSE OF CORRECTION PERMISSION TO DEDUCT THE TOTAL OF THIS ORDER FROM MY ACCOUNT.

NAME_____ **POD**_____ **CELL#:**_____ **DATE:**_____

QTY	ITEM	COST	TAX	TOTAL
	HYGIENE			
	CRAWFORD SHAMPOO	1.86	X	
	DANDRUFF SHAMPOO	3.71	X	
	SOFTEE 3-1 SHAMPOO OR CONDITIONER	6.47	X	
	COCONUT OIL CONDITIONER	2.91	X	
	PINK OIL HAIR MOISTURIZER	7.00	X	
	MAGIC GROW HERBAL	9.16	X	
	STYLE GEL-ALOE VERA	3.68	X	
/	SOFTEE BERG HAIR GREASE (BLUE OR GRN)	3.18	X	
	MURRAY'S POMADE	3.44	X	
	HAIR BRUSH	2.09	X	
	WASH CLOTH	0.56	X	
	BODY WASH COCONUT LIME	2.94	X	
	BODY WASH MINERAL	2.59	X	
	WHITE RAIN MEN MOUNTAIN SPRING 3N1	2.16	X	
	AMBI SOAP COMPLEXION	4.05	X	
	DOVE SOAP	3.11	X	
	COAST SOAP	1.26	X	
	LEVER SOAP	1.92	X	
	DIAL ANTI BACTERIAL BAR SOAP	1.95	X	
	IRISH SPRING ALOE BAR SOAP	2.66	X	
/	W. R. APPLE (SHAMPOO)/(CONDITONER)	2.16/2.16	X	
/	POWERUP (MENS) /(LADIES) POWDER	3.11/2.59	X	
	MEN SPEED STICK (GEL DEODORANT)	3.82	X	
	OLD SPICE DEODORANT	5.00	X	
	SUAVE POWDER DEODORANT	3.70	X	
	COCOA BUTTER STICK	2.59	X	
	COCOA BUTTER LOTION	1.75	X	
	INFUZED SHEA BUTTER LOTION	2.94	X	
	DIAL LUROSKIN LOTION	6.34	X	
	NOXZEMA (FACE)	2.48	X	
	ACNE CREAM BENZOYL PEROXIDE	6.09	X	
	VASELINE	0.17	X	
	ANTI FUNGUS FOOT CREAM	1.83	X	

QTY	ITEM	COST	TAX	TOTAL
	ATRAC-TAIN MOISTURIZER	0.26	X	
	CHAPSTICK	2.58	X	
	ROLAIDS	0.97	X	
	COLGATE GREEN GEL TOOTHPASTE	3.49	X	
	COLGATE CAVITY PROTECTION	3.53	X G	
	COLGATE WHITENING PEROXIDE	5.59	X G	
	SENSODYNE	12.53	X	
	TOOTHBRUSH	0.21	X	
	FLOSS LOOPS (CLEAR OR MINTY)	3.20	X	
	MOUTHWASH	2.20	X	
	STAYDENT	4.69	X	
	Denture Cleaner	2.52	X	
	FOOD & DRINK			
	SHABANG ORIGINAL	2.38	HK	
	SHABANG EXTREME	1.83	HK	
	SHABANG KETTLE COOKED	2.45	GHK	
	DORITOS COOL RANCH	2.97		
	DORITOS NACHO CHEESE	2.74		
	DORITOS SWEET CHILI	3.01		
	BUFFALO WING CHIPS	2.03	K	
	BBQ POTATO CHIPS	2.23	HK	
	REGULAR (PLAIN) POTATO CHIPS	2.23	GSHK	
	SOUR CREAM POTATO CHIPS	2.23	GHK	
	CHEETOS	3.12	GF	
	PRETZELS	2.97	K	
	CHEESE POPCORN	1.34	GHK	
	MICROWAVE BUTTER POPCORN	3.04	K	
	NATURAL MICROWAVE POPCORN (1PK)	0.87	K	
	RUFFLES CHEDDAR & SOUR CREAM	2.94		
	MIXED NUTS	4.42	GSK	
	HONEY ROASTED PEANUTS	0.85	SK	
	SALTINES BOX	5.31	K	
	RITZ ORIGINALS BOX	3.30	K	
	RITZ PEANUT BUTTER CRACKERS	0.63	K	

QTY	ITEM	COST	TAX	TOTAL
	CLUB CRACKERS BOX	4.19	K	
	WHITE CHEDDAR CHEEZE-ITS	3.22	K	
	COUNTRY TIME LEMONADE	2.63	HK	
	ALTERO BLEND COFFEE	6.50		
	FUSION SWEET ICED TEA	4.12	HK	
	KOOL AID TROPICAL PUNCH	2.67	HK	
	GEORGIA PEACH DRINK MIX	2.84	HK	
	PURE KICK STR WATERMELON SF	1.89	GHK	
	TEA BAG 48CT	2.69	GSK	
	SWISSMISS HOT COCOA	2.62	GSK	
	REGULAR CREAMER	1.92		
	FRENCH VANILLA CREAMER	1.92	GHK	
	POWDERED MILK	5.82	HK	
	EQUAL SUGAR	2.59	GSHK	
	FOLGERS COLUMBIAN	6.41	HK	
	KEEFE COLUMBIAN	5.74	GSHK	
	MAXWELL HOUSE	4.28		
	SLIM JIMS SNACK SIZE	0.31		
	JERK PORK	6.24	GS	
	SLICED PEPPERONI	3.98	G	
	BC SUMMER SAUSAGE	2.02		
	BEEF BARBACOA	4.10	H	
	BEEF JERKY	2.74		
	SPICY BEEF CRUMBLES	3.89	H	
	CHICKEN BREAST	5.68	GS	
	CHICKEN VIENNA SAUSAGE	1.88		
	PULLED CHICKEN IN BUFFALO SAUCE	3.99	G	
	YELLOW FIN TUNA IN THAI	3.19	GHK	
	FRESH CATCH TUNA	2.57	GHK	
	SALMON FLAKES	2.67	GHK	
	MACKEREL FILETS	1.47	GHK	
	ALBACORE TUNA	2.66	K	
	SMOKED CLAMS	2.74	GH	
	WHITE CHOCALATE COOKIE&CREAM BITES	3.99		
	(NEW) VITAMIN C DRINK MIX, INSTANT BREAKFAST	3.62		

G = GLUTEN FREE H = HALAL S = SOY FREE

K = KOSHER

ON MULTIPLE ITEM BOXES PLEASE CIRCLE WHICH ITEM AND PUT QTY IN DESIGNATED SPACE.

TOTAL FIRST PAGE TOTAL SECOND PAGE TOTAL GRAND

PRICES ARE SUBJECT TO CHANGE

INDIGENT CARE PACKAGE ☐

REV (11/26/20

	FISH STEAK INJH OIL W/GREEN CHILE		GHK	
	ZESTY GARLIC PICKLE	1.54	GSK	
	VELVEETA MAC N CHEESE	1.48	HK	
	INSTANT POTATOES	1.92	HK	
	CHILI W/ BEANS	2.55	G	
	CHILI REFRIED BEANS W/ RICE	1.26	HK	
	SPICY VELVEETA CHEESY RICE	0.91	HK	
	KEEFE PRE COOKED WHITE RICE	2.07	GSK	
	BROWN RICE	1.86	GSK	
	SQUEEZE CHEESE (CHEDDAR/JALAPEÑO)	.69/.91	G	
	JALAPEÑO CREAM CHEESE	0.91		
	CHEDDAR CHEESE BLOCK	2.21	GHK	
	MOZZARELLA CHEESE BLOCK	3.36	GHK	
	PROVOLONE CHEESE BLOCK	2.28	GHK	
	CHICKEN RAMEN NOODLES	0.56		
	HOT & SPICY RAMEN NOODLES	0.50		
	CHILI RAMEN NOODLES	0.56		
	TEXAS BEEF RAMEN NOODLES	0.56		
	BEEF RAMEN NOODLES	0.56		
	SHRIMP RAMEN NOODLES	0.56		
	FROSTED MINI WHEATS (20 OZ)	5.57		
	CAPT CRUNCH (REG) / (BERRIES)	2.14/2.31	K	
	QUAKER VARIETY OATMEAL	5.74	K	
	RALSTON ORIGINAL OATMEAL	4.37	K	
	RALSTON VARIETY OATMEAL	4.76	K	
	RALSTON FRUIT & CREAMY OATMEAL	7.14	K	
	FROSTED STRAWBERRY POP TART 2PK	1.05		
	COOKIES & CRÈME POPTART 2PK	1.14		
	BELVITA BREAKFAST BAR (CINN/B-BERRY)	0.84		
	CARNATION INSTANT BREAKFAST	14.70	K	
	APPLE / BLUEBERRY DANISH	1.01/1.19	K	
	STRAWBERRY DANISH	1.51	K	
/	CHEWY GRANOLA BARS	0.59	K	
	NATURE VALLEY SWEET & SALTY GRANBAR	0.55		
	NUTRI GRAIN BAR	0.64	K	
	POUND CAKES	1.15	K	
	RICE KRISPY TREAT	0.35		

	ICED HONEY BUNN	1.26		
	GLAZED CINNAMON ROLL	1.23	K	
	DING DONGS (1)	0.73		
	SWEDISH FISH	1.50		
	SOUR GUMMY WORMS	0.87		
	SUGAR FREE HARD CANDY	0.76		
	BUTTER SCOTCH BUTTONS	1.30		
	STARBURSTS	1.36		
	JOLLY RANCHERS	1.35		
	ROOTBEER BARRELLS	0.77	GS	
	LEMON DROPS	1.44		
	SKITTLES	1.50		
	HERSHEY PLAIN	1.50	GK	
	HERSHEY ALMOND	1.50		
	M&M PLAIN	1.50	GK	
	M&M PEANUT	1.50	GK	
	SNICKERS	1.50	K	
	REESES PEANUT BUTTER CUP	1.50	GK	
	KIT KAT	1.50		
	TWIX	1.50	K	
	KINDER BUENO BAR	1.50		
	LINDT DARK CHOC BAR	4.13		
	POWDERD SUGAR DONUTS (6PK)	1.72		
	CHIPS AHOY ORIGINAL BLUE	5.60	K	
	CHIPS AHOY CHEWY RED	5.89	K	
	GRANDMAS SOFT CHOC CHIP COOKIES	1.23	K	
	ICED OATMEAL COOKIES	1.30	HK	
	OREO COOKIES	0.98	K	
	DUPLEX CRÈME COOKIES	1.34	HK	
	DUPLEX PEANUT BUTTER COOKIES	1.06	HK	
	STRAWBERRY WAFERS (SUGAR FREE)	0.95	HK	
	SWISS ROLLS	4.20	K	
	PEANUT BUTTER BARS	4.20	K	
	HANDI-SNAK PUDDING CHOC OR VANILLA	2.56	K	
	NUTELLA	6.20	K	
	MAYONASE 12PK SQUEEZE	1.27		
	GRAPE SQUEEZE	0.27	K	
	PEANUT BUTTER SQUEEZE	0.39		
	STRAWBERRY JELLY	6.09		
	FLUFF	2.86		

	HONEY SUGAR FREE	5.91	K	
	GARLIC POWDER	3.30	GSK	
	ONION POWDRE	2.28	GSK	
	SAZON	2.73	GS	
	ADOBO SEASONING W/ PEPPER	4.24		
	GRATED PARMESAN CHEESE	2.45	GSK	
	BBQ SAUCE	3.60		
	PIZZA SAUCE	3.29	G	
	RANCH DRESSING	0.67		
	FLOURED TORTILLAS (6PK)	1.51	HK	
	FIT CRUNCH PROTEIN BAR	1.67	G	
	(VANILLA) / (CHOCOLATE) PROTEIN SHAKE	1.82	K	
	HONEY LEMON COUGH DROPS	1.18		
	HALLS MENTHO-LYPTUS COUGH DROPS	1.54		
	HALLS CHERRY COUGH DROPS	1.96		
	OTHER			
	DU RAG	4.19	X	
	FOAM INSOLES FOR SHOES (SIZE _____)	2.79	X	
	ENERGIZER AA OR AAA PLEASE CIRCLE	2.34/3.47	X	
	BIRTHDAY CARD	0.66	X	
	THINKING OF YOU OR SEASONAL CARD	0.66	X	
	PLAYING CARDS (RED OR BLUE)	4.20	X	
	MANILLA ENVELOPE (9.5X12.5)	0.18	X	
	ENVELOPES (EACH)	0.03	X	
	POSTAGE STAMPS	0.68	X	
	WRITING PAD	1.44	X	
	WEBSTERS DICTIONARY	4.13	X	
	PHOTO ALBUM	1.76	X	
	20X20 BLUE/WHITE PILLOW	12.10	X	
	READING GLASSES (STRENGTH _____)	5.60	X	
	EARBUDS W/ MIC (TABLET)	12.53	X	
	KOSS HEADPHONES (OVER THE EAR)	8.53	X	
	EAR BUDS (HEADPHONES)	5.03	X	
	JENSON RADIO W/ HEADPHONES	30.79	X	
	GPX DIGITAL RADIO	21.00	X	
	COFFEE MUG	4.98	X	
	24 OZ BOWL WITH LID	1.01	X	
	BIG BOWL WITH LID	3.22	X	
	SWEATSHIRT (L,XL/2XL,3XL)	13.36 18.96		
	SWEATPANTS (L,XL/2XL/3XL)	14.00-18.96		

ALL HEADPHONES SALES ARE FINAL

NO REPLACEMENTS WILL BE ISSUED

SMU COMMISSARY MENU

MAX WEEKLY PURCHASE AMT $30.00

SOUPS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
6013	MARUCHAN RAMEN CAJUN CHICKEN 3 OZ		$0.85
6018	MARUCHAN RAMEN TX BEEF 3 OZ		$0.85
6026	MARUCHAN RAMEN CHILI 3 OZ		$0.85
6046	MARUCHAN RAMEN CHICKEN 3 OZ		$0.85
6048	MARUCHAN RAMEN BEEF 3 OZ		$0.85
6052	MARUCHAN RAMEN HOT & SPICY VEGETABLE 3 OZ		$0.85
6053	CAJUN SHRIMP RAMEN		$0.85
6094	MARUCHAN VEGETABLE RAMEN HOT & SPICY LS 3 OZ		$0.85

COOKIES/CRACKERS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1953	TOAST EMS TOASTER PASTRIES STRAWBERRY 10.2 OZ		$4.87
1983	TOAST EMS TOASTER PASTRIES BRWN SUGAR CINNAMON 10.2 OZ		$4.35
3114	GOLDEN VALLEY CRACKER SNACK 13.7 OZ		$3.62
2009	CHEEZ IT CRACKERS SANPPED 1.5 OZ		$1.28
2061	MASCOT CANDY COOKIES & CREAM ROUNDS 5 OZ		$2.05
2594	DOLLY MADISON SNACK CAKES GOLDEN CREME 2.7 oz		$1.62
2664	VELVEETA MACARONI & CHEESE 3 OZ	K,H	$2.35
2670	SPICY REFRIED BEANS & RICE	K,H	$2.40
2717	SEVILLA RICE SPICY SPANISH W/CHEESE 2 OZ	K,H	$2.06
2737	FRITOS CORN CHIPS CHILI CHEESE 2 OZ		$1.33
3020	OREO COOKIES 2.4 OZ	K	$1.26
3035	6 oz CHOCOLATE CHIP COOKIES	K,H	$1.84
3037	OREO COOKIES 2.4 OZ	K	$1.41
3039	LA MODERNA MARIAS COOKIES HISPANIC 4.94 OZ		$1.49
3040	MARKET SQUARE COOKIES ICED OATMEAL 6 OZ	K,H	$1.84
3109	VISTA CRACKERS SALTINE BULK 4 OZ	K,H	$0.76
3115	CHEEZ-IT CRACKERS 1.5 OZ	K	$1.28
3309	RICE KRISPIES TREAT	K	$1.37
6204	DORITOS TORTILLA CHIPS SPICY SWEET CHHILI 7.5 OZ		$3.86
3333	MAPLE GLAZED HONEY BUN 4 oz	K	$1.45
3146	GOLDEN VALLEY CRACKER CHEESE 9 OZ		$5.05
3384	GOLDEN VALLEY CRACKER CHEESE 9 OZ		$2.52
3790	MOON LODGE ONION RINGS HOT HOT HOT 6 OZ	K,H	$2.47
4169	SNYDER'S PRETZELS HONEY MUSTARD & ONION 2.25 OZ	K,H	$1.13
6079	WHOLE SHABANG POTATO CHIPS 1.50 OZ	K,H	$1.20
6083	WHITE CHEDDAR POPCORN		$1.77
6100	POTATO CHIPS 1.5 OZ	K,H	$1.07
6104	SNYDER'S PRETZELS BUFFALO WINGS PIECES 2.25 OZ		$1.13
6105	BBQ POTATO CHIPS 1.5 OZ	K,H	$0.99
6114	ANDY CAPPS HOT FRIES ORIGINAL 0.85 OZ		$1.20
6125	RED HOT CHIPS 1.5 OZ	K,H	$1.07
6126	SOUR CREAM & ONION CHIPS 1.5 OZ	K,H	$1.07
6159	FRITO LAY HOT CHEETOS	GF	$1.33
6167	FRITO LAY CHEETOS	GF	$1.33
6199	MOON LODGE POPCORN BUTTER 5 OZ		$1.33
6204	DORITOS TORTILLA CHIPS SPICY SWEET CHHILI 7.5 OZ		$3.45
6234	CORN NUTS RANCH 1.7 OZ		$1.71
6692	CACTUS ANNIE'S CHEESE PUFFS 10 OZ	GF	$2.03
3595	KING NUT PEANUTS BUTTER TOFFEE 3.5 oz		$1.75
6673	THAI PALACE NOODLES CHILI 3.7 oz		$1.34
3233	BRUSHY CREEK SAUSAGE HOT HONEY TURKEY 5 oz		$3.15
1502	MASCOT CANDY PEANUT CRUNCH BAR 1.65 oz		$1.12
7667	FIELDSTONE BAKERY BROWNIE FUDGE 2.15 oz		$1.06
7518	HEREFORD BEEF TACO FILLING 6 oz		$3.36
2706	FLAVOR KIST CHEWY GRANOLA BAR CHOC CHIP 0.84 oz		$4.00
2708	FLAVOR KIST CHEWY GRANOLA BAR PEANUT BUTTER CHOC CHIP 0.84 oz		$4.00

POUCH PRODUCTS & MEAT STICKS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0921	TRAILS BEST MEAT STICK HONEY TURKEY 1 oz		$1.30
3783	SEVILLA RICE YELLOW 2 OZ		$1.62
3786	SEVILLA RED BEANS & RICE YELLOW 4 OZ		$1.87
3800	SEVILLA BLACK BEANS SPICY 8 OZ		$2.99
6050	PRE-COOKED WHITE RICE 8 OZ	K,H,GF	$3.07
6051	KEEFE KITCHEN'S RICE INSTANT BROWN 6.5 OZ	K,H,GF	$2.78
6074	FRESHCATCH MACKERAL IN BRINE 3.53 OZ	K,H,GF	$3.25
6173	BRUSHY CREEK CHILI W/ BEANS 11.25 OZ	GF	$3.70
6174	BRUSHY CREEK HOT CHILI W/ BEANS 11.25 OZ	GF	$3.70
6191	FRESHCATCH SALMON FLAKES 3.53 OZ	K,H,GF	$2.67
6442	KRAFT CHEESE SNACK SHARP CHEDDAR 4 OZ		$3.00
6444	KRAFT CHEESE SNACK JALAPENO 4 OZ		$3.00
6600	CACTUS ANNIE'S TORTILLA 6 CT BAG	K,H	$2.44
6826	FRESHCATCH TUNA 4.23 OZ	K,H,GF	$3.37
6894	BC DICED CHICKEN BREAST 7 OZ	GF	$6.07
7402	OSCAR MAYER BACON BITS 3 OZ		$2.82
9074	MARUCHAN YAKISOBA TERIYAKI CHICKEN 3.98 OZ		$2.42
4113	MARUCHAN NOODLES YAKISOBA CHILI CHEESE 3.86 OZ		$2.42
3581	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 1.625 OZ	GF	$2.14
3584	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 5 OZ	GF	$3.62
3585	BRUSHY CREEK SUMMER SAUSAGE REGULAR 5 OZ	GF	$4.05

DRINKS/MIXES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0475	HAWAIIN PUNCH DRINK MIX JUICY RED 0.75 OZ EA		$0.55
1023	RC BIGELOW HERBAL TEA CHAMOMILE MINT 20 CT		$3.30
2011	KEEFE FREEZE DRIED COFFEE DECAF COLOMBIAN 3 OZ	K,H	$4.50
2015	KEEFE FREEZE DRIED COFFEE COLOMBIAN 3 OZ	K,H	$4.50
2021	PARAMOUNT CREAMER NON-DAIRY 8 OZ	K,H	$3.33
2028	KEEFE TEA BAGS 48 CT		$2.97
2041	KEEFE DRINK MIX FRENCH VANILLA CAPPUCCINO 8 OZ	K,H	$3.18
2071	KEEFE HOT COCOA REGULAR 10 OZ	K,H	$3.20
2134	NEW LEAF CHOC HEALTH SHAKE 2 OZ	K	$2.26
2136	NEW LEAF VANILLA HEALTH SHAKE 2 OZ	K	$2.26
2502	HAWAIIN PUNCH DRINK MIX LEMON BERRY SQUEEAZE 0.95 OZ EA		$0.55
2528	HAWAIIN PUNCH DRINK MIX LEMON BERRY SQUEEAZE 0.95 OZ EA		$0.55

CANDY

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1947	SCOTTS CANDYBAR PECANBACKS 2.3 OZ		$1.70
1951	SCOTTS CANDYBAR CHOC CARAMEL 2.4 OZ		$1.70
2023	MASCOT PEANUT CARAMEL CLUSTERS 5 OZ BAG		$2.30
2047	MASCOT CANDY MIN PB CUPS 5 OZ		$2.30
4024	CORNER STORE CANDY WATERMELON SLICES 3 OZ		$1.60
4047	MARS M&M PLAIN 5.3 OZ	K	$3.40
4100	SATHERS CANDY BUTTERSCOTCH BUTTONS 4.25 OZ		$1.60
4145	STARLITE MINTS 3.75 OZ		$1.60
4155	SATHERS CANDY SF WILD FRUIT 1.75 OZ	SF	$1.40
8054	MASCOT PEANUTS CHOC COVERED 5 OZ		$2.30
9078	CORNER STORE CANDY PEACH RINGS 3 OZ		$1.60

NUTS/CONDIMENTS/PASTRIES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
2078	KEEFE SUGAR 10/PK		$0.30
2103	HEARTY TRADITIONS INSTANT OATMEAL REGULAR 1 OZ		$0.80
2214	SUGAR SUBSTITUTE PINK 10 PK	K	$0.43
2438	QUAKER INSTANT OATMEAL MAPLE & BROWN SUGAR		$0.80
2596	PHILLY CREAM CHEESE W/JALAPENOS 2 OZ		$1.71
3192	MARKET SQUARE CAKE CREAM CHEESE 4 OZ	K	$1.75
3389	NUTRIGRAIN CEREAL BAR BLUEBERRY		$0.50
6289	MRS FIELDS COOKIES WHITE CHUNK MACADAMIA 2.1 oz		$1.68
4056	SQUEEZEM PEANUT BUTTER 2 OZ	K,H	$1.05
4185	CLOVERHILL DANISH APPLE 4.25 OZ	K	$1.84
4407	LUCKY JELLY GRAPE 1 OZ, 10 EACH PER PACKAGE	K,H	$3.00
4131	BAKE CITY SNACK CAKE BUTTER POUND CAKE 4 OZ		$1.85
4431	MARKET SQUARE CHEESE DANISH STRAWBERRY 4.25 OZ	K	$1.85
6213	KINGNUT HEALTH MIX 3.25 OZ	K,H	$1.96
6262	SALAD FRESH SQUEEZUMS MAYONNAISE REGULAR 9 G PK=STRIP	K,H	$1.00
6263	SALAD FRESH MUSTARD SQUEEZUMS 4.5 GR 10/BAG	K,H	$0.85
6294	BRUSHY CREEK PASTA SAUCE ITALIAN 4 OZ		$1.37
6346	MARKET SQUARE HONEY BUN ICED 4.75 OZ		$1.79
6428	SHARP CHEESE SQUEEZE 1.50 OZ		$1.50
6429	JALAPENO CHEESE SQUEEZE 1.50 OZ		$1.50
6430	MALT O MEAL CEREAL FROSTED FLAKES 1 OZ	K	$0.87
6515	SQUEEZUM MAYO 9 G EA		$0.60
6540	NUTRIGRAIN CEREAL BAR STRAWBERRY	K	$0.50
6606	SALTED PEANUTS 1.75 OZ	K,GF	$1.25
6607	SPICY PEANUTS 1.75 OZ	K,GF	$1.25
6610	GOLDEN VALLEY BAGEL PLAIN 4 OZ	K,H	$1.28
6612	GOLDEN VALLEY BAGEL CINNAMON RAISIN 4 OZ	K,H	$1.28

MISCELLANEOUS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1010	#10 WHITE ENVELOPE		$0.11
1015	MANILLA ENVELOPE 9.5 X 12.5		$0.40
1047	BECKER GLOVE ADDRESS BOOK DELUX 5" X 7"		$2.67
1050	POSTAGE STAMP FIRST CLASS - 10 COUNT		$7.80
1062	PAPER RULED PAD 8.5 X 14 50 SHEET - YELLOW		$1.67
1070	PAPER SKETCH PAD 8.5 X 11		$1.57
1077	#2 PENCIL		$0.50
1081	ROSE ART COLORED PENCILS 12 CT 7"		$4.48
1086	WEBSTER III POCKET DICTIONARY		$6.29
1101	BIRTHDAY CARD JUVENILE		$1.79
1102	SYMPATHY CARD		$1.79
1103	BIRTHDAY CARD PAPER		$1.79
1104	GET WELL CARD PAPER		$1.79
1109	GALLANT FRIENDSHIP CARD PAPER		$1.79
1110	GALLANT FRIENDSHIP CARD WOOD WIND		$1.79
1115	ANNIVERSARY CARD		$1.79
1120	THANK YOU CARD		$1.79
1121	SEASONAL GREETING CARD		$1.79
1123	BIRTHDAY CARD SPANISH		$1.79
1124	FRIENDSHIP CARD SPANISH		$1.79
1157	SECURITY BLUE PEN		$0.64
1217	KOSS REPLACEMENT HEADPHONES		$10.25
1322	MAVERICK PLAYING CARDS		$2.14
1305	PLAYING CARDS PINOCHLE		$2.40
1343	MIRROR 6" X 4.5"		$2.48
1400	CEREAL BOW W/LID		$1.37
1415	GEN CUP W/LID 22 OZ WHITE		$0.85
1411	12 OZ COFFEE CUP W/HANDLE		$1.28
1432	WASHCLOTH (BEIGE)		$1.23
1440	BATH TOWEL (BEIGE)		$6.83
5191	EAR BUDS W/ MICROPHONE FOR TABLETS ONLY		$10.67

INDIGENT KITS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
9813	SEGREGATION KIT W/OUT RAZOR	N/A	$0.00

CLOTHING

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1561	THERMAL BOTTOMS MED	N/A	$5.13
1562	THERMAL BOTTOMS LARGE	N/A	$5.13
1563	THERMAL BOTTOMS X-LARGE	N/A	$5.13
1564	THERMAL BOTTOMS 2X-LARGE	N/A	$6.75
1565	THERMAL BOTTOMS 3X-LARGE	N/A	$6.75
1567	THERMAL BOTTOMS 4X-LARGE	N/A	$7.65
1550	THERMAL TOP SMALL	N/A	$5.98
1551	THERMAL TOP MEDIUM	N/A	$5.98
1552	THERMAL TOP LARGE	N/A	$5.98
1553	THERMAL TOP X-LARGE	N/A	$5.98
1554	THERMAL TOP 2X-LARGE	N/A	$7.59
1555	THERMAL TOP 3X-LARGE	N/A	$7.59
1495	THERMAL TOP 5X-LARGE	N/A	$7.99
3837	GREY BOXER BRIEFS SMALL	N/A	$3.29
3838	GREY BOXER BRIEFS MEDIUM	N/A	$3.29

CLOTHING (con't)			
3839	GREY BOXER BRIEFS LARGE	N/A	$3.29
3840	GREY BOXER BRIEFS XL-LARGE	N/A	$3.29
3841	GREY BOXER BRIEFS 2XL-LARGE	N/A	$3.29
9097	GREY BOXER BRIEFS 3XL-LARGE	N/A	$5.56
6948	T SHIRT GREY SMALL	N/A	$5.13
6940	T SHIRT GREY MEDIUM	N/A	$5.13
6941	T SHIRT GREY LARGE	N/A	$5.13
6942	T SHIRT GREY X-LARGE	N/A	$5.13
6943	T SHIRT GREY 2X-LARGE	N/A	$7.47
6944	T SHIRT GREY 3X-LARGE	N/A	$7.47
6945	T SHIRT GREY 4X-LARGE	N/A	$7.47
8209	NAVY JAM SHORT 3XL	N/A	$16.23
7197	NAVY JAM SHORT 4XL	N/A	$16.23
7198	NAVY JAM SHORT 5XL	N/A	$16.23
7199	NAVY JAM SHORT 6XL	N/A	$16.23
7214	BLUE SWEATSHIRT (4XL-LG)	N/A	$17.08
7215	BLUE SWEATSHIRT (5XL-LG)	N/A	$17.08
7216	BLUE SWEATSHIRT (6XL-LG)	N/A	$17.08
7244	BLUE SWEATPANTS (3XL-LG)	N/A	$17.08
7245	BLUE SWEATPANTS (4XL-LG)	N/A	$17.08
7246	BLUE SWEATPANTS (5XL-LG)	N/A	$17.08
8244	RUSSELL JERSEY SHORTS NO POCKET 2X-LARGE UNISEX	N/A	$8.40
8245	RUSSELL JERSEY SHORTS NO POCKET 3X-LARGE UNISEX	N/A	$12.82
8246	GYM SHORTS BLUE SMALL	N/A	$11.44
8204	GYM SHORTS BLUE MEDIUM	N/A	$12.81
8205	GYM SHORTS BLUE LARGE	N/A	$12.81
8207	GYM SHORTS BLUE X-LARGE	N/A	$12.81
8208	GYM SHORTS BLUE XX-LARGE	N/A	$12.81
8378	BLUE SWEATSHIRT (MEDIUM)	N/A	$10.25
8379	BLUE SWEATSHIRT (LARGE)	N/A	$10.25
8380	BLUE SWEATSHIRT (X-LARGE)	N/A	$12.81
8381	BLUE SWEATSHIRT (XX-LARGE)	N/A	$12.81
8383	BLUE SWEATPANTS (MEDIUM)	N/A	$10.25
8384	BLUE SWEATPANTS (LARGE)	N/A	$10.25
8385	BLUE SWEATPANTS (X-LARGE)	N/A	$12.81
8386	BLUE SWEATPANTS (XX-LARGE)	N/A	$12.81

MEN FOOTWEAR			
ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1455	DELUXE ADJUSTABLE VELCRO SLIP ON - SMALL	N/A	$3.37
1456	DELUXE ADJUSTABLE VELCRO SLIP ON - MEDIUM	N/A	$3.37
1457	DELUXE ADJUSTABLE VELCRO SLIP ON - LARGE	N/A	$3.37
1458	DELUXE ADJUSTABLE VELCRO SLIP ON - X-LARGE	N/A	$3.37
1540	TUBE SOCKS	N/A	$1.65
1875	CRAWFORD SHOWER SHOE - MEDIUM	N/A	$3.29
3854	CRAWFORD SHOWER SHOE - SMALL	N/A	$3.29
3856	CRAWFORD SHOWER SHOE - LARGE	N/A	$3.29
3857	CRAWFORD SHOWER SHOE - XL	N/A	$3.50
3558	CRAWFORD SHOWER SHOE - 2XL	N/A	$3.50
2713	REEBOK RUNNING SHOE SZ 7	N/A	$65.90
2720	REEBOK RUNNING SHOE SZ 7.5	N/A	$65.90
8036	REEBOK RUNNING SHOE SZ 8	N/A	$65.90
2722	REEBOK RUNNING SHOE SZ 8.5	N/A	$65.90
8038	REEBOK RUNNING SHOE SZ 9	N/A	$65.90
2723	REEBOK RUNNING SHOE SZ 9.5	N/A	$65.90
8040	REEBOK RUNNING SHOE SZ 10	N/A	$65.90
2729	REEBOK RUNNING SHOE SZ 10.5	N/A	$65.90
8041	REEBOK RUNNING SHOE SZ 11	N/A	$65.90
2735	REEBOK RUNNING SHOE SZ 11.5	N/A	$65.90
2741	REEBOK RUNNING SHOE SZ 12	N/A	$65.90
2749	REEBOK RUNNING SHOE SZ 13	N/A	$65.90
2751	REEBOK RUNNING SHOE SZ 14	N/A	$65.90

HYGIENE			
ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0010	ALBERTO VO5 SHAMPOO EXTRA BODY 15 OZ	N/A	$2.50
0011	ALBERTO VO5 CONDITIONER 15 OZ	N/A	$2.25
0035	SOFTEE SHAMPOO & CONDITIONER 3 IN 1 13.5 OZ	N/A	$4.63
0051	SOFTEE CONDITIONER BERGAMOT 5 oz	N/A	$2.99
0054	PERCARA GEL SPORT EXTREME HOLD 16 OZ	N/A	$2.02
0055	PRO GLO POMADE GEL 4 oz	N/A	$2.46
0116	SUAVE ANTI-BACTERIA A/P	N/A	$2.59
0118	POWER UP A/P DEODORANT ROLL ON FORCE 3 OZ	N/A	$1.93
0144	SURE ANTIPERSPIRANT DEODORANT ORIGINAL 1.7 OZ	N/A	$3.80
0147	POWER UP A/P DEODORANT DRIVE 2.5 OZ	N/A	$2.65
0216	COCOA BUTTER STICK 1 OZ	N/A	$2.50
0227	POWER UP LOTION COCOA BUTTER 15 OZ	N/A	$2.44
0250	HYDROCORTISONE CREAM 0.5 OZ	N/A	$1.93
0251	TOLNAFTATE ANTIFUNGAL CREAM 15G	N/A	$1.72
0273	GOODSENSE LIP BALM TROPICAL SPF 45 .15 OZ	N/A	$1.57
0358	ELEMENTZ CONDITIONER ALMOND/SHEA 15 OZ	N/A	$2.67
0361	ELEMENTZ BODY WASH 3 IN 1 COCO LIME 15 OZ	N/A	$2.67
0362	ELEMENTZ SHAMPOO DANDRUFF ALMOND SHEA 15 OZ	N/A	$2.99
0397	NEXT 1 COCOA BUTTER SOAP 5 OZ	N/A	$1.26
0398	DIAL SOAP ANTIBACTERIAL BAR 4 OZ	N/A	$1.55
0424	NEXT 1 MOISTURIZING SOAP 5 OZ	N/A	$1.26
0426	NEXT 1 SPORT BAR SOAP 5 OZ	N/A	$1.26
0490	SOAP DISH 2 PC	N/A	$0.08
0500	COOLWAVE MOUTHWASH ALCOHOL FREE 8 OZ	K	$1.49
0517	FRESHMINT TOOTHPASTE SENSITIVE 4.3 OZ	N/A	$2.99
0519	COLGATE TOOTHPASTE GREAT FLAVOR ANTICAVITY 2.5 OZ	N/A	$2.40
0530	COOL WAVE TOOTHPASTE GEL FRESH MINT 4 OZ	N/A	$2.00
0544	LOOPS FLOSS LOOPS MINT 30 PK	N/A	$3.99
0557	NEW WORLD IMPORTS TOOTHBRUSH ANTISHANK	N/A	$0.85
0572	MEDIFIRST COUGH & COLD RELIEF 325 MG TABLETS 2 CT	N/A	$0.58
0366	AMERICAN COMB TOOTHBRUSH HOLDER 2 PIECE	N/A	$0.65
0581	MCKESSON NON-ASPIRIN EXTRA STRENGTH 500 MG 2 PK	N/A	$0.56
0583	MCKESSON IBUPROFEN 200 MG 2 PK	N/A	$0.56
0590	FRESHMINT DENTURE TABLET 40 CT	N/A	$2.25
0595	EFFERGRIP DENTURE ADHESIVE 2.5 OZ	N/A	$6.17
0596	DUKAL DENTURE CUP	N/A	$0.45
0640	ROLAIDS ANTIACID EXTRA STRENGTH MINT 3 PACK	N/A	$2.90
0645	ALKA SELTZER PAIN RELIEF TABLETS 2 PK	N/A	$0.86
0651	HEMORRHOIDAL OINTMENT 2 OZ	N/A	$3.67
0671	GOODSENSE COUGH DROPS CHERRY BAG 30 CT	N/A	$2.56
0680	SUNDANCE MULTIVITAMINS ONE DAILY ESSENTIAL 60 CT	N/A	$2.67
0760	NEW DAY COTTON SWAB 100 CT	N/A	$1.62
0821	GENCO PALM BRUSH	N/A	$0.85
4910	FREESTYLE PONYTAILERS METAL FREE ELASTICS 18 CT	N/A	$2.80
1180	GOODSENSE COUGH DROPS MENTHOL BAG 30 CT	N/A	$2.56
4293	COAST DEODORANT BAR SOAP CLASSIC SCENT 4 OZ	N/A	$1.20

RELIGIOUS ITEMS			
ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1150	HOLY BIBLE	N/A	$13.44
1151	HOLY KORAN	N/A	$22.21
5522	CATHOLIC SUPPLY ROSARY PLASTIC EA WHITE	N/A	$11.66

BCSO DARTMOUTH WOMEN'S CENTER COMMISSARY MENU

MAX WEEKLY PURCHASE AMT $90.00

SOUPS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
6013	MARUCHAN RAMEN CAJUN CHICKEN 3 OZ		$0.85
6018	MARUCHAN RAMEN TX BEEF 3 OZ		$0.85
6026	MARUCHAN RAMEN CHILI 3 OZ		$0.85
6046	MARUCHAN RAMEN CHICKEN 3 OZ		$0.85
6048	MARUCHAN RAMEN BEEF 3 OZ		$0.85
6052	MARUCHAN RAMEN HOT & SPICY VEGETABLE 3 OZ		$0.85
6053	CAJUN SHRIMP RAMEN		$0.85
6094	MARUCHAN VEGETABLE RAMEN HOT & SPICY LS 3 OZ		$0.85

COOKIES/CRACKERS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1953	TOAST EMS TOASTER PASTRIES STRAWBERRY 10.2 OZ		$4.87
1983	TOAST EMS TOASTER PASTRIES BRWN SUGAR CINNAMON 10.2 OZ		$4.87
3114	GOLDEN VALLEY CRACKER SNACK 13.7 OZ		$4.10
2009	CHEEZ IT CRACKERS SANPPED 1.5 OZ		$1.28
2061	MASCOT CANDY COOKIES & CREAM ROUNDS 5 OZ		$2.05
4058	DOLLY MADISON SNACK CAKES GOLDEN CREME 2.7 oz		$1.81
2664	VELVEETA MACARONI & CHEESE 3 OZ	K,H	$2.35
2670	SPICY REFRIED BEANS & RICE	K,H	$2.40
2717	SEVILLA RICE SPICY SPANISH W/CHEESE 2 OZ	K,H	$2.06
2737	FRITOS CORN CHIPS CHILI CHEESE 2 OZ		$1.33
3020	OREO COOKIES 2.4 OZ	K	$1.26
3035	6 oz CHOCOLATE CHIP COOKIES	K,H	$1.84
3037	OREO COOKIES 2.4 OZ	K	$1.41
3039	LA MODERNA MARIAS COOKIES HISPANIC 4.94 OZ		$1.49
3040	MARKET SQUARE COOKIES ICED OATMEAL 6 OZ	K,H	$1.84
3109	VISTA CRACKERS SALTINE BULK 4 OZ	K,H	$0.76
3115	CHEEZ-IT CRACKERS 1.5 OZ	K	$1.28
3222	AUSTIN SANDWICH CRACKERS TOASTED PB		$0.90
3309	RICE KRISPIES TREAT	K	$1.37
3333	MAPLE GLAZED HONEY BUN 4 oz	K	$1.45
3146	GOLDEN VALLEY CRACKER CHEESE 9 OZ		$5.05
3384	KELLOGG'S GRAHAM CRACKERS ORIGINAL 15 OZ		$2.52
3790	MOON LODGE ONION RINGS HOT HOT HOT 6 OZ	K,H	$2.47
4169	SNYDER'S PRETZELS HONEY MUSTARD & ONION 2.25 OZ	K,H	$1.13
6079	WHOLE SHABANG POTATO CHIPS 1.50 OZ	K,H	$1.20
6083	WHITE CHEDDAR POPCORN		$1.77
6100	POTATO CHIPS 1.5 OZ	K,H	$1.20
6104	SNYDER'S PRETZELS BUFFALO WINGS PIECES 2.25 OZ		$1.13
6105	BBQ POTATO CHIPS 1.5 OZ	K,H	$1.20
6114	ANDY CAPPS HOT FRIES ORIGINAL 0.85 OZ		$1.20
6125	RED HOT CHIPS 1.5 OZ	K,H	$1.20
6126	SOUR CREAM & ONION CHIPS 1.5 OZ	K,H	$1.20
6159	FRITO LAY HOT CHEETOS	GF	$1.33
6167	FRITO LAY CHEETOS	GF	$1.33
6199	MOON LODGE POPCORN BUTTER 5 OZ		$1.91
6204	DORITOS TORTILLA CHIPS SPICY SWEET CHHILI 7.5 OZ		$3.86
6234	CORN NUTS RANCH 1.7 OZ		$1.71
6692	CACTUS ANNIE'S CHEESE PUFFS 10 OZ	GF	$2.03
3595	KING NUT PEANUTS BUTTER TOFFEE 3.5 oz		$1.96
6673	THAI PALACE NOODLES CHILI 3.7 oz		$1.34
3233	BRUSHY CREEK SAUSAGE HOT HONEY TURKEY 5 oz		$3.15
1502	MASCOT CANDY PEANUT CRUNCH BAR 1.65 oz		$1.12
7667	FIELDSTONE BAKERY BROWNIE FUDGE 2.15 oz		$1.06
7518	HEREFORD BEEF TACO FILLING 6 oz		$3.36
2706	FLAVOR KIST CHEWY GRANOLA BAR CHOC CHIP 0.84 oz		$4.00
2708	FLAVOR KIST CHEWY GRANOLA BAR PEANUT BUTTER CHOC CHIP 0.84 oz		$4.00

POUCH PRODUCTS & MEAT STICKS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0921	TRAILS BEST MEAT STICK HONEY TURKEY 1 oz		$1.30
3581	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 1.625 OZ	GF	$2.14
3584	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 5 OZ	GF	$4.05
3585	BRUSHY CREEK SUMMER SAUSAGE REGULAR 5 OZ	GF	$4.05
3783	SEVILLA RICE YELLOW 2 OZ		$1.62
3786	SEVILLA RED BEANS & RICE YELLOW 4 OZ		$1.87
3800	SEVILLA BLACK BEANS SPICY 8 OZ		$2.99
3918	HEREFORD RIP N READY BEEF LUNCHEON LOAF 3.5 OZ		$3.47
4113	MARUCHAN NOODLES YAKISOBA CHILI CHEESE 3.86 OZ		$2.42
4127	FRESH CATCH FISH STEAKS IN CHILI LIME SAUCE 3.53 OZ		$3.25
4128	FRESH CATCH FISH STEAK IN SMOKEY CHIPOTLE SAUCE 3.53 OZ		$3.25
6050	PRE-COOKED WHITE RICE 8 OZ	K,H,GF	$3.07
6051	KEEFE KITCHEN'S RICE INSTANT BROWN 6.5 OZ	K,H,GF	$2.78
6074	FRESHCATCH MACKERAL IN BRINE 3.53 OZ	K,H,GF	$3.25
6173	BRUSHY CREEK CHILI W/ BEANS 11.25 OZ	GF	$3.30
6174	BRUSHY CREEK HOT CHILI W/ BEANS 11.25 OZ	GF	$3.30
6191	FRESHCATCH SALMON FLAKES 3.53 OZ	K,H,GF	$2.99
6320	O'BRIENS MEAT BEEF & CHEDDAR STICK 1.125 OZ		$1.84
6442	KRAFT CHEESE SNACK SHARP CHEDDAR 4 OZ		$3.00
6444	KRAFT CHEESE SNACK JALAPENO 4 OZ		$3.00
6600	CACTUS ANNIE'S TORTILLA 6 CT BAG	K,H	$2.44
6826	FRESHCATCH TUNA 4.23 OZ	K,H,GF	$3.37
6894	BC DICED CHICKEN BREAST 7 OZ	GF	$6.07
7402	OSCAR MAYER BACON BITS 3 OZ		$2.82
9074	MARUCHAN YAKISOBA TERIYAKI CHICKEN 3.98 OZ		$2.42

DRINKS/MIXES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0475	HAWAIIN PUNCH DRINK MIX JUICY RED 0.75 OZ EA		$0.55
1023	RC BIGELOW HERBAL TEA CHAMOMILE MINT 20 CT		$3.30
2011	KEEFE FREEZE DRIED COFFEE DECAF COLOMBIAN 3 OZ	K,H	$4.50
2015	KEEFE FREEZE DRIED COFFEE COLOMBIAN 3 OZ	K,H	$4.50
2021	PARAMOUNT CREAMER NON-DAIRY 8 OZ	K,H	$3.33
2028	KEEFE TEA BAGS 48 CT		$2.97
2041	KEEFE DRINK MIX FRENCH VANILLA CAPPUCCINO 8 OZ	K,H	$3.18
2071	KEEFE HOT COCOA REGULAR 10 OZ	K,H	$3.20
2134	NEW LEAF CHOC HEALTH SHAKE 2 OZ	K	$2.26
2136	NEW LEAF VANILLA HEALTH SHAKE 2 OZ	K	$2.26
2502	HAWAIIN PUNCH DRINK MIX LEMON BERRY SQUEEAZE 0.95 OZ EA		$0.55
2528	HAWAIIN PUNCH DRINK MIX LEMON BERRY SQUEEAZE 0.95 OZ EA		$0.55

CANDY

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1947	SCOTTS CANDYBAR PECANBACKS 2.3 OZ		$1.70
1951	SCOTTS CANDYBAR CHOC CARAMEL 2.4 OZ		$1.70
2023	MASCOT PEANUT CARAMEL CLUSTERS 5 OZ BAG		$2.30
2047	MASCOT CANDY MIN PB CUPS 5 OZ		$2.30
4024	CORNER STORE CANDY WATERMELON SLICES 3 OZ		$1.60
4047	MARS M&M PLAIN 5.3 OZ	K	$3.40
4078	JUMBO FLOW CANDY BAR CHOCOLATY 1.69 OZ		$1.00
4100	SATHERS CANDY BUTTERSCOTCH BUTTONS 4.25 OZ		$1.60
4145	STARLITE MINTS 3.75 OZ		$1.60
4155	SATHERS CANDY SF WILD FRUIT 1.75 OZ	SF	$1.60
8054	MASCOT PEANUTS CHOC COVERED 5 OZ		$2.30
9078	CORNER STORE CANDY PEACH RINGS 3 OZ		$1.60

NUTS/CONDIMENTS/PASTRIES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
2078	KEEFE SUGAR 10/PK		$0.30
2103	HEARTY TRADITIONS INSTANT OATMEAL REGULAR 1 OZ		$0.80
2214	SUGAR SUBSTITUTE PINK 10 PK	K	$0.43
2438	QUAKER INSTANT OATMEAL MAPLE & BROWN SUGAR		$0.80
2596	PHILLY CREAM CHEESE W/JALAPENOS 2 OZ		$1.71
3192	MARKET SQUARE CAKE CREAM CHEESE 4 OZ	K	$1.75
3389	NUTRIGRAIN CEREAL BAR BLUEBERRY		$0.50
6289	MRS FIELDS COOKIES WHITE CHUNK MACADAMIA 2.1 oz		$1.68
4056	SQUEEZEM PEANUT BUTTER 2 OZ	K,H	$1.05
4185	CLOVERHILL DANISH APPLE 4.25 OZ	K	$1.84
4407	LUCKY JELLY GRAPE 1 OZ, 10 EACH PER PACKAGE	K,H	$3.00
4131	BAKE CITY SNACK CAKE BUTTER POUND CAKE 4 OZ		$1.85
4431	MARKET SQUARE CHEESE DANISH STRAWBERRY 4.25 OZ	K	$1.84
6213	KINGNUT HEALTH MIX 3.25 OZ	K,H	$1.96
6262	SQUEEZUM MAYONNAISE REGULAR 9 G PK=STRIP	K,H	$1.00
6263	SALAD FRESH MUSTARD 4.5 GR 10/BAG	K,H	$0.85
6294	BRUSHY CREEK PASTA SAUCE ITALIAN 4 OZ		$1.37
6346	MARKET SQUARE HONEY BUN ICED 4.75 OZ		$1.79
6428	SHARP CHEESE SQUEEZE 1.50 OZ		$1.50
6429	JALAPENO CHEESE SQUEEZE 1.50 OZ		$1.50
6430	MALT O MEAL CEREAL FROSTED FLAKES 1 OZ	K	$0.97
6515	SQUEEZUM MAYO 9 G EA		$0.60
6540	NUTRIGRAIN CEREAL BAR STRAWBERRY	K	$0.50
6606	SALTED PEANUTS 1.75 OZ	K,GF	$1.25
6607	SPICY PEANUTS 1.75 OZ	K,GF	$1.25
6610	GOLDEN VALLEY BAGEL PLAIN 4 OZ	K,H	$1.28
6612	GOLDEN VALLEY BAGEL CINNAMON RAISIN 4 OZ	K,H	$1.28

MISCELLANEOUS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1010	#10 WHITE ENVELOPE		$0.11
1015	MANILLA ENVELOPE 9.5 X 12.5		$0.40
1047	BECKER GLOVE ADDRESS BOOK DELUX 5" X 7"		$2.67
1050	POSTAGE STAMP FIRST CLASS - 10 COUNT		$7.80
1062	PAPER RULED PAD 8.5 X 14 50 SHEET - YELLOW		$1.67
1070	PAPER SKETCH PAD 8.5 X 11		$1.57
1077	#2 PENCIL		$0.50
1081	ROSE ART COLORED PENCILS 12 CT 7"		$4.48
1086	WEBSTER III POCKET DICTIONARY		$6.29
1101	BIRTHDAY CARD JUVENILE		$1.79
1102	SYMPATHY CARD		$1.79
1103	BIRTHDAY CARD PAPER		$1.79
1104	GET WELL CARD PAPER		$1.79
1109	GALLANT FRIENDSHIP CARD PAPER		$1.79
1110	GALLANT FRIENDSHIP CARD WOOD WIND		$1.79
1115	ANNIVERSARY CARD		$1.79
1120	THANK YOU CARD		$1.79
1121	SEASONAL GREETING CARD		$1.79
1123	BIRTHDAY CARD SPANISH		$1.79
1124	FRIENDSHIP CARD SPANISH		$1.79
1125	GEN PHOTO ALBUM HARD COVER LARGE 24 PAGES		$2.56
1157	SECURITY BLUE PEN		$0.64
1200	AAA ION3 BATTERY 4 PACK		$3.02
1217	REPLACEMENT HEADPHONES		$10.25
1235	RADIO ORPHEUSEN CLEAR RCVE		$32.66
1322	MAVERICK PLAYING CARDS		$2.14
1305	PLAYING CARDS PINOCHLE		$2.40
1343	MIRROR 6" X 4.5"		$2.48
1400	CEREAL BOW W/LID		$1.37
1415	GEN CUP W/LID 22 OZ WHITE		$0.76
1411	12 OZ COFFEE CUP W/HANDLE		$0.85
1432	WASHCLOTH (BEIGE)		$1.23
1440	BATH TOWEL (BEIGE)		$6.83
5191	EAR BUDS W/ MICROPHONE FOR TABLETS ONLY		$10.67
7040	LAKEWOOD 8" CLEAR FAN		$26.90

RELIGIOUS ITEMS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1150	HOLY BIBLE	N/A	$13.44
1151	HOLY KORAN	N/A	$22.21
5522	CATHOLIC SUPPLY ROSARY PLASTIC EA WHITE	N/A	$11.66
5582	ROSE SOLOMON SKULL CAP YARMULKE UNLINED EA WHT MEN'S	N/A	$1.94
5587	CRESCENT IMPORTS KUFI CAP COCHET EA WHITE	N/A	$8.71
7476	CATHOLIC SUPPLY ROSARY BEADS PLASTIC	N/A	$1.21

INDIGENT KITS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
9809	REGULAR INDIGENT KIT W/ RAZOR	N/A	$0.00
9813	SEGREGATION KIT W/OUT RAZOR	N/A	$0.00

CLOTHING

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1561	THERMAL BOTTOMS MED	N/A	$5.13
1562	THERMAL BOTTOMS LARGE	N/A	$4.58
1563	THERMAL BOTTOMS X-LARGE	N/A	$4.58
1564	THERMAL BOTTOMS 2X-LARGE	N/A	$6.75
1565	THERMAL BOTTOMS 3X-LARGE	N/A	$6.75
1567	THERMAL BOTTOMS 4X-LARGE	N/A	$7.65
1550	THERMAL TOP SMALL	N/A	$5.98
1551	THERMAL TOP MEDIUM	N/A	$5.98
1552	THERMAL TOP LARGE	N/A	$5.98
1553	THERMAL TOP X-LARGE	N/A	$5.98
1554	THERMAL TOP 2X-LARGE	N/A	$7.59
1555	THERMAL TOP 3X-LARGE	N/A	$7.59
1495	THERMAL TOP 5X-LARGE	N/A	$7.99
1625	SPORTS BRA SMALL	N/A	$10.25
1626	SPORTS BRA MEDIUM	N/A	$10.25
1627	SPORTS BRA LARGE	N/A	$10.25
1628	SPORTS BRA X-LARGE	N/A	$10.25
1650	WOMEN'S PANTIES SZ 6	N/A	$2.69
1651	WOMEN'S PANTIES SZ 8	N/A	$2.69
1652	WOMEN'S PANTIES SZ 10	N/A	$2.69
1653	WOMEN'S PANTIES SZ 11 LG	N/A	$2.69
3837	GREY BOXER BRIEFS SMALL	N/A	$3.29
3838	GREY BOXER BRIEFS MEDIUM	N/A	$3.29
3839	GREY BOXER BRIEFS LARGE	N/A	$3.29
3840	GREY BOXER BRIEFS XL-LARGE	N/A	$3.29
3841	GREY BOXER BRIEFS 2XL-LARGE	N/A	$3.29
9097	GREY BOXER BRIEFS 3XL-LARGE	N/A	$5.56
6948	T SHIRT GREY SMALL	N/A	$5.13
6940	T SHIRT GREY MEDIUM	N/A	$5.13
6941	T SHIRT GREY LARGE	N/A	$5.13
6942	T SHIRT GREY X-LARGE	N/A	$5.13
6943	T SHIRT GREY 2X-LARGE	N/A	$7.47
6944	T SHIRT GREY 3X-LARGE	N/A	$7.47
6945	T SHIRT GREY 4X-LARGE	N/A	$7.47
8209	NAVY JAM SHORT 3XL	N/A	$16.23
7197	NAVY JAM SHORT 4XL	N/A	$16.23
7198	NAVY JAM SHORT 5XL	N/A	$16.23
7199	NAVY JAM SHORT 6XL	N/A	$16.23
7214	BLUE SWEATSHIRT (4XL-LG)	N/A	$17.08
7215	BLUE SWEATSHIRT (5XL-LG)	N/A	$17.08
7216	BLUE SWEATSHIRT (6XL-LG)	N/A	$17.08
7244	BLUE SWEATPANTS (3XL-LG)	N/A	$17.08
7245	BLUE SWEATPANTS (4XL-LG)	N/A	$17.08
7246	BLUE SWEATPANTS (5XL-LG)	N/A	$17.08
8246	GYM SHORTS BLUE SMALL	N/A	$11.44
8204	GYM SHORTS BLUE MEDIUM	N/A	$12.81
8205	GYM SHORTS BLUE LARGE	N/A	$12.81
8207	GYM SHORTS BLUE X-LARGE	N/A	$12.81
8208	GYM SHORTS BLUE XX-LARGE	N/A	$12.81
8378	BLUE SWEATSHIRT (MEDIUM)	N/A	$10.25
8379	BLUE SWEATSHIRT (LARGE)	N/A	$8.47
8380	BLUE SWEATSHIRT (X-LARGE)	N/A	$12.81
8381	BLUE SWEATSHIRT (XX-LARGE)	N/A	$12.81
8383	BLUE SWEATPANTS (MEDIUM)	N/A	$10.25
8384	BLUE SWEATPANTS (LARGE)	N/A	$10.25
8385	BLUE SWEATPANTS (X-LARGE)	N/A	$12.81
8386	BLUE SWEATPANTS (XX-LARGE)	N/A	$12.81

READING GLASSES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
5273	READING GLASSES +1.25	N/A	$5.98
5274	READING GLASSES +1.50	N/A	$5.98
5275	READING GLASSES +1.75	N/A	$5.98
5276	READING GLASSES +2.00	N/A	$5.98
5277	READING GLASSES +2.25	N/A	$5.98
5278	READING GLASSES +2.50	N/A	$5.98
5279	READING GLASSES +2.75	N/A	$5.98
5280	READING GLASSES +3.00	N/A	$5.98
5281	READING GLASSES +3.25	N/A	$5.98

MEN'S SIZING FOOTWEAR

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1455	DELUXE ADJUSTABLE VELCRO SLIP ON - SMALL	N/A	$3.37
1456	DELUXE ADJUSTABLE VELCRO SLIP ON - MEDIUM	N/A	$3.37
1457	DELUXE ADJUSTABLE VELCRO SLIP ON - LARGE	N/A	$3.37
1458	DELUXE ADJUSTABLE VELCRO SLIP ON - X-LARGE	N/A	$3.37
1540	TUBE SOCKS	N/A	$1.65
1875	CRAWFORD SHOWER SHOE - MEDIUM	N/A	$3.29
3854	CRAWFORD SHOWER SHOE - SMALL	N/A	$3.29
3856	CRAWFORD SHOWER SHOE - LARGE	N/A	$3.29
3857	CRAWFORD SHOWER SHOE - XLARGE	N/A	$3.50
3858	CRAWFORD SHOWER SHOE - 2XLARGE	N/A	$3.50
2713	REEBOK RUNNING SHOE SZ 7	N/A	$65.90
2720	REEBOK RUNNING SHOE SZ 7.5	N/A	$65.90
8036	REEBOK RUNNING SHOE SZ 8	N/A	$65.90
2722	REEBOK RUNNING SHOE SZ 8.5	N/A	$65.90
8038	REEBOK RUNNING SHOE SZ 9	N/A	$65.90

MEN'S SIZING FOOTWEAR (Con't)

2723	REEBOK RUNNING SHOE SZ 9.5	N/A	$65.90
8040	REEBOK RUNNING SHOE SZ 10	N/A	$65.90
2729	REEBOK RUNNING SHOE SZ 10.5	N/A	$65.90
8041	REEBOK RUNNING SHOE SZ 11	N/A	$65.90
2735	REEBOK RUNNING SHOE SZ 11.5	N/A	$65.90
2741	REEBOK RUNNING SHOE SZ 12	N/A	$65.90
2749	REEBOK RUNNING SHOE SZ 13	N/A	$65.90
2751	REEBOK RUNNING SHOE SZ 14	N/A	$65.90
2752	REEBOK RUNNING SHOE SZ 15	N/A	$65.90

WOMEN'S SIZINB FOOTWEAR

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
8028	RAWLINGS CROSS TRAINING SHOES VIP SIZE 5 WHTE WOMEN'S	N/A	$28.89
8029	RAWLINGS CROSS TRAINING SHOES VIP SIZE 5.5 WHTE WOMEN'S	N/A	$28.89
8030	RAWLINGS CROSS TRAINING SHOES VIP SIZE 6 WHTE WOMEN'S	N/A	$28.89
8031	RAWLINGS CROSS TRAINING SHOES VIP SIZE 6.5 WHTE WOMEN'S	N/A	$28.89
8061	RAWLINGS CROSS TRAINING SHOES VIP SIZE 7 WHTE WOMEN'S	N/A	$28.89
8079	RAWLINGS CROSS TRAINING SHOES VIP SIZE 7.5 WHTE WOMEN'S	N/A	$28.89
8089	RAWLINGS CROSS TRAINING SHOES VIP SIZE 8 WHTE WOMEN'S	N/A	$28.89
8090	RAWLINGS CROSS TRAINING SHOES VIP SIZE 8.5 WHTE WOMEN'S	N/A	$28.89
8105	RAWLINGS CROSS TRAINING SHOES VIP SIZE 9 WHTE WOMEN'S	N/A	$28.89
8106	RAWLINGS CROSS TRAINING SHOES VIP SIZE 9.5 WHTE WOMEN'S	N/A	$28.89
8118	RAWLINGS CROSS TRAINING SHOES VIP SIZE 10 WHTE WOMEN'S	N/A	$28.89
8142	RAWLINGS CROSS TRAINING SHOES VIP SIZE 10.5 WHTE WOMEN'S	N/A	$28.89
8158	RAWLINGS CROSS TRAINING SHOES VIP SIZE 11 WHTE WOMEN'S	N/A	$28.89
7954	RAWLINGS CROSS TRAINING SHOES VIP SIZE 11.5 WHTE WOMEN'S	N/A	$28.89
8161	RAWLINGS CROSS TRAINING SHOES VIP SIZE 12 WHTE WOMEN'S	N/A	$28.89

HYGIENE

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0010	ALBERTO VO5 SHAMPOO EXTRA BODY 15 OZ	N/A	$2.50
0011	ALBERTO VO5 CONDITIONER 15 OZ	N/A	$2.25
0035	SOFTEE SHAMPOO & CONDITIONER 3 IN 1 13.5 OZ	N/A	$4.63
0036	DARK & LOVELY RELAXER REGULAR	N/A	$10.04
0039	DARK & LOVELY RELAXER SYSTEM	N/A	$10.04
0051	SOFTEE CONDITIONER BERGAMOT 5 oz	N/A	$2.99
0054	PERCARA GEL SPORT EXTREME HOLD 16 OZ	N/A	$2.26
0055	PRO GLO GEL POMADE 4 OZ	N/A	$2.46
0116	SUAVE ANTI-BACTERIA A/P	N/A	$2.59
0118	POWER UP A/P DEODORANT ROLL ON FORCE 3 OZ	N/A	$1.93
0144	SURE ANITPERSPIRENT DEODORANT ORIGINAL 1.7 OZ	N/A	$3.80
0147	POWER UP A/P DEODORANT DRIVE 2.5 OZ	N/A	$2.65
0216	COCOA BUTTER STICK 1 OZ	N/A	$2.50
0227	POWER UP LOTION COCOA BUTTER 15 OZ	N/A	$2.44
0250	HYDROCORTISONE CREAM 0.5 OZ	N/A	$1.93
0251	TOLNAFTATE ANTIFUNGAL CREAM 15G	N/A	$1.93
0273	GOODSENSE LIP BALM TROPICAL SPF 45 .15 OZ	N/A	$1.57
0331	PROTECTION SHAVE CREAM BRUSHLESS 7 OZ	N/A	$2.09
0358	ELEMENTZ CONDITIONER ALMOND/SHEA 15 OZ	N/A	$2.99
0361	ELEMENTZ BODY WASH 3 IN 1 COCO LIME 15 OZ	N/A	$2.78
0362	ELEMENTZ SHAMPOO DANDRUFF ALMOND SHEA 15 OZ	N/A	$2.99
0397	NEXT 1 COCOA BUTTER SOAP 5 OZ	N/A	$1.35
0398	DIAL SOAP ANTIBACTERIAL BAR 4 OZ	N/A	$1.55
0424	NEXT 1 MOISTURIZING SOAP 5 OZ	N/A	$1.26
0426	NEXT 1 SPORT BAR SOAP 5 OZ	N/A	$1.26
0490	SOAP DISH 2 PC	N/A	$0.81
0500	COOLWAVE MOUTHWASH ALCOHOL FREE 8 OZ	K	$1.49
0517	FRESHMINT TOOTHPASTE SENSITIVE 4.3 OZ	N/A	$2.99
0519	COLGATE TOOTHPASTE GREAT FLAVOR ANTICAVITY 2.5 OZ	N/A	$2.40
0530	COOL WAVE TOOTHPASTE GEL FRESH MINT 4 OZ	N/A	$2.00
0544	LOOPS FLOSS LOOPS MINT 30 PK	N/A	$3.99
0557	NEW WORLD IMPORTS TOOTHBRUSH ANTISHANK	N/A	$0.85
0572	MEDIFIRST COUGH & COLD RELIEF 325 MG TABLETS 2 CT	N/A	$0.58
0366	AMERICAN COMB TOOTHBRUSH HOLDER 2 PIECE	N/A	$0.65
0581	MCKESSON NON-ASPIRIN EXTRA STRENGTH 500 MG 2 PK	N/A	$0.56
0583	MCKESSON IBUPROFEN 200 MG 2 PK	N/A	$0.56
0590	FRESHMINT DENTURE TABLET 40 CT	N/A	$2.25
0595	EFFERGRIP DENTURE ADHESIVE 2.5 OZ	N/A	$6.17
0596	DUKAL DENTURE CUP	N/A	$0.45
0640	ROLAIDS ANTIACID EXTRA STRENGTH MINT 3 PACK	N/A	$2.90
0645	ALKA SELTZER PAIN RELIEF TABLETS 2 PK	N/A	$0.86
0651	GOODSENSE HEMORRHOIDAL OINTMENT 2 OZ	N/A	$3.67
0671	GOODSENSE COUGH DROPS CHERRY BAG 30 CT	N/A	$2.56
0680	SUNDANCE MULTIVITAMINS ONE DAILY ESSENTIAL 60 CT	N/A	$2.67
0760	NEW DAY COTTON SWAB 100 CT	N/A	$1.62
0821	GENCO PALM BRUSH	N/A	$0.85
4910	FREESTYLE PONYTAILERS METAL FREE ELASTICS 18 CT	N/A	$2.80
1180	GOODSENSE COUGH DROPS MENTHOL BAG 30 CT	N/A	$2.56
4293	COAST DEODORANT BAR SOAP CLASSIC SCENT 4 OZ	N/A	$1.20
6851	ORANGE SAFETY RAZOR	N/A	$0.85
8646	TRIM EMERY BOARD 10 PK	N/A	$0.96

Effective 11/03/2025

BCSO DHOC & ASH STREET GEN POP COMMISSARY MENU

MAX WEEKLY PURCHASE AMT $90.00

SOUPS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
6013	MARUCHAN RAMEN CAJUN CHICKEN 3 OZ		$0.85
6018	MARUCHAN RAMEN TX BEEF 3 OZ		$0.85
6026	MARUCHAN RAMEN CHILI 3 OZ		$0.85
6046	MARUCHAN RAMEN CHICKEN 3 OZ		$0.85
6048	MARUCHAN RAMEN BEEF 3 OZ		$0.85
6052	MARUCHAN RAMEN HOT & SPICY VEGETABLE 3 OZ		$0.85
6053	CAJUN SHRIMP RAMEN		$0.85
6094	MARUCHAN VEGETABLE RAMEN HOT & SPICY LS 3 OZ		$0.85

COOKIES/CRACKERS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1953	TOAST EMS TOASTER PASTRIES STRAWBERRY 10.2 OZ		$4.87
1983	TOAST EMS TOASTER PASTRIES BRWN SUGAR CINNAMON 10.2 OZ		$4.87
3114	GOLDEN VALLEY CRACKER SNACK 13.7 OZ		$4.10
2009	CHEEZ IT CRACKERS SANPPED 1.5 OZ		$1.28
2061	MASCOT CANDY COOKIES & CREAM ROUNDS 5 OZ		$2.05
2594	DOLLY MADISON SNACK CAKES GOLDEN CREME 2.7 oz		$1.62
2664	VELVEETA MACARONI & CHEESE 3 OZ	K,H	$2.35
2670	SPICY REFRIED BEANS & RICE	K,H	$2.40
2717	SEVILLA RICE SPICY SPANISH W/CHEESE 2 OZ	K,H	$2.06
2737	FRITOS CORN CHIPS CHILI CHEESE 2 OZ		$1.33
3020	OREO COOKIES 2.4 OZ	K	$1.26
3035	6 oz CHOCOLATE CHIP COOKIES	K,H	$1.84
3037	OREO COOKIES 2.4 OZ	K	$1.41
3039	LA MODERNA MARIAS COOKIES HISPANIC 4.94 OZ		$1.49
3040	MARKET SQUARE COOKIES ICED OATMEAL 6 OZ	K,H	$1.84
3109	VISTA CRACKERS SALTINE BULK 4 OZ	K,H	$0.76
3115	CHEEZ-IT CRACKERS 1.5 OZ	K	$1.28
3222	AUSTIN SANDWICH CRACKERS TOASTED PB		$0.90
3309	RICE KRISPIES TREAT	K	$1.37
3333	MAPLE GLAZED HONEY BUN 4 oz	K	$1.45
3146	GOLDEN VALLEY CRACKER CHEESE 9 OZ		$5.05
3384	KELLOGG'S GRAHAM CRACKERS ORIGINAL 15 OZ		$2.52
3790	MOON LODGE ONION RINGS HOT HOT HOT 6 OZ	K,H	$2.47
4169	SNYDER'S PRETZELS HONEY MUSTARD & ONION 2.25 OZ	K,H	$1.13
6079	WHOLE SHABANG POTATO CHIPS 1.50 OZ	K,H	$1.20
6083	WHITE CHEDDAR POPCORN		$1.77
6100	POTATO CHIPS 1.5 OZ	K,H	$1.07
6104	SNYDER'S PRETZELS BUFFALO WINGS PIECES 2.25 OZ		$1.13
6105	BBQ POTATO CHIPS 1.5 OZ	K,H	$0.99
6114	ANDY CAPPS HOT FRIES ORIGINAL 0.85 OZ		$1.20
6125	RED HOT CHIPS 1.5 OZ	K,H	$1.20
6126	SOUR CREAM & ONION CHIPS 1.5 OZ	K,H	$1.20
6159	FRITO LAY HOT CHEETOS	GF	$1.33
6167	FRITO LAY CHEETOS	GF	$1.33
6134	MOON LODGE POPCORN CARAMEL 3.53 OZ		$1.50
6204	DORITOS TORTILLA CHIPS SPICY SWEET CHHILI 7.5 OZ		$3.86
6234	CORN NUTS RANCH 1.7 OZ		$1.71
6692	CACTUS ANNIE'S CHEESE PUFFS 10 OZ	GF	$2.03
3595	KING NUT PEANUTS BUTTER TOFFEE 3.5 oz		$1.96
6673	THAI PALACE NOODLES CHILI 3.7 oz		$1.34
3233	BRUSHY CREEK SAUSAGE HOT HONEY TURKEY 5 oz		$3.15
1502	MASCOT CANDY PEANUT CRUNCH BAR 1.65 oz		$1.12
7667	FIELDSTONE BAKERY BROWNIE FUDGE 2.15 oz		$1.06
7518	HEREFORD BEEF TACO FILLING 6 oz		$3.36
2706	FLAVOR KIST CHEWY GRANOLA BAR CHOC CHIP 0.84 oz		$4.00
2708	FLAVOR KIST CHEWY GRANOLA BAR PEANUT BUTTER CHOC CHIP 0.84 oz		$4.00

POUCH PRODUCTS & MEAT STICKS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0921	TRAILS BEST MEAT STICK HONEY TURKEY 1 oz		$1.30
3581	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 1.625 OZ	GF	$2.14
3584	BRUSHY CREEK SUMMER SAUSAGE HOT & SPICY 5 OZ	GF	$4.05
3585	BRUSHY CREEK SUMMER SAUSAGE REGULAR 5 OZ	GF	$4.05
3783	SEVILLA RICE YELLOW 2 OZ		$1.62
3786	SEVILLA RED BEANS & RICE YELLOW 4 OZ		$1.87
3800	SEVILLA BLACK BEANS SPICY 8 OZ		$2.99
3918	HEREFORD RIP N READY BEEF LUNCHEON LOAF 3.5 OZ		$3.47
4113	MARUCHAN NOODLES YAKISOBA CHILI CHEESE 3.86 OZ		$2.42
4127	FRESH CATCH FISH STEAKS IN CHILI LIME SAUCE 3.53 OZ		$3.25
4128	FRESH CATCH FISH STEAK IN SMOKEY CHIPOTLE SAUCE 3.53 OZ		$3.25
6050	PRE-COOKED WHITE RICE 8 OZ	K,H,GF	$3.07
6051	KEEFE KITCHEN'S RICE INSTANT BROWN 6.5 OZ	K,H,GF	$2.78
6074	FRESHCATCH MACKERAL IN BRINE 3.53 OZ	K,H,GF	$3.25
6173	BRUSHY CREEK CHILI W/ BEANS 11.25 OZ	GF	$3.70
6174	BRUSHY CREEK HOT CHILI W/ BEANS 11.25 OZ	GF	$3.70
6191	FRESHCATCH SALMON FLAKES 3.53 OZ	K,H,GF	$2.99
6442	KRAFT CHEESE SNACK SHARP CHEDDAR 4 OZ		$3.00
6444	KRAFT CHEESE SNACK JALAPENO 4 OZ		$3.00
6600	CACTUS ANNIE'S TORTILLA 6 CT BAG	K,H	$2.44
6826	FRESHCATCH TUNA 4.23 OZ	K,H,GF	$3.37
6894	BC DICED CHICKEN BREAST 7 OZ	GF	$6.07
7402	OSCAR MAYER BACON BITS 3 OZ		$2.82
9074	MARUCHAN YAKISOBA TERIYAKI CHICKEN 3.98 OZ		$2.42
6320	O'BRIENS MEAT BEEF & CHEDDAR STICK 1.125 OZ		$1.84

DRINKS/MIXES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0475	HAWAIIN PUNCH DRINK MIX JUICY RED 0.75 OZ EA		$0.55
1023	RC BIGELOW HERBAL TEA CHAMOMILE MINT 20 CT		$3.30
2011	KEEFE FREEZE DRIED COFFEE DECAF COLOMBIAN 3 OZ	K,H	$4.50
2015	KEEFE FREEZE DRIED COFFEE COLOMBIAN 3 OZ	K,H	$4.50
2021	PARAMOUNT CREAMER NON-DAIRY 8 OZ	K,H	$3.33
2028	KEEFE TEA BAGS 48 CT		$2.97

CANDY

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1947	SCOTTS CANDYBAR PECANBACKS 2.3 OZ		$1.70
1951	SCOTTS CANDYBAR CHOC CARAMEL 2.4 OZ		$1.70
2023	MASCOT PEANUT CARAMEL CLUSTERS 5 OZ BAG		$2.30
2047	MASCOT CANDY MIN PB CUPS 5 OZ		$2.30
4024	CORNER STORE CANDY WATERMELON SLICES 3 OZ		$1.60
4047	MARS M&M PLAIN 5.3 OZ	K	$3.40
4078	JUMBO FLOW CANDY BAR CHOCOLATY 1.69 OZ		$1.00
4100	SATHERS CANDY BUTTERSCOTCH BUTTONS 4.25 OZ		$1.60
4145	STARLITE MINTS 3.75 OZ		$1.60
4155	SATHERS CANDY SF WILD FRUIT 1.75 OZ	SF	$1.60
8054	MASCOT PEANUTS CHOC COVERED 5 OZ		$2.30
9078	CORNER STORE CANDY PEACH RINGS 3 OZ		$1.60

NUTS/CONDIMENTS/PASTRIES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
2078	KEEFE SUGAR 10/PK		$0.30
2103	HEARTY TRADITIONS INSTANT OATMEAL REGULAR 1 OZ		$0.80
2214	SUGAR SUBSTITUTE PINK 10 PK	K	$0.43
2438	QUAKER INSTANT OATMEAL MAPLE & BROWN SUGAR		$0.76
2596	PHILLY CREAM CHEESE W/JALAPENOS 2 OZ		$1.71
3192	MARKET SQUARE CAKE CREAM CHEESE 4 OZ	K	$1.75
3389	NUTRIGRAIN CEREAL BAR BLUEBERRY		$0.50
6289	MRS FIELDS COOKIES WHITE CHUNK MACADAMIA 2.1 oz		$1.68
4056	SQUEEZEM PEANUT BUTTER 2 OZ	K,H	$1.05
4185	CLOVERHILL DANISH APPLE 4.25 OZ	K	$1.84
4407	LUCKY JELLY GRAPE 1 OZ, 10 EACH PER PACKAGE	K,H	$3.00
4131	BAKE CITY SNACK CAKE BUTTER POUND CAKE 4 OZ		$1.85
4431	MARKET SQUARE CHEESE DANISH STRAWBERRY 4.25 OZ	K	$1.84
6213	KINGNUTS HEALTH MIX 3.25 OZ	K,H	$1.96
6262	SALAD FRESH SQUEEZUM MAYONNAISE REGULAR 9 G PK=STRIP	K,H	$1.00
6263	SALAD FRESH MUSTARD 4.5 GR 10/BAG	K,H	$0.85
6294	BRUSHY CREEK PASTA SAUCE ITALIAN STYLE 4 OZ		$1.37
6346	MARKET SQUARE HONEY BUN ICED 4.75 OZ		$1.79
6428	SHARP CHEESE SQUEEZE 1.50 OZ		$1.50
6429	JALAPENO CHEESE SQUEEZE 1.50 OZ		$1.50
6430	MALT O MEAL CEREAL FROSTED FLAKES 1 OZ	K	$0.97
6515	SQUEEZUM MAYO 9 G EA		$0.60
6540	NUTRIGRAIN CEREAL BAR STRAWBERRY	K	$0.50
6606	SALTED PEANUTS 1.75 OZ	K,GF	$1.14
6607	SPICY PEANUTS 1.75 OZ	K,GF	$1.14
6610	GOLDEN VALLEY BAGEL PLAIN 4 OZ	K,H	$1.28
6612	GOLDEN VALLEY BAGEL CINNAMON RAISIN 4 OZ	K,H	$1.28

MISCELLANEOUS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1010	#10 WHITE ENVELOPE		$0.11
1015	MANILLA ENVELOPE 9.5 X 12.5		$0.40
1047	BECKER GLOVE ADDRESS BOOK DELUX 5" X 7"		$2.67
1050	POSTAGE STAMP FIRST CLASS - 10 COUNT		$7.80
1062	PAPER RULED PAD 8.5 X 14 50 SHEET - YELLOW		$1.67
1070	PAPER SKETCH PAD 8.5 X 11		$1.57
1077	#2 PENCIL		$0.50
1081	ROSE ART COLORED PENCILS 12 CT 7"		$4.48
1086	WEBSTER III POCKET DICTIONARY		$6.29
1101	BIRTHDAY CARD JUVENILE		$1.79
1102	SYMPATHY CARD		$1.79
1103	BIRTHDAY CARD PAPER		$1.79
1104	GET WELL CARD PAPER		$1.79
1109	GALLANT FRIENDSHIP CARD PAPER		$1.79
1110	GALLANT FRIENDSHIP CARD WOOD WIND		$1.79
1115	ANNIVERSARY CARD		$1.79
1120	THANK YOU CARD		$1.79
1121	SEASONAL GREETING CARD		$1.79
1123	BIRTHDAY CARD SPANISH		$1.79
1124	FRIENDSHIP CARD SPANISH		$1.79
1125	GEN PHOTO ALBUM HARD COVER LARGE 24 PAGES		$2.56
1157	SECURITY BLUE PEN		$0.64
1200	AAA ION3 BATTERY 4 PACK		$3.02
1217	KOSS REPLACEMENT HEADPHONES		$10.25
1235	RADIO ORPHEUSEN CLEAR RCVE		$32.66
1322	MAVERICK PLAYING CARDS		$2.14
1305	PLAYING CARDS PINOCHLE		$2.40
1343	MIRROR 6" X 4.5"		$2.48
1400	CEREAL BOW W/LID		$1.37
1415	GEN CUP W/LID 22 OZ WHITE		$0.85
1411	12 OZ COFFEE CUP W/HANDLE		$1.28
1432	WASHCLOTH (BEIGE)		$1.23
1440	BATH TOWEL (BEIGE)		$6.83
5191	EAR BUDS W/ MICROPHONE FOR TABLETS ONLY		$10.67
7040	MASSE LAKEWOOD 8" CLEAR FAN		$26.90

MEN'S SIZING FOOTWEAR (Con't)

2723	REEBOK RUNNING SHOE SZ 9.5	N/A	$65.90
8040	REEBOK RUNNING SHOE SZ 10	N/A	$65.90
2729	REEBOK RUNNING SHOE SZ 10.5	N/A	$65.90
8041	REEBOK RUNNING SHOE SZ 11	N/A	$65.90
2735	REEBOK RUNNING SHOE SZ 11.5	N/A	$65.90
2741	REEBOK RUNNING SHOE SZ 12	N/A	$65.90

2041	KEEFE DRINK MIX FRENCH VANILLA CAPPUCCINO 8 OZ	K,H	$3.18
2071	KEEFE HOT COCOA REGULAR 10 OZ	K,H	$3.20
2134	NEW LEAF CHOC HEALTH SHAKE 2 OZ	K	$2.26
2136	NEW LEAF VANILLA HEALTH SHAKE 2 OZ	K	$2.26
2502	HAWAIIN PUNCH DRINK MIX LEMON BERRY SQUEEAZE 0.95 OZ EA		$0.55
2528	HAWAIIN PUNCH DRINK MIX LEMON BERRY SQUEEAZE 0.95 OZ EA		$0.55

INDIGENT KITS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
9809	REGULAR INDIGENT KIT W/ RAZOR	N/A	$0.00
9813	SEGREGATION KIT W/OUT RAZOR	N/A	$0.00

CLOTHING

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1561	THERMAL BOTTOMS MED	N/A	$5.13
1562	THERMAL BOTTOMS LARGE	N/A	$5.13
1563	THERMAL BOTTOMS X-LARGE	N/A	$5.13
1564	THERMAL BOTTOMS 2X-LARGE	N/A	$6.75
1565	THERMAL BOTTOMS 3X-LARGE	N/A	$6.75
1567	THERMAL BOTTOMS 4X-LARGE	N/A	$7.65
1550	THERMAL TOP SMALL	N/A	$5.98
1551	THERMAL TOP MEDIUM	N/A	$5.98
1552	THERMAL TOP LARGE	N/A	$5.98
1553	THERMAL TOP X-LARGE	N/A	$5.98
1554	THERMAL TOP 2X-LARGE	N/A	$7.59
1555	THERMAL TOP 3X-LARGE	N/A	$7.59
1495	THERMAL TOP 5X-LARGE	N/A	$7.99
3837	GREY BOXER BRIEFS SMALL	N/A	$3.29
3838	GREY BOXER BRIEFS MEDIUM	N/A	$3.29
3839	GREY BOXER BRIEFS LARGE	N/A	$3.29
3840	GREY BOXER BRIEFS XL-LARGE	N/A	$3.29
3841	GREY BOXER BRIEFS 2XL-LARGE	N/A	$3.29
9097	GREY BOXER BRIEFS 3XL-LARGE	N/A	$5.56
6948	T SHIRT GREY SMALL	N/A	$5.13
6940	T SHIRT GREY MEDIUM	N/A	$5.13
6941	T SHIRT GREY LARGE	N/A	$5.13
6942	T SHIRT GREY X-LARGE	N/A	$5.13
6943	T SHIRT GREY 2X-LARGE	N/A	$7.47
6944	T SHIRT GREY 3X-LARGE	N/A	$7.47
6945	T SHIRT GREY 4X-LARGE	N/A	$7.47
8209	NAVY JAM SHORT 3XL	N/A	$16.23
7197	NAVY JAM SHORT 4XL	N/A	$16.23
7198	NAVY JAM SHORT 5XL	N/A	$16.23
7199	NAVY JAM SHORT 6XL	N/A	$16.23
7214	BLUE SWEATSHIRT (4XL-LG)	N/A	$17.08
7215	BLUE SWEATSHIRT (5XL-LG)	N/A	$17.08
7216	BLUE SWEATSHIRT (6XL-LG)	N/A	$17.08
7244	BLUE SWEATPANTS (3XL-LG)	N/A	$17.08
7245	BLUE SWEATPANTS (4XL-LG)	N/A	$17.08
7246	BLUE SWEATPANTS (5XL-LG)	N/A	$17.08
8246	GYM SHORTS BLUE SMALL	N/A	$12.81
8204	GYM SHORTS BLUE MEDIUM	N/A	$12.81
8205	GYM SHORTS BLUE LARGE	N/A	$12.81
8207	GYM SHORTS BLUE X-LARGE	N/A	$12.81
8208	GYM SHORTS BLUE XX-LARGE	N/A	$12.81
8378	BLUE SWEATSHIRT (MEDIUM)	N/A	$10.25
8379	BLUE SWEATSHIRT (LARGE)	N/A	$10.25
8380	BLUE SWEATSHIRT (X-LARGE)	N/A	$12.81
8381	BLUE SWEATSHIRT (XX-LARGE)	N/A	$12.81
8383	BLUE SWEATPANTS (MEDIUM)	N/A	$10.25
8384	BLUE SWEATPANTS (LARGE)	N/A	$10.25
8385	BLUE SWEATPANTS (X-LARGE)	N/A	$12.81
8386	BLUE SWEATPANTS (XX-LARGE)	N/A	$12.81

MEN FOOTWEAR

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1455	DELUXE ADJUSTABLE VELCRO SLIP ON - SMALL	N/A	$3.37
1456	DELUXE ADJUSTABLE VELCRO SLIP ON - MEDIUM	N/A	$3.37
1457	DELUXE ADJUSTABLE VELCRO SLIP ON - LARGE	N/A	$3.37
1458	DELUXE ADJUSTABLE VELCRO SLIP ON - X-LARGE	N/A	$3.37
1540	TUBE SOCKS	N/A	$1.65
1875	CRAWFORD SHOWER SHOE - MEDIUM	N/A	$3.29
3854	CRAWFORD SHOWER SHOE - SMALL	N/A	$3.29
3856	CRAWFORD SHOWER SHOE - LARGE	N/A	$3.29
3857	CRAWFORD SHOWER SHOE - XLARGE	N/A	$3.50
3858	CRAWFORD SHOWER SHOE - 2XLARGE	N/A	$3.50
1721	RAWLINGS TENNIS SHOE MARC II VELCRO SIZE 6 MEN'S WHITE	N/A	$38.71
1736	RAWLINGS TENNIS SHOE MARK II VELCRO SIZE 6.5 MEN'S WHITE	N/A	$38.71
1751	MENS RAWLINGS TENNIS SHOE MARC II VELCRO SIZE 7	N/A	$38.71
2713	REEBOK RUNNING SHOE SZ 7	N/A	$65.90
2720	REEBOK RUNNING SHOE SZ 7.5	N/A	$65.90
8036	REEBOK RUNNING SHOE SZ 8	N/A	$65.90
2722	REEBOK RUNNING SHOE SZ 8.5	N/A	$65.90
8038	REEBOK RUNNING SHOE SZ 9	N/A	$65.90

2749	REEBOK RUNNING SHOE SZ 13	N/A	$65.90
2751	REEBOK RUNNING SHOE SZ 14	N/A	$65.90
2752	REEBOK RUNNING SHOE SZ 15	N/A	$65.90

HYGIENE

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
0010	ALBERTO VO5 SHAMPOO EXTRA BODY 15 OZ	N/A	$2.50
0011	ALBERTO VO5 CONDITIONER 15 OZ	N/A	$2.25
0035	SOFTEE SHAMPOO & CONDITIONER 3 IN 1 13.5 OZ	N/A	$4.63
0036	DARK & LOVELY RELAXER REGULAR	N/A	$10.04
0039	DARK & LOVELY RELAXER SYSTEM	N/A	$10.04
0051	SOFTEE CONDITIONER BERGAMOT 5 oz	N/A	$2.99
0054	PERCARA GEL SPORT EXTREME HOLD 16 OZ	N/A	$2.26
0055	PRO GLO POMADE GEL 4 oz	N/A	$2.46
0116	SUAVE ANTI-BACTERIA A/P	N/A	$2.59
0118	POWER UP A/P DEODORANT ROLL ON FORCE 3 OZ	N/A	$1.93
0144	SURE ANITPERSPIRENT DEODORANT ORIGINAL 1.7 OZ	N/A	$3.80
0147	POWER UP A/P DEODORANT DRIVE 2.5 OZ	N/A	$2.37
0216	COCOA BUTTER STICK 1 OZ	N/A	$2.50
0227	POWER UP LOTION COCOA BUTTER 15 OZ	N/A	$2.44
0250	HYDROCORTISONE CREAM 0.5 OZ	N/A	$1.93
0251	TOLNAFTATE ANTIFUNGAL CREAM 15G	N/A	$1.93
0273	GOODSENSE LIP BALM TROPICAL SPF 45 .15 OZ	N/A	$1.57
0331	PROTECTION SHAVE CREAM BRUSHLESS 7 OZ	N/A	$2.09
0358	ELEMENTZ CONDITIONER ALMOND/SHEA 15 OZ	N/A	$2.99
0361	ELEMENTZ BODY WASH 3 IN 1 COCO LIME 15 OZ	N/A	$2.78
0362	ELEMENTZ SHAMPOO DANDRUFF ALMOND SHEA 15 OZ	N/A	$2.99
0397	NEXT 1 COCOA BUTTER SOAP 5 OZ	N/A	$1.35
0398	DIAL SOAP ANTIBACTERIAL BAR 4 OZ	N/A	$1.55
0424	NEXT 1 MOISTURIZING SOAP 5 OZ	N/A	$1.26
0426	NEXT 1 SPORT BAR SOAP 5 OZ	N/A	$1.26
0490	SOAP DISH 2 PC	N/A	$0.81
0500	COOLWAVE MOUTHWASH ALCOHOL FREE 8 OZ	K	$1.49
0517	FRESHMINT TOOTHPASTE SENSITIVE 4.3 OZ	N/A	$2.99
0519	COLGATE TOOTHPASTE GREAT FLAVOR ANTICAVITY 2.5 OZ	N/A	$2.40
0530	COOL WAVE TOOTHPASTE GEL FRESH MINT 4 OZ	N/A	$2.00
0544	LOOPS FLOSS LOOPS MINT 30 PK	N/A	$3.99
0557	NEW WORLD IMPORTS TOOTHBRUSH ANTISHANK	N/A	$0.85
0572	MEDIFIRST COUGH & COLD RELIEF 325 MG TABLETS 2 CT	N/A	$0.58
0366	AMERICAN COMB TOOTHBRUSH HOLDER 2 PIECE	N/A	$0.65
0581	MCKESSON NON-ASPIRIN EXTRA STRENGTH 500 MG 2 PK	N/A	$0.56
0583	MCKESSON IBUPROFEN 200 MG 2 PK	N/A	$0.56
0590	FRESHMINT DENTURE TABLET 40 CT	N/A	$2.25
0595	EFFERGRIP DENTURE ADHESIVE 2.5 OZ	N/A	$6.17
0596	DUKAL DENTURE CUP	N/A	$0.45
0640	ROLAIDS ANTIACID EXTRA STRENGTH MINT 3 PACK	N/A	$2.90
0645	ALKA SELTZER PAIN RELIEF TABLETS 2 PK	N/A	$0.86
0651	GOODSENSE HEMORRHOIDAL OINTMENT 2 OZ	N/A	$3.67
0671	GOODSENSE COUGH DROPS CHERRY BAG 30 CT	N/A	$2.56
0680	SUNDANCE MULTIVITAMINS ONE DAILY ESSENTIAL 60 CT	N/A	$2.67
0760	NEW DAY COTTON SWAB 100 CT	N/A	$1.62
0821	GENCO PALM BRUSH	N/A	$0.85
4910	FREESTYLE PONYTAILERS METAL FREE ELASTICS 18 CT	N/A	$2.80
1180	GOODSENSE COUGH DROPS MENTHOL BAG 30 CT	N/A	$2.56
4293	COAST DEODORANT BAR SOAP CLASSIC SCENT 4 OZ	N/A	$1.20
6851	ORANGE SAFETY RAZOR	N/A	$0.85

RELIGIOUS ITEMS

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
1150	HOLY BIBLE	N/A	$13.44
1151	HOLY KORAN	N/A	$22.21
5522	CATHOLIC SUPPLY ROSARY PLASTIC EA WHITE	N/A	$11.66
5582	ROSE SOLOMON SKULL CAP YARMULKE UNLINED EA WHT MEN'S	N/A	$1.94
5587	CRESCENT IMPORTS KUFI CAP COCHET EA WHITE	N/A	$8.71
7476	CATHOLIC SUPPLY ROSARY BEADS PLASTIC	N/A	$1.21

READING GLASSES

ITEM #	DESCRIPTION	K/H/GF/SF	PRICE
5273	READING GLASSES +1.25	N/A	$5.98
5274	READING GLASSES +1.50	N/A	$5.98
5275	READING GLASSES +1.75	N/A	$5.98
5276	READING GLASSES +2.00	N/A	$5.98
5277	READING GLASSES +2.25	N/A	$5.98
5278	READING GLASSES +2.50	N/A	$5.98
5279	READING GLASSES +2.75	N/A	$5.98
5280	READING GLASSES +3.00	N/A	$5.98
5281	READING GLASSES +3.25	N/A	$5.98

Effective 11/03/2025

ALL FACILITIES PURCHASE 1 EA EVERY 6 MONTHS

1400	**CEREAL BOW W/LID**		**$1.13**	**1 each every 6 months**
1415	**GEN CUP W/LID 22 OZ WHITE**		**$0.70**	**1 each every 6 months**
1411	**12 OZ COFFEE CUP W/HANDLE**		**$1.06**	**1 each every 6 months**

OVERIDE PURCHASE ONLY EFF 11/21/2024

1200 AAA Batteries 4 pack
1235 Radio Orpheusen Clear Rcve

OVERIDE PURCHASE ONLY EFF 11/05/2024

RELIGIOUS ITEMS			
ITEM #	**DESCRIPTION**	**K/H/GF/SF**	**PRICE**
5522	CATHOLIC SUPPLY ROSARY PLASTIC EA WHITE	N/A	$11.66
5582	ROSE SOLOMON SKULL CAP YARMULKE UNLINED EA WHT MEN'S	N/A	$1.73
5587	CRESCENT IMPORTS KUFI CAP COCHET EA WHITE	N/A	$7.78
7476	CATHOLIC SUPPLY ROSARY BEADS PLASTIC	N/A	$1.08

1 Each of any size (will need override if need to order a replacement arises)
Fan
Radio
Razor
Sneaker
Shower Shoe

Sweatpants
Sweatshirt
All Reading Glasses **Moving this from 1 each per week to 1 each forever, will need an override for inmate to purchase.**

2 Each of any size (will need override if need to order a replacement arises)
Shorts

6 Each of any size (will need override if need to order a replacement arises)
Socks
T-shirts
Underwear/panties

40 Each per Month
#10 White envelopes

20 Each per Month
Manila Envelopes

8 Each per Month
Book of Stamps
Bars of Soap

4 Each per Month – BCSO would like the ability to order batteries be based upon previous purchase of the radio as there is no other reason to need batteries.
4 Pack of AAA Batteries **We are aware that this can't be done….**

2 Each per Month

36	DARK & LOVELY RELAXER REGULAR
39	DARK & LOVELY RELAXER SYSTEM

1 Each per Month

1023	RC BIGELOW HERBAL TEA CHAMOMILE MINT 20 CT
2028	KEEFE TEA BAGS 48 CT
8646	TRIM EMERY BOARD 10 PK (DWC ONLY)

3 Each per Week (strips of 10 packets ea)

2078	KEEFE SUGAR 10/PK
2214	SUGAR SUBSTITUTE PINK 10 PK

1 Each per Week
Gen Pop Indigent Kits & SMU Indigent Kits

1 Each per Week

	Pens
	Pencils
	Rose Art Colored Pencils packs (12 pencils per pack)

1 Each per Month

490	SOAP DISH 2 PC
590	FRESHMINT DENTURE TABLET 40 CT
595	EFFERGRIP DENTURE ADHESIVE 2.5 OZ
596	SEA BOND DENTURE BATH BASKET
	Replacement Headphones for Radio and Tablet

Current Inventory Items

Today's Date: 12/3/2025 9:04

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
00711293061745	Grey Sweatpants	CT	CT	N	$20.99	$21.62	0	0
010923000728	"Dial Anti-Bacterial, 4oz"	CT	CT	N	$1.14	$1.17	0	0
011111325838	Lever 2000	CT	CT	N	$1.49	$1.54	65	0
011509089007	denture bath	CT	CT	N	$1.70	$1.75	5	0
012044000274	OldSpice Pure Sport Deodorant	CT	CT	N	$3.29	$3.39	7	0
012044037522	OldSpice Aqua Reef	CT	CT	N	$3.94	$4.06	0	0
012044037539	OldSpice Swagger	CT	CT	N	$3.94	$4.06	0	0
012044342404	Old Spice High Endurance	CT	CT	N	$2.69	$2.77	0	0
016000159402	Chex Mix Savory 8.75 oz	CT	CT	N	$4.81	$4.95	0	0
017000044217	Tone Hand & Body Lotion	CT	CT	N	$4.79	$4.65	2	-48
017000044286	Dial Lotion Advanced Therapy	CT	CT	N	$4.87	$5.02	2	0
017082877178	JackLinks BeefJerky Peppered 0.9oz	CT	CT	N	$2.43	$2.50	5	0
019100109971	Jergens Lotion 3oz	CT	CT	N	$2.43	$2.50	0	0
020501060587	O'Briens hot'n spicy	CT	CT	N	$1.09	$1.12	0	0
021000052936	Kraft Mayo 12oz	CT	CT	N	$4.28	$4.41	10	0
021000671205	Kraft Ranch Dressing	CT	CT	N	$0.71	$0.73	15	0
021299131909	KOSS R10 8ft Headphones	CT	CT	N	$35.29	$36.35	0	-4
021299147573	ThePlug EarBud 4' cord	CT	CT	N	$14.59	$15.03	0	0
021299148143	KOSS CL-5 8 Ft Headphone	CT	CT	N	$9.94	$10.24	0	0
022200004923	SPEED SRICK Power Sport 3oz	CT	CT	N	$3.36	$3.46	0	0
023255034927	Russel Athletic Short L mesh	CT	CT	N	$14.99	$15.44	0	0
023255034934	Russel Athletic Short XL mesh	CT	CT	N	$15.99	$16.47	1	0
023255501429	Russel Athletic Sweat Shirt S	CT	CT	N	$13.59	$14.00	0	0
023255501436	Russel Athletic Sweat Shirt M	CT	CT	N	$13.59	$14.00	0	0
023255501443	Russel Athletic Sweat Shirt L	CT	CT	N	$22.99	$23.68	1	0
023255501450	Russel Athletic Sweat Shirt XL	CT	CT	N	$22.99	$23.68	0	0
023255501467	Russel Athletic Sweat Shirt 2XL	CT	CT	N	$22.99	$23.68	1	0
024100111350	Cheez it extra toasty	CT	CT	N	$2.45	$2.52	0	0
024100705665	Cheez-It original 7 oz	CT	CT	N	$3.57	$3.68	8	0
024100705719	CHEEZ-IT WHT Cheddar 7oz	CT	CT	N	$2.61	$2.69	0	-48
024100705849	Cheez It Hot&Spicy 7oz	CT	CT	N	$2.61	$2.69	0	-48
025500203775	Folgers Trad Roast 4oz	CT	CT	N	$4.97	$5.12	0	0
027242867086	Soney Headphone MDR-ZX110	CT	CT	N	$16.89	$17.40	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
027800065701	keebler fudge stripes	CT	CT	N	$3.79	$3.90	0	0
028400047074	Cheetos FlaminHot	CT	CT	N	$2.29	$2.36	0	0
028400047104	Flamin Hot Cheetos	CT	CT	N	$0.58	$0.60	3	0
028400047180	Cheetos Crunchy 2oz	CT	CT	N	$1.00	$1.03	0	0
028400146555	Fritos ChiliCheese Corn Chip 10.5oz	CT	CT	N	$3.03	$3.12	0	0
028400147040	Doritos Nacho Cheese 8oz	CT	CT	N	$2.19	$2.26	0	0
028400147057	Doritos Nacho Cheese 1.75 oz	CT	CT	N	$0.62	$0.64	0	0
028400147071	Doritos Cool Ranch	CT	CT	N	$2.09	$2.15	17	-32
028400151849	Ruffles Cheddar Sour Cream Chips	CT	CT	N	$2.33	$2.40	0	0
028400629317	Doritos Cool Ranch 1.75 oz	CT	CT	N	$0.61	$0.63	0	0
028400667739	DORITOS SWEET CHILI CHIPS	CT	CT	N	$1.99	$2.05	21	0
029805001548	Gildan Boxers	CT	CT	N	$5.67	$5.84	0	0
030000311882	Quacker Chewy Variety Pack	CT	CT	N	$4.04	$4.16	0	-48
030000316849	QUAKER OATMEAL VARIETY 15.1oz	CT	CT	N	$5.54	$5.51	0	0
030000567289	QuakerOatmeal Maple Brown Sugar	CT	CT	N	$5.07	$5.22	0	0
030000568491	Quaker Instant oatmeal variety	CT	CT	N	$4.40	$4.53	0	0
030000569351	Cap'n crunch	CT	CT	N	$1.60	$1.65	0	0
030100033196	Fudge Stripes Cookie	CT	CT	N	$2.25	$2.32	0	0
030700158008	Toast'em Strawberry Pop-ups	CT	CT	N	$0.71	$0.73	0	0
031604017897	NATURE MADE Multi for Him	CT	CT	N	$0.00	$0.00	0	0
031604017898	Multi for Him	CT	CT	N	$8.19	$8.44	0	0
03444009	Reese's 1.5oz	CT	CT	N	$1.60	$1.65	31	-864
035000446275	AJAX Dish Soap	CT	CT	N	$1.35	$1.39	0	0
035000463708	COLGATE Clean Mint	CT	CT	N	$6.83	$7.03	14	0
035000511058	COLGATE 2.5oz	CT	CT	N	$1.62	$1.67	25	0
035000551146	COLGATE Toothbrush	CT	CT	N	$0.81	$0.83	46	0
036208000238	ETERNITY PERFUME	CT	CT	N	$5.56	$5.73	0	0
036208000344	Rikayah Polo Oil	CT	CT	N	$5.56	$5.73	11	0
036208000689	C.K. One Perfume	CT	CT	N	$3.48	$3.58	0	0
036208009057	Muslim Somali Rose	CT	CT	N		$3.86	0	
036208009453	MUSLIM-BLUE NILE	CT	CT	N	$3.75	$3.86	0	0
037000320234	"Crest, whitening 4.6oz"	CT	CT	N	$2.77	$2.85	0	0
037000510420	TIDE	CT	CT	N	$2.32	$2.39	0	0
037000513063	Crest toothpaste whitening 4.2oz	CT	CT	N	$2.68	$2.76	0	0
037000734130	OldSpice Captain	CT	CT	N	$3.94	$4.06	0	0
037000944782	OldSpice Sweat Defense	CT	CT	N	$3.94	$4.06	0	0
038000310317	Pop Tarts Blue Berry	CT	CT	N	$0.81	$0.83	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
038000311314	Pop Tart Brown Sugar 3.3oz	CT	CT	N	$0.91	$0.94	99	0
038000317316	Pop Tarts-Frosted Strawberry	CT	CT	N	$0.34	$0.35	100	-288
038000356216	Nutri Grain Apple Cinn Bar	CT	CT	N	$0.72	$0.74	0	0
038200000063	Van Holtons Dill Pickle	CT	CT	N	$1.55	$1.60	0	0
038200000094	VanHolten's Hot Pickle	CT	CT	N	$1.90	$1.96	4	0
038445514011	KingNut Health Mix 3.25oz	CT	CT	N	$1.44	$1.48	0	0
038445514028	KingNuts Student Mix	CT	CT	N	$1.39	$1.43	0	0
038445514035	Kings Tropical Mix	CT	CT	N	$0.89	$0.92	0	0
038445514042	Kings Mixed Nuts	CT	CT	N	$4.74	$4.88	1	0
038445527028	Kings Nut & yogurt mix	CT	CT	N	$1.27	$1.31	31	0
038445543011	Salted Peanuts, Kings 7oz	CT	CT	N	$1.60	$1.65	0	0
038629000248	LaModerna Maria Cookie	CT	CT	N	$1.06	$1.09	0	0
039442051783	Uni-Syn Protein Shake	CT	CT	N	$2.09	$2.15	0	0
040000000310	M&M Chocolate (Plain) 1.69oz	CT	CT	N	$1.70	$1.75	2	0
040000000327	Peanut M&M	CT	CT	N	$1.50	$1.55	68	0
040000422068	MILKY WAY BAR	CT	CT	N	$1.60	$1.65	2	0
040000424314	Snickers	CT	CT	N	$1.88	$1.94	35	0
04003207	M&M Peanut 1.69oz	CT	CT	N	$1.50	$1.55	0	0
0403100750516	Spork	CT	CT	N	$0.18	$0.18	126	0
04043506	Twix 1.79oz	CT	CT	N	$0.60	$0.62	0	0
04100740517	Stamp Forever	CT	CT	N	$0.55	$0.55	0	0
04100740518	Manilla Envelope 9.5X12.5	CT	CT	N	$0.13	$0.13	434	0
04100740519	Mask	CT	CT	N	$0.00	$0.00	23	0
041167100059	Rolaids Mint	CT	CT	N	$0.70	$0.72	27	0
041168631675	Chic-O-Stick	CT	CT	N	$0.27	$0.28	0	0
041331037846	Sazon	CT	CT	N	$1.89	$1.95	23	0
041420012877	Chewy Lemonhead Fruit Mix	CT	CT	N	$0.84	$0.87	0	0
041420022258	Now & Laters	CT	CT	N	$0.69	$0.71	0	0
041420030048	Lemonheads - red	CT	CT	N	$0.72	$0.74	0	0
041520311450	Gel Insoles CareOne	CT	CT	N	$6.00	$6.18	0	0
041789001284	Maruchan Soup Chili Piquin Shrimp	CT	CT	N	$0.72	$0.74	0	0
041789001420	Maruchan Soup Hot Spicy Beef	CT	CT	N	$0.78	$0.80	0	0
041789001536	MaruchanLunch Cali Veg w/Chili	CT	CT	N	$0.80	$0.82	0	0
041789001574	MARUCHAN ROAST CHX SOUP	CT	CT	N	$0.70	$0.72	0	0
041789002717	RAMEN CHICKEN	CT	CT	N	$0.55	$0.57	112	-288
041789002724	RAMEN BEEF	CT	CT	N	$0.55	$0.47	0	-288
041789002755	Ramen Cajun Shrimp	CT	CT	N	$0.35	$0.01	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
041789002762	RAMEN CHILI	CT	CT	N	$0.55	$0.57	31	0
041789002779	RAMEN CAJUN CHICKEN	CT	CT	N	$0.55	$0.57	0	0
041789002786	RAMEN TEXAS BEEF	CT	CT	N	$0.55	$0.57	0	0
041789002793	Ramen Hot-N-Spicy Veg	CT	CT	N	$0.50	$0.51	72	0
041789004117	Chiken Ramen Low Sodium	CT	CT	N	$0.50	$0.52	0	0
041789004124	Beef Ramen low sodium	CT	CT	N	$0.50	$0.52	0	0
041789004766	Chili Ramen Low Sodium	CT	CT	N	$0.28	$0.29	0	0
041789004797	Spicy Veg Ramen Low Sodium	CT	CT	N	$0.50	$0.51	0	0
041820821871	Ralston Fruit Cream Oatmeal	CT	CT	N	$5.52	$5.69	1	0
042037103101	Chapet Chapstick	CT	CT	N	$1.30	$1.34	0	0
043100052227	Notebook	CT	CT	N	$2.94	$3.03	16	0
043100750501	Laundry Bag	CT	CT	N	$3.57	$3.68	0	0
043100750502	Mug 22oz	CT	CT	N	$2.99	$2.54	59	0
043100750503	"Socks, White"	CT	CT	N	$1.69	$1.74	0	0
043100750504	Toenail Clipper	CT	CT	N	$0.66	$0.68	26	0
043100750505	envelope w/out stamp	CT	CT	N	$0.03	$0.03	0	0
043100750506	Knit Cap - Orange	CT	CT	N	$0.00	$0.00	0	
043100750507	Knit Cap - Grey	CT	CT	N	$0.00	$0.00	0	
043100750508	Greeting Card w/o Stamp	CT	CT	N	$0.85	$0.88	164	0
043100750509	Cup (Quart) W/Lid	CT	CT	N	$0.41	$0.42	346	0
043100750510	Bath Towel, 24x50	CT	CT	N	$5.69	$5.86	0	0
043100750511	Envelope W/ Stamp	CT	CT	N	$1.01	$1.00	50	0
043100750512	Earbuds W/Clear Earpiece	CT	CT	N	$19.99	$20.59	0	0
043100750513	$5.00 Phone Card	CT	CT	N	$5.00	$5.00	14	0
043100750514	$10.00 Phone Card	CT	CT	N	$10.00	$10.00	10	0
043100750515	$20.00 Phone Card	CT	CT	N	$20.00	$20.00	13	0
043100750516	$50.00 Phone Card	CT	CT	N	$50.00	$50.00	10	0
043429110004	Bump Stopper	CT	CT	N	$3.11	$3.20	4	0
04379706	Peach Tea singles Crystal Lt	CT	CT	N	$0.46	$0.47	113	-480
044000000554	Unsalted Premium Crackers	CT	CT	N	$2.93	$3.02	0	0
044000003821	SALTINE CRACKERS 4oz	CT	CT	N	$1.80	$1.81	0	-48
044000034245	RITZ CRACKER 3.4oz	CT	CT	N	$3.16	$3.25	0	-48
044102103337	headphone splitter	CT	CT	N	$4.29	$4.42	0	0
045893072727	Suave Advanced Therapy	CT	CT	N	$2.53	$2.61	0	0
046743000174	Floss Picks	CT	CT	N	$1.08	$1.11	0	0
047323000973	Earbuds Clear	CT	CT	N	$2.89	$2.98	0	0
047323315558	Radio Digital	CT	CT	N	$19.49	$20.07	1	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
047500013017	Bridgeford Pepperoni	CT	CT	N	$3.00	$3.09	8	0
047500013048	Primero Chorizo	CT	CT	N	$3.63	$3.74	12	0
048000001917	Smoked Oyster, Chiucken Of Sea	CT	CT	N	$3.05	$3.14	1	0
070010468343	Crew Socks	CT	CT	N	$1.69	$1.74	0	0
070330702936	Bic Razor Twin Select	CT	CT	N	$0.20	$0.21	0	0
070953780007	Duschess Cinnomon Roll	CT	CT	N	$0.75	$0.77	0	0
071615901570	Hereford shredded beef	CT	CT	N	$5.90	$6.08	0	0
072310001923	Bigelow Assorted Tea	CT	CT	N	$3.67	$3.78	8	0
072392319251	Hawaiin Punch Berry Blue	CT	CT	N	$1.52	$1.57	0	0
072392319510	Hawaiian Punch-Polar Blast	CT	CT	N		$0.00	0	
072392344314	Wylers Island Punch	CT	CT	N	$1.68	$1.73	0	0
072392352227	Wylers Lt Lemonade	CT	CT	N	$2.16	$2.02	0	0
072392352265	Wylers Light Stawberry Lemon	CT	CT	N	$1.92	$1.98	0	0
072392352289	Wylers Rasp. Lemonade	CT	CT	N	$2.16	$2.15	0	0
072613465378	ALL 2oz LAUNDY DETERGENT	CT	CT	N	$0.48	$0.49	0	0
072785114982	SWAN Mouth Wash	CT	CT	N	$4.00	$4.12	0	0
072790000218	"Magic, Shave Cream"	CT	CT	N	$3.24	$3.34	6	0
073731072066	FLOUR TORTILLAS MISION	CT	CT	N	$3.78	$3.89	12	0
073854009147	Playing Cards	CT	CT	N	$2.37	$2.44	19	0
073854009185	"Playing Cards, Aviator"	CT	CT	N	$1.76	$1.81	9	0
074471111671	CafeBustelo Coffee 3.5oz	CT	CT	N	$5.30	$5.46	24	0
075338660905	Boxers Briefs	CT	CT	N	$1.69	$1.74	0	0
075338825267	Hanes Briefs	CT	CT	N	$12.99	$13.38	0	0
078300000228	TEK PRO MEDIUM TOOTHBRUSH	CT	CT	N	$0.42	$0.43	0	0
079400262806	Degree 48hr Extreme Blast	CT	CT	N	$4.51	$4.65	8	0
079400265104	Degree Deoderant Antiperspirant	CT	CT	N	$3.87	$3.99	0	0
079400404114	Suave Powder 1.4oz	CT	CT	N	$2.00	$2.06	0	0
079400462718	Suave Shampoo Green Apple	CT	CT	N	$1.99	$2.11	0	0
079400462732	Suave Shampoo Daily Clarifying	CT	CT	N	$2.00	$2.06	0	0
079400462817	Suave Conditioner Waterfall Mist	CT	CT	N	$1.99	$2.09	0	0
079400480224	Suave Powder Antiperspirant	CT	CT	N	$1.85	$1.91	0	0
079400700100	"Suave, Green Apple shampoo"	CT	CT	N	$1.75	$1.80	0	0
079400764409	Suave Daily Clarifying Shampoo	CT	CT	N	$2.56	$2.64	0	0
079400834706	Sauve anti-perspirant Ocean Breeze	CT	CT	N	$3.20	$3.30	0	0
079400922908	"Suave, Waterfall Mist cond"	CT	CT	N	$1.75	$1.80	0	0
079783406156	Austin's Cheese Crackers	CT	CT	N	$0.37	$0.38	0	0
084678005505	Knit Gloves	CT	CT	N	$2.79	$2.87	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
085264272226	Bear Claw, Cloverhill Strawberry	CT	CT	N	$1.52	$1.57	11	0
085264311000	Cloverhill BearClaw BlueberryDanish	CT	CT	N	$1.42	$1.46	0	0
085264316401	Cherry Cheese Bear Claw	CT	CT	N	$0.76	$0.78	0	0
085264341007	CloverHill Bear Claw DutchApple	CT	CT	N	$1.42	$1.46	0	0
085317003715	Denture Cleanser	CT	CT	N	$2.30	$2.37	17	0
085317005115	CareAll Tripple Antibiotic Ointment	CT	CT	N	$2.12	$2.18	14	0
087381000218	Coffee Colombian	CT	CT	N	$2.93	$3.02	9	0
087381000263	Paramount Creamer	CT	CT	N	$1.55	$1.60	32	0
087381000805	Keefe Kitchen Peanut Butter-Creamy	CT	CT	N	$4.40	$4.53	0	0
087381000812	Chunky Peanut Butter Keefe Kitchen	CT	CT	N	$2.28	$2.35	0	0
087381001758	Cheddar Cheese Block	CT	CT	N	$1.70	$1.75	0	0
087381004162	Keefe Hot Tea	CT	CT	N	$1.88	$1.94	17	0
087381005701	Keefe Pizza Sauce 15.5oz	CT	CT	N	$2.64	$2.72	8	0
087381007187	"GLDN VLY, Cheese Crackers"	CT	CT	N	$3.92	$4.04	0	0
087381009013	Cactus Annies Hot'n Spicy Corn Chps	CT	CT	N	$1.97	$2.03	0	0
087381009020	Cactus Annie's Party Mix 11oz	CT	CT	N	$5.10	$5.25	0	0
087381009037	CactusAnnies BBQ CornChips 12oz	CT	CT	N	$4.00	$4.12	0	0
087381009105	CactusAnnies Tortilla chips	CT	CT	N	$3.72	$3.83	0	0
087381011030	"Cactus Annies, Cheese Puffs "	CT	CT	N	$0.59	$0.61	0	0
087381012662	Cactus Annies Pork Rinds	CT	CT	N	$1.12	$1.15	0	0
087381017117	BC Chili w/Beans	CT	CT	N	$2.80	$2.88	7	0
087381021312	City Cow Provolone Cheese Stick	CT	CT	N	$2.61	$2.69	17	-192
087381023651	Mico Popcorn 3 Pack Ex Butter	CT	CT	N	$2.00	$2.06	0	0
087381028533	City Cow Jalapeno Cheese Tub	CT	CT	N	$1.35	$1.39	0	0
087381029745	Maxwell Hse Select Roast (BlueBag)	CT	CT	N	$4.86	$5.01	0	0
087381030925	Rice Noodle Thai Palace Chili Flav	CT	CT	N	$2.39	$2.46	0	0
087381036095	Brushy Creek Cooked Bacon	CT	CT	N	$2.75	$2.83	0	0
087381037016	KEEFE CAPPUCCINO FRENCH VAN	CT	CT	N	$6.48	$6.67	0	0
087381043178	Fresh Catch Tuna in Water	CT	CT	N	$2.06	$2.12	0	0
087381043949	Fresh catch Fish in Spicy Mustard	CT	CT	N	$1.57	$1.62	0	0
087381043956	Fish Steak Oil Green Chilies 3.53oz	CT	CT	N	$1.00	$1.03	0	0
087381043970	Fresh Catch Fish Steaks Lous.HS	CT	CT	N	$0.97	$1.00	0	0
087381049354	Velveeta Mac & Chz 3oz	CT	CT	N	$1.50	$1.54	42	0
087381049408	Velveeta Refried Beans Spicy	CT	CT	N	$1.30	$1.34	7	0
087381050701	Tortilla - Cactus Annie's	CT	CT	N	$1.04	$1.07	0	0
087381051036	MoonLodge SourCreamOnion Chips	CT	CT	N	$0.43	$0.44	0	0
087381051043	The whole shabang	CT	CT	N	$0.43	$0.44	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
087381051142	Whole Shabang Original chips 6oz	CT	CT	N	$2.92	$3.01	0	0
087381051197	HOT BBQ-MOON LODGE	CT	CT	N	$1.32	$1.36	0	0
087381051333	MoonLdg Wht Chddr Popcorn	CT	CT	N	$2.47	$2.54	0	0
087381051395	Pretzel Mini Twists 11oz	CT	CT	N	$3.31	$3.41	0	0
087381053603	BC Chicken Breast 4.5oz	CT	CT	N	$4.70	$4.92	6	0
087381056451	CityCow Mozz Chz Stick	CT	CT	N	$1.68	$1.73	0	0
087381056963	Fresh Catch Tuna in Thai Sauce	CT	CT	N	$2.36	$2.43	0	0
087381058806	"Keefe, White Rice"	CT	CT	N	$2.06	$2.12	18	0
087381059391	Sevilla, Chile Flavor Rice	CT	CT	N	$1.01	$1.04	0	0
087381059407	Sevilla, Hot Chile Flavor Rice	CT	CT	N	$0.95	$0.98	0	0
087381060175	City Cow Queso Dip	CT	CT	N	$1.24	$1.28	0	0
087381060458	GV Cereal Bar-Stawberry	CT	CT	N	$0.28	$0.29	0	0
087381060540	Zippy Fudge Brownies	CT	CT	N	$1.80	$1.85	0	0
087381060687	Mkt Square StrawCreme Cookie	CT	CT	N	$3.41	$3.51	6	0
087381060717	Iced Oatmeal Cookies	CT	CT	N	$1.29	$1.33	0	0
087381060731	Mkt Square ChocChip Cookie	CT	CT	N	$4.70	$4.84	0	0
087381060762	Duplex Creme Cookie MARKET SQUARE	CT	CT	N	$1.49	$1.53	0	0
087381060779	MktSquare Peanut Bttr Creme Cookie	CT	CT	N	$3.41	$3.51	1	0
087381063008	Jerk Pork Brushy Creek	CT	CT	N	$4.79	$4.93	0	-96
087381064760	BrushyCreek Pulled Chx Buffalo 5oz	CT	CT	N	$3.53	$3.64	0	0
087381065101	Squeez-Um Mayonaise	CT	CT	N	$0.92	$0.95	0	0
087381065668	Paramount Instant milk	CT	CT	N	$5.59	$5.64	13	0
087381065972	Market SQ Peanut Butt CRM Cookies	CT	CT	N	$1.71	$1.76	6	0
087381070228	Coffee 100% Colombian	CT	CT	N	$5.51	$5.61	75	-96
087381070303	Instant Breakfast Drink	CT	CT	N	$2.03	$2.09	4	0
087381070334	Kool-Aid Tropical Punch	CT	CT	N	$1.88	$1.94	0	0
087381070358	GRAPE KOOL-AID	CT	CT	N	$2.35	$2.42	0	0
087381070365	Country Time Lemonade	CT	CT	N	$2.62	$2.70	0	0
087381071454	Georgia Peach W/ Vitamin C Drink	CT	CT	N	$2.83	$2.91	1	0
087381074950	Swiss Miss CoCoa	CT	CT	N	$1.87	$1.93	18	0
087381075506	Salted Peanuts Moon Lodge	CT	CT	N	$0.50	$0.52	0	0
087381075513	Moon Lodge Hot peanuts	CT	CT	N	$0.88	$0.91	6	0
087381076374	MoonLodge StuffedJalapeno Chip	CT	CT	N	$0.83	$0.85	0	0
087381077579	KeefeKitchen Strawberry Spread 20oz	CT	CT	N	$5.13	$5.28	0	0
087381079795	Gatorade Fuit Punch(Red) 7.5ox	CT	CT	N	$1.86	$1.92	0	0
087381097034	Fresh Catch Siracha Chili	CT	CT	N	$1.59	$1.64	23	0
087381097836	Refried Beans SEVILLA	CT	CT	N	$2.40	$2.26	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
087381100055	Soap Dish	CT	CT	N	$0.95	$0.98	4	0
087381100086	Toothbrush Holder	CT	CT	N	$0.55	$0.57	8	0
087381102431	ALTURO BLEND COFFEE-KEEFE	CT	CT	N	$2.66	$2.74	0	0
087381102783	Market Square Crumb Cake	CT	CT	N	$1.08	$1.11	0	0
087381103629	GoldenValleyCereal Berries Bunch	CT	CT	N	$6.17	$6.36	0	0
087381105968	french vanilla creamer	CT	CT	N	$1.79	$1.84	40	0
087381109317	Instant Potatoes	CT	CT	N	$1.48	$1.52	0	0
087381125102	MoonLodge Buffalo Blue Cheese 6oz	CT	CT	N	$2.85	$2.94	0	0
087381125195	Moon Lodge Buff & Blue Chz	CT	CT	N	$0.62	$0.64	0	0
087381125324	BC Chicken Chili W/Beans	CT	CT	N	$1.69	$1.74	0	0
087381125447	SUMMER SAUSAGE Beef	CT	CT	N	$2.02	$2.08	0	0
087381125454	BC Summer Sausage ORIGINAL	CT	CT	N	$1.95	$2.01	0	0
087381125478	BC Summer Sausage Hot	CT	CT	N	$1.95	$2.01	0	0
087381125485	BrushyCreek Salami Stick 5oz	CT	CT	N	$3.50	$3.61	0	0
087381125492	TURKEY STICK Honey Brown	CT	CT	N	$3.63	$3.74	51	-288
087381125515	Brushy Creek Beef Summ Sausage 11oz	CT	CT	N	$6.92	$7.13	0	0
087381125546	Sour Patch Watermelon	CT	CT	N	$0.89	$0.91	0	0
087381125607	The Whole Shabang Peanuts	CT	CT	N	$0.99	$1.02	0	0
087381125652	The Whole Shabang Mini	CT	CT	N	$0.43	$0.44	27	0
087381125768	Cajun Style Rice Brushy Creek	CT	CT	N	$3.13	$3.22	18	-96
087381126031	GLDN VLY Snack Cracker	CT	CT	N	$4.63	$4.77	15	0
087381126130	Quaker Flavor Variety	CT	CT	N	$2.77	$2.85	0	0
087381126147	Quaker Oatmeal	CT	CT	N	$2.77	$2.85	0	0
087381126215	NewLead Chocolate Shake	CT	CT	N	$1.55	$1.60	101	0
087381126222	Vanilla HealthShake NewLeaf	CT	CT	N	$1.55	$1.60	29	0
087381126239	Pork Rinds 2oz Whole Shabang	CT	CT	N	$1.81	$1.86	3	0
087381126444	FreshCatch Tuna w/Jalapenos 3.53oz	CT	CT	N	$2.03	$2.09	0	0
087381126482	Swedish Fish	CT	CT	N	$0.84	$0.87	0	0
087381126932	Floss Pick Cool Wave	CT	CT	N	$1.15	$1.18	79	0
087381127731	Corner Store Butterscotch Bttns	CT	CT	N	$1.01	$1.04	32	0
087381127762	CornerStore Sour Worms 4oz	CT	CT	N	$1.53	$1.58	0	0
087381127779	CornerStore Jelly Beans 4oz	CT	CT	N	$1.30	$1.34	0	0
087381127830	Cool Wave MouthWash 8oz	CT	CT	N	$1.75	$1.80	0	0
087381128004	Kraft SqueezeBTL Sharp Cheddar 16oz	CT	CT	N	$4.50	$4.64	0	0
087381128257	MarketSquare HoneyBun 4.75oz	CT	CT	N	$1.81	$1.86	35	0
087381128271	Kraft sharp cheddar	CT	CT	N	$1.70	$1.75	0	0
087381128301	CornerStore Sour Watermelon 3oz	CT	CT	N	$1.00	$1.03	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
087381128592	Peanut Butter Creamy Keefe Kitchen	CT	CT	N	$3.89	$4.01	16	0
087381128813	yellowfin tuna in smky chptl sauce	CT	CT	N	$2.80	$2.88	0	0
087381202698	Slides	CT	CT	N	$5.00	$5.15	0	0
087381202810	Mirror	CT	CT	N	$2.70	$2.76	35	0
087381203299	Heritage Antifungal Powder	CT	CT	N	$2.96	$3.05	3	0
087381211317	AA batteries	CT	CT	N	$2.30	$2.37	34	0
087381211324	AAA batteries	CT	CT	N	$2.29	$2.36	51	0
087381219528	"Cotton Swabs, Q-tips"	CT	CT	N	$0.87	$0.90	26	0
087381220968	Next Cocoa Butter Soap	CT	CT	N	$1.05	$1.08	33	0
087381220982	Next1 Anti-bacterial Sport Bar 5oz	CT	CT	N	$1.48	$1.52	4	0
087381223174	Razor	CT	CT	N	$0.15	$0.15	447	0
087381223198	"Protection, Shave Cream 7oz"	CT	CT	N	$4.65	$4.79	5	0
087381223365	Power Up Deder Anti Perspirant	CT	CT	N	$3.28	$3.38	30	0
087381223372	POWER UP Deoderant	CT	CT	N	$3.38	$3.48	0	0
087381226113	Crawford Slip On shoe	CT	CT	N	$4.56	$4.70	0	0
087381226151	Shower Shoes	CT	CT	N	$0.00	$0.00	0	
087381229008	Photo Album	CT	CT	N	$1.06	$1.09	0	0
087381241505	CRAWFORD Bowl w/Lid	CT	CT	N	$2.30	$2.37	49	0
087381249365	Elementz Shampoo Aloe&Ginseng	CT	CT	N	$4.08	$4.20	22	0
087381249372	Eucalyptus Shampoo	CT	CT	N	$3.05	$3.14	0	0
087381249389	Almond&Shea Butter Shampoo Elementz	CT	CT	N	$8.73	$8.99	4	0
087381249419	HAIR GEL-ELEMENTZ	CT	CT	N	$2.63	$2.53	0	0
087381249426	Elements Coconut Lime 3'n'1	CT	CT	N	$5.53	$5.70	0	0
087381249433	ELMTS DEEP C MINERAL	CT	CT	N	$2.33	$2.31	0	0
087381249457	ELEMAENTS C ALGAE BODY WASH	CT	CT	N	$6.62	$6.82	0	0
087381406010	Jolly Rancher	CT	CT	N	$0.79	$0.81	0	0
087381406096	Lemon Drop Corner Store	CT	CT	N	$1.56	$1.61	22	0
087381406157	Sugar Free Wild Fruit Candy	CT	CT	N	$0.64	$0.66	0	0
087381406775	All Stars Candy 3.75 oz	CT	CT	N	$0.87	$0.90	0	0
087381406843	7oz ALL STARS	CT	CT	N	$0.98	$1.01	0	0
087381715365	Ras Lem Drink CTRY Time 12oz	CT	CT	N	$3.45	$3.55	0	0
087381730085	Crawford Dandruff Shampoo	CT	CT	N	$1.60	$1.65	0	0
087381730887	Crawford Balsam Shampoo	CT	CT	N	$1.34	$1.38	0	0
087381731068	Crawford Balsam Conditioner	CT	CT	N	$1.46	$1.50	0	0
087381732102	Crawford Skin Care Lotion 12 oz.	CT	CT	N	$1.57	$1.62	0	0
087381760525	peanut butter waffers	CT	CT	N	$3.01	$3.17	0	-96
087381760556	SWISS ROLLS 12oz	CT	CT	N	$1.60	$1.65	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
087381853753	Popcorn ExtraButter Moon Lodge	CT	CT	N	$0.75	$0.77	10	-360
087381853760	Moon Lodge Light Butter PopCorn	CT	CT	N	$0.59	$0.61	0	0
087381853784	Moon Lodge Kettle Corn	CT	CT	N	$0.75	$0.77	0	0
087381866036	Peanut Butter Wafers	CT	CT	N	$0.38	$0.39	0	0
087381866043	Oatmeal Cream Pie	CT	CT	N	$0.21	$0.22	0	0
087381866050	SWISS ROLLS Singles 2oz	CT	CT	N	$0.30	$0.31	0	0
096002009219	Softee Coconut Oil	CT	CT	N	$2.32	$2.39	1	0
099900100873	Butterfinger	CT	CT	N	$1.88	$1.93	1	0
099900625468	Baby Ruth 1.9oz	CT	CT	N	$1.60	$1.65	0	0
099900908363	Crunch Bar	CT	CT	N	$0.88	$0.91	0	0
1	Maximimum Security - Toothpaste	CT	CT	N	$0.50	$0.50	0	0
180410000125	Insoles-GoodSense	CT	CT	N	$2.96	$3.05	1	0
180410000422	"GoodSense Cough Drops, Cherry"	CT	CT	N	$0.84	$0.86	9	0
180410000439	"GoodSense Cough Drops, HNY LEM"	CT	CT	N	$1.13	$1.16	17	0
191530407855	Reebok Sandals	CT	CT	N	$31.99	$32.95	0	0
2	Maximum security - Antiperspirant d	CT	CT	N	$0.50	$0.50	0	0
20284	Afro Pik Nylon	CT	CT	N	$0.48	$0.49	11	0
22611	Crawford Sandal	CT	CT	N	$4.56	$4.70	0	0
3	Razor (Indigent)	CT	CT	N	$0.18	$0.18	0	0
300258479314	SweetMate- Pink	CT	CT	N	$1.72	$1.77	0	0
300258900788	Equal Saccharin Sweetener 3.5oz	CT	CT	N	$1.95	$2.01	13	-48
310158084044	Sensodyne w/Fluoride 4oz	CT	CT	N	$7.44	$7.66	0	0
310310325039	ORAJEL	CT	CT	N	$0.00	$0.00	0	0
341520313554	Triple Antibiotic Ointment CARE ONE	CT	CT	N	$0.00	$0.00	0	0
341520318757	Antifungal Cream CARE ONE	CT	CT	N	$9.09	$4.68	0	0
365632803833	White Rain Body Wash	CT	CT	N	$4.87	$5.02	2	0
4	Toothbrush - Indigent	CT	CT	N	$0.15	$0.15	0	0
5048901001	No Show Socks	CT	CT	N	$1.59	$1.64	0	0
5054305099	Thermals	CT	CT	N	$22.99	$23.68	0	0
5072605003	Russell sweatshirt fleece	CT	CT	N	$21.99	$22.65	0	0
5072906003	Sweatpants Grey	CT	CT	N	$20.99	$21.62	0	0
5091404002	T-shirt HD	CT	CT	N	$6.59	$6.79	0	0
5091406002	T-Shirt Grey	CT	CT	N	$9.59	$9.88	0	0
5091407009	Navy Blue T Shirt	CT	CT	N	$14.59	$15.03	0	0
5160204001	Boxers	CT	CT	N	$6.19	$6.38	0	0
5172801099	EarBud 6' cord clear ear piece	CT	CT	N	$7.69	$7.92	3	0
605021000086	Mrs. Dash Spice	CT	CT	N	$4.29	$4.42	3	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
655708117866	ADVIL	CT	CT	N	$0.76	$0.78	35	-192
655708119464	TYLENOL extra strength	CT	CT	N	$1.00	$1.03	21	-192
686700101249	Gansesa Marias Cookies 4.94 oz	CT	CT	N	$1.00	$1.03	0	-192
695735390023	Rawlings Shoe sz14-B-Ball Kingdom	CT	CT	N	$39.99	$39.99	0	0
695735444627	Rawlings Shwr Slide	CT	CT	N	$25.99	$26.77	0	0
695735476031	Sneakers Shaq Blk "3 ball"	CT	CT	N	$39.99	$41.19	0	0
695735476369	Shaq Shoes	CT	CT	N	$39.99	$41.19	0	0
729487001668	Boxer Briefs Andrew Scott Size Lg	CT	CT	N	$4.09	$4.21	0	0
729487001675	Boxer Briefs XL	CT	CT	N	$4.39	$4.52	0	0
729487011612	Andrew Scott Briefs SM	CT	CT	N	$1.69	$1.74	0	0
729487011629	Andrew Scott Briefs M	CT	CT	N	$1.69	$1.74	0	0
729487011636	Andrew Scott Briefs L	CT	CT	N	$1.69	$1.74	0	0
729487011650	Andrew Scott Briefs XL	CT	CT	N	$1.69	$1.74	0	0
729487012046	Andrew Scott Briefs 2XL	CT	CT	N	$2.39	$2.46	0	0
729487012091	Andrew Scott Briefs 3XL	CT	CT	N	$2.39	$2.46	0	0
729487993048	Andrew Scott Boxer Brief XL	CT	CT	N	$14.59	$15.03	0	0
729487993116	Andrew Scott V-Neck T-Shirt	CT	CT	N	$14.59	$15.03	0	0
729487993123	ANdrew Scott T-Shirt S	CT	CT	N	$2.73	$2.81	0	0
729487993130	ANdrew Scott T-Shirt M	CT	CT	N	$2.73	$2.81	0	0
729487993147	ANdrew Scott T-Shirt L	CT	CT	N	$2.73	$2.81	0	0
729487993154	ANdrew Scott T-Shirt XL	CT	CT	N	$2.73	$2.81	0	0
729487993161	ANdrew Scott T-Shirt 2XL	CT	CT	N	$3.83	$3.94	0	0
732953170249	Staydent Denture Adhesive Cream	CT	CT	N	$2.91	$3.00	16	0
733129122123	Golden Harvest Honey 12oz	CT	CT	N	$5.47	$5.63	0	0
744189000283	Maximum Security - All in One	CT	CT	N	$2.81	$2.81	0	0
75285008270	extra strength Magic shave	CT	CT	N	$3.71	$3.82	4	0
791669198978	Oatmeal Ralston Fruit'n Cream	CT	CT	N	$2.89	$2.98	0	0
791669199234	Ralston Maple Brown Sugar Oatmeal	CT	CT	N	$5.10	$5.25	0	0
791669336530	Ralston Foods Cinn. Roll Oatmeal	CT	CT	N	$3.49	$3.59	0	0
791669395056	RALSON OATMEAL VARIETY	CT	CT	N	$5.10	$5.25	0	0
809219600021	Wht Rain Shampoo Moisturizing	CT	CT	N	$1.54	$1.59	3	0
809219600267	Wht Rain Shampoo Moist Apple Blsm	CT	CT	N	$1.54	$1.59	2	0
809219700028	Whiterain Ocean Conditioner	CT	CT	N	$1.54	$1.59	1	0
809219700264	WhiteRn Apple Blosson Cond	CT	CT	N	$1.54	$1.59	8	0
814832010317	Effergrip	CT	CT	N	$4.67	$4.81	1	0
816559012858	Extra Body Conditioner	CT	CT	N	$1.65	$1.70	1	0
8197304003	Russell T-shirt Oxford	CT	CT	N	$7.99	$8.23	0	0

Item #	Description	Type	Category	Tax?	Last Cost	Sell Price	Qty. Available	Qty. On Order
CT								
8197305003	Russell T-Shirt	CT	CT	N	$7.99	$8.23	0	0
8231801009	Nissin Cap	CT	CT	N	$6.99	$7.20	0	0
838965000564	socks, ankle	CT	CT	N	$1.69	$1.74	0	0
838965000601	Long Socks	CT	CT	N	$4.33	$4.46	0	0
838965000786	Face Clothes	CT	CT	N	$2.19	$2.26	8	0
838965008003	Gen Gym Shorts	CT	CT	N	$14.59	$15.03	0	0
838965008010	Gym Shorts Grey 3pkt	CT	CT	N	$12.99	$13.38	0	0
838965008591	Mesh Shorts w/ Drawstring	CT	CT	N	$20.99	$21.62	0	0
840093140043	ABC Complete Multivitamin	CT	CT	N	$3.99	$3.61	5	0
846036001143	Sun Block SPF 30	CT	CT	N	$4.66	$4.80	10	0
846036006902	Tropical Lip Balm GoodSense	CT	CT	N	$1.45	$1.49	46	0
850003766454	Hawaiian Punch Fruit Punch	CT	CT	N	$2.28	$1.70	85	0
850003766478	Hawaiian Lemon Berry Squeeze	CT	CT	N	$1.52	$1.57	0	0
850003766485	HawaiianPunch BerryBlueTyphoon	CT	CT	N	$0.24	$0.25	84	0
850003766492	Hawaiian Punch Polar Blast	CT	CT	N	$1.68	$1.73	84	0
873811264824	Swedish Fish 3 oz	CT	CT	N		$0.00	0	
883096069317	Gildan Sweat Pants No PKTs	CT	CT	N	$12.99	$13.38	0	0
888109110611	DING DONGS	CT	CT	N	$0.52	$0.54	0	0
888109300210	Dolly Cup Cakes	CT	CT	N	$1.09	$1.12	0	0
888109300272	Dolly Donut Gems	CT	CT	N	$1.04	$1.07	0	0
889136886364	Reebok sz9.5-Running-Royal	CT	CT	N	$46.20	$46.20	0	0
889758207004	Russel Athletic Short S	CT	CT	N	$9.59	$9.88	0	0
889758207011	Russel Athletic Short M	CT	CT	N	$9.59	$9.88	0	0
889758207028	Russel Athletic Short L	CT	CT	N	$9.59	$9.88	0	0
889758207042	Russel Athletic Short 2XL	CT	CT	N	$13.39	$13.79	0	0
889758347458	Russell Sweatpant Tall 2XL	CT	CT	N	$24.59	$25.33	0	0
Total Items For CT: 429								

Essex County Commissary WIT Menu

aramark

Prices do not include tax

Health & Beauty			
PLU	Item	Size	Price
0509	UW Body Wash Ocean Fresh	16 oz	$2.59
0512	O/C No Flakes Dandruff Shampoo	13.2 oz	$2.20
0531	Colgate Cavity Protection Gel	4.2 oz	$2.73
0532	Club Brush Plastic Bristle		$2.80
1003	5" Comb No Handle	Single	$0.69
1018	Ibuprofen Tablets	2 pk	$0.67
1027	Irish Spring Original	3.2 oz	$1.60
1040	Palm Hair Brush	Single	$0.90
1051	Alcohol Free Mouthwash	4 oz	$0.97
1071	Ocean Clear Cotton Swabs	40 ct	$2.13
1086	Hair Pick	Single	$0.83
1110	Clear Conditioner	4 oz	$1.44
1113	Cocoa Butter Lotion	4 oz	$1.44
1126	Colgate Toothpaste	2.5 oz	$2.89
1127	Freshmint Toothpaste	2.75 oz.	$1.74
1172	Single Hair Tie	Single	$0.80
1179	Thumb Toothbrush	Single	$0.52
1282	Go Floss Loops 40 ct		$2.55
1287	VO5 Balancing Shampoo	12.5 oz	$2.96
1377	VO5 Body Conditioner	14.8 oz	$2.96
1407	Lip Balm	.15 oz	$1.36
1465	Freshscent 4oz Shampoo	4.2 oz	$1.35
1467	Soap Dish	.88 oz	$0.59
1478	Body Guard Clear Stk Deo	2.8 oz	$1.92
1712	FS Hand and Body Lotion	4 oz	$1.13
1756	Freshscent Deodorant	1.6 oz	$1.71

Beverages			
PLU	Item	Size	Price
3025	Pepsi	20 oz	$1.69
3060	BB French Vanilla	3 oz	$3.61
3061	Bostons Best Instant Coffee	4.5 oz	$2.96
3094	FE Premium Espresso	4 oz	$6.60
3108	Diet Pepsi	20 oz	$1.69
3180	Mug Rootbeer	20 oz	$1.69
3299	Folgers Instant Coffee	4 oz	$6.60
3308	Push Brand Orange	20 oz	$1.28
3309	Push Brand Ginger Ale	20 oz	$1.28
3312	Push Brand Fruit Punch	20 oz	$1.28
3313	Push Brand Grape	20 oz	$1.28
3315	Push Brand Tea Half N Half	20 oz	$1.28
3322	Café Bustelo	4 oz	$6.30
3345	Push Brand Pineapple	20 oz	$1.28
3505	Poland Spring Water	20 oz.	$1.13

Candy			
PLU	Item	Size	Price
0104	GG Butterscotch Discs	5 oz	$1.28
0162	GG Rainbow Mix Candy	3.5 oz	$2.75
9011	Reeses PB Cup	1.58 oz	$1.95
9014	GG Starlight Mints	4.5 oz	$1.28
9127	Fast Break	1.8 oz	$2.25
9218	GG Lemon Drops	4.5 oz	$1.28

Grocery+F3:I40			
PLU	Item	Size	Price
0169	BC Pre-Sliced Pepperoni	3.5 oz	2.75
3802	BBQ Sauce PC	9 gm	$0.19
4094	Cheddar Cheese Stick	4 oz	$2.95
4093	EF Mozz Cheese Stick	4 oz	$2.95
4296	BC Beef Stew	9 oz.	$4.22
3951	CQ Red Beans and Rice	4.4 oz	$2.33
0108	BC Chili with Beans	11.25 oz	$4.22
0175	Trails Best Beef/Cheddar Stick	1.12 oz	$0.98
3081	Coffee Creamer Pouch	10 oz	$2.80
4377	Trails Best Twin Beef Sticks	1.12 oz	$1.24
0153	Sayulita 8 Flour Tortillas 10 Ct.	1.14 oz	$1.95
4007	Jalapeno Cheese Squeezer	1.05 oz	$1.15
3926	Chicken of the Sea Mackerel Filets	3.53 oz	$2.27
0135	Chicken of the Sea Tuna	4.23 oz	$2.27
4300	Hot Pepper w/Jalapeno Cheese Stick	4 oz	$2.95
4147	Fishermans Paradise Smoked Clams	3.53 oz	$2.65
3032	EF Garlic Parmesan Cheese Stick	4 oz	$2.95
0133	Fishermans Paradise Fish Steaks in Louisiana Hot Sauce	3.8 oz	$2.40
0131	Sardines in Louisianna Hot Sauce	4 oz	$2.10
4032	Chicken of the Sea Sardines in Louisiana Hot Sauce	3.53 oz	$1.82
0111	Cheddar Cheese Pouch	2.08 oz	$1.06
4001	Beef/Cheddar Sticks	1.23 oz	$1.24
0243	EF Bacon Jalapeno Cheddar Cheese Stick	3 oz	$1.91
0249	FE Grape Fruit Spread	12 oz	$2.47
0195	FP Mackerel in Oil	3.53 oz	$2.40
4135	Sweet Sue Chicken Pouch	3 oz	$4.25
0159	Jalapeno Cheese Pouch	2.08 oz	$1.06
0196	Jalapeno Cheese Cup	4 oz	$2.09
0149	Habanero Cheddar Cheese Cup	4.5 oz	$2.09
0118	Legendary Beef Summer Sausage	5 oz	$3.26
4307	FE French Vanilla Coffee Creamer	6.75 oz	$2.65
4944	Red Beans & Rice	4.4oz	$2.33
0146	Legendary Hot Beef Summer Sausage	5 oz	$3.26
0101	Food Express Pre-Cooked Long Grain White Rice	7 oz	$2.54
3869	Jet Puffed Marshmallow Crème	7 oz	$3.41
4167	Seasoned Salt Spice	7.25 oz	$2.09
4376	Marinara Cup	2 oz	$1.25
4388	Adobo Spice	7oz	$2.09
4207	Ketchup PC	9 gm	$0.30
4002	Cheddar Cheese Squeezer	1.05	$1.15
4009	Mayo Squeezer	1 oz	$0.65
4105	Strawberry Fruit Spread		$2.47
4166	Mustard PC	4.5 gm	$0.08
6023	RE Beef Ramen	3 oz	$0.75
6022	RE Chicken Ramen	3 oz	$0.75
0154	Variety Instant Oatmeal 10ct	2.61 oz	$3.94
4097	Creamy Peanut Butter	18 oz	$4.02
4193	Ranch Dressing PC	1.5 oz	$0.75
6054	Graham Crackers Box	9.6 oz	$2.35
4048	Saltines Box	16 oz	$3.64
1212	LM Pasta Shells	7.05 oz	$1.44
0136	Equal Sucralose Yellow Packet 100ct	5.35 oz	$3.18
0103	BC Spicy Cheesey Rice	7.25 oz	$3.19

Clothing			
PLU	Item	Size	Price
7983	Leather Clear Sole Velcro sneaker - White	9	$41.18
7984	Leather Clear Sole Velcro sneaker - White	10	$41.18
7943	Leather Clear Sole Velcro sneaker - White	13	$41.18
7941	Leather Clear Sole Velcro sneaker - White	15	$41.18
7940	Leather Clear Sole Velcro sneaker - White	12	$41.18
7985	Leather Clear Sole Velcro sneaker - White	11	$41.18
7982	Leather Clear Sole Velcro sneaker-White	8	$41.18
7981	Leather Clear Sole Velcrosneaker-White	7	$41.18
8046	T Shirt	SM	$3.41
8047	T Shirt	XL	$3.41
8048	T Shirt	2XL	$6.15
8042	T Shirt	3XL	$6.15
8043	T Shirt	4XL	$10.23
8044	T Shirt	LG	$3.41
8045	T Shirt	M	$3.41
8006	Boxers	XL	$3.79
8005	Boxers	SM	$3.79
8004	Boxers	M	$3.79
8003	Boxers	LG	$3.79
8002	Boxers	4XL	$4.87
8001	Boxers	3XL	$4.33
8000	Boxers	2XL	$4.33
8074	Thong Sandal	M	$1.06
8075	Thong Sandal	L	$1.06
8099	Thermal Bottom - White	6XL	$11.16
8183	Thermal Bottom - White	5XL	$12.15
8054	Thermal Bottom - White	4XL	$7.83
8053	Thermal Bottom - White	3XL	$7.83
8052	Thermal Bottom - White	2XL	$7.83
8051	Thermal Bottom - White	XL	$7.11
8050	Thermal Bottom - White	L	$7.11
8049	Thermal Bottom - White	M	$7.11
8085	Thermal Bottom - White	S	$7.11
8062	Thermal Top - White	6XL	$12.15
8183	Thermal Top - White	5XL	$9.87
8060	Thermal Top - White	4XL	$8.28
8059	Thermal Top - White	3XL	$8.28
8058	Thermal Top - White	2XL	$7.07
8057	Thermal Top - White	XL	$7.07
8056	Thermal Top - White	L	$7.07
8055	Thermal Top - White	M	$7.07
8061	Thermal Top - White	S	$7.07
8077	Thong Sandal	2XL	$1.06
8075	Thong Sandal	XL	$1.06
8073	Thong Sandal	S	$1.06
8074	Thong Sandal	M	$1.06
8075	Thong Sandal	L	$1.06
8076	Thong Sandal	XL	$1.06
8424	Tube socks - White	1 pair	$1.12
8579	Shorts Navy	M	$8.06
8580	Shorts Navy	L	$8.06
8581	Shorts Navy	XL	$8.06
8582	Shorts Navy	2XL	$8.06

9245	GG Tongue Torchers	3.25 oz	$1.28
9306	GG Rootbeer Barrels	4.5 oz	$1.28
9575	M&M Peanut Movie box	3.1 oz	$2.58

Postage			
PLU	**Item**	**Size**	**Price**
2005	Single Stamp	Single	$0.88
2001	Stamped Envelope	Single	$1.40

Additional General Merchandise - Pre-Release only			
PLU	**Item**	**Size**	**Price**
7158	8" Clear Fan	Single	$45.00

4358	Texas Tito's Spicy Pickle	Single	$1.27

Bakery			
PLU	**Item**	**Size**	**Price**
5120	Buddy Bars	3 oz	$1.36
5072	Famous Amos Cookies	2 oz	$1.60
5259	Glazed Honey Buns	5.11 oz	$1.51
5092	Chips Ahoy Cookies	2 oz	$1.67
5055	LDM Strawberry Crème Cookies	5.64 oz	$1.21
6120	FE Snack Crackers	10.3 oz	$3.99
5002	LDM Duplex Cookies	5.46 oz	$1.21
5071	Freshleys Carrot Cake	3.5 oz.	$1.59
5005	Chocolate Cupcakes	4.23 oz	$1.59
5208	Chocolate Mini Donuts	3.3 oz	$1.59
5467	Oatmeal Double Decker Crème Pie	4 oz	$1.70
5276	Caramel Sea Salt Cookies	2 oz	$1.59
5367	Little Dutch Maid Duplex Creme Cookies	5 oz	$1.21
5206	Grandma's Chocolate Brownie Cookies	2.5 oz	$0.90
5024	Grandma's Chocolate Chip Cookie	2.5 oz	$0.90
5044	Grandma's Peanut Butter Cookie	2.5 oz	$0.90
5047	Grandma's Oatmeal Cookie	2.5 oz	$0.90
5133	Honey Bun Jelly Swirl	4 oz	$1.59
5259	Honey Bun Jumbo Glazed	5 oz	$1.51
5063	Kellogg's Brown Sugar/Cinnamon PopTart	3.6 oz	$1.06
5012	Kellogg's Pop Tart Frosted Strawberry	3.6 oz	$1.06
5453	Classic Cookie Birthday Cake	3 oz	$2.25
5241	Cloverhill Strawberry Cheese Danish	4.58 oz	$2.25
5098	Cloverhill Blueberry Cheese Danish	4.58 oz	$2.49
5035	Nature Valley Granola Bar Honey & Oats	1.5 oz	$0.98
5348	Nutter Butter	1.9 oz.	$1.21
5269	Oreo Cookie Sleeve	2.4 oz	$1.13
5256	Apple Pie	4.5 oz	$1.75
5056	LDM Peanut Butter Crème Sandwich Cookies	5 oz	$1.21
5025	Big Texas Cinnamon Roll	4 oz	$1.59
5119	LDM Vanilla Crème Sandwich Cookies	5 oz	$1.21

Additional Clothing			
PLU	**Item**	**Size**	**Price**
8157	Grey Sweatpants	S	$11.96
8158	Grey Sweatpants	M	$11.96
8159	Grey Sweatpants	L	$11.96
8160	Grey Sweatpants	XL	$11.96
8161	Grey Sweatpants	2XL	$12.76
8162	Grey Sweatpants	3XL	$12.76
8163	Grey Sweatpants	4XL	$13.56
7955	Grey Sweatpants	5XL	$13.56
7956	Grey Sweatpants	6XL	$13.56
8164	Grey Sweatshirt	S	$11.96
8165	Grey Sweatshirt	M	$11.96
8166	Grey Sweatshirt	L	$11.96
8167	Grey Sweatshirt	XL	$11.96
8168	Grey Sweatshirt	2XL	$11.96
8169	Grey Sweatshirt	3XL	$12.76
7954	Grey Sweatshirt	5XL	$13.56
8170	Grey Sweatshirt	4XL	$12.76
8253	Grey Sweatshirt	6XL	$12.91

8411	Shorts Navy	4XL	$10.14
8148	Shorts Navy	3XL	$8.06

General Mechandise			
PLU	**Item**	**Size**	**Price**
7012	8.5 X 11 Scratch Pad	Single	$4.90
7398	White 8.5 x 11 Writing Pad	Single	$1.25
7000	9 x 12 Manila Envelope	Single	$0.75
7001	Battery AA 4 per Pack	1Pk	$2.96
7146	AAA Batteries	1Pk	$2.96
7049	Card Bday	Single	$2.04
7142	Large Bowl with lid	Single	$1.74
7011	Radio with Earbuds	Single	$17.23
7320	Earbuds with Microphone	Single	$4.94
7032	Pencil Cap Eraser	Single	$0.37
7383	Flex Pen Black	Single	$1.03
7022	Golf Pencil	Single	$0.42
7055	Card Kid Birthday Card	Single	$2.04
7218	Card Fathers Day	Single	$2.04
7050	Card Holiday	Single	$2.04
7054	Card Love	Single	$2.04
7074	Card Sympathy	Single	$2.04
7057	Card Miss You	Single	$2.04
7104	Photo Album	Single	$9.80
7019	Plain Envelope #10	Single	$0.08
7010	Playing Card	Single	$3.07
7039	Reading Glasses +1.50	Single	$5.83
1467	Soap Dish	Single	$0.59
7016	Tumbler with lid	22 oz	$0.90

Salty Snacks			
PLU	**Item**	**Size**	**Price**
6001	Cheetos Crunchy	2 oz	$1.21
6906	Lays Wavy Hickory BBQ Chips	1.5 oz	$1.21
6002	Cheetos Flamin Hot	2 oz	$1.21
6021	Cheetos Jalapeño	2 oz	$1.21
6008	Doritos Cool Ranch	1.75 oz	$1.21
6009	Doritos Nacho Cheese	1.75 oz	$1.21
6000	Doritos Sweet & Spicy Chili	1.75 oz	$1.21
6280	Kars Sweet and Salty	2 oz	$1.06
6529	Herrs Jalapeno Curls	1.23 oz.	$1.40
6155	Funyuns	1.23 oz.	$1.21
6010	Honey BBQ Frito Twists	3.oz	$1.21
6012	Lays BBQ Potato Chip	1.5 oz	$1.21
6026	Lays Potato Chips	1.5 oz	$1.21
6579	Plantain Chips	2 oz	$2.95
6018	Lays Sour Cream & Onion	1.5 oz	$1.21
6072	Planters Peanuts Salted	2 oz	$0.75
6353	Ruffles Cheddar & Sour Cream	1.5 oz	$1.21
6038	Smartfood Cheddar Popcorn	1 oz	$1.21
0158	Little Dutch Maid Snack Crackers	10.3 oz	$3.18
6249	Sunchips Harvest Cheddar	1.5 oz	$1.21
6292	Sunchips Garden Salsa	1.5 oz	$1.21
6280	Sweet & Salty Trail Mix	1.75 oz	$1.06
9048	Zachary's Chocolate Peanut Clusters	5 oz	$2.51
6906	Lays Wavy BBQ Chips	1.5 oz	$1.21
6127	UTZ Mikes Hot Honey Chips	1.5 oz	$1.21
6137	Snyders Buffalo Pretzel Bits	2.29oz	$1.69
6269	Snyders Honey Mustard Pretzels	2.29oz	$1.10
6033	Andy Capp Hot Fries	1.5 oz	$1.69
6407	Zapps Voodoo Chips	1.5 oz.	$1.21

FRANKLIN COUNTY DET CENTER

Order Form : D POD
Wednesday, December 10, 2025 @13:31

Name : _____ Inmate ID# : _____ Balance : _____

Block : _____ Tier : _____ Cell : _____

SHAMPOOS			1255	____	EAR BUDS	4.38	3261	____	MEGA HONEY BUN	1.80
0010	____	ALBERTO VO5 SHAMPOO	2.07	1305	____	PINOCHLE CARDS	2.27	4185	____	APPLE DANISH 4.25OZ	1.76
0361	____	ELEMENTZ 3-N-1 BODY	1.94	1322	____	MAVERICK_PLAYING CAR	2.27	4431	____	STRAWBERRY CHEESE DA	1.76
0362	____	DANDRUFF SHAMPOO/ALM	3.16	1400	____	GEN_BOWL W/ID_24 OZ	1.08	6346	____	ICED HONEY BUN	1.80
PERSONAL CARE PRODUCTS				1412	____	INSULATED MUG W/LID	3.03	CANDY			
0001	____	4OZ SHAMPOO	1.10	1415	____	CUP W/LID 22 OZ WHIT	0.55	1502	____	PEANUT CRUNCH 1.65 O	1.08
0048	____	COCNUT OIL HAIR&SCLP	2.48	1440	____	BATH TOWEL BEIGE	7.24	4024	____	SOUR WATERMELON SLIC	1.67
0051	____	SOFTEE CONDITIONER B	2.48	1525	____	GYM SHORT GREY MEDIU	12.66	4045	____	S/F DARK CHOCOLATE 3	4.00
0054	____	ELEMENTZ GEL FIRM HO	1.94	1526	____	GYM SHORTS GREY LARG	12.66	4100	____	BTERSCOTCH DISCS4.25	1.67
0055	____	PRO GLO GEL POMADE 4	2.00	1528	____	GYM SHORTS GREY 2XLG	14.46	4145	____	STARLITE MINTS 3.75O	1.67
0144	____	SURE ANTI-PERSPIRANT	2.72	1540	____	TUBE SOCK (ONE SIZE	1.40	4150	____	SOUR FRUIT BALLS 4.2	1.67
0188	____	ORAL GEL .33 OZ - IN	2.25	1547	____	GYM SHORTS GREY 3XLG	14.46	4155	____	SUGAR FREE ALL STARS	1.67
0201	____	BABY POWDER 15OZ	2.71	1548	____	GYM SHORTS GREY 4XLG	14.46	4797	____	STARBURST CHEWS 3.5O	2.03
0203	____	JERGENS EXTRA HEALIN	8.30	1549	____	5XL GYM SHORTS GREY	14.46	FOOD/SNACK ITEMS			
0221	____	PETROLEUM JELLY 3.75	1.13	1582	____	MED. SWEATSHIRT GRAY	12.20	1252	____	CANDY BAR DARK CHOC	2.11
0250	____	HYDROCORTISONE CREAM	1.35	1583	____	LRG. SWEATSHIRT GRAY	12.20	1306	____	CANDY BAR CHOC ALMON	2.11
0251	____	ATHLETE FT CREAM TOL	1.54	1584	____	XLRG SWEATSHIRT GRAY	12.20	1951	____	CANDY BAR CHOC CARAM	2.11
0260	____	MUSCLE RUB	2.03	1585	____	2X SWEATSHIRT GRAY	16.28	1953	____	STRAWBERRY TOASTER P	5.28
0267	____	BACITRACIN OINTMENT	2.21	1586	____	3X SWEATSHIRT GRAY	16.28	1983	____	TOASTER PASTRY BROWN	5.28
0273	____	LIP BALM	1.27	1588	____	MED SWEATPANTS GRAY	12.20	2009	____	CHEDDAR CRISP SOUR C	1.35
0287	____	VITAMIN MELATONIN 5M	4.63	1589	____	LRG SWEATPANTS GRAY	12.20	2023	____	PEANUTS CHOC CARAMEL	3.19
0366	____	TOOTHBRUSH HOLDER	0.63	1590	____	XLRG SWEATPANTS GRAY	12.20	2047	____	MINI PB CUPS 5 OZ	3.19
0426	____	NEXT1 SPORT BAR SOAP	1.30	1591	____	2X SWEATPANTS GRAY	16.28	2103	____	INSTANT OATMEAL REGU	0.82
0490	____	SOAP DISH	0.41	1592	____	SWEATPANTS 3XL GRAY	16.28	2438	____	OATMEAL MAPLE BRN SG	0.82
0500	____	COOL WAVE_MOUTHWASH_	1.49	1706	____	DOUBLE FOAM INSOLE C	1.86	2596	____	CREAM CHS W/JALAP 2O	1.66
0517	____	SENSITIVE TOOTHPASTE	3.16	1760	____	HAIR PIK 7 INCH	1.13	2664	____	MACARONI & CHEESE 3	1.76
0544	____	MINT FLOSS LOOPS 30P	3.50	1875	____	MED DLX SHWR SHOE SA	3.62	2670	____	SPICY REFRIED BEANS&	1.94
0550	____	TOOTHBRUSH - SOFT BR	0.68	2078	____	10/PK SUGAR	0.45	2740	____	DORITOS COOL RANCH 8	3.11
0551	____	TEK MED. TOOTHBRUSH	0.68	2214	____	10/PK SUGAR SUBSTITU	0.45	3020	____	OREO COOKIES 2.4 OZ	1.49
0581	____	APAP(LIKE X STGTH TY	0.45	3854	____	SMALL SHOWER SHOE	3.62	3023	____	FLAMING HOT DORITOS	2.01
0595	____	2.5OZ EFFERGRIP	5.25	3856	____	LARGE SHOWER SHOE	3.62	3081	____	MOZZARELL CHEESE SNA	2.16
0615	____	NEW DAY ASPIRIN 100	1.94	4131	____	BC BUTTER POUND CAKE	1.55	3249	____	HONEY BUN MAPLE 4 OZ	1.80
0636	____	MILK OF MAGNESIA 12	3.45	4910	____	PONYTAILERS METAL FR	2.50	3309	____	RICE KRISPIE TREATS	1.13
0642	____	(1-ROLL) ROLAIDS	1.00	5191	____	EARBUD_W/MICROPHONE_	10.39	3343	____	HONEY NUT CEREAL 20O	4.24
0645	____	2PK ALKA SELTZER	0.76	6940	____	MEDIUM GRAY T-SHIRT	4.97	3359	____	BERRIES CEREAL 20OZ	4.24
0671	____	CHERRY COUGH DROPS-	1.00	6941	____	LRG GRAY T-SHIRT	4.97	3389	____	BLUEBERRY NUTRI-GRAI	0.77
0680	____	DAILY MULTIVITAMIN 6	2.70	6942	____	XL GRAY T-SHIRT	4.97	3559	____	PEPPERONI SLICED 3.5	3.48
0691	____	ARTIFICIAL TEARS .5O	2.31	6943	____	2XL GRAY T-SHIRT	7.45	3561	____	SAUSAGE CHORIZO 3.5O	3.62
0720	____	FOOT POWDER 3 OZ	2.53	6944	____	3XL GRAY T-SHIRT	7.45	3583	____	BC SAUSAGE SALAMI 5O	3.50
0815	____	BRUSH FREESTYLE WOOD	1.49	6948	____	SM GRAY T-SHIRT NO P	4.97	3584	____	BC HOT & SPICY SUMME	3.50
1343	____	MIRROR W/O MAGNET	2.17	8054	____	MILK CHOC COVERED PE	3.19	3585	____	BC REG SMR SAUSAGE 5	3.50
4229	____	SHAMPOO 15 OZ APPLE	2.05	BEVERAGES				3595	____	PEANUTS BUTTER TOFFE	1.89
4293	____	COAST BAR SOAP 4OZ	1.04	0475	____	HAWAIIAN PUNCH DRINK	0.38	3650	____	FC MACKEREL/OIL3.53O	2.67
MISCELLANEOUS				2034	____	TEA BAGS W/TAGS 100	4.50	3783	____	YELLOW RICE 2 OZ	1.22
0216	____	COCOA BUTTER STICK 1	2.00	2041	____	FR VAN CAPPUCCINO 8	2.67	3786	____	RED BEANS & RICE 4 O	1.49
0227	____	LOTION COCOA BUTTER	2.13	2044	____	FR VAN CREAMER 6.75O	2.72	3800	____	SPICY BLACK BEANS 8	2.62
1010	____	REG. #10 ENVELOPE	0.06	2134	____	CHOC HEALTH SHAKE 2O	1.90	3918	____	RIP N READY BEEF LOA	3.10
1015	____	MANILLA ENVELOPE	0.41	2136	____	VAN HEALTH SHAKE 2OZ	1.90	4056	____	PEANUT BUTTER SS 2OZ	1.08
1030	____	BLUE ROUND STICK PEN	0.31	2201	____	TANG BRKFST DRK 12 O	3.30	4058	____	DOLLY MADISON GOLDEN	1.57
1033	____	BLACK ROUND STICK PE	0.31	2502	____	HAWAIIAN PUNCH LEMON	0.38	4078	____	JUMBO FLOW CANDYBAR	0.93
1047	____	ADDRESS BOOK	2.74	2528	____	HAWAIIAN PUNCH BERRY	0.38	4113	____	NOODLES YAKISOBA CHI	2.27
1060	____	WHITE LINED PAPER PA	1.00	2550	____	PDF NONFAT DRY MILK	3.97	4127	____	FC FISH STK IN CHILI	2.10
1062	____	50 CT PAPER PAD	1.75	4223	____	CITRUS DRINK MIX	2.81	4128	____	FC FISH STK IN SMOKY	2.10
1070	____	SKETCH PAD 8.5 X 11	1.20	9139	____	COFFEE SINGLE VANILL	3.70	4407	____	GRAPE JELLY 0.5 OZ 1	3.24
1077	____	#2 PENCIL	0.18	9140	____	COFFEE SINGLE HAZELN	3.70	4900	____	FC TUNA STK/THAI CHI	2.94
1081	____	COLORED PENCILS 12/B	4.24	**COFFEE**				6050	____	KF INST WHITE RICE 8	2.89
1086	____	POCKET DICTIONARY II	5.54	2011	____	FD DECAF COL COFFEE	3.30	6051	____	KF INST BRN RICE 6.5	2.31
1101	____	JUVENILE BIRTHDAY CA	1.13	2015	____	KF FD COFFEE YELLOW	4.40	6057	____	HOT/SPCY HALAL BEEF	4.07
1102	____	SYMPATHY CARD W/O ST	1.13	2017	____	MAXWELL HOUSE COFFEE	5.05	6060	____	HALAL BEEF SUMMER SA	4.07
1103	____	BIRTHDAY CARD W/O ST	1.13	**COOKIES/CRACKERS/PASTRIES**				6074	____	MACKERAL FILLET IN B	2.48
1104	____	GET WELL CARD - PAPE	1.13	3006	____	ZC VANILLA CREMES 14	3.76	6114	____	HOT FRIES (ANDY CAPP	1.22
1109	____	FRIENDSHIP CARD W/O	1.13	3007	____	ZC DUPLEX CREMES 14	3.76	6125	____	ML HOT BBQ CHIPS 1.5	1.08
1115	____	ANNIVERSARY CARD W/O	1.13	3033	____	MS PEANUT BUTTR CRMS	3.76	6134	____	ML CARAMEL POPCORN	1.39
1120	____	THANK YOU CARD W/O S	1.13	3035	____	MS CHOC CHIP COOKIES	2.13	6151	____	DORITOS NACHO CHS 8O	3.11
1121	____	SEASONAL GREETING CA	1.13	3040	____	MS ICED OATML COOKIE	2.13	6173	____	BC CHILI W/BNS 11.25	3.11
1123	____	SPANISH BIRTHDAY CAR	1.13	3114	____	(BOX) SNACK CRACKERS	4.03	6174	____	HOT CHILI W/BNS11.25	3.11
1124	____	SPANISH FRIENDSHIP C	1.13	3115	____	CHEEZ ITS CRACKERS 1	1.04	6179	____	SARDINES IN OIL 3.53	1.76
1125	____	PHOTO ALBUM	2.27	3139	____	SALTINE CRACKERS - 1	0.73	6183	____	SMOKD CLAMS/OIL 3.53	2.67
1147	____	ROSARIES	1.80	3146	____	CHEESE CRACKERS	4.65	6191	____	SALMON FLK/WTR 3.53O	2.21
1151	____	HOLY KORAN	18.08	3222	____	TOASTED PB CRACKERS	0.80	6201	____	MICROWAVE POPCORN -	0.68
1217	____	KOSS HEADPHONES	9.04	3248	____	CINNAMON ROLL 4OZ	1.22	6213	____	HEALTHY SNACK MIX	1.66

FRANKLIN COUNTY DET CENTER

Order Form : D POD
Wednesday, December 10, 2025 @13:31

6234	____ CORN NUTS RANCH 1.7	1.80	
6262	____ MAYONNAISE 10PK 9GR	1.12	
6289	____ MRS FIELDS WHITE CHU	1.62	
6294	____ BC PASTA SAUCE 4OZ	0.94	
6320	____ BEEF & CHEESE STICK	1.59	
6362	____ ZITI 1 LB BAG	1.66	
6417	____ CREAMY PEANUT BUTTER	3.62	
6421	____ KFT RANCH DRESSING S	0.91	
6428	____ CHEDDAR CHEESE SQZ 2	1.35	
6429	____ JALAP CHEESE SQZ 2OZ	1.35	
6430	____ CEREAL FRSTED FLK 1O	0.77	
6442	____ CHEDDAR CHEESE TUB 4	2.72	
6444	____ JALAPENO CHZ SNACK 4	2.72	
6500	____ PICKLE (HOT) 9.6 OZ	1.31	
6501	____ PICKLE (MILD) 9.6 OZ	1.31	
6600	____ FLOUR TORTILLAS 6CT	1.49	
6606	____ SALTED PEANUTS 1.75	0.91	
6607	____ HOT PEANUTS 1.75 OZ	0.91	
6700	____ SV REFRIED BEANS 8OZ	2.07	
6721	____ FISH STK/LA HOT 3.53	2.21	
6741	____ BRUSHY CREEK CORN 7O	2.00	
6826	____ FRESH CATCH TUNA 4.2	3.25	
6891	____ BC CHICKEN BREAST	6.24	
7518	____ HEREFORD BEEF TACO F	3.24	
7667	____ FUDGE BROWNIE	1.03	
7730	____ MISKETS PEANUTS CHOC	1.19	
8421	____ ML SPICY DILL KETTLE	1.33	
8422	____ ML HOT CHILI & LIME	1.33	
8423	____ ML HORSERADISH CHEDD	1.33	
8988	____ YELLOW FIN TUNA STEA	3.86	
9030	____ MISKETS CHOC&SUGAR C	1.19	
9074	____ TERIYAKI CHICKEN NOO	2.27	
9078	____ PEACH RINGS 3 OZ	1.67	
9116	____ MINI PRETZELS BUFFAL	1.75	
9117	____ MINI PRETZELS JALAPE	1.75	
9120	____ SNACK MIX BBQ W/PEAN	2.40	
9121	____ SNACK MIX SPICY 5 OZ	2.40	
9137	____ LEMON LOAF SNACK CAK	1.55	
9138	____ CHOC CHIP SNACK LOAF	1.55	
TOOTHPASTE			
0510	____ AIM CAVITY TOOTHPAST	2.80	
0530	____ COOL WAVE CLEAR TOOT	1.59	
SHAVE CREAM			
0331	____ PRO-TECTION SHAVE CR	2.72	
0350	____ AFTER SHAVE 7OZ	2.00	
SOAP			
0397	____ NEXT1 COCOA BUTTER S	1.30	
0398	____ DIAL TRANSLUCENT SOA	1.80	
0424	____ NEXT1 MOISTURIZING S	1.30	
0444	____ NEUTROGENA SOAP	4.00	
DEODERANT			
0102	____ FORCE ANTIPERSPIRANT	2.80	
0106	____ POWER UP A/P BLOOM	2.80	
0147	____ POWER UP A/P DRIVE	2.80	
CONDITIONER			
0011	____ ALBERTO VO5 CONDITIO	2.07	
T SHIRTS			
1504	____ SM CREWNECK T-SHIRT	3.48	
1505	____ MED CREWNECK T-SHIRT	3.48	
1506	____ LRG CREWNECK T-SHIRT	3.48	
1507	____ XL CREWNECK T-SHIRT	3.48	
1508	____ 2XL CREWNECK T-SHIRT	5.42	
1509	____ 3XL CREWNECK T-SHIRT	6.33	
3652	____ 5XL CREWNECK T-SHIRT	7.24	
3669	____ 6XL CREWNECK T-SHIRT	7.24	
5727	____ 4XL CREWNECK T-SHIRT	6.33	
RAMEN			
6013	____ CAJUN CHICKEN RAMEN	0.85	
6018	____ TEXAS BEEF RAMEN	0.85	
6026	____ CHILI RAMEN	0.85	
6046	____ CHICKEN RAMEN	0.85	
CHIPS			
2737	____ CHILI CHEESE FRITOS	1.13	
6079	____ WHOLE SHABANG ORIGIN	1.08	
6100	____ ML POTATO CHIP 1.5OZ	1.08	
6105	____ ML BBQ CHIP 1.5OZ	1.08	
6126	____ SC & ONION CHIP 1.5O	1.08	
6153	____ BUFF BLU CHS CHIP1.5	1.08	
6159	____ CHEETOS FLMN HOT1.75	1.18	
6167	____ CHEETOS CHEESE 2OZ	1.18	
BOXERS			
1500	____ 4XL MENS BOXER	4.97	
1529	____ SM WHITE MENS BOXERS	2.39	
1530	____ MED WHITE BOXER	2.39	
1531	____ LRG WHITE BOXER	2.39	
1532	____ XL WHITE BOXER	2.39	
1533	____ 2XL WHITE BOXER	3.11	
1534	____ 3XL MENS BOXER	4.97	
1671	____ BOXERS 6 XL	4.97	
3837	____ SM GREY BOXER BRIEF	3.48	
3838	____ MED GRAY BOXER BRIEF	3.48	
3839	____ LRG GRAY BOXER BRIEF	3.48	
3840	____ XL GRAY BOXER BRIEF	3.48	
3841	____ 2XL GRAY BOXER BRIEF	4.84	
9097	____ 3XL GRAY BOXER BRIEF	6.91	
MISC BEVERAGES			
2021	____ NON-DAIRY CREAMER 8O	2.85	
***HOT COCOA**			
2071	____ 10OZ KF COCOA W/CLRP	2.67	
KOOLAID			
2331	____ KOOLAID-TROP PUNCH 1	3.16	
COMMISSARY ONLY ITEMS			
9806	____ CHECKERS	2.91	
9807	____ CHESS	5.04	
9808	____ UNO	5.43	
9809	____ DOMINOES	5.04	
9810	____ SCRABBLE	16.28	
9811	____ SCRABBLE DICTIONARY	5.81	
9813	____ LARGE STAMPED ENVELO	0.63	
9814	____ SINGLE STAMP	0.55	
9815	____ GLOBAL-AIR MAIL	1.15	
9816	____ KUFEE	8.14	
9817	____ QURAN	6.05	
9818	____ PRAYER RUG	13.95	
9820	____ READING GLASSES	7.75	
9838	____ WASHCLOTH	0.58	
9839	____ HAIR-RUBBERBANDS	0.97	
9840	____ THERMALS-TOPS S-M-L	4.25	
9841	____ THERMAL-TOP 2X-3X	5.23	
9842	____ THERMAL-TOP 4X	6.01	
9843	____ THERMAL-TOP 6X	6.59	
9844	____ THERMAL-BOTTOM S-M	4.25	
9845	____ THERMAL-BOTTOM 2X-3	5.23	
9846	____ THERMAL-BOTTOM 4X	6.01	
9847	____ THERMAL-BOTTOM 6X	6.59	
9849	____ SNEAKERS-VELCRO SZ 7	27.13	
9853	____ ISLAMIC PRAYER BEADS	4.07	
9854	____ IBUPROFEN(ADVIL) 50	2.09	
9856	____ ISLAMIC HIJAB	9.06	
9858	____ BLISTEX MEDICATED LI	1.85	
9859	____ PAPERMATE PINK ERASE	0.50	
9861	____ SWEATSHIRT GRAY 6X	12.21	
9862	____ SWEATPANTS GRAY 6X	12.21	
9863	____ TUMBLER- 22OZ WHIRLE	1.74	
9873	____ EARBUDS W/MIC	4.65	
9898	____ $1 MEDIA TIME	1.00	
9899	____ $5 MEDIA TIME	5.00	

Signature: _____

Date: _____

HAMPDEN COUNTY COMMISSARY MENU

Revised: October 26, 2025

SOUPS

Item#	Description	Price	Limit
9257	TWISTED NOODLES RAMEN NOODLES CAJUN CHICKEN 3 OZ	$0.62	15
9255	TWISTED NOODLES RAMEN NOODLES TEXAS BEEF 3 OZ	$0.62	15
9254	TWISTED NOODLES RAMEN NOODLES CHILI 3 OZ	$0.62	15
6046	CHICKEN RAMEN	$0.65	15
6048	BEEF RAMEN	$0.65	15
6052	HOT & SPICY VEG RAMEN	$0.65	15
6053	CAJUN SHRIMP RAMEN	$0.65	15

CRACKERS/CHIPS/PRETZELS/SNACKS/POUCH PRODUCTS

Item#	Description	Price	Limit
1953	TOAST EMS TOASTER PASTRIES STRAWBERRY 10.2 OZ	$4.59	3
1983	TOAST EMS TOASTER PASTRIES BROWN SUGAR CINNAMON	$4.59	3
2664	VELVEETA MACARONI AND CHEESE 3 OZ	$1.78	10
2670	SPICY REFRIED BEANS&RICE	$1.94	10
2717	SPANISH RICE W/ CHEESE	$1.13	15
3006	ZC VANILLA CREMES 14 OZ	$3.08	10
3007	ZC DUPLEX CREMES 14 OZ	$3.08	10
3020	OREO COOKIES 2.4 OZ	$1.03	10
3033	MS PEANUT BUTTER CRÈME 14 OZ	$3.08	10
3035	MS CHOC CHIP COOKIES 6OZ	$1.19	5
3039	MARIA COOKIES 4.94 OZ	$1.03	5
3040	MS ICED OATML COOKIES 6OZ	$1.19	5
3086	BAKE CITY OATMEAL RAISIN 2.5OZ	$0.84	10
3114	GOLDEN VALLEY CRACKERS SNACK 13.7 OZ	$4.21	1
3115	CHEEZ ITS 1.5 OZ	$0.86	15
3139	VISTA CRACKERS SALTINE BULK 4OZ	$0.57	1
3146	GOLDEN VALLEY CRACKERS CHEESE 9 OZ	$5.08	1
3192	CREAM CHEESE COFFEE CAKE	$1.08	8
3248	CINNAMON ROLL 4OZ	$0.92	8
3249	MAPLE GLAZED HONEY BUN 4OZ	$1.55	5
3274	MARKET SQUARE HONEY BUN ICED 4.75OZ	$1.50	6
3435	MARKET SQUARE HONEY BUN CHOC ICED 5OZ	$1.55	5
3595	KING NUTS PEANUTS BUTTER TOFFEE 3.5OZ	$1.89	10
3783	SEVILLA RICE YELLOW 2 OZ	$1.19	5
3786	SEVILLA RED BEANS & RICE 4 OZ	$1.73	5
3800	SEVILLA BLACK BEANS SPICY 8 OZ	$2.97	5
3918	HEREFORD RIP N READY BEEF LUNCHEON LOAF 3.5OZ	$2.87	10
4058	DOLLY MADISON SNACK CAKES GOLDEN CRÈME 2.7OZ	$1.04	5
4127	FRESH CATCH FISH STEAKS IN CHILI LIME SAUCE 3.53 OZ	$1.73	5
4128	FRESH CATCH FISH STEAK IN SMOKEY CHIPOTLE SAUCE 3.53OZ	$1.73	10
4131	BAKE CITY SNACK CAKE BUTTER POUND CAKE 4OZ	$1.67	10
4429	MARKET SQUARE SF WAFER STRWBRRY CREME 2.75 OZ	$1.19	5
4900	FC TUNA STK/THAI CHILI	$3.56	5
6050	8OZ WHITE RICE	$1.78	15
6051	KF INST BROWN RICE 6.5 OZ	$1.78	15
6074	FC MACKERAL IN BRINE 3.53OZ	$2.86	15
6079	THE WHOLE SHABANG POTATO CHIPS ORIGINAL 1.5 OZ	$0.70	15
6100	ML POTATO CHIPS 1.5 OZ	$0.70	15
6105	ML BBQ POTATO CHIPS 1.5 OZ	$0.70	15
6114	HOT FRIES	$0.76	15
6116	CHEESE PUFFS 2 OZ	$1.13	15
6125	MOON LODGE HOT HOT HOT BBQ CHIPS 1.5 OZ	$0.70	15
6126	ML SOUR CREAM & ONION CHIPS 1.5 OZ	$0.70	15
6134	MOON LODGE POPCORN CARAMEL 3.53OZ	$1.57	5
6151	DORITOS NACHO FLVR 8-OZ	$2.38	5
6159	CHEETOS CHEESE CRUNCHY FLAMIN HOT 1.75 OZ	$1.13	15
6167	CHEETOS CHEESE CRUNCHY 2 OZ	$1.13	15
6174	BC HOT CHILI W/ BEANS 11.25 OZ	$2.97	5
6179	FRESH CATCH SARDINES IN OIL 3.53 OZ	$2.16	15
6190	FISH STK GRN CHILI / OIL	$1.73	10
6191	FRESH CATCH SALMON FLAKES 3.53 OZ	$2.86	5
6346	ICED HONEY BUN	$1.55	5
6600	TORTILLAS 6 PACK	$1.67	15
6610	GV BAGEL PLAIN 4 OZ	$1.19	5
6612	GV CINNAMON & RAISIN BAGEL	$1.19	5
6692	CA CHEESE PUFFS 10 OZ	$5.13	5
6700	SV REFRIED BEANS 8 OZ	$2.70	5
6721	FISH STK/ LA HOT 3.53 OZ	$1.73	10
6826	FRESH CATCH TUNA	$3.29	15
7667	FIELDSTONE BAKERY BROWNIE FUDGE 2.15OZ	$1.03	10
9137	BAKE CITY SLICED LEMON LOAF CAKE	$1.80	10
9138	BAKE CITY CHOC CHIP SLICED LOAF CAKE	$1.80	10
9139	KEEFE VANILLA FRENCH VANILLA COFFEE SINGLE SERVE 20/BAG	3.50	10
9140	KEEFE HAZELNUT COFFEE SINGLE SERVE 20/BAG	$3.50	15
8988	FRESH CATCH YELLOW FIN TUNA STEAK CHIPOTLE SAUCE 3.53 OZ	$3.30	10
9120	CACTUS ANNIES SNACK MIX BBQ SNACK MIX W/PEANUT 5 OZ	$2.10	10

BEVERAGES - SS = Single Serving

Item#	Description	Price	Limit
2006	SS TSTR CHOICE DECAF COFFEE	$0.45	15
2015	KEEFE COLOMBIAN 3 OZ COFFEE	$3.65	2
2021	CLEAR RESEALABLE CREAMER 8 OZ	$1.60	2
2041	KEEFE FRENCH VANILLA CAPPUCCINO 8 OZ	$2.59	2
2071	KEEFE HOT COCOA REGULAR 10 OZ	$2.59	2
2078	KEEFE SUGAR 10/PK	$0.32	2
2110	SUGAR FREE SS FRUIT PUNCH	$0.32	15
2120	SUGAR FREE SS LEMONADE	$0.32	15
2134	NEW LEAF HEALTH SHAKE CHOC 2 OZ	$1.89	10
2136	NEW LEAF HEALTH SHAKE VANILLA 2 OZ	$1.89	10
2214	10/PK SUGAR SUBSTITUTE SACCHARIN PINK	$0.54	10
2320	DRINK MIX ORANGE 12OZ	$2.11	2
2331	KOOL AID- TROPICAL PUNCH 12 OZ	$2.11	2

MEAT STICKS

Item#	Description	Price	Limit
3581	BC SUMMER SAUSAGE HOT & SPICY	$1.24	10
3584	BC HOT & SPICY SUMMER SAUSAGE 5 OZ	$2.21	10
3585	BC REG SUMMER SAUSAGE 5 OZ	$2.21	10
6057	HOT/SPCY HALAL BEEF SAUSG	$4.32	10
6060	HALAL BEEF SUMMER SAUSAGE	$4.32	10

NUTS/ CONDIMENTS/BREAKFAST ITEMS

Item#	Description	Price	Limit
2103	HEARTY TRADITIONS INSTANT OATMEAL REGULAR 1 OZ	$0.65	20
2438	QUAKER MAPLE & BROWN SUGAR	$0.65	20
2707	BOX FLAVOR KIST CHEWY GRANOLA BAR CHOC CHIP .84OZ	$4.32	2
2709	BOX FLAVOR KIST CHEWY GRANOLA BAR PB CHOC CHIP .84OZ	$4.32	2
3222	AUSTIN SANDWICH CRACKERS TOASTED PB	$0.75	5
3257	NUTRIGRAIN STRAWBERRY CEREAL BAR	$0.76	15
3389	BLUEBERRY NUTRI-GRAIN BAR	$0.76	5
4056	PEANUT BUTTER SQUEEZER 2 OZ	$0.92	15
6213	HEALTH MIX	$1.57	15
6262	SALAD FRESH MAYO 10 PACK	$1.84	2
6410	GRAPE JELLY 20.5OZ	$3.20	15
6412	JELLY SQUEEZER	$0.26	15
6417	CREAMY PEANUT BUTTER 18 OZ	$3.62	2
6428	CHEDDAR CHEESE SQUEEZER 1.5 OZ	$1.03	5
6429	JALAPENO CHEESE SQUEEZE 1.5 OZ	$1.03	5
6430	M-O-M S.S. BOWL FROSTED FLAKES 1.25OZ	$0.92	10
6540	NUTRIGRAIN STRAWBERRY BAR	$0.60	5
6606	ML ROASTED & SALTED PEANUTS 1.75OZ	$0.70	5
6607	ML HOT HOT HOT PEANUTS 1.75OZ	$0.70	5

MISCELLANEOUS (Continued)

Item#	Description	Price	Limit
1101	JUVENILE BIRTHDAY CARD	$1.13	3
1102	SYMPATHY CARD	$1.13	3
1103	BIRTHDAY CARD	$1.13	3
1104	GET WELL CARD PAPER	$1.13	3
1109	FRIENDSHIP CARD PAPER	$1.13	3
1115	ANNIVERSARY CARD/ACETATE	$1.13	3
1120	THANK YOU CARD	$1.13	3
1121	SEASONAL GREETING CARD	$1.13	3
1123	FREEDOM BIRTHDAY CARD SPANISH	$1.13	3
1124	FREEDOM FRIENDSHIP CARD SPANISH	$1.13	3
1125	PHOTO ALBUM	$2.92	1
1148	SPANISH BIBLE	$7.30	1
1150	PROTESTANT BIBLE	$15.28	1
1151	HOLY KORAN	$26.46	1
1166	EAR BUD	$2.43	1
1167	ALARM CLOCK CLR 31008	$10.53	1
1200	ION3 BATTERIES AAA ALK 4/PK	$3.56	1
1210	ION3 BATTERIES AA ALK 4/PK	$3.56	1
1249	GPX AM/FM RADIO W/EARBUDS	$22.25	1
1255	KOSS EARBUD BLACK	$4.75	1
1400	CEREAL BOWL W/LID 24 OZ	$0.70	1
1411	12 OZ COFFEE CUP W/HANDLE	$1.20	1
1432	WASHCLOTH BEIGE	$1.40	2
1440	BATH TOWEL BEIGE	$5.18	1

CANDY

Item#	Description	Price	Limit
1502	MASCOT CANDY PEANUT BUTTER CRUNCH BAR 1.65OZ	$1.08	5
2047	MASCOT CANDY MINI PB CUPS 5 OZ	$2.86	3
4045	HERSHEY DARK DIET CHOCOLATE 3 OZ	$3.94	5
7730	GEN CHOC & SUGAR COATED CANDIES ROASTED PEANUTS 1.74OZ	$1.22	3
4078	JUMBO FLOW CANDY BAR CHOCOLATY 1.69OZ	$0.86	5
4100	BUTTERSCOTCH BUTTONS	$0.86	3
4145	STARLITE MINTS 3.75 OZ	$0.86	3
4155	SUGAR FREE WILD FRUIT	$0.86	5
4797	STARBURST FRUIT CHEWS ASSORTED 3.5OZ	$1.88	5

HAMPDEN COUNTY COMMISSARY MENU

Revised: October 26, 2025

PERSONAL CARE PRODUCTS

Item#	Description	Price	Limit
0010	VO5 SHAMPOO 12.5 OZ	$2.32	1
0020	4OZ DANDRUFF SHAMPOO	$1.67	1
0035	SOFTEE SHAMPOO & COND. 3IN1 13.5 OZ	$4.10	1
0036	D&L PERM CREAM RLXR KIT	$ 9.67	1
0051	SOFTEE BERGAMOT HAIRDRESS & PRESS OIL 5 OZ	$ 3.46	1
0094	HERITAGE HAIR SPRAY ALCOHOL FREE 8 OZ	$ 3.46	1
0102	POWER UP FORCE A/P DEO 2.5 OZ	$ 3.08	1
0116	SUAVE POWDER A/P DEO 1.4 OZ	$ 2.25	1
0123	.5 OZ CRAWFORD DEODORANT CLEAR STICK	$0.76	1
0147	POWER UP DRIVE A/P DEO 2.5 OZ	$3.08	1
0201	BABY POWDER 15 OZ	$2.05	1
0210	4OZ SKIN CARE LOTION	$0.75	1
0215	CRAW CCB LOTION 4 OZ	$0.75	1
0216	WOLTRA COCOA BUTTER STICK 1 OZ	$2.40	1
0221	NEW DAY PETROLEUM JELLY 3.75 OZ	$1.24	1
0242	RUGBY LOTION BENZOYL PEROXIDE ACNE 5% 29.5 ML	$5.75	1
0250	HYDROCORTISONE CREAM TUBE	$2.21	1
0251	ATHLETE FOOT CREAM 1% .5 OZ	$2.11	1
0260	MUSCLE RUB	$2.92	1
0273	LIP BALM .16OZ	$1.24	1
0287	MELATONIN	$6.59	1
0320	REG MAGIC CREAM SHAVE 6 OZ	$6.21	1
0331	BRUSHLESS SHAVE 7 OZ	$2.16	1
0350	PROTECTION REGULAR AFTERSHAVE 4 OZ	$2.16	2
0358	ELEMENTZ CONDITIONER ALMOND/SHEA 15 OZ	$2.32	1
0361	ELEMENTZ 3-N-1 BODY WASH COCO LIME 15OZ	$2.05	1
0366	AMERICAN COMB TOOTHBRUSH HOLDER 2 PC	$0.43	1
0397	NEXT 1 COCOA BUTTER SOAP	$1.00	2
0424	NEXT 1 MOISTURIZING SOAP 5OZ	$1.00	2
0426	NEXT 1 SPORTS BAR SOAP	$1.00	2
0444	NEUTROGENA SOAP 3.5 OZ	$5.15	2
0490	SOAP DISH	$0.59	1
0500	COOL WAVE MOUTHWASH ALCOHOL FREE 8 OZ	$1.40	1
0510	AIM 6 OZ TOOTHPASTE	$3.19	1
0530	(EA)COOL WAVE CLR 4 OZ T/PASTE	$1.78	1
0544	FLOSS LOOPS 30 CT	$3.56	1
0558	HAMPDEN SECUR.TOOTHBRUSH	$0.22	1
0572	COLD, COUGH, FLU 2 PK	$0.59	10
0581	APAP (LIKE TYLENOL)	$0.43	5
0583	IPRIN (LIKE ADVIL)	$0.43	5
0590	DENTURE TABLETS 40'S	$2.86	1
0595	2.5 OZ EFFERGRIP CREAM TUBE	$5.67	1
0598	ORAL PAIN RELIEF MAX STRENGTH	$1.94	1
0636	MILK OF MAGNESIA 12 OZ	$3.24	1
0645	2PK ALKA SELTZER	$0.81	5
0671	GOODSENSE COUGH DROPS CHERRY 30CT	$2.00	1
0675	HALLS COUGH DROPS MENTHOLYPTUS	$1.67	1
0680	SUNDANCE MULTIVITAMIN 60 CT	$2.97	1
0731	DIPHENHYDRAMINE (BENADRYL) 1 PK	$0.49	1
0810	MENS HAIR BRUSH	$2.54	1
0815	HAIR BRUSH WAVES KING WANI	$2.59	1
1183	FREESTYLE HAIR COMB 5 IN	$0.32	1
1760	FREESTYLE HAIR PIK 7 IN BLISTER CARD	$0.54	1
3692	GOODSENSE CONTACT SOLUTION 12 OZ	$4.86	1
4293	COAST DEODORANT BAR SOAP CLASSIC SCENT 4 OZ	$1.03	2
0203	JERGENS LOTION ULTRA HEALING 12.5 OZ	$7.15	1
9119	C&J COMPANY BAR SOAP MAHOGANY TEAKWOOD SHEA BUTTER 5 OZ	$2.70	1

INDIGENT

Item#	Description	Price	Limit
9801	HYGIENE KIT	$0.00	1
9802	GOLF PENCIL	$0.00	1
9803	ENVELOPES	$0.00	3

FOOTWEAR

Item#	Description	Price	Limit
1654	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 12	$27.49	1
1721	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 6	$27.49	1
1751	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7	$27.49	1
1752	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7.5	$27.49	1
1753	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8	$27.49	1
1754	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8.5	$27.49	1
1757	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9.5	$27.49	1
1758	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10.5	$27.49	1
1759	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 11	$27.49	1
1761	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 13	$27.49	1
1763	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 15	$27.49	1
1853	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9	$27.49	1
1854	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10	$27.49	1
1857	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 14	$27.49	1

CLOTHING

Item#	Description	Price	Limit
1525	MED GYM SHORTS GREY	$7.67	1
1526	LRG GYM SHORTS GREY	$7.67	1
1527	XLARGE GYM SHORTS GREY	$8.40	1
1528	GREY GYM SHORTS XXLARGE	$9.07	1
1542	QUARTER SOCKS WHITE 1/PR	$1.40	1
1547	GREY GYM SHORTS 3X	$18.79	1
1548	GREY GYM SHORTS 4X	$18.79	1
1551	THERMAL TOP MED	$6.10	1
1552	THERMAL TOP LG	$6.10	1
1553	THERMAL TOP XL	$6.10	1
1554	THERMAL TOP 2X	$8.05	1
1555	THERMAL TOP 3X	$8.05	1
1561	THERMAL BOTTOM MED	$6.10	1
1562	THERMAL BOTTOM LARGE	$6.10	1
1563	THERMAL BOTTOM XL	$6.10	1
1564	THERMAL BOTTOM 2X	$8.05	1
1565	THERMAL BOTTOM 3X	$8.05	1
1567	THERMAL BOTTOM 4X	$14.26	1
3837	SM GREY BOXER BRIEF	$5.24	1
3838	MED GRAY BOXER BRIEF	$5.24	1
3839	LRG GRAY BOXER BRIEF	$5.24	1
3840	XL GRAY BOXER BRIEF	$5.24	1
6940	MEDIUM GRAY T-SHIRT	$5.62	1
6941	LRG GRAY T-SHIRT	$5.62	1
6942	XL GRAY T-SHIRT	$5.62	1
6943	2XL GRAY T-SHIRT	$5.62	1
6944	3XL GRAY T-SHIRT	$8.42	1
6948	SM GRAY T-SHIRT NO POCKET	$5.62	1

MISCELLANEOUS

Item#	Description	Price	Limit
0965	ETERNITY PRAYER OIL 1 OZ	$4.59	1
1001	HAMPDEN LRG STAMPED ENVELOPE	$0.83	15
1015	NO-CLASP ENVELOPE 9.5 X 12.5	$0.22	5
1030	BLUE ROUND STICK PEN	$0.43	2
1033	BLACK ROUND STICK PEN	$0.43	2
1049	1 EACH STAMP	$0.73	15
1060	8.5 X 11 LETTER PAD WHITE	$0.86	2
1070	SKETCH PAD 8.5 X 11 WHITE 50 SHT	$1.24	1
1073	FILE FOLDER	$0.16	6
1075	PENCIL (GOLF TYPE)	$0.11	2
1077	#2 PENCIL W/ERASER	$0.22	2
1081	COLORED PENCILS 12/BOX	$5.35	1
1305	AVIATOR PINOCHLE CARDS	$2.05	1
1322	MAVERICK PLAYING CARDS POKER	$2.59	1
5191	KOSS EARBUD WITH MICROPHONE	$16.20	1
7029	UNIVERSAL EARBUD WITH MICROPHONE	$6.48	1
9811	TABLET TIME	$1.00	
9812	TABLET TIME	$5.00	

HAMPDEN COUNTY COMMISSARY MENU

Revised: October 26, 2025

SOUPS

Item#	Description	Price	Limit
9257	TWISTED NOODLES RAMEN NOODLES CAJUN CHICKEN 3 OZ	$0.62	15
9255	TWISTED NOODLES RAMEN NOODLES TEXAS BEEF 3 OZ	$0.62	15
9254	TWISTED NOODLES RAMEN NOODLES CHILI 3 OZ	$0.62	15
6046	CHICKEN RAMEN	$0.65	15
6048	BEEF RAMEN	$0.65	15
6052	HOT & SPICY VEG RAMEN	$0.65	15
6053	CAJUN SHRIMP RAMEN	$0.65	15

CRACKERS/CHIPS/PRETZELS/SNACKS/POUCH PRODUCTS

Item#	Description	Price	Limit
1953	TOAST EMS TOASTER PASTRIES STRAWBERRY 10.2 OZ	$4.59	3
1983	TOAST EMS TOASTER PASTRIES BRWN SUG CINN 10.2 OZ	$4.59	3
2664	VELVEETA MACARONI AND CHEESE 3 OZ	$1.78	10
2670	SPICY REFRIED BEANS&RICE	$1.94	10
2717	SPANISH RICE W/ CHEESE	$1.13	15
3006	ZC VANILLA CREMES 14 OZ	$3.08	10
3007	ZC DUPLEX CREMES 14 OZ	$3.08	10
3020	OREO COOKIES 2.4 OZ	$1.03	10
3033	MS PEANUT BUTTER CRÈME 14 OZ	$3.08	10
3035	MS CHOC CHIP COOKIES 6OZ	$1.19	5
3039	MARIA COOKIES 4.94 OZ	$1.03	5
3040	MS ICED OATML COOKIES 6OZ	$1.19	5
3086	BAKE CITY OATMEAL RAISIN 2.5OZ	$0.84	10
3114	GOLDEN VALLEY CRACKERS SNACK 13.7 OZ	$4.21	1
3115	CHEEZ ITS 1.5 OZ	$0.86	15
3139	VISTA CRACKERS SALTINE BULK 4OZ	$0.57	1
3146	GOLDEN VALLEY CRACKERS CHEESE 9 OZ	$5.08	1
3192	CREAM CHEESE COFFEE CAKE	$1.08	8
3248	CINNAMON ROLL 4OZ	$0.92	8
3249	MAPLE GLAZED HONEY BUN 4OZ	$1.55	5
3274	MARKET SQUARE HONEY BUN ICED 4.75OZ	$1.50	6
3435	MARKET SQUARE HONEY BUN CHOC ICED 5OZ	$1.55	5
3595	KING NUTS PEANUTS BUTTER TOFFEE 3.5OZ	$1.89	10
3783	SEVILLA RICE YELLOW 2 OZ	$1.19	5
3786	SEVILLA RED BEANS & RICE 4 OZ	$1.73	5
3800	SEVILLA BLACK BEANS SPICY 8 OZ	$2.97	5
3918	HEREFORD RIP N READY BEEF LUNCHEON LOAF 3.5OZ	$2.87	10
4058	DOLLY MADISON SNACK CAKES GOLDEN CRÈME 2.7OZ	$1.04	5
4127	FRESH CATCH FISH STEAKS IN CHILI LIME SAUCE 3.53 OZ	$1.73	5
4128	FRESH CATCH FISH STEAK IN SMOKEY CHIPOTLE SAUCE 3.53OZ	$1.73	10
4131	BAKE CITY SNACK CAKE BUTTER POUND CAKE 4OZ	$1.67	10
4429	MARKET SQUARE SF WAFER STRWBRRY CREME 2.75 OZ	$1.19	5
4900	FC TUNA STK/THAI CHILI	$3.56	5
6050	8OZ WHITE RICE	$1.78	15
6051	KF INST BROWN RICE 6.5 OZ	$1.78	15
6074	FC MACKERAL IN BRINE 3.53OZ	$2.86	15
6079	THE WHOLE SHABANG POTATO CHIPS ORIGINAL 1.5 OZ	$0.70	15
6100	ML POTATO CHIPS 1.5 OZ	$0.70	15
6105	ML BBQ POTATO CHIPS 1.5 OZ	$0.70	15
6114	HOT FRIES	$0.76	15
6116	CHEESE PUFFS 2 OZ	$1.13	15
6125	MOON LODGE HOT HOT HOT BBQ CHIPS 1.5 OZ	$0.70	15
6126	ML SOUR CREAM & ONION CHIPS 1.5 OZ	$0.70	15
6134	MOON LODGE POPCORN CARAMEL 3.53OZ	$1.57	5
6151	DORITOS NACHO FLVR 8-OZ	$2.38	5
6159	CHEETOS CHEESE CRUNCHY FLAMIN HOT 1.75 OZ	$1.13	15
6167	CHEETOS CHEESE CRUNCHY 2 OZ	$1.13	15
6174	BC HOT CHILI W/ BEANS 11.25 OZ	$2.97	5
6179	FRESH CATCH SARDINES IN OIL 3.53 OZ	$2.16	15
6190	FISH STK GRN CHILI / OIL	$1.73	10
6191	FRESH CATCH SALMON FLAKES 3.53 OZ	$2.86	5
6346	ICED HONEY BUN	$1.55	5
6600	TORTILLAS 6 PACK	$1.67	15
6610	GV BAGEL PLAIN 4 OZ	$1.19	5
6612	GV CINNAMON & RAISIN BAGEL	$1.19	5
6692	CA CHEESE PUFFS 10 OZ	$5.13	5
6700	SV REFRIED BEANS 8 OZ	$2.70	5
6721	FISH STK/ LA HOT 3.53 OZ	$1.73	10
6826	FRESH CATCH TUNA	$3.29	15
7667	FIELDSTONE BAKERY BROWNIE FUDGE 2.15OZ	$1.03	10
9137	BAKE CITY SLICED LEMON LOAF CAKE	$1.80	10
9138	BAKE CITY CHOC CHIP SLICED LOAF CAKE	$1.80	10
9139	KEEFE VANILLA FRENCH VANILLA COFFEE SINGLE SERVE 20/BAG	$3.50	15

BEVERAGES - SS = Single Serving

Item#	Description	Price	Limit
2006	SS TSTR CHOICE DECAF COFFEE	$0.45	15
2015	KEEFE COLOMBIAN 3 OZ COFFEE	$3.65	2
2021	CLEAR RESEALABLE CREAMER 8 OZ	$1.60	2
2041	KEEFE FRENCH VANILLA CAPPUCCINO 8 OZ	$2.59	2
2071	KEEFE HOT COCOA REGULAR 10 OZ	$2.59	2
2078	KEEFE SUGAR 10/PK	$0.32	2
2110	SUGAR FREE SS FRUIT PUNCH	$0.32	15
2120	SUGAR FREE SS LEMONADE	$0.32	15
2134	NEW LEAF HEALTH SHAKE CHOC 2 OZ	$1.89	10
2136	NEW LEAF HEALTH SHAKE VANILLA 2 OZ	$1.89	10
2214	10/PK SUGAR SUBSTITUTE SACCHARIN PINK	$0.54	10
2320	DRINK MIX ORANGE 12OZ	$2.11	2
2331	KOOL AID- TROPICAL PUNCH 12 OZ	$2.11	2

MEAT STICKS

Item#	Description	Price	Limit
3581	BC SUMMER SAUSAGE HOT & SPICY	$1.24	10
3584	BC HOT & SPICY SUMMER SAUSAGE 5 OZ	$2.21	10
3585	BC REG SUMMER SAUSAGE 5 OZ	$2.21	10
6057	HOT/SPCY HALAL BEEF SAUSG	$4.32	10
6060	HALAL BEEF SUMMER SAUSAGE	$4.32	10

NUTS/ CONDIMENTS/BREAKFAST ITEMS

Item#	Description	Price	Limit
2103	HEARTY TRADITIONS INSTANT OATMEAL REGULAR 1 OZ	$0.65	20
2438	QUAKER MAPLE & BROWN SUGAR	$0.65	20
2707	BOX FLAVOR KIST CHEWY GRANOLA BAR CHOC CHIP .84OZ	$4.32	2
2709	BOX FLAVOR KIST CHEWY GRANOLA BAR PB CHOC CHIP .84OZ	$4.32	2
3222	AUSTIN SANDWICH CRACKERS TOASTED PB	$0.75	5
3257	NUTRIGRAIN STRAWBERRY CEREAL BAR	$0.76	15
3389	BLUEBERRY NUTRI-GRAIN BAR	$0.76	5
4056	PEANUT BUTTER SQUEEZER 2 OZ	$0.92	15
6213	HEALTH MIX	$1.57	15
6262	SALAD FRESH MAYO 10 PACK	$1.84	2
6410	GRAPE JELLY 20.5OZ	$3.20	15
6412	JELLY SQUEEZER	$0.26	15
6417	CREAMY PEANUT BUTTER 18 O	$3.62	2
6428	CHEDDAR CHEESE SQUEEZER 1.5 OZ	$1.03	5
6429	JALAPENO CHEESE SQUEEZE 1.5 OZ	$1.03	5
6430	M-O-M S.S. BOWL FROSTED FLAKES 1.25OZ	$0.92	10
6540	NUTRIGRAIN STRAWBERRY BAR	$0.60	5
6606	ML ROASTED & SALTED PEANUTS 1.75OZ	$0.70	5
6607	ML HOT HOT HOT PEANUTS 1.75OZ	$0.70	5

MISCELLANEOUS (Continued)

Item#	Description	Price	Limit
1101	JUVENILE BIRTHDAY CARD	$1.13	3
1102	SYMPATHY CARD	$1.13	3
1103	BIRTHDAY CARD	$1.13	3
1104	GET WELL CARD PAPER	$1.13	3
1109	FRIENDSHIP CARD PAPER	$1.13	3
1115	ANNIVERSARY CARD/ACETATE	$1.13	3
1120	THANK YOU CARD	$1.13	3
1121	SEASONAL GREETING CARD	$1.13	3
1123	FREEDOM BIRTHDAY CARD SPANISH	$1.13	3
1124	FREEDOM FRIENDSHIP CARD SPANISH	$1.13	3
1125	PHOTO ALBUM	$2.92	1
1148	SPANISH BIBLE	$7.30	1
1150	PROTESTANT BIBLE	$15.28	1
1151	HOLY KORAN	$26.46	1
1166	EAR BUD	$2.43	1
1167	ALARM CLOCK CLR 31008	$10.53	1
1200	ION3 BATTERIES AAA ALK 4/PK	$3.56	1
1210	ION3 BATTERIES AA ALK 4/PK	$3.56	1
1249	GPX AM/FM RADIO W/EARBUDS	$22.25	1
1255	KOSS EARBUD BLACK	$4.75	1
1400	CEREAL BOWL W/LID 24 OZ	$0.70	1
1411	12 OZ COFFEE CUP W/HANDLE	$1.20	1
1432	WASHCLOTH BEIGE	$1.40	2
1440	BATH TOWEL BEIGE	$5.18	1

CANDY

9140	KEEFE HAZELNUT COFFEE SINGLE SERVE 20/BAG	$3.50	15
8988	FRESH CATCH YELLOW FIN TUNA STEAK CHIPOTLE SAUCE 3.53 OZ	$3.30	10
9120	CACTUS ANNIES SNACK MIX BBQ SNACK MIX W/PEANUT 5 OZ	$2.10	10

Item#	Description	Price	Limit
1502	MASCOT CANDY PEANUT BUTTER CRUNCH BAR 1.65OZ	$1.08	5
2047	MASCOT CANDY MINI PB CUPS 5 OZ	$2.86	3
4045	HERSHEY DARK DIET CHOCOLATE 3 OZ	$3.94	5
7730	GEN CHOC & SUGAR COATED CANDIES ROASTED PEANUTS 1.74OZ	$1.22	3
4078	JUMBO FLOW CANDY BAR CHOCOLATY 1.69OZ	$0.86	5
4100	BUTTERSCOTCH BUTTONS	$0.86	3
4145	STARLITE MINTS 3.75 OZ	$0.86	3
4155	SUGAR FREE WILD FRUIT	$0.86	5
4797	STARBURST FRUIT CHEWS ASSORTED 3.5OZ	$1.88	5

HAMPDEN COUNTY COMMISSARY MENU

Revised: October 26, 2025

PERSONAL CARE PRODUCTS

Item#	Description	Price	Limit
0010	VO5 SHAMPOO 12.5 OZ	$2.32	1
0020	4OZ DANDRUFF SHAMPOO	$1.67	1
0035	SOFTEE SHAMPOO & COND. 3IN1 13.5 OZ	$4.10	1
0036	D&L PERM CREAM RLXR KIT	$ 9.67	1
0051	SOFTEE BERGAMOT HAIRDRESS & PRESS OIL 5 OZ	$ 3.46	1
0094	HERITAGE HAIR SPRAY ALCOHOL FREE 8 OZ	$ 3.46	1
0102	POWER UP FORCE A/P DEO 2.5 OZ	$ 3.08	1
0116	SUAVE POWDER A/P DEO 1.4 OZ	$ 2.25	1
0123	.5 OZ CRAWFORD DEODORANT CLEAR STICK	$0.76	1
0147	POWER UP DRIVE A/P DEO 2.5 OZ	$3.08	1
0201	BABY POWDER 15 OZ	$2.05	1
0210	4OZ SKIN CARE LOTION	$0.75	1
0215	CRAW CCB LOTION 4 OZ	$0.75	1
0216	WOLTRA COCOA BUTTER STICK 1 OZ	$2.40	1
0221	NEW DAY PETROLEUM JELLY 3.75 OZ	$1.24	1
0242	RUGBY LOTION BENZOYL PEROXIDE ACNE 5% 29.5 ML	$5.75	1
0250	HYDROCORTISONE CREAM TUBE	$2.21	1
0251	ATHLETE FOOT CREAM 1% .5 OZ	$2.11	1
0260	MUSCLE RUB	$2.92	1
0273	LIP BALM .16OZ	$1.24	1
0287	MELATONIN	$6.59	1
0320	REG MAGIC CREAM SHAVE 6 OZ	$6.21	1
0331	BRUSHLESS SHAVE 7 OZ	$2.16	1
0350	PROTECTION REGULAR AFTERSHAVE 4 OZ	$2.16	2
0358	ELEMENTZ CONDITIONER ALMOND/SHEA 15 OZ	$2.32	1
0361	ELEMENTZ 3-N-1 BODY WASH COCO LIME 15OZ	$2.05	1
0366	AMERICAN COMB TOOTHBRUSH HOLDER 2 PC	$0.43	1
0397	NEXT 1 COCOA BUTTER SOAP	$1.00	2
0424	NEXT 1 MOISTURIZING SOAP 5OZ	$1.00	2
0426	NEXT 1 SPORTS BAR SOAP	$1.00	2
0444	NEUTROGENA SOAP 3.5 OZ	$5.15	2
0490	SOAP DISH	$0.59	1
0500	COOL WAVE MOUTHWASH ALCOHOL FREE 8 OZ	$1.40	1
0510	AIM 6 OZ TOOTHPASTE	$3.19	1
0530	(EA)COOL WAVE CLR 4 OZ T/PASTE	$1.78	1
0544	FLOSS LOOPS 30 CT	$3.56	1
0558	HAMPDEN SECUR.TOOTHBRUSH	$0.22	1
0572	COLD, COUGH, FLU 2 PK	$0.59	10
0581	APAP (LIKE TYLENOL)	$0.43	5
0583	IPRIN (LIKE ADVIL)	$0.43	5
0590	DENTURE TABLETS 40'S	$2.86	1
0595	2.5 OZ EFFERGRIP CREAM TUBE	$5.67	1
0598	ORAL PAIN RELIEF MAX STRENGTH	$1.94	1
0636	MILK OF MAGNESIA 12 OZ	$3.24	1
0645	2PK ALKA SELTZER	$0.81	5
0671	GOODSENSE COUGH DROPS CHERRY 30CT	$2.00	1
0675	HALLS COUGH DROPS MENTHOLYPTUS	$1.67	1
0680	SUNDANCE MULTIVITAMIN 60 CT	$2.97	1
0731	DIPHENHYDRAMINE (BENADRYL) 1 PK	$0.49	1
0810	MENS HAIR BRUSH	$2.54	1
0815	HW MILITARY BRUSH_NO HANDLE	$2.59	1
0910	BLACK MEGA PROTEIN MASCARA	$2.38	1
0962	ALWAYS PNTYLNR-THIN REG	$2.40	1
1183	FREESTYLE HAIR COMB 5 IN	$0.32	1
1760	FREESTYLE HAIR PIK 7 IN BLISTER CARD	$0.54	1
3692	GOODSENSE CONTACT SOLUTION 12 OZ	$4.86	1
4293	COAST DEODORANT BAR SOAP CLASSIC SCENT 4 OZ	$1.03	2
4910	FREESTYLE PONYTAILERS METAL FREE ELASTICS 18CT	$2.70	1
5314	BLACK ORCHID LIPSTICK	$1.57	1
0203	JERGENS LOTION ULTRA HEALING 12.5 OZ	$7.15	1
9119	C&J COMPANY BAR SOAP MAHOGANY TEAKWOOD SHEA BUTTER 5 OZ	$2.70	1

INDIGENT

Item#	Description	Price	Limit
9801	HYGIENE KIT	$0.00	1

FOOTWEAR

Item#	Description	Price	Limit
1654	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 12	$27.49	1
1721	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 6	$27.49	1
1751	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7	$27.49	1
1752	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7.5	$27.49	1
1753	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8	$27.49	1
1754	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8.5	$27.49	1
1757	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9.5	$27.49	1
1758	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10.5	$27.49	1
1759	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 11	$27.49	1
1761	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 13	$27.49	1
1763	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 15	$27.49	1
1853	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9	$27.49	1
1854	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10	$27.49	1
1857	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 14	$27.49	1

CLOTHING

Item#	Description	Price	Limit
1525	MED GYM SHORTS GREY	$7.67	1
1526	LRG GYM SHORTS GREY	$7.67	1
1527	XLARGE GYM SHORTS GREY	$8.40	1
1528	GREY GYM SHORTS XXLARGE	$9.07	1
1542	QUARTER SOCKS WHITE 1/PR	$1.40	1
1547	GREY GYM SHORTS 3X	$18.49	1
1548	GREY GYM SHORTS 4X	$18.49	1
1551	THERMAL TOP MED	$6.10	1
1552	THERMAL TOP LG	$6.10	1
1553	THERMAL TOP XL	$6.10	1
1554	THERMAL TOP 2X	$8.05	1
1555	THERMAL TOP 3X	$8.05	1
1561	THERMAL BOTTOM MED	$6.10	1
1562	THERMAL BOTTOM LARGE	$6.10	1
1563	THERMAL BOTTOM XL	$6.10	1
1564	THERMAL BOTTOM 2X	$8.05	1
1565	THERMAL BOTTOM 3X	$8.05	1
1567	THERMAL BOTTOM 4X	$14.26	1
1625	SPORTS BRA SMALL	$6.05	1
1626	SPORTS BRA MEDIUM	$6.05	1
1627	SPORTS BRA LARGE	$6.05	1
1628	SPORTS BRA XLARGE	$6.05	1
3837	SM GREY BOXER BRIEF	$5.24	1
3838	MED GRAY BOXER BRIEF	$5.24	1
3839	LRG GRAY BOXER BRIEF	$5.24	1
3840	XL GRAY BOXER BRIEF	$5.24	1
6940	MEDIUM GRAY T-SHIRT	$5.62	1
6941	LRG GRAY T-SHIRT	$5.62	1
6942	XL GRAY T-SHIRT	$5.62	1
6943	2XL GRAY T-SHIRT	$5.62	1
6944	3XL GRAY T-SHIRT	$8.42	1
6948	SM GRAY T-SHIRT NO POCKET	$5.62	1
7165	2XL SPORT BRA	$6.10	1

MISCELLANEOUS

Item#	Description	Price	Limit
0965	ETERNITY PRAYER OIL 1 OZ	$4.59	1
1001	HAMPDEN LRG STAMPED ENVELOPE	$0.83	15
1015	NO-CLASP ENVELOPE 9.5 X 12.5	$0.22	5
1030	BLUE ROUND STICK PEN	$0.43	2
1033	BLACK ROUND STICK PEN	$0.43	2
1049	1 EACH STAMP	$0.73	15
1060	8.5 X 11 LETTER PAD WHITE	$0.86	2
1070	SKETCH PAD 8.5 X 11 WHITE 50 SHT	$1.24	1
1073	FILE FOLDER	$0.16	6
1075	PENCIL (GOLF TYPE)	$0.11	2
1077	#2 PENCIL W/ERASER	$0.22	2
1081	COLORED PENCILS 12/BOX	$5.35	1
1305	AVIATOR PINOCHLE CARDS	$2.05	1
1322	MAVERICK PLAYING CARDS POKER	$2.59	1

HAMPDEN COUNTY COMMISSARY MENU

Revised: October 26, 2025

SOUPS

Item#	Description	Price	Limit
9257	TWISTED NOODLES RAMEN NOODLES CAJUN CHICKEN 3 OZ	$0.62	15
9255	TWISTED NOODLES RAMEN NOODLES TEXAS BEEF 3 OZ	$0.62	15
9254	TWISTED NOODLES RAMEN NOODLES CHILI 3 OZ	$0.62	15
6046	CHICKEN RAMEN	$0.65	15
6048	BEEF RAMEN	$0.65	15
6052	HOT & SPICY VEG RAMEN	$0.65	15
6053	CAJUN SHRIMP RAMEN	$0.65	15

CRACKERS/CHIPS/PRETZELS/SNACKS/POUCH PRODUCTS

Item#	Description	Price	Limit
1953	STRAWBERRY TOASTER PASTRIES	$4.59	3
1983	TOASTER PASTRY BROWN SUGAR 10.2 OZ	$4.59	3
2664	VELVEETA MACARONI & CHEESE 3 OZ	$1.78	10
2670	SPICY REFRIED BEANS&RICE	$1.94	10
2717	SEVILLA SPANISH RICE W/ CHEESE 2 OZ	$1.13	15
3006	ZC VANILLA CREMES 14 OZ	$3.08	10
3007	ZC DUPLEX CREMES 14 OZ	$3.08	10
3020	OREO COOKIES 1.625 OZ	$1.03	10
3033	MS PEANUT BUTTER CRÈME 14 OZ	$3.08	10
3039	MARIA COOKIES 4.94 OZ	$1.03	5
3040	ICED OATMEAL COOKIES 6 OZ	$1.19	5
3086	BAKE CITY OATMEAL RAISIN 2.5OZ	$0.84	10
3114	GOLDEN VALLEY SNACK CRACKERS	$4.21	1
3115	CHEEZ ITS 1.5 OZ	$0.86	15
3139	VISTA CRACKERS SALTINE BULK 4OZ	$0.57	1
3146	GOLDEN VALLEY CRACKERS CHEESE 9 OZ	$5.08	1
3192	CREAM CHEESE COFFEE CAKE	$1.08	8
3248	DUTCHESS ICED CINNAMON ROLL 4 OZ	$0.92	8
3249	MAPLE GLAZED HONEY BUN 4OZ	$1.55	5
3274	MARKET SQUARE HONEY BUN ICED 4.75OZ	$1.50	8
3435	MARKET SQUARE HONEY BUN CHOC ICED 5OZ	$1.55	5
3595	KING NUTS PEANUTS BUTTER TOFFEE 3.5OZ	$1.89	10
3783	SEVILLA RICE YELLOW 2 OZ	$1.19	5
3786	SEVILLA RED BEANS & RICE 4 OZ	$1.73	5
3800	SEVILLA BLACK BEANS SPICY 8 OZ	$2.97	5
3918	HEREFORD RIP N READY BEEF LUNCHEON LOAF 3.5OZ	$2.87	10
4058	DOLLY MADISON SNACK CAKES GOLDEN CRÈME 2.7OZ	$1.04	5
4127	FRESH CATCH FISH STEAKS IN CHILI LIME SAUCE 3.53 OZ	$1.73	5
4128	FRESH CATCH FISH STEAK IN SMOKEY CHIPOTLE SAUCE 3.53OZ	$1.73	10
4131	BAKE CITY SNACK CAKE BUTTER POUND CAKE 4OZ	$1.67	10
4429	MARKET SQUARE WAFER STRWBRRY CREME 2.75 OZ SUGAR FREE	$1.19	5
4900	FC TUNA STK/THAI CHILI	$3.56	5
6050	8OZ WHITE RICE	$1.78	15
6051	KF INST BROWN RICE 6.5 OZ	$1.78	15
6079	THE WHOLE SHABANG POTATO CHIPS ORIGINAL 1.5 OZ	$0.70	15
6100	ML POTATO CHIPS 1.5 OZ	$0.70	15
6105	ML BBQ POTATO CHIPS 1.5 OZ	$0.70	15
6114	HOT FRIES	$0.76	15
6116	CHEESE PUFFS 2 OZ	$1.13	15
6125	MOON LODGE HOT HOT HOT BBQ CHIPS 1.5 OZ	$0.70	15
6126	ML SOUR CREAM & ONION CHIPS 1.5 OZ	$0.70	15
6134	MOON LODGE POPCORN CARAMEL 3.53OZ	$1.57	5
6151	DORITOS NACHO FLVR 8-OZ	$2.38	5
6159	CHEETOS CHEESE CRUNCHY FLAMIN HOT 1.75 OZ	$1.13	15
6167	CHEETOS CHEESE CRUNCHY 2 OZ	$1.13	15
6174	BC HOT CHILI W/ BEANS 11.25 OZ	$2.97	5
6179	FRESH CATCH SARDINES IN OIL 3.53 OZ	$2.16	15
6190	FISH STK GRN CHILI / OIL	$1.73	10
6191	FRESH CATCH SALMON FLAKES 3.53 OZ	$2.86	5
6600	TORTILLAS 6 PACK	$1.67	15
6610	GV BAGEL PLAIN 4 OZ	$1.19	5
6612	GV CINNAMON & RAISIN BAGEL	$1.19	5
6692	CA CHEESE PUFFS 10 OZ	$5.13	5
6700	SV REFRIED BEANS 8 OZ	$2.70	5
6721	FISH STK/ LA HOT 3.53 OZ	$1.73	10
6826	FRESH CATCH TUNA	$3.29	15
7667	FIELDSTONE BAKERY BROWNIE FUDGE 2.15OZ	$1.03	10

BEVERAGES - SS = Single Serving

Item#	Description	Price	Limit
2006	SS TSTR CHOICE DECAF COFFEE	$0.45	15
2015	KEEFE COLOMBIAN 3 OZ COFFEE	$3.65	2
2021	CLEAR RESEALABLE CREAMER 8 OZ	$1.60	2
2041	KEEFE DRINK MIX FRENCH VANILLA CAPPUCCINO 8 OZ	$2.59	2
2071	KEEFE HOT COCOA REGULAR 10 OZ	$2.59	2
2078	KEEFE SUGAR 10/PK	$0.32	2
2110	SUGAR FREE SS FRUIT PUNCH	$0.32	15
2120	SUGAR FREE SS LEMONADE	$0.32	15
2134	NEW LEAF HEALTH SHAKE CHOC 2 OZ	$1.89	10
2136	NEW LEAF HEALTH SHAKE VANILLA 2 OZ	$1.89	10
2331	KOOL AID- TROPICAL PUNCH 12 OZ	$2.11	2

MEAT STICKS

Item#	Description	Price	Limit
3581	BC SUMMER SAUSAGE HOT & SPICY 1.625 OZ	$1.24	10
3584	BC HOT & SPICY SUMMER SAUSAGE 5 OZ	$2.21	10
3585	BC REG SUMMER SAUSAGE 5 OZ	$2.21	10
6057	HOT/SPCY HALAL BEEF SAUSG	$4.32	10
6060	HALAL BEEF SUMMER SAUSAGE	$4.32	10

NUTS/ CONDIMENTS/BREAKFAST ITEMS

Item#	Description	Price	Limit
2103	HEARTY TRADITIONS INSTANT OATMEAL REGULAR 1 OZ	$0.65	20
2438	QUAKER MAPLE & BROWN SUGAR	$0.65	20
2707	BOX FLAVOR KIST CHEWY GRANOLA BAR CHOC CHIP .84O	$4.32	2
2709	BOX FLAVOR KIST CHEWY GRANOLA BAR PB CHOC CHIP .	$4.32	2
3222	AUSTIN SANDWICH CRACKERS TOASTED PB	$0.75	5
3257	NUTRIGRAIN STRAWBERRY CEREAL BAR	$0.76	15
4056	PEANUT BUTTER SQUEEZER 2 OZ	$0.92	15
6213	HEALTH MIX	$1.57	15
6262	SALAD FRESH MAYO 10 PACK	$1.84	2
6410	GRAPE JELLY 20.5OZ	$3.20	15
6412	JELLY SQUEEZER	$0.26	15
6428	CHEDDAR CHEESE SQUEEZER 1.5 OZ	$1.03	5
6429	JALAPENO CHEESE SQUEEZE 1.5 OZ	$1.03	5
6430	M-O-M S.S. BOWL FROSTED FLAKES 1.25OZ	$0.92	10
6606	(EA)ML ROASTED & SALTED PEANUTS 1.75OZ	$0.70	5
6607	(EA)ML HOT HOT HOT PEANUTS 1.75OZ	$0.70	5

CANDY

Item#	Description	Price	Limit
1502	MASCOT CANDY PEANUT BUTTER CRUNCH BAR 1.65OZ	$1.08	5
2047	MASCOT CANDY MINI PB CUPS 5 OZ	$2.86	5
4045	HERSHEY DIET DARK CHOCOLATE 3 OZ	$3.94	5
4078	JUMBO FLOW CANDY BAR CHOCOLATY 1.69OZ	$0.86	5
4100	BUTTERSCOTCH BUTTONS	$0.86	3
4145	STARLITE MINTS 3.75 OZ	$0.86	3
4155	SUGAR FREE WILD FRUIT	$0.86	5
4797	STARBURST FRUIT CHEWS ASSORTED 3.5OZ	$1.88	5

PERSONAL CARE PRODUCTS

Item#	Description	Price	Limit
0010	VO5 SHAMPOO 12.5 OZ	$2.32	1
0020	SULFUR 8 MEDICATED SHAMPOO	$1.67	1
0035	SOFTEE SHAMPOO & COND. 3IN1 13.5 OZ	$4.10	1
0036	DRK & LVLY PERM CREM RLXR KIT (WCC ONLY)	$9.67	1
0051	SOFTEE BERGAMOT HAIRDRESS & PRESS OIL 5 OZ	$3.46	1
0094	HERITAGE HAIR SPRAY ALCOHOL FREE 8 OZ	$3.46	1
0102	POWER UP A/P DEOD FORCE 2.5 OZ	$3.08	1
0147	POWER UP A/P DEOD DRIVE 2.5 OZ	$3.08	1
0201	BABY POWDER 15 OZ	$2.05	1
0210	4OZ SKIN CARE LOTION	$0.75	1
0215	CRAW CCB LOTION 4 OZ	$0.75	1
0216	WOLTRA COCOA BUTTER STICK 1 OZ	$2.40	1
0221	NEW DAY PETROLEUM JELLY 3.75 OZ	$1.24	1

HAMPDEN COUNTY COMMISSARY MENU

Revised: October 26, 2025

PERSONAL CARE PRODUCTS CONTINUED

0242	RUGBY LOTION BENZOYL PEROXIDE ACNE 5% 29.5 ML	$5.75	1
0250	HYDROCORTISONE CREAM TUBE	$2.21	1
0251	ATHLETE FOOT CREAM 1% .5 OZ	$2.11	1
0260	MUSCLE RUB	$2.92	1
0273	LIP BALM .16OZ	$1.24	1
0287	MELATONIN	$6.59	1
0320	REG MAGIC CREAM SHAVE 6 OZ	$6.21	1
0331	BRUSHLESS SHAVE 7 OZ	$2.16	1
0350	PROTECTION REGULAR AFTERSHAVE 4 OZ	$2.16	2
0358	ELEMENTZ CONDITIONER ALMOND/SHEA 15 OZ	$2.32	1
0361	ELEMENTZ BODY WASH 3IN1 COCO LINE 15 OZ	$2.05	1
0366	AMERICAN COMB TOOTHBRUSH HOLDER 2 PC	$0.43	1
0397	NEXT 1 COCOA BUTTER SOAP	$1.00	2
0424	NEXT 1 MOISTURIZING SOAP 5OZ	$1.00	2
0424	NEXT 1 SPORTS BAR SOAP	$1.00	2
0444	NEUTAGENA SOAP 3.5 OZ	$5.15	2
0490	SOAP DISH	$0.59	1
0500	COOL WAVE MOUTHWASH ALCOHOL FREE 8 OZ	$1.40	1
0510	AIM 6 OZ TOOTHPASTE	$3.19	1
0530	COOL WAVE CLR 4 OZ T/PASTE	$1.78	1
0544	FLOSS LOOPS 30 CT	$3.56	1
0558	HAMPDEN SECUR. TOOTHBRUSH	$0.22	1
0572	COLD, COUGH, FLU 2 PK	$0.59	10
0581	APAP (LIKE TYLENOL)	$0.43	5

MISCELLANEOUS CONT

1148	SPANISH BIBLE	$7.30	1
1150	PROTESTANT BIBLE	$15.28	1
1151	HOLY KORAN	$26.46	1
1166	EAR BUD	$2.43	1
1167	ALARM CLOCK CLR 31008	$10.53	1
1200	ION3 BATTERIES AAA ALK 4/PK	$3.56	1
1210	ION3 BATTERIES AA ALK 4/PK	$3.56	1
5191	KOSS EARBUD WITH MICROPHONE	$16.20	1
7029	UNIVERSAL EARBUD WITH MICROPHONE	$6.48	1
9811	TABLET TIME	$1.00	
9812	TABLET TIME	$5.00	
1249	GPX AM/FM RADIO W/EARBUDS	$22.25	1
1255	KOSS EARBUD BLACK	$4.75	1
1322	MAVERICK PLAYING CARDS POKER	$2.59	1
1305	AVIATOR PINOCHLE CARDS	$2.05	1
1400	CEREAL BOWL W/LID 24 OZ	$0.70	1
1411	12 OZ COFFEE CUP W/HANDLE	$1.20	1
1432	WASHCLOTH BEIGE	$1.40	2
1440	BATH TOWEL BEIGE	$5.18	1

INDIGENT

Item#	Description	Price	Limit
9801	HYGIENE KIT	$0.00	1
9802	GOLF PENCIL	$0.00	1
9803	STAMPED ENVELOPE	$0.00	3

0583	IPRIN (LIKE ADVIL)	$0.43	**5**
0590	DENTURE TABLETS 40'S	$2.86	**1**
0595	2.5 OZ EFFERGRIP CREAM TUBE	$5.67	**1**
0598	ORAL PAIN RELIEF MAX STRENGTH	$1.94	**1**
0636	MILK OF MAGNESIA 12 OZ	$3.24	**1**
0671	GOODSENSE COUGH DROPS CHERRY 30CT	$2.00	**1**
0680	SUNDANCE MULTIVITAMIN 60 CT	$2.97	**1**
0731	DIPHENHYDRAMINE (BENADRYL) 1 PK	$0.49	**1**
0203	JERGENS LOTION ULTRA HEALING 12.5 OZ	$7.15	**1**
9119	C&J COMPANY BAR SOAP MAHOGANY TEAKWOOD SHEA BUTTER 5 OZ	$2.70	**1**
0815	HAIR BRUSH WAVES KING WANI	$2.59	**1**
0910	MASCARA	$2.38	**1**
1183	FREESTYLE HAIR COMB 5 IN	$0.32	**1**
1760	FREESTYLE HAIR PIK 7 IN BLISTER CARD	$0.54	**1**
3692	GOODSENSE CONTACT SOLUTION 12 OZ	$4.86	**1**
4293	COAST DEODORANT BAR SOAP CLASSIC SCENT 4 OZ	$1.03	**2**
4910	FREESTYLE PONYTAILERS METAL FREE ELASTICS 18CT	$2.70	**1**
9137	BAKE CITY SLICED LEMON LOAF CAKE	$1.80	**10**
9138	BAKE CITY CHOC CHIP SLICED LOAF CAKE	$1.80	**10**
9139	KEEFE VANILLA FRENCH VANILLA COFFEE SINGLE SERVE 20/BAG	3.50	**10**
9140	KEEFE HAZELNUT COFFEE SINGLE SERVE 20/BAG	$3.50	**15**
8988	FRESH CATCH YELLOW FIN TUNA STEAK CHIPOTLE SAUCE 3.53 OZ	$3.30	**10**
9120	CACTUS ANNIES SNACK MIX BBQ SNACK MIX W/PEANUT 5 OZ	$2.10	**10**

MISCELLANEOUS

Item#	Description	Price	Limit
0965	ETERNITY PRAYER OIL 1 OZ	$4.59	**1**
1001	HAMPDEN LRG STAMPED ENVELOPE	$0.83	**15**
1015	NO-CLASP ENVELOPE 9.5 X 12.5	$0.22	**5**
1030	BLUE ROUND STICK PEN	$0.43	**1**
1033	BLACK ROUND STICK PEN	$0.43	**1**
1049	1 EACH STAMP	$0.73	**15**
1060	8.5 X 11 LETTER PAD WHITE	$0.86	**2**
1070	SKETCH PAD 8.5 X 11 WHITE 50 SHT	$1.24	**1**
1073	FILE FOLDER	$0.16	**6**
1075	PENCIL (GOLF TYPE)	$0.11	**2**
1077	#2 PENCIL W/ERASER	$0.22	**2**
1081	COLORED PENCILS 12/BOX	$5.35	**1**
1102	SYMPATHY CARD	$1.13	**3**
1103	GALLANT BIRTHDAY CARD PAPER	$1.13	**3**
1104	GET WELL CARD PAPER	$1.13	**3**
1109	GALLANT FRIENDSHIP CARD PAPER	$1.13	**3**
1115	ANNIVERSARY CARD/ACETATE	$1.13	**3**
9804	WRITING PAD (SMALL)	$0.00	**1**

FOOTWEAR

Item#	Description	Price	Limit
1721	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 6	$27.49	**1**
1751	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7	$27.49	**1**
1752	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 7.5	$27.49	**1**
1753	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8	$27.49	**1**
1754	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 8.5	$27.49	**1**
1757	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9.5	$27.49	**1**
1758	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10.5	$27.49	**1**
1759	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 11	$27.49	**1**
1761	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 13	$27.49	**1**
1763	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 15	$27.49	**1**
1853	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 9	$27.49	**1**
1854	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 10	$27.49	**1**
1857	RAWLINGS TENNIS SHOE MARC II VELCRO SZ 14	$27.49	**1**

CLOTHING

Item#	Description	Price	Limit
1525	MED GYM SHORTS GREY	$7.67	**1**
1526	LRG GYM SHORTS GREY	$7.67	**1**
1527	XLARGE GYM SHORTS GREY	$8.40	**1**
1528	GREY GYM SHORTS XXLARGE	$9.07	**1**
1542	DELUXE_SOCKS	$1.40	**3**
1547	GREY GYM SHORTS 3X	$18.79	**1**
1548	GREY GYM SHORTS 4X	$18.79	**1**
1551	THERMAL TOP MED	$6.10	**1**
1552	THERMAL TOP LG	$6.10	**1**
1553	THERMAL TOP XL	$6.10	**1**
1554	THERMAL TOP 2X	$8.05	**1**
1555	THERMAL TOP 3X	$8.05	**1**
1561	THERMAL BOTTOM MED	$6.10	**1**
1562	THERMAL BOTTOM LARGE	$6.10	**1**
1563	THERMAL BOTTOM XL	$6.10	**1**
1564	THERMAL BOTTOM 2X	$8.05	**1**
1565	THERMAL BOTTOM 3X	$8.05	**1**
1567	THERMAL BOTTOM 4X	$14.26	**1**
1625	SPORTS BRA SMALL SZ 32	$6.05	**1**
1626	SPORTS BRA MEDIUM SZ 34	$6.05	**1**
1627	SPORTS BRA LARGE SZ 36	$6.05	**1**
1628	SPORTS BRA XL SZ 38	$6.05	**1**
3837	SM GREY BOXER BRIEF	$5.24	**1**
3838	MED GRAY BOXER BRIEF	$5.24	**1**
3839	LRG GRAY BOXER BRIEF	$5.24	**1**
3840	XL GRAY BOXER BRIEF	$5.24	**1**
6940	MEDIUM GRAY T-SHIRT	$5.62	**1**
6941	LRG GRAY T-SHIRT	$5.62	**1**
6942	XL GRAY T-SHIRT	$5.62	**1**

HAMPSHIRE SHERIFF'S OFFICE
***=Includes 6.25% sales tax**
Rev. June 2024

NAME:
ID#:
DATE:

SOUP			
3634	_____	YAKISOBA BBQ BOWL 4.12 OZ	$1.97
6013	_____	CAJUN CHICKEN RAMEN	$0.77
6018	_____	TEXAS BEFF RAMEN SOUP	$0.77
6026	_____	CHILI RAMEN	$0.77
6046	_____	CHICKEN RAMEN	$0.77
6048	_____	BEEF RAMEN	$0.77
6052	_____	HOT & SPICY VEG RAMEN	$0.77
6053	_____	CAJUN SHRIMP RAMEN	$0.77
6094	_____	VEGETABLE HOT & SPICY LS RAMEN	$0.77
9074	_____	YAKISOBA TERIYAKI CHICKEN NOODLES	$1.97
DRINK MIXES			
0475	_____	HAWAIIAN PUNCH JUICY RED	$0.47
2006	_____	SS TASTER CHOICE DECAF	$0.47
2015	_____	FD KEEFE COLOMBIAN COFFEE 3 OZ	$4.09
2017	_____	MAXWELL HOUSE COFFEE 4 OZ	$5.58
2028	_____	KEEFE TEA BAGS 48 CT	$2.26
2041	_____	CAPPUCCINO 8 OZ	$2.96
2070	_____	S.S. HOT COCOA	$0.40
2110	_____	COOL OFF-SUGAR FREE FRUIT PUNCH	$0.44
2120	_____	S.S. LEMONADE SUGAR FREE	$0.44
2134	_____	NEW LEAF HEALTH SHAKE CHOC 2 OZ	$1.68
2136	_____	NEW LEAF HEALTH SHAKE VANILLA 2 OZ	$1.68
2331	_____	TROPICAL PUNCH KOOL-AID 12OZ	$3.36
2502	_____	HAWAIIAN PUNCH LEMON BERRY MIX	$0.47
2528	_____	HAWAIIAN PUNCH BERRY BLUE MIX	$0.47
SUGAR/CREAMER			
2021	_____	8 OZ CREAMER CLEARPACK	$3.25
2078	_____	KEEFE SUGAR 10/PK	$0.51
2214	_____	10/PK SUGAR SUBSTITUTE SACCHARIN PINK	$0.47
CHIPS/POPCORN			
2009	_____	CHEEZ IT CRACKERS SNAPPED 1.5OZ	$1.20
2737	_____	CHILI CHEESE FRITOS 2OZ	$1.35
3790	_____	MOON LODGE ONION RINGS HOT HOT HOT 6 OZ	$3.29
4169	_____	SNYDERS PRETZELS HONEY MUSTARD & ONION 2.25	$1.17
6079	_____	WHOLE SHABANG CHIPS 1.5OZ	$1.17
6083	_____	ML WHITE CHEDDAR POPCORN 5OZ	$2.45
6100	_____	REG POTATO CHIPS	$1.17
6104	_____	SNYDERS PRETZEL BUFFALO WING PIECES 2.25 OZ	$1.28
6105	_____	BBQ POTATO CHIPS	$1.17
6106	_____	SNYDERS MINI PRETZELS 1.5 OZ	$0.99
6114	_____	ANDY CAPP'S HOT FRIES 1OZ	$1.17
6116	_____	CHEESE PUFFS	$1.28
6125	_____	HOT CHIPS	$1.17
6126	_____	SOUR CREAM & ONION CHIPS	$1.17
6153	_____	BUFFALO WING BLUE CHS FLAVOR CHIPS	$1.17
6159	_____	FRITO LAY HOT CHEETOS	$1.35
6167	_____	FRITO LAY CHEETOS 2OZ	$1.35
6199	_____	MOON LODGE POPCORN BUTTER 5 OZ	$2.45
6201	_____	MICROWAVE POPCORN - BUTTER	$0.99
RICE/NOODLES/OTHER			
0921	_____	BUTTERBALL TURKEY STICK HONEY 1 OZ	$1.24
2670	_____	SPICY VELVEETA CHSY REFRIED BEANS&RICE 4OZ	$2.74
3783	_____	SEVILLA RICE YELLOW 2 OZ	$1.53
3786	_____	SEVILLA RED BEANS & RICE 4 OZ	$1.86
3800	_____	SEVILLA BLACK BEANS SPICY 8 OZ	$3.29
4900	_____	TUNA STK/THAI CHILI	$2.77
6050	_____	KK INSTANT RICE	$2.77
6051	_____	(EA) KF BROWN RICE 6.5OZ	$2.77
6074	_____	FRESH CATCH MACKEREL IN BRINE	$2.85
6179	_____	FRESH CATCH SARDINES IN OIL	$2.45
6191	_____	FRESH CATCH SALMON FLAKES 3.53 OZ	$2.85
6600	_____	CA TORTILLAS 6CT BAG	$2.04
6711	_____	BEANS & RICE HOT CHILI FLAVOR 4.4 OZ	$1.93
6721	_____	FISH STEAKS IN HOT SAUCE	$2.45
6826	_____	FRESH CATCH TUNA/POUCH 4.23OZ	$3.76
COOKIES/CRACKERS			
3006	_____	ZC VANILLA CREMES 14OZ	$4.20
3020	_____	OREO COOKIES 2.4OZ	$1.75
3010	_____	GRANDMAS COOKIES CHOCOLATE CHIP 2.5OZ	$1.39
3015	_____	GRANDMAS COOKIES OATMEAL RAISIN 2.5OZ	$1.39
3035	_____	CHOC CHIP COOKIES 6OZ	$1.97
3037	_____	MARKET SQUARE ICED SHORTBREAD 10 OZ	$2.26
3039	_____	MARIA COOKIES 4.94OZ	$1.61
3040	_____	ICED OATMEAL COOKIES 6OZ	$1.97
3107	_____	(BOX)SALTINE CRACKERS	$3.58
3114	_____	GOLDEN VALLEY SNACK CRACKERS 16 OZ	$4.31
3115	_____	CHEEZ ITS	$1.20
3146	_____	GOLDEN VALLEY CHEESE CRACKERS 9 OZ	$5.07
3384	_____	KELLOGGS GRAHAM CRACKERS ORIGINAL 15 OZ	$2.63

SNACK/CHEESE/MEATS			
2596	_____	MADE W/PHILLY CREAM CHEESE W/ JALAPENOS	$1.93
3581	_____	BC SUMMER SAUSAGE HOT & SPICY 1.625OZ	$1.86
3584	_____	BC SUMMER SAUSAGE HOT & SPICY 5OZ	$3.36
3585	_____	BC SUMMER SAUSAGE REGULAR 5OZ	$3.36
4430	_____	BLUEBERRY CHEESE DANISH	$1.86
4431	_____	STRAWBERRY CHESSE DANIS	$1.86
6208	_____	STUDENT MIX(48/3.75OZ)	$2.26
6217	_____	TROPICAL BLEND 4OZ	$2.26
6428	_____	SQUEEZER-CHEDDAR CHEESE 2OZ	$1.28
6429	_____	SQUEEZER-JALAPENO CHEESE 2OZ	$1.28
6442	_____	KRAFT CHEESE SNACK SHARP CHEDDAR 4 OZ	$2.23
6444	_____	KRAFT CHEESE SNACK JALAPENO 4 OZ	$2.23
6540	_____	STRAWBERRY CEREAL BAR 1.3OZ	$0.91
6606	_____	SALTED PEANUTS 1.75 OZ	$1.20
6607	_____	HOT PEANUTS 1.75 OZ	$1.20
6894	_____	BC CHUNK WHITE CHICKEN 7 OZ	$5.48
7402	_____	OSCAR MAYER BACON BITS 3 OZ	$3.18
CONDIMENTS			
6268	_____	HOT SAUCE 12PK	$0.51
6358	_____	FLAVOR FRESH HONEY 9G	$0.26
6412	_____	GRAPE JELLY SQUEEZER	$0.66
6421	_____	KFT RANCH DRESSING SS	$0.77
6515	_____	BAGO MAYO SINGLE	$0.44
CANDY			
1252	_____	DARK CHOC SEA SALT CANDY BAR	$1.46
1306	_____	CHOC ALMOND CANDY BAR	$1.46
1947	_____	SCOTTS PECANBACKS CANDY BAR 2.3 OZ	$1.46
1951	_____	SCOTTS CARAMEL CANDY BAR 2.4 OZ	$1.46
2023	_____	MASCOT PEANUT CARAMEL CLUSTERS 5 OZ BAG	$2.15
2047	_____	MASCOT MINI PB CUPS	$2.15
2061	_____	MASCOT COOKIES AND CREAM ROUNDS	$2.15
4024	_____	CORNER STORE SOUR WATERMELON SLICES 3 OZ	$1.68
4045	_____	S/F DARK CHOCOLATE	$3.80
4046	_____	(EA)M&M PEANUT PEG PACK 5.3OZ	$3.21
4100	_____	BUTTERSCOTCH BUTTON 4.25OZ	$1.68
4120	_____	ROOTBEER BARRELS 4.25OZ	$1.68
4145	_____	STARLITE MINTS 3.75 OZ	$1.68
4150	_____	SOUR FRUIT BALLS 4.25OZ	$1.68
4155	_____	SUGAR FREE WILD FRUIT 1.75OZ	$1.68
8054	_____	MASCOT PEANUTS CHOC COVERED 5 OZ	$2.15
9078	_____	CORNER STORE CANDY PEACH RINGS 3 OZ	$1.68
PEANUT BUTTER			
4056		CREAM PEANUT BUTTER SQUEEZER 2 OZ	$1.31
HAIR PRODUCTS			
0010	_____	ALBERTO VO5 SHAMPOO EXTRA BODY 12.5OZ	$2.40 *
0011	_____	ALBERTO VO5 CONDITIIONER EXTRA BODY 12.5OZ	$2.40 *
0035	_____	3-N-1 CONDITIONING SHAMPOO	$4.61 *
0040	_____	HAIR FOOD W/VITAMIN E	$2.40 *
0048	_____	COCNUT OIL HAIR&SCLP COND	$2.40 *
0054	_____	PERCAR STYLING GEL 15OZ	$3.02 *
0093	_____	LOCK, TWIST & BRAID GEL	$4.81 *
0362	_____	DANDRUFF SHAMP/ALMND SHEA	$2.48 *
0810	_____	MENS HAIR BRUSH	$1.24 *
0820	_____	VENTED HAIR BRUSH	$1.09 *
0835	_____	WAVE ENFORCER WAVE CAP BLACK	$2.63
SOAP/DISH PRODUCTS			
0116	_____	SUAVE ANTI-BACTERIA A/P	$3.06 *
0397	_____	NEXT1 COCOA BTTR SOAP 5OZ	$1.55 *
0424	_____	NEXT 1 MOISTURIZING SOAP 5OZ	$1.55 *
0426	_____	NEXT 1 SPORT BAR 5OZ	$1.55 *
0490	_____	HINGED SOAP DISH	$0.70 *
4293	_____	COAST DEODORANT BAR SOAP CLASSIC 4 OZ	$1.16 *
SKIN CARE PRODUCTS			
0106	_____	P-UP WOMENS A/P DEODORANT	$2.44 *
0144	_____	SURE ANTIPERSPIRANT DEODORANT ORIGINAL 1.7 OZ	$3.06 *
0147	_____	P-UP A/P DEOD DRIVE	$2.44 *
0210	_____	4OZ SKIN CARE LOTION	$0.85 *
0215	_____	COCOA BUTTER LOTION 4OZ	$0.85 *
0251	_____	TOLNAFTATE ANTIFUNGAL CREAM 15GRM	$1.78 *
0273	_____	LIP BALM .16OZ	$1.63 *
0331	_____	PRO-TECTION SHAVE CREAM	$3.06 *
DENTAL PRODUCTS			
0510	_____	AIM 6OZ TOOTHPASTE	$3.06 *
0517	_____	SENSITIVE TOOTHPASTE	$2.95 *
0519	_____	COLGATE TOOTHPASTE ANTICAVITY 2.5 OZ	$2.68 *
0530	_____	COOL WAVE 4OZ REGULAR TOOTHPASTE	$2.33 *
0551	_____	MEDIUM TEK-PRO TOOTHBRUSH	$1.01 *
0564	_____	FIXODENT DENTURE ADHESIVE ORIGINAL 2.4 OZ	$7.17 *
0580	_____	TOOTHBRUSH HOLDER	$0.81 *
0590	_____	DENTURE TABLET	$3.02 *
0596	_____	DENTURE BATH (CUP)	$2.25 *

PASTRY/BREAKFAST/SNACK				
1953	_____	TOAST EMS STRAWBERRY TOASTER PASTRY	$4.75	
1983	_____	TOAST EMS BROWN SUGAR TOASTER PASTRY	$4.75	
2103	_____	(EA) HEARTY TRADITIONS REG OATMEAL 1OZ	$0.91	
2438	_____	(EA) MAPLE BROWN SUGAR OATMEAL	$0.91	
2594	_____	HOSTESS CHOC CUPCAKE 2 PK	$1.83	
2654	_____	7 DAYS CROISSANT STRAW VANILLA 2.65 OZ	$1.24	
2655	_____	7 DAYS BAGEL CHIPS ROASTED GARLIC 3.17 OZ	$1.64	
3192	_____	CREAM CHEESE COFFEE CAKE	$1.72	
3248	_____	CINNAMON ROLL 4 OZ	$1.64	
3261	_____	ZC MEGA BUNEEZ	$1.79	
3309	_____	RICE KRISPIE TREAT	$1.53	
3333	_____	ZC(BOX) PB WAFERS 6-2PKS	$4.09	
3389	_____	BLUEBERRY NUTRI-GRAIN BAR	$0.91	
4044	_____	POWDERED SUGAR DONETTE	$1.86	
4185	_____	APPLE CHEESE DANISH	$1.86	
4429	_____	MS STRAWBERRY WAFERS 2.75 OZ	$1.39	
6346	_____	ICED HONEY BUN	$1.79	
6610	_____	GV PLAIN BAGEL	$1.20	
6612	_____	GV CINNAMON & RAISIN BAGEL	$1.20	
6759		ROAST BEEF & GRAVY 10 OZ	$4.09	
STATIONARY				
1001	_____	LARGE STAMPED ENVELOPE	$0.81	
1010	_____	#10 WHITE ENVELOPE	$0.12	*
1015	_____	MANILLA ENVELOPE	$0.31	*
1030	_____	BLUE ROUND STICK PEN	$0.39	*
1033	_____	BLACK ROUND STICK PEN	$0.39	*
1049	_____	1 EACH 1ST CLASS STAMP	$0.68	
1050	_____	BOOK OF TEN STAMPS	$6.80	
1060	_____	8.5 X 11 LETTER PAD WHT	$1.40	*
1070	_____	SKETCH PAD 8.5 X 11 WHITE	$1.55	*
1077	_____	#2 PENCIL	$0.39	*
1101	_____	JUVENILE BIRTHDAY CARD	$1.71	*
1103	_____	GALLANT BIRTHDAY CARD PAPER	$1.71	*
1104	_____	GALLANT GET WELL CARD PAPER	$1.71	*
1109	_____	GALLANT FRIENDSHIP CARD PAPER	$1.71	*
1115	_____	ANNIVERSARY CARD	$1.71	*
1120	_____	THANK YOU CARD	$1.71	*
1121	_____	SEASONAL GREETING CARD	$1.71	*
1123	_____	SPANISH BIRTHDAY CARD	$1.71	*
1124	_____	SPANISH FRIENDSHIP CARD	$1.71	*
1125		PHOTO ALBUM	$2.52	*
MISCELLANEOUS				
0280	_____	SUNSCREEN LOTION SPF30	$3.45	*
1152	_____	PRAYER RUG	$20.94	*
1153	_____	SPORK MEDIUM WEIGHT	$0.06	*
1166	_____	EAR BUD CLEAR	$2.48	*
1167	_____	CLOCK ALARM CLEAR 31008	$8.96	*
1200	_____	AAA ION3 BATTERIES 4/PK	$2.95	*
1210	_____	AA BATTERIES 4/PK	$2.95	*
1217	_____	KOSS HEADPHONES	$5.12	*
1249	_____	RADIO DIGITAL AM FM EA CLEAR	$22.34	*
1255	_____	KOSS EAR BUDS BLACK	$4.85	*
1256	_____	FOAM EAR PLUGS	$1.01	*
1262	_____	MASTERLOCK V66	$9.62	*
1305	_____	PINOCHLE CARDS	$2.25	*
1322	_____	MAVERICK PLAYING CARDS	$2.25	*
1343	_____	MIRROR W/O MAGNET	$2.68	*
1400	_____	BOWL	$1.24	*
1411	_____	COFFEE CUP W/ HANDLE 12 OZ	$1.51	*
1412	_____	INSULATED MUG W/LID	$2.91	*
1415	_____	PLASTIC CUP 22OZ	$0.78	*
4789	_____	AM/FM HEADSET RADIO	$24.04	*
5273	_____	1.25 READING GLASSES	$8.65	*
5275	_____	1.75 READING GLASSES	$8.65	*
5277	_____	2.25 READING GLASSES	$8.65	*
5565	_____	FRANKINCENSE - 1 OZ	$4.65	*
5567	_____	MUSK OIL - MADINA	$4.65	*
5586	_____	KUFI PRAYER CAP BLACK	$5.07	
6991	_____	HOMEWORX ANTENNA DIGITAL FLAT	$18.85	*
7040	_____	MASSEY 8 FAN"	$24.82	*
7054		13 TV W/O SPEAKERS"	$401.63	*
OTC/MEDICAL				
0642	_____	(1-ROLL) ROLAIDS	$1.09	*
0645	_____	ALKA SELTZER BLISTER 2PK	$0.66	*
0680	_____	MN MULTIVITAMIN NO IRON	$3.34	*
0685	_____	VITAMIN C 500MG	$3.14	*
0760	_____	COTTON SWABS 100CT BOX	$1.28	*
0861		TRIM NAIL CLIPPER NO FILE BLISTER CARD	$0.66	*
CLOTHING				
1504	_____	SMALL T-SHIRT	$3.87	
1505	_____	MED T-SHIRT	$3.87	
1506	_____	LG T-SHIRT	$3.87	
1507	_____	XLG T-SHIRT	$3.87	
1508	_____	XXLG T-SHIRT	$4.82	
1509	_____	3X LARGE T-SHIRT	$4.82	
3652	_____	5 XL T-SHIRT	$5.91	
3669	_____	6 XL T -SHIRT	$5.69	
5727	_____	4 XL T-Shirt	$5.62	
1525	_____	GYM SHORT GREY MEDIUM	$14.02	
1526	_____	GYM SHORTS GREY LARGE	$14.02	
1527	_____	GYM SHORTS GREY XLARGE	$14.02	
1528	_____	GYM SHORTS GREY 2XLG	$15.44	
PHONE TIME / INDIGENT KIT				
9801	_____	INDIGNET KIT	$0.00	
9802	_____	PHONE TIME $1	$1.00	
9803	_____	PHONE TIME $5	$5.00	
9804	_____	PHONE TIME $20	$20.00	
CLOTHING CONTINUED				
1529	_____	SM BOXER SHORTS WHITE	$2.34	
1530	_____	MED BOXER SHORTS WHITE	$2.34	
1531	_____	LG BOXER SHORTS WHITE	$3.14	
1532	_____	XLG BOXER SHORTS WHITE	$2.34	
1533	_____	2XLG BOXER SHORTS WHT	$3.10	
1534	_____	3XLG BOXER SHORTS WHT	$5.84	
1540	_____	TUBE SOCK (ONE SIZE FITS	$1.61	
1547	_____	GYM SHORTS GREY 3XLG	$15.44	
1548	_____	GYM SHORTS GREY 4XLG	$15.44	
1549	_____	5XL GYM SHORTS GREY	$15.44	
1550	_____	MEN THERMAL TOP SMALL WHT	$6.31	
1551	_____	MED THERMAL TOP	$6.31	
1552	_____	LRG THERMAL TOP	$6.31	
1553	_____	XL THERMAL TOP	$6.31	
1554	_____	2XL THERMAL TOP	$6.72	
1555	_____	3XL THERMAL TOP	$6.72	
1561	_____	MED THERMAL BOTTOMS	$7.12	
1562	_____	LRG THERMAL BOTTOMS	$7.12	
1563	_____	XLRG THERMAL BOTTOMS	$7.12	
1564	_____	MEN THERMAL BOTTOM 2XLRG	$7.30	
1565	_____	MEN 3XL THERMAL BOTTOM	$7.30	
1567	_____	THERMAL BOTTOM 4XLG	$7.30	
1582	_____	MED. SWEATSHIRT GRAY	$12.96	
1583	_____	LRG. SWEATSHIRT GRAY	$12.96	
1584	_____	XLRG SWEATSHIRT GRAY	$12.96	
1585	_____	2X SWEATSHIRT GRAY	$16.83	
1586	_____	3X SWEATSHIRT GRAY	$16.83	
1587	_____	SM SWEATPANTS GRAY	$12.96	
1588	_____	MED SWEATPANTS GRAY	$12.96	
1589	_____	LRG SWEATPANTS GRAY	$12.96	
1590	_____	XLRG SWEATPANTS GRAY	$12.96	
1591	_____	2X SWEATPANTS GRAY	$12.96	
1592	_____	SWEATPANTS 3XL GRAY	$16.97	
1599	_____	SWEATSHIRT GRAY 4XLG	$14.75	
1675	_____	SWEATPANTS GREY 4XLG	$16.97	
1709	_____	KIWI SHOE LACES FLAT ATHLETIC	$1.75	
3837	_____	SM GRAY BOXER BRIEF	$3.29	
3838	_____	MED GRAY BOXER BRIEF	$3.50	
3839	_____	LRG GRAY BOXER BRIEF	$3.50	
3840	_____	XL GRAY BOXER BRIEF	$3.50	
3841	_____	2XL GRAY BOXER BRIEF	$3.50	
7197	_____	JAM SHORTS - NAVY 4XL	$15.44	
7198	_____	JAM SHORTS - NAVY 5XL	$15.44	
7199	_____	JAM SHORTS - NAVY 6XL	$15.44	
7947	_____	GREY SWEATPANTS SZ 5X	$18.69	
7948	_____	GREY SWEATSHIRT SZ 6X	$18.69	
7949	_____	GREY SWEATSHIRT SZ 5X	$18.69	
8204	_____	NAVY JAM SHORTS (M)	$11.39	
8205	_____	NAVY JAM SHORTS (L)	$11.39	
8207	_____	NAVY JAM SHORTS (XL)	$12.19	
8208	_____	NAVY JAM SHORTS (2XL)	$12.19	
8209	_____	NAVY JAM SHORTS (3XL)	$15.44	
8246	_____	NAVY JAM SHORTS - SMALL	$11.39	
9097		3XL GRAY BOXER BRIEF	$5.73	
SHOES/SNEAKERS				
1654	_____	SZ 12 RAWLINGS MARC II VELCRO SHOE	$35.48	
1751	_____	SZ 7 RAWLINGS MARC II VELCRO SHOE	$35.48	
1752	_____	SZ 7.5 RAWLINGS MARC II VELCRO SHOE	$35.48	
1753	_____	SZ 8 RAWLINGS MARC II VELCRO SHOE	$35.48	
1754	_____	SZ 8.5 RAWLINGS MARC II VELCRO SHOE	$35.48	
1757	_____	SZ 9.5 RAWLINGS MARC II VELCRO SHOE	$35.48	
1758	_____	SZ 10.5 RAWLINGS MARC II VELCRO SHOE	$35.48	
1759	_____	SZ 11 RAWLINGS MARC II VELCRO SHOE	$35.48	
1761	_____	SZ 13 RAWLINGS MARC II VELCRO SHOE	$35.48	
1763	_____	SZ 15 RAWLINGS MARC II VELCRO SHOE	$35.48	
1853	_____	SZ 9 RAWLINGS MARC II VELCRO SHOE	$35.48	
1854	_____	SZ 10 RAWLINGS MARC II VELCRO SHOE	$35.48	
1855	_____	SZ 11.5 RAWLINGS MARC II VELCRO SHOE	$35.48	
1857	_____	SZ 14 RAWLINGS MARC II VELCRO SHOE	$35.48	
1875	_____	MEDIUM SHOWER SHOE	$3.54	
3854	_____	SMALL SHOWER SHOE	$3.54	
3856	_____	LARGE SHOWER SHOE	$3.54	
3857	_____	XL SHOWER SHOE	$3.54	
3858	_____	2XL SHOWER SHOE	$3.54	
7495	_____	SZ 6.5 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7550	_____	SZ 7 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7551	_____	SZ 7.5 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7552	_____	SZ 8 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7553	_____	SZ 8.5 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7554	_____	SZ 9 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7578	_____	SZ 9.5 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7579	_____	SZ 10 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7580	_____	SZ 11 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7602	_____	SZ 11.5 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7605	_____	SZ 12 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7623	_____	SZ 13 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7624	_____	SZ 14 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	
7634	_____	SZ 10.5 REEBOK ROYAL BB4500 BASKETBALL SHOES	$61.69	

Agency: MA34254J
Order Form: Commissary Active Catalog
Monday, January 12, 2026 10:17 AM

Name:_____ ID:_____ Balance:_____
Block:_____ Tier:_____ Cell:_____

MISCELLANEOUS

0035	_____	3 IN 1 SHAMPOO 16.5	$3.56	0227	_____	LOTION COCOA BUTTER	$1.54
0489	_____	SEARCH AND FIND	$1.90	0490	_____	SOAP DISH	$0.50
0572	_____	COUGH & COLD RELIEF	$0.29	0640	_____	ROLAIDS ANTACID X-TR	$3.00
0788	_____	BLACK EYELINER PENCI	$2.46	0812	_____	CG LIQUID FOUNDATION	$8.34
0877	_____	DOMESTIC STAMP	$1.27	0910	_____	BLACK MEGA PROTEIN M	$2.99
1001	_____	#10 STAMPED ENVELOPE	$0.88	1010	_____	REG. #10 ENVELOPE	$0.06
1015	_____	MANILLA ENVELOPE	$0.30	1047	_____	ADDRESS BOOK	$3.60
1050	_____	BOOK OF TEN STAMPS	$7.80	1061	_____	YELLOW LINED PAPER P	$1.06
1070	_____	SKETCH PAD 8.5 X 11	$1.06	1081	_____	COLORED PENCILS 12/B	$2.99
1086	_____	POCKET DICTIONARY II	$5.50	1101	_____	JUVENILE BIRTHDAY CA	$1.38
1102	_____	SYMPATHY CARD W/O ST	$1.38	1103	_____	BIRTHDAY CARD W/O ST	$1.38
1104	_____	GET WELL CARD - PAPE	$1.38	1110	_____	FRIENDSHIP CARD - AC	$1.38
1115	_____	ANNIVERSARY CARD W/O	$1.38	1120	_____	THANK YOU CARD W/O S	$1.38
1121	_____	SEASONAL GREETING CA	$1.38	1123	_____	SPANISH BIRTHDAY CAR	$1.38
1124	_____	SPANISH FRIENDSHIP C	$1.38	1125	_____	PHOTO ALBUM	$1.98
1157	_____	BLUE FLEX PEN	$0.50	1200	_____	AAA 4/PK ION3 BATTER	$2.66
1210	_____	AA 4PK ION3 BATTERIE	$2.66	1217	_____	KOSS HEADPHONES	$7.91
1226	_____	COMPOSITION BOOK-RUL	$2.13	1249	_____	RADIO_DIGITAL AM FM_	$9.88
1256	_____	FOAM EAR PLUG	$0.98	1305	_____	PINOCHLE CARDS	$1.64
1322	_____	MAVERICK_PLAYING CAR	$1.64	1331	_____	(3/PK)RACQUETBALL-BL	$6.83
1400	_____	GEN_BOWL W/ID_24 OZ	$0.72	1411	_____	COFFEE CUP W/ HANDLE	$1.00
1415	_____	CUP W/LID 22 OZ WHIT	$0.60	1432	_____	BEIGE WASHCLOTH	$0.76
1440	_____	BATH TOWEL BEIGE	$5.21	1455	_____	SM DLX VELCRO SLIP-O	$2.47
1456	_____	MED DLX VELCRO SLIP-	$2.47	1457	_____	LRG DLX VELCRO SLIP-	$2.47
1458	_____	XLRG DLX VELCRO SLIP	$2.47	1494	_____	THERMAL BOTTOM 5XLG	$6.25
1495	_____	5XL THERMAL TOP	$6.25	1524	_____	SM GYM SHORTS_GREY	$8.42
1525	_____	GYM SHORT GREY MEDIU	$8.42	1526	_____	GYM SHORTS GREY LARG	$8.42
1528	_____	GYM SHORTS GREY 2XLG	$8.42	1529	_____	SM WHITE MENS BOXERS	$2.47
1530	_____	MED WHITE BOXER	$2.47	1531	_____	LRG WHITE BOXER	$2.47
1532	_____	XL WHITE BOXER	$2.47	1533	_____	2XL WHITE BOXER	$2.47
1534	_____	3XL MENS BOXER	$2.47	1547	_____	GYM SHORTS GREY 3XLG	$9.83
1548	_____	GYM SHORTS GREY 4XLG	$9.83	1549	_____	5XL GYM SHORTS GREY	$9.83
1550	_____	SM THERMAL TOP	$4.61	1551	_____	MED THERMAL TOP	$4.61
1552	_____	LRG THERMAL TOP	$4.61	1553	_____	XL THERMAL TOP	$4.61
1554	_____	2XL THERMAL TOP	$5.86	1555	_____	3XL THERMAL TOP	$5.86
1556	_____	4XL THERMAL TOP	$5.86	1561	_____	MED THERMAL BOTTOMS	$4.61
1562	_____	LRG THERMAL BOTTOMS	$4.61	1563	_____	XLRG THERMAL BOTTOMS	$4.61
1564	_____	MEN THERMAL BOTTOM 2	$5.86	1565	_____	MEN 3XL THERMAL BOTT	$5.86
1567	_____	THERMAL BOTTOM 4XLG	$5.86	1582	_____	MED. SWEATSHIRT GRAY	$7.91
1583	_____	LRG. SWEATSHIRT GRAY	$7.91	1584	_____	XLRG SWEATSHIRT GRAY	$9.22
1585	_____	2X SWEATSHIRT GRAY	$9.22	1586	_____	3X SWEATSHIRT GRAY	$9.22
1587	_____	SM SWEATPANTS GRAY	$7.91	1588	_____	MED SWEATPANTS GRAY	$7.91
1589	_____	LRG SWEATPANTS GRAY	$9.22	1590	_____	XLRG SWEATPANTS GRAY	$9.22
1591	_____	2X SWEATPANTS GRAY	$9.22	1592	_____	SWEATPANTS 3XL GRAY	$15.01
1599	_____	SWEATSHIRT GRAY 4XLG	$15.01	1625	_____	SPORTS BRA SMALL	$9.09
1626	_____	SPORTS BRA MEDIUM	$9.09	1627	_____	SPORTS BRA LARGE	$9.09
1628	_____	SPORTS BRA XLARGE	$9.09	1650	_____	SZ 6 WOMENS PANTIES	$3.41
1651	_____	SZ 8 WOMENS PANTIES	$3.41	1652	_____	SZ 10 WOMENS PANTIES	$3.41
1653	_____	WOMEN'S PANTIES SZ 1	$3.41	1654	_____	SZ 12 RAWLINGS MARC	$23.50
1675	_____	SWEATPANTS GREY 4XLG	$15.01	1706	_____	DOUBLE FOAM INSOLE C	$1.59
1721	_____	SZ 6 MENS RAWLINGS M	$23.50	1736	_____	SZ 6.5 RAWLINGS MARC	$23.50
1751	_____	SZ 7 RAWLINGS MARC I	$23.50	1752	_____	SZ 7.5 MENS RAWLINGS	$23.50
1753	_____	SZ 8 RAWLINGS MARC I	$23.50	1754	_____	SZ 8.5 MENS RAWLINGS	$23.50
1757	_____	SZ 9.5 MENS RAWLINGS	$23.50	1758	_____	SZ 10.5 MENS RAWLING	$23.50
1759	_____	SZ 11 MENS RAWLINGS	$23.50	1761	_____	SZ 13 RAWLINGS MARC	$23.50
1763	_____	SZ 15 RAWLINGS MARC	$23.50	1853	_____	SZ 9 MENS RAWLINGS M	$23.50

1854		SZ 10 MENS RAWLINGS	$23.50	1855		SZ 11.5 RAWLINGS MAR	$23.50
1857		SZ 14 RAWLINGS MARC	$23.50	1875		MED DLX SHWR SHOE SA	$3.03
2214		10/PK SUGAR SUBSTITU	$0.38	2722		RUN SHOE SZ8.5 MENS	$49.14
2723		RUN SHOE SZ9.5 MENS	$49.14	2729		RUN SHOE SZ10.5 MENS	$49.14
2735		RUN SHOE SZ11.5 MENS	$49.14	2741		RUN SHOE SZ12 MENS W	$49.14
2749		RUN SHOE SZ13 MENS W	$49.14	2751		RUN SHOE SZ14 MENS W	$49.14
2752		RUN SHOE SZ15 MENS W	$49.14	2861		ANKLE SOCKS	$1.06
3854		SMALL SHOWER SHOE	$3.41	3856		LARGE SHOWER SHOE	$3.41
3857		X-LARGE SHOWER SHOE	$3.41	3858		2XL SHOWER SHOE	$3.41
3873		XL GREY GYM SHORTS	$8.42	4910		PONYTAILERS METAL FR	$1.69
5191		EARBUD_W/MICROPHONE_	$9.09	5273		1.25 READING GLASSES	$4.61
5274		1.50 READING GLASSES	$4.61	5275		1.75 READING GLASSES	$4.61
5276		2.0 READING GLASSES	$4.61	5277		2.25 READING GLASSES	$4.61
5278		2.5 READING GLASSES	$4.61	5279		2.75 READING GLASSES	$4.61
5280		3.00 READING GLASSES	$4.61	5281		3.25 READING GLASSES	$4.61
5314		BLACK ORCHID LIPSTIC	$1.13	6851		ORANGE SECURITY RAZO	$0.57
6940		MEDIUM GRAY T-SHIRT	$4.55	6941		LRG GRAY T-SHIRT	$4.55
6942		XL GRAY T-SHIRT	$5.69	6943		2XL GRAY T-SHIRT	$7.20
6944		3XL GRAY T-SHIRT	$7.20	6945		4XL GRAY T-SHIRT	$15.16
6948		SM GRAY T-SHIRT NO P	$4.55	7093		CASIO DIGITAL WATCH	$30.32
7495		SZ 6.5 REEBOK ROYAL	$45.49	7550		SZ 7 REEBOK ROYAL WH	$45.49
7551		SZ 7.5 REEBOK ROYAL	$45.49	7552		SZ 8 REEBOK ROYAL WH	$45.49
7553		SZ 8.5 REEBOK ROYAL	$45.49	7554		SZ 9 REEBOK ROYAL WH	$45.49
7578		SZ 9.5 REEBOK ROYAL	$45.49	7579		SZ 10 REEBOK ROYAL W	$45.49
7580		SZ 11 REEBOK ROYAL W	$45.49	7602		SZ 11.5 REEBOK ROYAL	$45.49
7605		SZ 12 REEBOK ROYAL W	$45.49	7623		SZ 13 REEBOK ROYAL W	$45.49
7624		SZ 14 REEBOK ROYAL W	$45.49	7625		SZ 15 REEBOK ROYAL W	$45.49
7634		SZ 10.5 REEBOK ROYAL	$45.49	8036		RUNNING SHOE SZ8 REE	$49.14
8038		RUNNING SHOE SZ9 REE	$49.14	8040		RUNNING SHOE SZ10 RE	$49.14
8041		RUNNING SHOE GLIDE S	$49.14	8245		RUSSELL COTTON SHORT	$10.24

PERSONAL CARE PRODUCTS

0001		4OZ SHAMPOO	$0.94	0010		ALBERTO VO5 SHAMPOO	$2.66
0011		ALBERTO VO5 CONDITIO	$2.66	0020		4OZ DANDRUFF SHAMPOO	$2.28
0036		D&L PERM CREAM RLXR	$9.09	0040		HAIR FOOD W/VITAMIN	$2.13
0051		SOFTEE CONDITIONER B	$2.66	0054		ELEMENTZ GEL FIRM HO	$2.66
0055		PRO GLO GEL POMADE 4	$2.00	0082		PERM HAIR COLOR-LT B	$5.69
0083		PERM HAIR COLOR-MED	$5.69	0084		PERM HAIR COLOR-BLAC	$5.69
0088		HAIR COLOR LT. ASH B	$5.69	0089		PERM HAIR COLOR DARK	$5.69
0094		HAIRSPRAY ALCOHOL FR	$2.55	0102		FORCE ANTIPERSPIRANT	$2.46
0106		POWER UP A/P BLOOM	$2.46	0123		.5 OZ. STICK DEODORA	$1.03
0144		SURE ANTI-PERSPIRANT	$3.68	0147		POWER UP A/P DRIVE	$2.46
0201		BABY POWDER 15OZ	$1.62	0203		JERGENS EXTRA HEALIN	$7.14
0210		4OZ SKIN CARE LOTION	$1.13	0215		COCOA BUTTER LOTION	$0.76
0216		COCOA BUTTER STICK 1	$1.72	0221		PETROLEUM JELLY 3.75	$1.40
0250		HYDROCORTISONE CREAM	$1.48	0251		ATHLETE FT CREAM TOL	$1.48
0260		MUSCLE RUB	$2.20	0267		BACITRACIN OINTMENT	$3.49
0273		LIP BALM	$1.40	0280		SUNSCREEN LOTION SPF	$4.25
0287		VITAMIN MELATONIN 5M	$4.17	0310		PROTECTION DISP RAZO	$0.45
0320		REG MAGIC CREAM SHAV	$5.70	0331		PRO-TECTION SHAVE CR	$2.00
0358		CONDITIONER-ALMOND/S	$2.78	0361		ELEMENTZ 3-N-1 BODY	$2.73
0362		DANDRUFF SHAMPOO/ALM	$2.78	0388		3IN1 BODY WASH 15 OZ	$2.31
0397		NEXT1 COCOA BUTTER S	$1.25	0398		DIAL TRANSLUCENT SOA	$1.93
0424		NEXT1 MOISTURIZING S	$1.25	0426		NEXT1 SPORT BAR SOAP	$1.25
0440		DOVE BAR SOAP 3.17 O	$3.62	0500		COOL WAVE_MOUTHWASH_	$1.16
0517		SENSITIVE TOOTHPASTE	$2.66	0519		COLGATE ANTICAVITY T	$1.54
0530		COOL WAVE CLEAR TOOT	$1.38	0544		MINT FLOSS LOOPS 30P	$3.24
0557		ANTISHANK TOOTHBRUSH	$0.53	0583		IBUPROFEN 2 PK	$0.35
0590		DENTURE TABLET	$1.73	0595		2.5OZ EFFERGRIP	$4.99
0596		DUKAL DENTURE CUP	$0.34	0634		VITAMIN E CAPSULE 10	$8.95
0645		2PK ALKA SELTZER	$0.70	0651		HEMORRHOIDAL OINTMEN	$2.84
0662		NEW DAY ALLERGY MALE	$2.32	0671		CHERRY COUGH DROPS-	$1.64
0680		DAILY MULTIVITAMIN 6	$2.45	0720		FOOT POWDER 3 OZ	$2.35
0731		DIPHEN (LIKE BENADRY	$0.42	0760		COTTON SWABS 100CT B	$1.10
0815		BRUSH FREESTYLE WOOD	$1.59	0820		HAIR BRUSH VENT	$0.96
0821		PALM BRUSH	$0.66	0861		NAIL CLIPPER (NO FIL	$0.88
1023		(BX) HERBAL TEA CHAM	$2.95	1180		MENTHOL COUGH DROPS	$1.64
1183		5 IN. PLASTIC COMB	$0.30	1760		HAIR PIK 7 INCH	$0.70
2713		RUN SHOE SZ7 MENS WH	$49.14	2720		RUN SHOE SZ7.5 MENS	$49.14

3682	_____	ACETAMINOPHEN TABS 3	$4.48	4229	_____	SHAMPOO 15 OZ APPLE	$2.60
4293	_____	COAST BAR SOAP 4OZ	$0.83	9119	_____	BAR SOAP MAHOGANY TE	$2.70
BEVERAGES							
0475	_____	HAWAIIAN PUNCH DRINK	$0.31	2006	_____	DECAF COFFEE (1-STIC	$0.42
2015	_____	KF FD COFFEE YELLOW	$3.99	2017	_____	MAXWELL HOUSE COFFEE	$4.32
2021	_____	NON-DAIRY CREAMER 8O	$2.08	2034	_____	TEA BAGS W/TAGS 100	$5.54
2041	_____	FR VAN CAPPUCCINO 8	$1.99	2070	_____	S.S. HOT COCOA	$0.42
2078	_____	10/PK SUGAR	$0.38	2110	_____	N/S S.S FRUIT PNCH	$0.30
2134	_____	CHOC HEALTH SHAKE 2O	$1.33	2136	_____	VAN HEALTH SHAKE 2OZ	$1.33
2395	_____	BOTTLED WATER 16.9OZ	$0.76	2396	_____	PEPSI 20 OZ.	$1.36
2398	_____	DIET PEPSI 20 OZ.	$1.36	2488	_____	STARRY SODA 20 OZ	$1.36
2490	_____	ROOT BEER 20OZ	$1.36	2492	_____	GINGER ALE 20OZ	$1.36
2493	_____	ORANGE SODA CRUSH 20	$1.36	2502	_____	HAWAIIAN PUNCH LEMON	$0.31
2528	_____	HAWAIIAN PUNCH BERRY	$0.31	4294	_____	DAYS_SODA_GRAPE_24 O	$1.21
9139	_____	COFFEE SINGLE VANILL	$3.50	9140	_____	COFFEE SINGLE HAZELN	$3.50
CANDY							
4024	_____	SOUR WATERMELON SLIC	$1.06	4100	_____	BTERSCOTCH DISCS4.25	$1.06
4120	_____	ROOT BEER BARRELS	$1.06	4145	_____	STARLITE MINTS 3.75O	$1.06
4797	_____	STARBURST CHEWS 3.5O	$1.74				
COOKIES/CRACKERS/PASTRIES							
3006	_____	ZC VANILLA CREMES 14	$2.84	3007	_____	ZC DUPLEX CREMES 14	$2.84
3033	_____	MS PEANUT BUTTR CRMS	$2.84	3039	_____	MARIA COOKIE	$1.24
3040	_____	MS ICED OATML COOKIE	$1.18	3114	_____	(BOX) SNACK CRACKERS	$3.23
3115	_____	CHEEZ ITS CRACKERS 1	$0.54	3139	_____	SALTINE CRACKERS - 1	$0.52
3146	_____	CHEESE CRACKERS	$3.75	3192	_____	MS CAKE CREAM CHEESE	$1.13
3222	_____	TOASTED PB CRACKERS	$0.69	3248	_____	CINNAMON ROLL 4OZ	$1.18
3261	_____	MEGA HONEY BUN	$1.40	3309	_____	RICE KRISPIE TREATS	$0.80
6346	_____	ICED HONEY BUN	$1.40				
FOOD/SNACK ITEMS							
1252	_____	CANDY BAR DARK CHOC	$1.33	1306	_____	CANDY BAR CHOC ALMON	$1.33
1502	_____	PEANUT CRUNCH 1.65 O	$1.08	1947	_____	CANDY BAR PECAN BACK	$1.33
1951	_____	CANDY BAR CHOC CARAM	$1.33	1953	_____	STRAWBERRY TOASTER P	$2.84
1983	_____	TOASTER PASTRY BROWN	$2.84	2009	_____	CHEDDAR CRISP SOUR C	$1.13
2023	_____	PEANUTS CHOC CARAMEL	$2.04	2044	_____	FR VAN CREAMER 6.75O	$2.08
2047	_____	MINI PB CUPS 5 OZ	$2.04	2103	_____	INSTANT OATMEAL REGU	$0.50
2438	_____	OATMEAL MAPLE BRN SG	$0.53	2596	_____	CREAM CHS W/JALAP 2O	$0.89
2630	_____	BC BLACK BEANS 10OZ	$1.78	2670	_____	SPICY REFRIED BEANS&	$1.32
2707	_____	CHOC CHIP CHEWY GRAN	$4.32	2709	_____	PB CHOC CHIP CHEWY G	$4.32
2717	_____	SPANISH RICE W / CHE	$0.76	2737	_____	CHILI CHEESE FRITOS	$0.79
2740	_____	DORITOS COOL RANCH 8	$2.46	3023	_____	FLAMING HOT DORITOS	$2.10
3037	_____	MS ICED SHORTBREAD C	$2.15	3081	_____	MOZZARELL CHEESE SNA	$1.86
3279	_____	FUNABLES_FRUIT SNACK	$1.33	3435	_____	HONEY BUN CHOC ICED	$1.40
3559	_____	PEPPERONI SLICED 3.5	$3.14	3561	_____	SAUSAGE CHORIZO 3.5O	$3.14
3581	_____	BC HOT SAUSAGE 1.625	$1.10	3583	_____	BC SAUSAGE SALAMI 5O	$2.66
3585	_____	BC REG SMR SAUSAGE 5	$2.66	3595	_____	PEANUTS BUTTER TOFFE	$1.89
3596	_____	NUTS MIXED SWEET & S	$2.67	3650	_____	FC MACKEREL/OIL3.53O	$2.05
3783	_____	YELLOW RICE 2 OZ	$0.95	3786	_____	RED BEANS & RICE 4 O	$1.25
3800	_____	SPICY BLACK BEANS 8	$2.28	3918	_____	RIP N READY BEEF LOA	$2.66
4056	_____	PEANUT BUTTER SS 2OZ	$0.80	4058	_____	DOLLY MADISON GOLDEN	$1.57
4078	_____	JUMBO FLOW CANDYBAR	$0.80	4127	_____	FC FISH STK IN CHILI	$1.58
4128	_____	FC FISH STK IN SMOKY	$1.58	4131	_____	BC BUTTER POUND CAKE	$1.45
4155	_____	SUGAR FREE ALL STARS	$1.06	4278	_____	SEVILLA SAZON 1.5 OZ	$1.57
4321	_____	DORITOS NACHO CHZ 1.	$0.80	4407	_____	GRAPE JELLY 0.5 OZ 1	$3.00
4429	_____	STRAW SF WAFERS 2.75	$1.33	6013	_____	CAJUN CHICKEN RAMEN	$0.73
6018	_____	TEXAS BEEF RAMEN	$0.73	6026	_____	CHILI RAMEN	$0.73
6046	_____	CHICKEN RAMEN	$0.73	6048	_____	BEEF RAMEN	$0.73
6050	_____	KF INST WHITE RICE 8	$1.81	6051	_____	KF INST BRN RICE 6.5	$1.45
6052	_____	HOT & SPICY VEG RAME	$0.73	6053	_____	CAJUN SHRIMP RAMEN	$0.73
6057	_____	HOT/SPCY HALAL BEEF	$3.41	6060	_____	HALAL BEEF SUMMER SA	$3.41
6065	_____	LS CHICKEN RAMEN	$0.73	6069	_____	TWS EXTREME KETTLE C	$2.30
6074	_____	MACKERAL FILLET IN 8	$1.71	6079	_____	WHOLE SHABANG ORIGIN	$0.76
6094	_____	L/S HOT & SPICY VEG	$0.73	6100	_____	ML POTATO CHIP 1.5OZ	$0.76
6105	_____	ML BBQ CHIP 1.5OZ	$0.76	6106	_____	SNYDERS_MINI PRETZEL	$0.80
6114	_____	HOT FRIES (ANDY CAPP	$0.53	6116	_____	CHEESE PUFFS	$0.80
6125	_____	ML HOT BBQ CHIPS 1.5	$0.76	6126	_____	SC & ONION CHIP 1.5O	$0.76
6134	_____	ML CARAMEL POPCORN	$1.07	6151	_____	DORITOS NACHO CHS 8O	$2.46
6153	_____	BUFF BLU CHS CHIP1.5	$0.76	6159	_____	CHEETOS FLMN HOT1.75	$0.87
6167	_____	CHEETOS CHEESE 2OZ	$0.87	6173	_____	BC CHILI W/BNS 11.25	$1.99

6174	_____	HOT CHILI W/BNS11.25	$1.99	6179	_____	SARDINES IN OIL 3.53	$1.51
6183	_____	SMOKD CLAMS/OIL 3.53	$1.80	6190	_____	FISH STK GRN CHILI/O	$1.71
6231	_____	TRAD. CHEX MIX 1.75O	$1.06	6258	_____	GARLIC POWDER 2.5 OZ	$1.78
6262	_____	MAYONNAISE 10PK 9GR	$1.90	6263	_____	MUSTARD 4.5 GR 10/BA	$0.70
6264	_____	KETCHUP 10/BAG 9GR	$1.90	6273	_____	COLONNA BROTHERS ONI	$1.86
6276	_____	SPICE OREGANO 1.23OZ	$1.35	6289	_____	MRS FIELDS WHITE CHU	$1.62
6294	_____	BC PASTA SAUCE 4OZ	$0.91	6320	_____	BEEF & CHEESE STICK	$1.13
6358	_____	HONEY CONDIMENT 9GM	$0.23	6421	_____	KFT RANCH DRESSING S	$0.57
6428	_____	CHEDDAR CHEESE SQZ 2	$0.72	6429	_____	JALAP CHEESE SQZ 2OZ	$0.72
6430	_____	CEREAL FRSTED FLK 1O	$0.57	6442	_____	CHEDDAR CHEESE TUB 4	$1.86
6444	_____	JALAPENO CHZ SNACK 4	$1.86	6497	_____	SALT SHAKER 4 OZ	$0.95
6498	_____	PEPPER SHAKER 1.5 OZ	$0.95	6500	_____	PICKLE (HOT) 9.6 OZ	$1.22
6501	_____	PICKLE (MILD) 9.6 OZ	$1.22	6512	_____	6 OZ LA HOT SAUCE	$1.29
6600	_____	FLOUR TORTILLAS 6CT	$1.36	6606	_____	SALTED PEANUTS 1.75	$0.67
6607	_____	HOT PEANUTS 1.75 OZ	$0.67	6610	_____	GV BAGEL PLAIN 4OZ	$0.83
6612	_____	GV CINNAMON & RAISIN	$0.83	6673	_____	RICE NOODLES	$1.30
6721	_____	FISH STK/LA HOT 3.53	$1.71	6748	_____	BEEF & CHEESE STICK	$2.08
6805	_____	WHOLE SHABANG PEANUT	$0.76	6826	_____	FRESH CATCH TUNA 4.2	$2.08
6891	_____	BC CHICKEN BREAST	$4.04	7518	_____	HEREFORD BEEF TACO F	$3.24
7667	_____	FUDGE BROWNIE	$1.03	7730	_____	MISKETS PEANUTS CHOC	$0.87
7885	_____	NUTTY BUTTER CRISP B	$2.16	8054	_____	MILK CHOC COVERED PE	$2.04
8421	_____	ML SPICY DILL KETTLE	$1.00	8422	_____	ML HOT CHILI & LIME	$1.00
8423	_____	ML HORSERADISH CHEDD	$1.00	8988	_____	YELLOW FIN TUNA STEA	$3.30
9030	_____	MISKETS CHOC&SUGAR C	$0.87	9078	_____	PEACH RINGS 3 OZ	$1.13
9116	_____	MINI PRETZELS BUFFAL	$1.75	9117	_____	MINI PRETZELS JALAPE	$1.75
9120	_____	SNACK MIX BBQ W/PEAN	$2.06	9121	_____	SNACK MIX SPICY 5 OZ	$2.06
9137	_____	LEMON LOAF SNACK CAK	$1.45	9138	_____	CHOC CHIP SNACK LOAF	$1.45
Other							
9898	_____	9898 - $1 Tablet Tim	$1.00	9899	_____	9899 - $5 Tablet Tim	$5.00

Norfolk Co House of Correction

Order Form : UNASSIGNED ORDER FORM
Tuesday, January 06, 2026 @13:27

Name : _____ ID : _____ Balance : _____

Unit : _____ Cell : _____ Bed : _____

PERSONAL CARE PRODUCTS

0001	____	4OZ SHAMPOO	0.95
0010	____	ALBERTO VO5 SHAMPOO	1.99
0011	____	ALBERTO VO5 CONDITIO	1.99
0035	____	3 IN 1 SHAMPOO 16.5	3.48
0048	____	COCNUT OIL HAIR&SCLP	1.95
0055	____	PRO GLO GEL POMADE 4	2.42
0118	____	FORCE A/P DEOD ROLL-	1.44
0144	____	SURE ANTI-PERSPIRANT	2.34
0203	____	JERGENS EXTRA HEALIN	7.14
0216	____	COCOA BUTTER STICK 1	2.25
0251	____	ATHLETE FT CREAM TOL	1.46
0273	____	LIP BALM	1.13
0280	____	SUNSCREEN LOTION SPF	3.74
0287	____	VITAMIN MELATONIN 5M	7.84
0310	____	PROTECTION DISP RAZO	0.55
0331	____	PRO-TECTION SHAVE CR	1.75
0361	____	ELEMENTZ 3-N-1 BODY	1.76
0362	____	DANDRUFF SHAMPOO/ALM	2.86
0366	____	TOOTHBRUSH HOLDER	0.63
0397	____	NEXT1 COCOA BUTTER S	1.05
0398	____	DIAL TRANSLUCENT SOA	1.24
0424	____	NEXT1 MOISTURIZING S	1.05
0426	____	NEXT1 SPORT BAR SOAP	1.05
0440	____	DOVE BAR SOAP 3.17 O	1.85
0490	____	SOAP DISH	0.58
0500	____	COOL WAVE_MOUTHWASH_	1.42
0517	____	SENSITIVE TOOTHPASTE	2.73
0519	____	COLGATE ANTICAVITY T	1.68
0530	____	COOL WAVE CLEAR TOOT	1.10
0533	____	ULTRA BRITE 6 OZ	1.70
0544	____	MINT FLOSS LOOPS 30P	2.92
0557	____	ANTISHANK TOOTHBRUSH	0.74
0581	____	APAP(LIKE X STGTH TY	0.43
0583	____	IBUPROFEN 2 PK	0.43
0590	____	DENTURE TABLET	2.15
0595	____	2.5OZ EFFERGRIP	4.43
0596	____	DUKAL DENTURE CUP	0.34
0598	____	ORAL PAIN RELIEF GEL	1.48
0640	____	ROLAIDS ANTACID X-TR	2.33
0671	____	CHERRY COUGH DROPS-	1.79
0675	____	HALLS COUGH DROPS ME	1.84
0680	____	DAILY MULTIVITAMIN 6	2.67
0760	____	COTTON SWABS 100CT B	0.97
0815	____	BRUSH FREESTYLE WOOD	1.42
0835	____	WAVE ENFORCER_WAVE C	2.34
1183	____	5 IN. PLASTIC COMB	0.36
1502	____	PEANUT CRUNCH 1.65 O	1.12
2713	____	RUN SHOE SZ7 MENS WH	48.38
2720	____	RUN SHOE SZ7.5 MENS	48.38
4229	____	SHAMPOO 15 OZ APPLE	1.97
4293	____	COAST BAR SOAP 4OZ	0.94

****FOOTWEAR**

7554	____	SZ 9 REEBOK ROYAL WH	48.38
7579	____	SZ 10 REEBOK ROYAL W	48.38

MISCELLANEOUS

0227	____	LOTION COCOA BUTTER	1.79
0861	____	NAIL CLIPPER (NO FIL	0.43
1001	____	#10 STAMPED ENVELOPE	0.92
1010	____	REG. #10 ENVELOPE	0.09
1015	____	MANILLA ENVELOPE	0.24
1050	____	BOOK OF TEN STAMPS	7.80
1060	____	WHITE LINED PAPER PA	0.82
1062	____	50 CT PAPER PAD	1.51
1068	____	SECURITY FLEX PEN-BL	0.66
1070	____	SKETCH PAD 8.5 X 11	1.21
1086	____	POCKET DICTIONARY II	4.67
1103	____	BIRTHDAY CARD W/O ST	1.21
1109	____	FRIENDSHIP CARD W/O	1.21
1115	____	ANNIVERSARY CARD W/O	1.21
1120	____	THANK YOU CARD W/O S	1.21
1121	____	SEASONAL GREETING CA	1.21
1123	____	SPANISH BIRTHDAY CAR	1.21
1125	____	PHOTO ALBUM	1.57
1147	____	ROSARIES	1.76
1150	____	BIBLE	11.66
1151	____	HOLY KORAN	21.84
1217	____	KOSS HEADPHONES	8.58
1255	____	EAR BUDS	5.47
1305	____	PINOCHLE CARDS	1.76
1322	____	MAVERICK_PLAYING CAR	1.84
1400	____	GEN_BOWL W/ID_24 OZ	1.10
1412	____	INSULATED MUG W/LID	2.57
1415	____	CUP W/LID 22 OZ WHIT	0.78
1440	____	BATH TOWEL BEIGE	5.77
1469	____	MESH LAUNDRY BAG	4.50
1494	____	THERMAL BOTTOM 5XLG	8.58
1495	____	5XL THERMAL TOP	9.44
1553	____	XL THERMAL TOP	5.15
1555	____	3XL THERMAL TOP	6.78
1556	____	4XL THERMAL TOP	7.02
1563	____	XLRG THERMAL BOTTOMS	5.15
1585	____	2X SWEATSHIRT GRAY	15.44
1586	____	3X SWEATSHIRT GRAY	15.44
1947	____	CANDY BAR PECAN BACK	1.57
1953	____	STRAWBERRY TOASTER P	4.21
2078	____	10/PK SUGAR	0.55
2214	____	10/PK SUGAR SUBSTITU	0.39
2722	____	RUN SHOE SZ8.5 MENS	48.38
2723	____	RUN SHOE SZ9.5 MENS	48.38
2729	____	RUN SHOE SZ10.5 MENS	48.38
2735	____	RUN SHOE SZ11.5 MENS	48.38
2741	____	RUN SHOE SZ12 MENS W	48.38
2749	____	RUN SHOE SZ13 MENS W	48.38
2751	____	RUN SHOE SZ14 MENS W	48.38
2752	____	RUN SHOE SZ15 MENS W	48.38
3692	____	CONTACT SOLUTION 12	4.84
3698	____	TOENAIL CLPR/NO FILE	0.78
3837	____	SM GREY BOXER BRIEF	2.61
3841	____	2XL GRAY BOXER BRIEF	4.18
4796	____	BIBLE SPANISH REINA	11.31
5523	____	TAROTS CARD - UNV W	15.60
5565	____	FRANKINCENSE - 1 OZ	6.05
5587	____	KUFI PRAYER CAP - WH	6.05
6497	____	SALT SHAKER 4 OZ	0.78
6498	____	PEPPER SHAKER 1.5 OZ	1.95
7550	____	SZ 7 REEBOK ROYAL WH	48.38
7552	____	SZ 8 REEBOK ROYAL WH	48.38
7578	____	SZ 9.5 REEBOK ROYAL	48.38
7580	____	SZ 11 REEBOK ROYAL W	48.38
7602	____	SZ 11.5 REEBOK ROYAL	48.38
7605	____	SZ 12 REEBOK ROYAL W	48.38
7623	____	SZ 13 REEBOK ROYAL W	48.38
7624	____	SZ 14 REEBOK ROYAL W	48.38
7634	____	SZ 10.5 REEBOK ROYAL	48.38
8038	____	RUNNING SHOE SZ9 REE	48.38
8054	____	MILK CHOC COVERED PE	1.95

BEVERAGES

2006	____	DECAF COFFEE (1-STIC	0.31
2011	____	FD DECAF COL COFFEE	3.00
2015	____	KF FD COFFEE YELLOW	3.00
2017	____	MAXWELL HOUSE COFFEE	3.39
2021	____	NON-DAIRY CREAMER 8O	1.87
2034	____	TEA BAGS W/TAGS 100	4.00
2070	____	S.S. HOT COCOA	0.55
2120	____	N/S SS LEMONADE	0.47
2134	____	CHOC HEALTH SHAKE 2O	2.11
2136	____	VAN HEALTH SHAKE 2OZ	2.11
2201	____	TANG BRKFST DRK 12 O	2.69
2502	____	HAWAIIAN PUNCH LEMON	0.70
2528	____	HAWAIIAN PUNCH BERRY	0.70
4223	____	CITRUS DRINK MIX	2.60

COOKIES/CRACKERS/PASTRIES

3020	____	OREO COOKIES 2.4 OZ	1.24
3035	____	MS CHOC CHIP COOKIES	1.99
3040	____	MS ICED OATML COOKIE	1.99
3114	____	(BOX) SNACK CRACKERS	3.32
3115	____	CHEEZ ITS CRACKERS 1	0.78
3139	____	SALTINE CRACKERS - 1	0.60
3143	____	UNSALTED SALTINES 4O	2.73
3146	____	CHEESE CRACKERS	3.86
3192	____	MS CAKE CREAM CHEESE	1.60
3222	____	TOASTED PB CRACKERS	0.69
3309	____	RICE KRISPIE TREATS	1.02
6346	____	ICED HONEY BUN	1.56

CANDY

4024	____	SOUR WATERMELON SLIC	1.44
4045	____	S/F DARK CHOCOLATE 3	3.15
4100	____	BTERSCOTCH DISCS4.25	1.44
4120	____	ROOT BEER BARRELS	1.44
4145	____	STARLITE MINTS 3.75O	1.44
4797	____	STARBURST CHEWS 3.5O	1.74

FOOD/SNACK ITEMS

1252	____	CANDY BAR DARK CHOC	1.57
1983	____	TOASTER PASTRY BROWN	4.21
2009	____	CHEDDAR CRISP SOUR C	1.16
2103	____	INSTANT OATMEAL REGU	0.80
2438	____	OATMEAL MAPLE BRN SG	0.80
2550	____	PDF NONFAT DRY MILK	4.02
2596	____	CREAM CHS W/JALAP 2O	1.05
2630	____	BC BLACK BEANS 10OZ	2.03
2664	____	MACARONI & CHEESE 3	2.23
2670	____	SPICY REFRIED BEANS&	2.23
2707	____	CHOC CHIP CHEWY GRAN	4.48
2709	____	PB CHOC CHIP CHEWY G	4.48
2717	____	SPANISH RICE W / CHE	1.44
2737	____	CHILI CHEESE FRITOS	1.10
2740	____	DORITOS COOL RANCH 8	3.12
3037	____	MS ICED SHORTBREAD C	2.21
3081	____	MOZZARELL CHEESE SNA	1.71
3249	____	HONEY BUN MAPLE 4 OZ	1.56
3343	____	HONEY NUT CEREAL 20O	5.03
3359	____	BERRIES CEREAL 20OZ	5.03
3389	____	BLUEBERRY NUTRI-GRAI	0.78
3559	____	PEPPERONI SLICED 3.5	3.32
3583	____	BC SAUSAGE SALAMI 5O	3.16
3584	____	BC HOT & SPICY SUMME	3.16
3585	____	BC REG SMR SAUSAGE 5	3.16
3783	____	YELLOW RICE 2 OZ	1.16
3786	____	RED BEANS & RICE 4 O	1.44
3800	____	SPICY BLACK BEANS 8	2.42
3918	____	RIP N READY BEEF LOA	2.66
4056	____	PEANUT BUTTER SS 2OZ	0.97
4058	____	DOLLY MADISON GOLDEN	1.62
4078	____	JUMBO FLOW CANDYBAR	0.80
4127	____	FC FISH STK IN CHILI	1.92
4128	____	FC FISH STK IN SMOKY	1.92
4278	____	SEVILLA SAZON 1.5 OZ	1.19
4431	____	STRAWBERRY CHEESE DA	1.56
6013	____	CAJUN CHICKEN RAMEN	0.80
6018	____	TEXAS BEEF RAMEN	0.80
6026	____	CHILI RAMEN	0.80
6046	____	CHICKEN RAMEN	0.80
6050	____	KF INST WHITE RICE 8	2.34
6051	____	KF INST BRN RICE 6.5	2.23
6052	____	HOT & SPICY VEG RAME	0.80
6053	____	CAJUN SHRIMP RAMEN	0.80
6065	____	LS CHICKEN RAMEN	0.80
6074	____	MACKERAL FILLET IN B	2.11
6076	____	KIKKOMAN SOY SAUCE S	0.28
6079	____	WHOLE SHABANG ORIGIN	1.02
6094	____	L/S HOT & SPICY VEG	0.80
6100	____	ML POTATO CHIP 1.5OZ	1.02

Norfolk Co House of Correction

Order Form : UNASSIGNED ORDER FORM
Tuesday, January 06, 2026 @13:27

6105	____	ML BBQ CHIP 1.5OZ	1.02
6114	____	HOT FRIES (ANDY CAPP	1.02
6126	____	SC & ONION CHIP 1.5O	1.02
6134	____	ML CARAMEL POPCORN	1.06
6151	____	DORITOS NACHO CHS 8O	3.12
6153	____	BUFF BLU CHS CHIP1.5	1.02
6159	____	CHEETOS FLMN HOT1.75	1.10
6167	____	CHEETOS CHEESE 2OZ	1.10
6173	____	BC CHILI W/BNS 11.25	2.73
6174	____	HOT CHILI W/BNS11.25	2.73
6179	____	SARDINES IN OIL 3.53	2.42
6201	____	MICROWAVE POPCORN -	1.13
6258	____	GARLIC POWDER 2.5 OZ	1.32
6262	____	MAYONNAISE 10PK 9GR	1.10
6263	____	MUSTARD 4.5 GR 10/BA	0.72
6264	____	KETCHUP 10/BAG 9GR	1.90
6273	____	COLONNA BROTHERS ONI	1.10
6284	____	OLIVE OIL EXTRA VIRG	3.63
6358	____	HONEY CONDIMENT 9GM	0.24
6361	____	ELBOW MACARONI 1 LB	2.45
6362	____	ZITI 1 LB BAG	1.92
6421	____	KFT RANCH DRESSING S	0.78
6429	____	JALAP CHEESE SQZ 2OZ	1.00
6430	____	CEREAL FRSTED FLK 1O	0.78
6457	____	PARMESAN CHEESE 3OZ	2.34
6500	____	PICKLE (HOT) 9.6 OZ	1.16
6501	____	PICKLE (MILD) 9.6 OZ	1.16
6507	____	SLICED JALAPENO PEPP	0.86
6512	____	6 OZ LA HOT SAUCE	1.44
6540	____	NUTRIGRAIN STRAWBERR	0.55
6600	____	FLOUR TORTILLAS 6CT	1.84
6606	____	SALTED PEANUTS 1.75	0.86
6607	____	HOT PEANUTS 1.75 OZ	0.86
6610	____	GV BAGEL PLAIN 4OZ	1.05
6612	____	GV CINNAMON & RAISIN	1.05
6664	____	8 OZ GOYA ADOBO W/PE	2.99
6692	____	CA CHEESE PUFFS 10O	2.15
6700	____	SV REFRIED BEANS 8OZ	2.07
6721	____	FISH STK/LA HOT 3.53	1.16
6741	____	BRUSHY CREEK CORN 7O	1.44
6826	____	FRESH CATCH TUNA 4.2	1.95
6891	____	BC CHICKEN BREAST	4.26
7667	____	FUDGE BROWNIE	1.06
7730	____	MISKETS PEANUTS CHOC	1.07
8421	____	ML SPICY DILL KETTLE	1.27
8422	____	ML HOT CHILI & LIME	1.27
8423	____	ML HORSERADISH CHEDD	1.27
8988	____	YELLOW FIN TUNA STEA	3.30
9030	____	MISKETS CHOC&SUGAR C	1.07
9078	____	PEACH RINGS 3 OZ	1.44
9116	____	MINI PRETZELS BUFFAL	2.00
9117	____	MINI PRETZELS JALAPE	2.00
9121	____	SNACK MIX SPICY 5 OZ	2.05
9137	____	LEMON LOAF SNACK CAK	1.45
COMMISSARY		ONLY ITEMS	
9801	____	SLEEP MASKS	3.00
9802	____	SECURUS EARBUDS W/ M	9.00

Signature: _____

Date: _____

PLYMOUTH CO.

Order Form : UNASSIGNED ORDER FORM
Friday, September 05, 2025 @11:25

Name : _____ ID : _____ Balance : _____

Block : _____ Tier : _____ Cell : _____

PERSONAL CARE PRODUCTS

0010	____	ALBERTO VO5 SHAMPOO	1.72
0011		ALBERTO VO5 CONDITIO	1.72
0020	____	4OZ DANDRUFF SHAMPOO	0.93
0040	____	HAIR FOOD W/VITAMIN	1.97
0048		COCNUT OIL HAIR&SCLP	1.97
0102		FORCE ANTIPERSPIRANT	1.97
0147	____	POWER UP A/P DRIVE	1.85
0201		BABY POWDER 15OZ	1.97
0221	____	PETROLEUM JELLY 3.75	1.28
0242	____	BENZOYL PEROXIDE 1OZ	5.70
0250		HYDROCORTISONE CREAM	1.14
0251	____	ATHLETE FT CREAM TOL	1.43
0310	____	PROTECTION DISP RAZO	0.39
0331		PRO-TECTION SHAVE CR	1.76
0349	____	(BX) SHEER BANDAGES	0.71
0361		ELEMENTZ 3-N-1 BODY	2.39
0366	____	TOOTHBRUSH HOLDER	0.41
0490	____	SOAP DISH	0.39
0500	____	COOL WAVE_MOUTHWASH_	0.93
0510		AIM CAVITY TOOTHPAST	2.11
0517	____	SENSITIVE TOOTHPASTE	2.38
0530		COOL WAVE CLEAR TOOT	1.97
0544	____	MINT FLOSS LOOPS 30P	2.72
0557	____	ANTISHANK TOOTHBRUSH	0.57
0572		COUGH & COLD RELIEF	0.39
0583		IBUPROFEN 2 PK	0.39
0590	____	DENTURE TABLET	2.14
0595		2.5OZ EFFERGRIP	4.08
0596	____	DUKAL DENTURE CUP	0.40
0598	____	ORAL PAIN RELIEF GEL	1.28
0636		MILK OF MAGNESIA 12	2.71
0651	____	GOODSENSE HEMORRHOID	2.93
0669	____	SALINE NASAL SPRAY 1	1.25
0680		DAILY MULTIVITAMIN 6	2.28
0691	____	ARTIFICIAL TEARS .5O	1.76
0720		FOOT POWDER 3OZ	2.00
0760		COTTON SWABS 100CT B	0.71
0821	____	PALM BRUSH	0.61
1180	____	MENTHOL COUGH DROPS	1.66
1343		MIRROR W/O MAGNET	2.08
1502	____	PEANUT CRUNCH 1.65 O	1.04
8646		EMERY BOARD 10-PK	0.64

MISCELLANEOUS

0227	____	LOTION COCOA BUTTER	1.68
1010		REG. #10 ENVELOPE	0.07
1015		MANILLA ENVELOPE	0.32
1049	____	1 EACH 1ST CLASS STA	0.78
1050		BOOK OF TEN STAMPS	7.80
1062		50 CT PAPER PAD	1.42
1086	____	POCKET DICTIONARY II	4.14
1101		JUVENILE BIRTHDAY CA	0.89
1103	____	BIRTHDAY CARD W/O ST	0.89
1120	____	THANK YOU CARD W/O S	0.89
1121		SEASONAL GREETING CA	0.89
1123		SPANISH BIRTHDAY CAR	0.89
1166	____	EAR BUD	1.97
1200		AAA 4/PK ION3 BATTER	2.38
1210	____	AA 4PK ION3 BATTERIE	2.38
1255	____	EAR BUDS	3.22
1305		PINOCHLE CARDS	1.33
1322		MAVERICK PLAYING CAR	1.33
1398	____	PALMOLIVE DISH LIQUI	0.89
1400		GEN BOWL W/ID 24 OZ	0.54
1495	____	5XL THERMAL TOP	6.43
1500	____	4XL MENS BOXER	4.23
1505		MED CREWNECK T-SHIRT	2.32
1506	____	LRG CREWNECK T-SHIRT	2.32
1507	____	XL CREWNECK T-SHIRT	2.32
1508		2XL CREWNECK T-SHIRT	3.22
1509	____	3XL CREWNECK T-SHIRT	3.75
1530		MED WHITE BOXER	2.51
1531	____	LRG WHITE BOXER	2.51
1532	____	XL WHITE BOXER	2.51
1533		2XL WHITE BOXER	3.23
1534		3XL MENS BOXER	4.23
1551	____	MED THERMAL TOP	4.01
1552		LRG THERMAL TOP	4.01
1553	____	XL THERMAL TOP	4.01
1554	____	2XL THERMAL TOP	5.36
1555		3XL THERMAL TOP	5.36
1556	____	4XL THERMAL TOP	5.36
1557	____	6XL THERMAL TOP	10.02
1561		MED THERMAL BOTTOMS	4.01
1562	____	LRG THERMAL BOTTOMS	4.01
1563		XLRG THERMAL BOTTOMS	4.01
1564	____	MEN THERMAL BOTTOM 2	5.36
1565	____	MEN 3XL THERMAL BOTT	5.36
1567	____	THERMAL BOTTOM 4XLG	5.36
1582		MED. SWEATSHIRT GRAY	6.97
1583	____	LRG. SWEATSHIRT GRAY	6.97
1584		XLRG SWEATSHIRT GRAY	6.97
1585	____	2X SWEATSHIRT GRAY	7.69
1586	____	3X SWEATSHIRT GRAY	10.69
1671		BOXERS 6 XL	4.23
1754		SZ 8.5 MENS RAWLINGS	27.17
1757	____	SZ 9.5 MENS RAWLINGS	27.17
1854		SZ 10 MENS RAWLINGS	27.17
2214	____	10/PK SUGAR SUBSTITU	0.34
2861	____	ANKLE SOCKS	1.00
3652		5XL CREWNECK T-SHIRT	6.49
3783	____	YELLOW RICE 2 OZ	0.83
5191	____	EARBUD_W/MICROPHONE_	8.72
5273		1.25 READING GLASSES	6.43
5274	____	1.50 READING GLASSES	6.43
5275		1.75 READING GLASSES	6.43
5276		2.0 READING GLASSES	6.43
5277	____	2.25 READING GLASSES	6.43
5278	____	2.5 READING GLASSES	6.43
5279		2.75 READING GLASSES	6.43
5280	____	3.00 READING GLASSES	6.43
5281		3.25 READING GLASSES	6.43
5727		4XL CREWNECK T-SHIRT	6.49
7948	____	GREY SWEATSHIRT SZ 6	15.74
7949		5XL GRY SWEATSHIRT	15.74

BEVERAGES

2011	____	FD DECAF COL COFFEE	3.37
2015		KF FD COFFEE YELLOW	3.65
2017		MAXWELL HOUSE COFFEE	3.92
2021	____	NON-DAIRY CREAMER 8O	1.82
2041		FR VAN CAPPUCCINO 8	2.11
2071	____	10OZ KF COCOA W/CLRP	2.11
2110	____	N/S S.S FRUIT PNCH	0.18
2134		CHOC HEALTH SHAKE 2O	1.43
2136		VAN HEALTH SHAKE 2OZ	1.43
2395	____	BOTTLED WATER 16.9OZ	0.71

SODA

2398	____	DIET PEPSI 20 OZ.	1.22

COOKIES/CRACKERS/PASTRIES

3020		OREO COOKIES 2.4 OZ	1.14
3035		MS CHOC CHIP COOKIES	1.11
3039	____	MARIA COOKIE	0.79
3040		MS ICED OATML COOKIE	1.11
3114	____	(BOX) SNACK CRACKERS	3.04
3115	____	CHEEZ ITS CRACKERS 1	0.71
3139	____	SALTINE CRACKERS - 1	0.59
3261	____	MEGA HONEY BUN	1.11
3309	____	RICE KRISPIE TREATS	0.83
4169	____	PRETZELS HONEY MUSTA	1.00
6346	____	ICED HONEY BUN	1.33

RADIO**

9813	____	JENSEN PORTABLE AM/F	31.40

CANDY

4100		BTERSCOTCH DISCS4.25	1.18
4135		JOLLY RANCHERS ASST.	2.19
4145	____	STARLITE MINTS 3.75O	1.18
4155		SUGAR FREE ALL STARS	1.00

FOOD/SNACK ITEMS

1252	____	CANDY BAR DARK CHOC	1.76
1306		CANDY BAR CHOC ALMON	1.76
1947	____	CANDY BAR PECAN BACK	1.76
1951	____	CANDY BAR CHOC CARAM	1.76
1953		STRAWBERRY TOASTER P	2.75
1983	____	TOASTER PASTRY BROWN	2.75
2009		CHEDDAR CRISP SOUR C	1.03
2103	____	INSTANT OATMEAL REGU	0.54
2438	____	OATMEAL MAPLE BRN SG	0.54
2550	____	PDF NONFAT DRY MILK	3.33
2596		CREAM CHS W/JALAP 2O	1.04
2624	____	TRKY HONEY SAUSAGE 5	2.36
2630		BC BLACK BEANS 10OZ	1.79
2670	____	SPICY REFRIED BEANS&	1.50
2707	____	CHOC CHIP CHEWY GRAN	4.14
2717		SPANISH RICE W / CHE	0.86
3037		ZC ICED SHORTBREAD C	1.93
3086	____	COOKIES OATMEAL RAIS	1.03
3088		COOKIES CHOC CHIP 2.	1.03
3233	____	SAUGAGE HOT HONEY TU	2.36
3249	____	HONEY BUN MAPLE 4 OZ	1.33
3435		HONEY BUN CHOC ICED	1.33
3583	____	BC SAUSAGE SALAMI 5O	2.61
3584	____	BC HOT & SPICY SUMME	2.61
3585		BC REG SMR SAUSAGE 5	2.61
3596	____	NUTS MIXED SWEET & S	3.06
3786		RED BEANS & RICE 4 O	0.96
3800		SPICY BLACK BEANS 8	2.08
3918	____	RIP N READY BEEF LOA	3.10
4056	____	PEANUT BUTTER SS 2OZ	0.96
4078		JUMBO FLOW CANDYBAR	0.90
4113	____	NOODLES YAKISOBA CHI	1.64
4128		FC FISH STK IN SMOKY	1.87
4131		BC BUTTER POUND CAKE	1.45
4185	____	APPLE DANISH 4.25OZ	1.04
4407		GRAPE JELLY 10 PK BA	3.00
4431		STRAWBERRY CHEESE DA	1.04
6013	____	CAJUN CHICKEN RAMEN	0.71
6018		TEXAS BEEF RAMEN	0.71
6026		CHILI RAMEN	0.71
6046	____	CHICKEN RAMEN	0.71
6048		BEEF RAMEN	0.71
6050	____	KF INST WHITE RICE 8	1.54
6051	____	KF INST BRN RICE 6.5	1.43
6053		CAJUN SHRIMP RAMEN	0.71
6065		LS CHICKEN RAMEN	0.69
6074	____	MACKERAL FILLET IN B	1.75
6079		WHOLE SHABANG ORIGIN	0.75
6100	____	ML POTATO CHIP 1.5OZ	0.75
6104	____	BUFFALO PRETZEL PIEC	1.09
6105	____	ML BBQ CHIP 1.5OZ	0.75
6106		SNYDERS MINI PRETZEL	0.71
6114	____	HOT FRIES (ANDY CAPP	0.68
6116		CHEESE PUFFS	0.79
6125	____	ML HOT BBQ CHIPS 1.5	0.75
6126	____	SC & ONION CHIP 1.5O	0.75
6134		ML CARAMEL POPCORN	1.05
6159	____	CHEETOS FLMN HOT1.75	0.86
6167	____	CHEETOS CHEESE 2OZ	0.86

PLYMOUTH CO.

Order Form : UNASSIGNED ORDER FORM
Friday, September 05, 2025 @11:25

6173		BC CHILI W/BNS 11.25	2.14
6174	____	HOT CHILI W/BNS11.25	2.14
6183	____	SMOKD CLAMS/OIL 3.53	2.47
6190		FISH STK GRN CHILI/O	1.94
6191		SALMON FLK/WTR 3.53O	2.11
6234	____	CORN NUTS RANCH 1.7	1.37
6262		MAYONNAISE 10PK 9GR	1.19
6263	____	MUSTARD 4.5 GR 10/BA	0.48
6428	____	CHEDDAR CHEESE SQZ 2	0.86
6429		JALAP CHEESE SQZ 2OZ	0.86
6430		CEREAL FRSTED FLK 1O	0.51
6442	____	CHEDDAR CHEESE TUB 4	1.72
6444	____	JALAPENO CHZ SNACK 4	1.72
6501	____	PICKLE (MILD) 9.6 OZ	1.14
6600	____	FLOUR TORTILLAS 6CT	1.04
6606		SALTED PEANUTS 1.75	0.83
6607	____	HOT PEANUTS 1.75 OZ	0.83
6610	____	GV BAGEL PLAIN 4OZ	0.83
6612		GV CINNAMON & RAISIN	0.83
6711	____	HOT CHILI REFRI BEAN	1.43
6826		FRESH CATCH TUNA 4.2	2.47
7629	____	FRIED CHICKEN SKINS	3.50
7630	____	FRIED CHICKEN SKINS	3.50
COMMISSARY ONLY ITEMS			
9800		PEN	0.00
9803	____	INDIGENT KIT	0.00
9809		MESH GYM SHORTS GREY	9.95
9810	____	MESHGYM SHORTS GREY	9.95
9811	____	MESH GYM SHORTS GREY	9.95
9812		MESH GYM SHORTS GREY	9.95
9814		CLUB BRUSH/NO HANDLE	1.25
9815	____	GEN CUP W/LID	0.50
9816	____	$ 1 MEDIA TIME (NO R	1.00
9817	____	$ 5 MEDIA TIME (NO R	5.00
9899	____	$ 25 MEDIA TIME (NO	25.00
MISCELLANEOUS			
1751	____	SZ 7 RAWLINGS MARC I	27.17
1752	____	SZ 7.5 MENS RAWLINGS	27.17
1753	____	SZ 8 RAWLINGS MARC I	27.17
1853	____	SZ 9 MENS RAWLINGS M	27.17
1758		SZ 10.5 MENS RAWLING	27.17
1759		SZ 11 MENS RAWLINGS	27.17
1855	____	SZ 11.5 RAWLINGS MAR	27.17
1654	____	SZ 12 RAWLINGS MARC	27.17
1761		SZ 13 RAWLINGS MARC	27.17
FOOD/SNACK ITEMS			
0921		MEAT STICK HONEY TUR	1.08
COMMISSARY ONLY ITEMS			
9805	____	MESH GYM SHORTS GREY	9.95
9806	____	MESH GYM SHORTS GREY	9.95
9807		MESH GYM SHORTS GREY	9.95
9808	____	MESH GYM SHORTS GREY	9.95
FOOD/SNACK ITEMS			
4127		FC FISH STK IN CHILI	1.87
BEVERAGES			
2120		N/S SS LEMONADE	0.18
FOOD/SNACK ITEMS			
6673	____	RICE NOODLES	1.24
7518	____	HEREFORD BEEF TACO F	3.11

Signature: _____

Date: _____

Suffolk County Sheriff's Dept.

Commissary Inventory

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
0011	12.5OZ VO5 COND.	SUNDRY	HYGIENE	B	2.11	Y	
0035	SOFTEE SHAMPOO & CONDITIONER 3 IN 1	SUNDRY	HYGIENE	B	4.64	Y	
0036	Dark & Lovely Perm Relaxer (Regular	SUNDRY	HYGIENE	B	9.18	Y	NOT ALLOWED IN NSJ
0048	SOFTEE CONDITIONER COCONUT OIL 5 OZ	SUNDRY	HYGIENE	B	2.14	Y	NOT ALLOWED IN HOC
0051	Softee conditioner	SUNDRY	HYGIENE	B	2.14	Y	NOT ALLOW IN NSJ SEG
0054	Percara Stvting Gel 16 oz	SUNDRY	HYGIENE	B	2.34	Y	NOT ALLOW IN NSJ SEG
0055	Pro Glo Pomade 4 oz	SUNDRY	HYGIENE	B	2.20	Y	NOT ALLOW IN NSJ SEG
0106	POWER UP ANTIPERSPIRANT DEODORANT B	SUNDRY	HYGIENE	B	2.48	Y	LIMIT QTY TO TWO
0123	.5 Oz Speed Stick	SUNDRY	HYGIENE	B	0.44	Y	LIMIT QTY TO TWO
0144	SURE ANTIPERSPIRANT DEODORANT ORIGI	SUNDRY	HYGIENE	B	2.21	Y	LIMIT QTY TO TWO
0147	Power Up Deodorant 2.5 oz	SUNDRY	HYGIENE	B	2.48	Y	LIMIT QTY TO TWO
0201		SUNDRY	HYGIENE	B	1.63	Y	NOT ALLOWED IN HOC
0201	Baby Powder 15 oz	SUNDRY	HYGIENE	B	1.63	Y	NOT ALLOW IN NSJ SEG
0221	New Day Petroleum Jelly 3.75oz	SUNDRY	MEDICINE	B	1.50	Y	NOT ALLOWED IN NSJ
0227		SUNDRY	HYGIENE	B	1.80	Y	NOT ALLOW IN HOC SEG
0227		SUNDRY	HYGIENE	B	1.80	Y	NOT ALLOW IN NSJ SEG
0227	POWER UP LOTION COCOA BUTTER 15 OZ	SUNDRY	HYGIENE	B	1.80	Y	LIMIT QTY TO ONE
0250	Hydrocortisone Cream	SUNDRY	MEDICINE	B	1.94	Y	
0251	Tolnafate Antifungal Cream	SUNDRY	HYGIENE	B	1.19	Y	LIMIT QTY TO ONE
0267	Bacitracin ointment	SUNDRY	MEDICINE	B	2.25	Y	
0273	CHAPET LIP BALM REG FLAVOR .16 OZ	SUNDRY	HYGIENE	B	1.22	Y	LIMIT QTY TO ONE
0287	VITAMIN MELATONIN 5MG 60CT	SUNDRY	MEDICINE	B	5.50	Y	LIMIT QTY TO ONE

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
0320		SUNDRY	HYGIENE	B	5.51	Y	NOT ALLOWED IN NSJ
	Reg Magic Cream Shave						
0331		SUNDRY	HYGIENE	B	2.21	Y	NOT ALLOWED IN HOC
	Pro-tection Shave Cream 7oz						
0350		SUNDRY	HYGIENE	B	2.36		NOT ALLOWED IN HOC
0350		SUNDRY	HYGIENE	B	2.36		NOT ALLOW IN NSJ SEG
	PROTECTION AFTER SHAVE GEL 7 OZ						
0358		SUNDRY	HYGIENE	B	2.21	Y	LIMIT QTY TO ONE
	Conditioner-Almond/Shea						
0361		SUNDRY	HYGIENE	B	2.72	Y	LIMIT QTY TO ONE
	ELEMENTZ BODY WASH 3 IN 1 COCO LIME						
0362		SUNDRY	HYGIENE	B	2.45	Y	LIMIT QTY TO ONE
	Elementz Dandruff Shampoo 15oz						
0388		SUNDRY	HYGIENE	B	2.72	Y	LIMIT QTY TO ONE
	WHITE RAIN BODY WASH 3 IN 1 FRESH M						
0397		SUNDRY	HYGIENE	B	0.92	Y	NOT ALLOWED IN HOC
0397		SUNDRY	HYGIENE	B	0.92	Y	LIMIT QTY TO TWO
	NEXT 1 SOAP COCOA BUTTER BAR 5 OZ						
0424		SUNDRY	HYGIENE	B	0.92	Y	NOT ALLOWED IN HOC
0424		SUNDRY	HYGIENE	B	0.92	Y	LIMIT QTY TO TWO
	Next 1 Moisterizering Soap 5oz						
0426		SUNDRY	HYGIENE	B	0.92	Y	NOT ALLOWED IN HOC
0426		SUNDRY	HYGIENE	B	0.92	Y	LIMIT QTY TO TWO
	Next 1 Sport Bar 5 oz						
0440		SUNDRY	HYGIENE	B	2.20	Y	NOT ALLOWED IN HOC
0440		SUNDRY	HYGIENE	B	2.20	Y	LIMIT QTY TO TWO
	Dove Soap Moisturizing Beauty Bar						
0475		FOOD ITEM	BEVERAGE	B	0.30		NOT ALLOW IN NSJ SEG
	HAWAIIAN PUNCH DRINK MIX JUICY RED						
0490		SUNDRY	HYGIENE	B	0.62	Y	LIMIT QTY TO ONE
	AMERICAN COMB SOAP DISH HINGED						
0500		SUNDRY	HYGIENE	B	1.26	Y	NOT ALLOW IN NSJ SEG
	Percara Mouthwash 8oz						
0517		SUNDRY	HYGIENE	B	2.58	Y	LIMIT QTY TO TWO
	FRESHMINT TOOTHPASTE SENSITIVE 4.3						
0519		SUNDRY	HYGIENE	B	1.90	Y	LIMIT QTY TO TWO
	Colgate Tarter Control Toothpaste						
0530		SUNDRY	HYGIENE	B	1.36	Y	LIMIT QTY TO TWO
	Cool Wave Clear Toothpaste 4 oz						
0544		SUNDRY	HYGIENE	B	3.67	Y	NOT ALLOW IN NSJ SEG
	Floss Loops						
0551		SUNDRY	HYGIENE	B	0.47	Y	NOT ALLOWED IN HOC
	TEK toothbrush medium						
0557		SUNDRY	HYGIENE	B	0.38	Y	LIMIT QTY TO TWO
	Security Toothbrush						
0572		SUNDRY	MEDICINE	B	0.51	Y	
	Cold, Cough & Flu						

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
0581	APAP (Xtra-Strength Tylenol)2 pk	SUNDRY	MEDICINE	B	0.35	Y	
0583	Ibuprofen Tablet 200mg	SUNDRY	MEDICINE	B	0.35	Y	
0590	Denture Cleanser	SUNDRY	HYGIENE	B	1.77	Y	NOT ALLOW IN NSJ SEG
0595	Effergrip Cream Tube 2.5 oz	SUNDRY	HYGIENE	B	5.53	Y	NOT ALLOW IN NSJ SEG
0634	VITAMIN E 400 24/CS BOTTLE 100 CT	SUNDRY	SUNDRY	B	7.00	Y	LIMIT QTY TO ONE
0640	Turns 3 Roll Pk	SUNDRY	HYGIENE	B	3.50	Y	NOT ALLOWED IN NSJ
0645	ALKA SELTZER PAIN RELIEF TABLETS BL	SUNDRY	MEDICINE	B	0.78	Y	LIMIT QTY TO TWO
0671	Goodsense Cherry Cough Drops 30/ct	SUNDRY	MEDICINE	B	1.19	Y	LIMIT QTY TO TWO
0675	HALLS COUGH DROPS MENTHOLYPTUS 9CT	SUNDRY	MEDICINE	B	1.74	Y	LIMIT QTY TO TWO
0710	Tampons 1 bx	SUNDRY	HYGIENE	F	13.23		
0712	Regular maxi pad 24c	SUNDRY	HYGIENE	F	4.46		
0760	New Day Cotton Swab 100 ct	SUNDRY	HYGIENE	B	0.98	Y	
0788	Eyeliner	SUNDRY	HYGIENE	B	6.12	Y	
0810	Men's Club Brush	SUNDRY	SUNDRY	B	1.43	Y	NOT ALLOW IN NSJ SEG
0815	Military Hair Brush (No Handle)	SUNDRY	HYGIENE	B	1.09	Y	NOT ALLOWED IN NSJ
0821	Palm Brush	SUNDRY	HYGIENE	B	0.38	Y	NOT ALLOWED IN NSJ
0835	Black Wave Cap	SUNDRY	SUNDRY	B	2.14		NOT ALLOW IN NSJ SEG
0861		SUNDRY	HYGIENE	B	0.75	Y	LIMIT QTY TO ONE
0861	TRIM NAIL CLIPPER NO FILE BLISTER C	SUNDRY	HYGIENE	B	0.75	Y	NOT ALLOW IN NSJ SEG
0910	Mascara	SUNDRY	SUNDRY	B	2.14	Y	
0999	Blank cards	SUNDRY	PAPER	B	1.26		
1001	Large Stamped Envelope	SUNDRY	PAPER	B	1.07		
1010	Envelope (Internal Use Only)	SUNDRY	PAPER	B	0.10	Y	NOT ALLOWED IN NSJ

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
1015	No-Clasp Envelope 9.5 x 12.5	SUNDRY	PAPER	B	0.44	Y	
1016	Airmail Stamp	SUNDRY	PAPER	B	1.55		
1023		FOOD ITEM	BEVERAGE	B	3.10		NOT ALLOW IN NSJ SEG
1023	R.C. BIGELOW HERBAL TEA CHAMOMILE	FOOD ITEM	BEVERAGE	B	3.10		NOT ALLOWED IN HOC
1048	Post Cards Stamped	SUNDRY	PAPER	B	0.70		
1050	Book of Ten Stamps	SUNDRY	PAPER	B	7.80		LIMIT QTY TO TWO
1060	TOPS PAPER RULED PAD 8.5X11 50SHEET	SUNDRY	PAPER	B	1.12	Y	NOT ALLOWED IN NSJ
1062	TOPS PAPER RULED PAD 8.5X14 50SHEET	SUNDRY	PAPER	B	1.73	Y	LIMIT QTY TO TWO
1070	Sketch pad 8.5x11	SUNDRY	PAPER	B	1.16	Y	
1085	Reveled eraser	SUNDRY	SUNDRY	B	0.85	Y	
1086	Pocket Dictionary	SUNDRY	PAPER	B	5.56	Y	LIMIT QTY TO ONE
1101	Juvenile Birthday Card	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1102	Sympathy Card	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1103	GALLANT BIRTHDAY CARD PAPER	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1104	GALLANT GET WELL CARD PAPER	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1109	GALLANT FRIENDSHIP CARD PAPER	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1115	Anniversary Card	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1120	Thank You Card	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1121	Seasonal Greeting Card	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1123	Spanish Birthday Card	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1124	Spanish Friendship Card	SUNDRY	PAPER	B	1.26	Y	LIMIT QTY TO FOUR
1151	GEN_HOLY QURAN_W/ENGLISH TRANSLATIO	SUNDRY	PAPER	B	19.12		LIMIT QTY TO FOUR
1157	Security Pen Blue	SUNDRY	PAPER	B	0.35	Y	LIMIT QTY TO FOUR

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
1166	Replacement Ear buds	ELEC	ELEC	B	4.26	Y	LIMIT QTY TO ONE
1252	SCOTTS CANDY BAR DARK CHOC SEA SALT	FOOD ITEM	SNACK	B	2.00		NOT ALLOW IN NSJ SEG
1305	Pinochle cards	SUNDRY	PAPER	B	1.90	Y	
1306	SCOTTS CANDY BAR CHOC ALMOND 2.4 OZ	FOOD ITEM	SNACK	B	2.00		NOT ALLOW IN NSJ SEG
1322	MAVERICK PLAYING CARDS POKER	SUNDRY	PAPER	B	1.90	Y	NOT ALLOW IN NSJ SEG
1400	Cereal Bowl w/lid 24 oz	SUNDRY	SUNDRY	B	0.82	Y	NOT ALLOW IN NSJ SEG
1411	Coffee Cup With Handle 12 oz	SUNDRY	SUNDRY	B	0.95	Y	NOT ALLOW IN NSJ SEG
1412	Insulated Coffee Mug w/lid	SUNDRY	SUNDRY	B	2.45	Y	NOT ALLOWED IN HOC
1415	Tumbler w/lid 22 oz	SUNDRY	SUNDRY	B	0.78	Y	NOT ALLOW IN NSJ SEG
1440	Bath Towel Beige	SUNDRY	SUNDRY	B	5.68	Y	LIMIT QTY TO ONE
1458	XLarge X-Strap Shower Shoe	CLOTHING	SHOES	B	2.85		LIMIT QTY TO ONE
1494	Thermal Bottom 5 XL	CLOTHING	CLOTHS	B	8.10		
1495	Thermal Top 5 XL	CLOTHING	CLOTHS	B	8.85		
1496	ROCKY UNDERWEAR BOXER 5XL EA WHITE	CLOTHING	CLOTHS	B	5.44		
1500	ROCKY UNDERWEAR BOXER 4XL EA WHITE	CLOTHING	CLOTHS	B	6.26		
1502	MASCOT CANDY PEANUT CRUNCH BAR 1.65	FOOD ITEM	SNACK	B	1.10		NOT ALLOW IN NSJ SEG
1504	MIGHTY HUGS TSHIRT CREWNECK SMALL E	CLOTHING	CLOTHS	B	2.85		
1505	MIGHTY HUGS TSHIRT CREWNECK MEDIUM	CLOTHING	CLOTHS	B	2.85		
1506	MIGHTY HUGS TSHIRT CREWNECK LARGE E	CLOTHING	CLOTHS	B	2.85		
1507	MIGHTY HUGS TSHIRT CREWNECK XL EA	CLOTHING	CLOTHS	B	2.85		
1508	MIGHTY HUGS TSHIRT CREWNECK 2XL EA	CLOTHING	CLOTHS	B	3.69		
1509	MIGHTY HUGS TSHIRT CREWNECK 3XL EA	CLOTHING	CLOTHS	B	3.69		
1529	ROCKY UNDERWEAR BOXER SMALL EA WHI	CLOTHING	CLOTHS	B	3.69		

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
1530	ROCKY UNDERWEAR BOXER MEDIUM EA WH	CLOTHING	CLOTHS	B	3.69		
1531	ROCKY UNDERWEAR BOXER LARGE EA WHI	CLOTHING	CLOTHS	B	3.69		
1532	ROCKY UNDERWEAR BOXER XL EA WHITE	CLOTHING	CLOTHS	B	3.69		
1533	ROCKY UNDERWEAR BOXER 2 XL EA WHIT	CLOTHING	CLOTHS	B	5.58		
1534	ROCKY UNDERWEAR BOXER 3XL EA WHITE	CLOTHING	CLOTHS	B	6.77		
1540	SOFT TOUCH SOCKS TUBE #350 WHITE	CLOTHING	CLOTHS	B	1.46		
1550	Thermal Shirt Small	CLOTHING	CLOTHS	B	3.75		
1551	Thermal Shirt Medium	CLOTHING	CLOTHS	B	3.75		
1552	Thermal Shirt Large	CLOTHING	CLOTHS	B	3.75		
1553	Thermal Top XL	CLOTHING	CLOTHS	B	3.75		
1554	Thermal Top 2XL	CLOTHING	CLOTHS	B	5.55		
1555	Thermal Top 3XL	CLOTHING	CLOTHS	B	5.55		
1556	Thermal Top 4XL	CLOTHING	CLOTHS	B	6.63		
1558	Thermal Bottom 6 XL	CLOTHING	CLOTHS	B	8.10		
1563	Thermal Bottom XL	CLOTHING	CLOTHS	B	4.70		
1564	Thermal Bottom 2XL	CLOTHING	CLOTHS	B	5.48		
1565	Thermal Bottom 3XL	CLOTHING	CLOTHS	B	5.48		
1625	SPORTS BRA SMALL	CLOTHING	CLOTHS	F	8.16		LIMIT QTY TO ONE
1626	SPORTS BRA MEDIUM	CLOTHING	CLOTHS	F	8.16		LIMIT QTY TO ONE
1627	SPORTS BRA LARGE	CLOTHING	CLOTHS	F	8.16		LIMIT QTY TO ONE
1628	SPORTS BRA XLARGE	CLOTHING	CLOTHS	F	8.16		LIMIT QTY TO ONE
1650	SZ 6 WOMENS PANTIES	CLOTHING	CLOTHS	F	2.18		LIMIT QTY TO ONE
1651	SZ 8 WOMENS PANTIES	CLOTHING	CLOTHS	F	2.18		LIMIT QTY TO ONE

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
1652	SZ 10 WOMENS PANTIES	CLOTHING	CLOTHS	F	2.18		LIMIT QTY TO ONE
1653	SZ 11 WOMENS PANTIES	CLOTHING	CLOTHS	F	2.18		LIMIT QTY TO ONE
1706	Comfort Plus Insole	CLOTHING	SHOES	B	1.71		
1721	SZ 6 Rawlings Marc II Velcro Shoe	CLOTHING	SHOES	B	32.12		NOT ALLOWED IN NSJ
1736	SZ 6.5 Rawlings Marc II Velcro Sho	CLOTHING	SHOES	B	32.12		NOT ALLOWED IN NSJ
1751	Rawlings Marc II Velcro Shoe Size 7	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1752	Rawlings Marc II Velcro Sh Size 7.5	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1753	Rawlings Marc II Velcro Sh Size 8	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1754	Rawlings Marc II Velcro Sh Size 8.5	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1757	Rawlings Marc II Velcro Sh Size 9.5	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1758	Rawlings Marc II Velcro Sh Size10.5	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1759	Rawlings Marc II Velcro Sh Size 11	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1761	Rawlings Marc II Velcro Sh Size 13	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1763	Rawlings Marc II Velcro Sh Size 15	CLOTHING	SHOES	B	32.12		
1853	Rawlings Marc II Velcro Sh Size 9	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1854	Rawlings Marc II Velcro Sh Size 10	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1855	Rawlings Marc II Velcro Sh Size11.5	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1856	Rawlings Marc II Velcro Sh Size 12	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1857	Rawlings Marc II Velcro Sh Size 14	CLOTHING	SHOES	B	32.12		NOT ALLOW IN NSJ SEG
1875	SHOWER SHOE_DELUXE MEDIUM	CLOTHING	SHOES	B	3.13		LIMIT QTY TO ONE
1947	SCOTTS CANDY BAR PECANBACKS 2.3 OZ	FOOD ITEM	SNACK	B	2.00		NOT ALLOW IN NSJ SEG
1951	SCOTTS CANDY BAR CHOC CARAMEL 2.4 O	FOOD ITEM	SNACK	B	2.00		NOT ALLOW IN NSJ SEG

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
1953		FOOD ITEM	SNACK	B	3.88		NOT ALLOW IN HOC SEG
1953		FOOD ITEM	SNACK	B	3.88		NOT ALLOW IN NSJ SEG
	TOAST EMS TOASTER PASTRIES STRAWBER						
1983		FOOD ITEM	SNACK	B	3.88		NOT ALLOW IN NSJ SEG
	TOAST EMS TOASTER PASTRIES BROWN SU						
2006		FOOD ITEM	BEVERAGE	B	0.44		NOT ALLOW IN NSJ SEG
	Decaf Coffee 1 Stick						
2009		FOOD ITEM	SNACK	B	1.12		NOT ALLOW IN NSJ SEG
	CHEEZ IT CRACKERS SNAPPED 1.5OZ						
2011		FOOD ITEM	BEVERAGE	B	3.94		NOT ALLOW IN NSJ SEG
	FREEZE DRIED DECAF COLOMBIAN COFFEE						
2015		FOOD ITEM	BEVERAGE	B	3.99		NOT ALLOW IN NSJ SEG
	100% Colombian Freeze Dried Coffee						
2021		FOOD ITEM	BEVERAGE	B	2.99		NOT ALLOW IN NSJ SEG
	PARAMOUNT CREAMER NON-DAIRY 8 OZ						
2023		FOOD ITEM	SNACK	B	2.10		NOT ALLOW IN NSJ SEG
	MASCOT PEANUT CARAMEL CLUSTERS 5 OZ						
2034		FOOD ITEM	BEVERAGE	B	0.00		NOT ALLOW IN NSJ SEG
	TEA BAGS W/TAGS 100 CT						
2041		FOOD ITEM	BEVERAGE	B	2.62		NOT ALLOW IN NSJ SEG
	KEEFE DRINK MIX FRENCH VANILLA CAPP						
2047		FOOD ITEM	SNACK	B	2.10		NOT ALLOW IN NSJ SEG
	MASCOT CANDY MINI PB CUPS 5 OZ						
2070		FOOD ITEM	BEVERAGE	B	0.35		NOT ALLOW IN NSJ SEG
	KEEFE HOT COCOA SS .8 OZ						
2078		FOOD ITEM	MEAL	B	0.51		NOT ALLOWED IN NSJ
2078		FOOD ITEM	MEAL	B	0.51		NOT ALLOW IN NSJ SEG
	KEEFE SUGAR 10/PK						
2103		FOOD ITEM	SNACK	B	0.68		NOT ALLOW IN NSJ SEG
	HEARTY TRADITIONS INSTANT OATMEAL R						
2120		FOOD ITEM	BEVERAGE	B	0.30		NOT ALLOW IN NSJ SEG
	Single serve sugar free lemonade						
2134		FOOD ITEM	BEVERAGE	B	1.74		NOT ALLOW IN NSJ SEG
	NEW LEAF HEALTH SHAKE CHOC 2 OZ						
2136		FOOD ITEM	BEVERAGE	B	1.74		NOT ALLOW IN NSJ SEG
	NEW LEAF HEALTH SHAKE VANILLA 2 OZ						
2201		FOOD ITEM	BEVERAGE	B	2.89		NOT ALLOW IN NSJ SEG
	TANG INST BREAKFAST DRINK MIX 12 OZ						
2218		FOOD ITEM	BEVERAGE	B	3.75		NOT ALLOW IN NSJ SEG
	(BOX) EQUAL SWEETENER BLUE 115CT						
2331		FOOD ITEM	BEVERAGE	B	2.99		NOT ALLOW IN NSJ SEG
	Kool-Aid Tropical Punch 12 oz						
2438		FOOD ITEM	SNACK	B	0.75		NOT ALLOW IN NSJ SEG
	Quaker Oatmeal Maple & Brown sugar						
2502		FOOD ITEM	BEVERAGE	B	0.30		NOT ALLOW IN NSJ SEG
	HAWAIIAN PUNCH DRINK MIX LEMON BERR						

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
2528	HAWAIIAN PUNCH DRINK MIX BERRY BLUE	FOOD ITEM	BEVERAGE	B	0.30		NOT ALLOW IN NSJ SEG
2550	Paramount Nonfat Dry Milk 10 Oz	FOOD ITEM	BEVERAGE	B	3.40		NOT ALLOW IN NSJ SEG
2596	Philly Cream Cheese W/ Jalapeno 2oz	FOOD ITEM	MEAL	B	1.16		NOT ALLOW IN NSJ SEG
2664	Velveeta Macaroni & Cheese Orig 3oz	FOOD ITEM	MEAL	B	2.28		NOT ALLOW IN NSJ SEG
2670	Spicy Retried Beans & Rice	FOOD ITEM	MEAL	B	1.77		NOT ALLOW IN NSJ SEG
2706	FLAVOR KIST CHEWY GRANOLA BAR CHOC	FOOD ITEM	SNACK	B	4.00		NOT ALLOW IN NSJ SEG
2708	FLAVOR KIST CHEWY GRANOLA BAR PEANU	FOOD ITEM	SNACK	B	4.00		NOT ALLOW IN NSJ SEG
2717	Sevilla Spicey Spanish Rice w/Chees	FOOD ITEM	MEAL	B	1.19		NOT ALLOW IN NSJ SEG
2740	TORTILLA CHIPS COOL RANCH 8 OZ	FOOD ITEM	SNACK	B	3.10		NOT ALLOW IN NSJ SEG
3006	MARKET SQ VANILLA CREME COOKIE 14oz	FOOD ITEM	SNACK	B	3.40		NOT ALLOW IN NSJ SEG
3020	Oreo Cookies 2.4 oz	FOOD ITEM	SNACK	B	1.26		NOT ALLOW IN NSJ SEG
3035	MARKET SQ COOKIES CHOC CHIP 6 OZ	FOOD ITEM	SNACK	B	1.66		NOT ALLOW IN NSJ SEG
3037	MARKET SQUARE COOKIES ICED SHORTBRE	FOOD ITEM	SNACK	B	2.11		NOT ALLOW IN NSJ SEG
3039	Gamesa Maria Cookies 4.94 OZ	FOOD ITEM	SNACK	B	1.19		NOT ALLOW IN NSJ SEG
3040	MARKET SQ COOKIES ICED OATMEAL 6 OZ	FOOD ITEM	SNACK	B	1.66		NOT ALLOW IN NSJ SEG
3081	KRAFT CHEESE MOZZARELLA SNACK SPREA	FOOD ITEM	SNACK	B	2.39		NOT ALLOW IN NSJ SEG
3114	GOLDEN VALLEY CRACKERS SNACK 13.7OZ	FOOD ITEM	SNACK	B	3.47		NOT ALLOW IN NSJ SEG
3115	CHEEZ-IT CRACKERS 1.5 OZ	FOOD ITEM	SNACK	B	0.85		NOT ALLOW IN NSJ SEG
3139	VISTA CRACKERS SALTINE BULK 4 OZ	FOOD ITEM	SNACK	B	0.62		NOT ALLOW IN NSJ SEG
3192	MARKET SQUARE CAKE CREAM CHEESE 4oz	FOOD ITEM	SNACK	B	1.43		NOT ALLOW IN NSJ SEG
3222	AUSTIN SANDWICH CRACKERS TOASTED PB	FOOD ITEM	SNACK	B	0.80		NOT ALLOW IN NSJ SEG
3248	S.L. Ice Cinnamon Roll 4 oz	FOOD ITEM	SNACK	B	1.43		NOT ALLOW IN NSJ SEG
3260	4 OZ CRUMB COFFEE CAKE	FOOD ITEM	SNACK	B	1.43		NOT ALLOW IN NSJ SEG

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
3309	KELLOGGS RICE KRISPIE ORIG 1.3 OZ	FOOD ITEM	SNACK	B	1.06		NOT ALLOW IN NSJ SEG
3389	BLUEBERRY NUTRI-GRAIN BAR	FOOD ITEM	SNACK	B	0.75		NOT ALLOW IN NSJ SEG
3559	SLICED PEPPERONI	FOOD ITEM	MEAL	B	2.86		NOT ALLOW IN NSJ SEG
3581	SUMMER SAUSAGE HOT & SPICY 1.625 OZ	FOOD ITEM	SNACK	B	1.71		NOT ALLOW IN NSJ SEG
3583	SUMMER SAUSAGE SALAMI 5 OZ	FOOD ITEM	MEAL	B	3.20		NOT ALLOW IN NSJ SEG
3585	SUMMER SAUSAGE REGULAR 5 OZ	FOOD ITEM	MEAL	B	3.20		NOT ALLOW IN NSJ SEG
3595	KING NUT PEANUTS BUTTER TOFFEE 3.5	FOOD ITEM	SNACK	B	1.89		NOT ALLOW IN NSJ SEG
3652	MIGHTY HUGS TSHIRT CREWNECK 5XL EA	CLOTHING	CLOTHS	B	7.34		
3669	MIGHTY HUGS TSHIRT CREWNECK 6XL EA	CLOTHING	CLOTHS	B	7.34		
3676	Midol X-strength Capl	SUNDRY	MEDICINE	F	7.50	Y	
3692	Multi Purpose Eye Solution 12 Oz	SUNDRY	MEDICINE	B	5.40	Y	NOT ALLOW IN NSJ SEG
3800	SEVILLA BLACK BEANS SPICY 8 OZ	FOOD ITEM	MEAL	B	2.62		NOT ALLOW IN NSJ SEG
3837	BOXER BRIEF SMALL GRAY MENS	CLOTHING	CLOTHS	B	2.96		NOT ALLOWED IN NSJ
3854	SHOWER SHOE DELUXE SMALL	CLOTHING	SHOES	B	3.13		LIMIT QTY TO ONE
3856	SHOWER SHOE DELUXE LARGE	CLOTHING	SHOES	B	3.13		LIMIT QTY TO ONE
3918	HEREFORD RIP N READY BEEF LUNCHEON	FOOD ITEM	MEAL	B	3.10		NOT ALLOW IN NSJ SEG
4024	CORNER STORE CANDY SOUR WATERMELON	FOOD ITEM	SNACK	B	1.30		NOT ALLOW IN NSJ SEG
4045	S/F DARK CHOCOLATE	FOOD ITEM	SNACK	B	3.30		NOT ALLOW IN NSJ SEG
4056	SQUEEZUM PEANUT BUTTER SQEEZE 2 OZ	FOOD ITEM	SNACK	B	1.03		NOT ALLOW IN NSJ SEG
4078	JUMBO FLOW CANDY BAR CHOCOLATY 1.69	FOOD ITEM	SNACK	B	0.93		NOT ALLOW IN NSJ SEG
4100	SATHERS BUTTERSCOTCH DISCs 4.25 OZ	FOOD ITEM	SNACK	B	1.30		NOT ALLOW IN NSJ SEG
4113	MARUCHAN NOODLES YAKISOBA CHILI CHE	FOOD ITEM	MEAL	B	1.70		NOT ALLOW IN NSJ SEG
4127	FRESH CATCH FISH STEAKS IN CHILI LI	FOOD ITEM	MEAL	B	2.02		NOT ALLOW IN NSJ SEG

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
4128	FRESH CATCH FISH STEAK IN SMOKEY CH	FOOD ITEM	MEAL	B	2.02		NOT ALLOW IN NSJ SEG
4131	BAKE CITY SNACK CAKE BUTTER POUND C	FOOD ITEM	SNACK	B	1.65		NOT ALLOW IN NSJ SEG
4145	SATHERS STARLIGHT MINTS 3.75 OZ	FOOD ITEM	SNACK	B	1.30		NOT ALLOW IN NSJ SEG
4150	CORNER STORE CANDY SOUR FRUIT BALL	FOOD ITEM	SNACK	B	1.30		NOT ALLOWED IN NSJ
4155	Sugar Free Wild Fruit Hard Candy	FOOD ITEM	SNACK	B	1.30		NOT ALLOW IN NSJ SEG
4185	CLOVERHILL DANISH APPLE 4.25 OZ	FOOD ITEM	SNACK	B	1.36		NOT ALLOW IN NSJ SEG
4223	PURE KICK DRINK MIX CITRUS .106 oz	FOOD ITEM	BEVERAGE	B	2.81		NOT ALLOW IN NSJ SEG
4278		FOOD ITEM	MEAL	B	1.26		NOT ALLOWED IN NSJ
4278	SEVILLA SAZON 1.5 oz	FOOD ITEM	MEAL	B	1.26		NOT ALLOW IN NSJ SEG
4407	Lucky Jelly grape 1 oz 10 pk	FOOD ITEM	SNACK	B	3.24		NOT ALLOW IN NSJ SEG
4431	Strawberry Cheese Danish 4 oz	FOOD ITEM	SNACK	B	1.36		NOT ALLOW IN NSJ SEG
4797	STARBURST FRUIT CHEWS ASSORTED 3.5	FOOD ITEM	SNACK	B	2.03		NOT ALLOW IN NSJ SEG
4910	PONYTAIL ELASTIC	SUNDRY	SUNDRY	B	2.50	Y	
5191	Ear Buds with Mic	ELEC	ELEC	B	8.81	Y	LIMIT QTY TO ONE
5273	1.25 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5274	1.50 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5275	1.75 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5276	2.00 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5277	2.25 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5278	2.50 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5279	2.75 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5280	3.00 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	
5281	3.25 Reading glasses	SUNDRY	SUNDRY	B	5.17	Y	

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
5314	Lipstick Black Orchi	SUNDRY	SUNDRY	B	1.26	Y	
5727	MIGHTY HUGS TSHIRT CREWNECK 4XL EA	CLOTHING	CLOTHS	B	5.17		
6013	Ramen Noodle Cajun Chicken	FOOD ITEM	MEAL	B	0.71		NOT ALLOW IN NSJ SEG
6018	Ramen Noodle Texas Beef Flavor	FOOD ITEM	MEAL	B	0.71		NOT ALLOW IN NSJ SEG
6026	Ramen Noodle Chili Flavor	FOOD ITEM	MEAL	B	0.71		NOT ALLOW IN NSJ SEG
6046	Ramen Noodle Chicken Flavor	FOOD ITEM	MEAL	B	0.71		NOT ALLOW IN NSJ SEG
6048	Ramen Noodle Beef Flavor	FOOD ITEM	MEAL	B	0.71		NOT ALLOW IN NSJ SEG
6050	KEEFE KITCHENS RICE INST WHITE 8 OZ	FOOD ITEM	MEAL	B	2.04		NOT ALLOW IN NSJ SEG
6051	KEEFE KITCHENS RICE INST BRN 6.5 OZ	FOOD ITEM	MEAL	B	2.04		NOT ALLOW IN NSJ SEG
6052	Ramen Noodle Spicy Vegetable	FOOD ITEM	MEAL	B	0.71		NOT ALLOW IN NSJ SEG
6053	Ramen Noodle Cajun Shrimp	FOOD ITEM	MEAL	B	0.71		NOT ALLOW IN NSJ SEG
6074	Fresh Catch Mackerel in Brine 3.53z	FOOD ITEM	MEAL	B	2.18		NOT ALLOW IN NSJ SEG
6079	Whole Shabang Potato Chips 1.5oz	FOOD ITEM	SNACK	B	0.98		NOT ALLOW IN NSJ SEG
6094	MARUCHAN VEGETABLE RAMEN HOT & SPIC	FOOD ITEM	SNACK	B	0.71		NOT ALLOW IN NSJ SEG
6100	Potato Chips 1.5 oz	FOOD ITEM	SNACK	B	0.98		NOT ALLOW IN NSJ SEG
6105	BBQ Potato Chips 1.5 oz	FOOD ITEM	SNACK	B	0.98		NOT ALLOW IN NSJ SEG
6125	Hot-Hot Chips BBQ 1.5 oz	FOOD ITEM	SNACK	B	0.98		NOT ALLOW IN NSJ SEG
6126	POTATO CHIPS SOUR CRM & UNION 1.5OZ	FOOD ITEM	SNACK	B	0.98		NOT ALLOW IN NSJ SEG
6134	MOON LODGE POPCORN CARAMEL 3.53 OZ	FOOD ITEM	SNACK	B	1.35		NOT ALLOW IN NSJ SEG
6151	TORTILLA CHIPS NACHO CHEESE 8 OZ	FOOD ITEM	SNACK	B	3.10		NOT ALLOW IN NSJ SEG
6153	OTATO CHIPS BUFFALO WING BLUE C	FOOD ITEM	SNACK	B	0.98		NOT ALLOW IN NSJ SEG
6159	Cheetos Cheese Crunchy Flamin Hot	FOOD ITEM	SNACK	B	1.06		NOT ALLOW IN NSJ SEG
6167	CHEETOS CHEESE CRUNCHY 2 OZ	FOOD ITEM	SNACK	B	1.06		NOT ALLOW IN NSJ SEG

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
6173	Chili w/ Beans 11.25 oz	FOOD ITEM	MEAL	B	2.86		NOT ALLOW IN NSJ SEG
6174	Chili w/Beans Hot 11.25 oz	FOOD ITEM	MEAL	B	2.86		NOT ALLOW IN NSJ SEG
6179	FRESH CATCH SARDINES SOYBEAN OIL 3.	FOOD ITEM	MEAL	B	1.53		NOT ALLOW IN NSJ SEG
6183	Fresh Catch Baby Clams 3.53 oz	FOOD ITEM	MEAL	B	2.66		NOT ALLOW IN NSJ SEG
6191	FC Salmon Flakes 3.53 oz	FOOD ITEM	MEAL	B	2.21		NOT ALLOW IN NSJ SEG
6201	Microwave Popcorn Extra Butter 2.8z	FOOD ITEM	SNACK	B	0.71		NOT ALLOW IN NSJ SEG
6204	DORITOS TORTILLA CHIPS SPICY SWEET	FOOD ITEM	SNACK	B	2.69		NOT ALLOW IN NSJ SEG
6213	Health Mix 3.25 oz	FOOD ITEM	SNACK	B	1.43		NOT ALLOW IN NSJ SEG
6258	Garlic powder	FOOD ITEM	MEAL	B	1.53		
6262	MAYONNAISE 10PK	FOOD ITEM	MEAL	B	2.70		NOT ALLOW IN NSJ SEG
6273	Onion powder	FOOD ITEM	MEAL	B	1.53		
6294	BC PASTA SAUCE, ITALIAN	FOOD ITEM	MEAL	B	1.36		NOT ALLOW IN NSJ SEG
6346	Iced Honey Bun 4.75 oz	FOOD ITEM	SNACK	B	1.65		NOT ALLOW IN NSJ SEG
6428	CACTUS ANNIES CHEESE CHEDDAR 2 OZ	FOOD ITEM	MEAL	B	0.92		NOT ALLOW IN NSJ SEG
6429	CACTUS ANNIES CHEESE JALAPENO 2 OZ	FOOD ITEM	MEAL	B	0.92		NOT ALLOW IN NSJ SEG
6430	Mom Frosted Flakes Single Serving	FOOD ITEM	MEAL	B	0.65		NOT ALLOW IN NSJ SEG
6442	MADE WITH KRAFT CHEESE SNACK SHARP	FOOD ITEM	SNACK	B	2.39		NOT ALLOW IN NSJ SEG
6444	MADE WITH KRAFT CHEESE SNACK JALAPE	FOOD ITEM	MEAL	B	2.39		NOT ALLOW IN NSJ SEG
6500	VAN HOLTEN HOT PICKLE 9.6 OZ	FOOD ITEM	SNACK	B	1.50		NOT ALLOW IN NSJ SEG
6501	GEN PICKLE MILD DILL 9.6 OZ	FOOD ITEM	MEAL	B	1.50		NOT ALLOW IN NSJ SEG
6507		FOOD ITEM	SNACK	B	1.09		NOT ALLOWED IN NSJ
6507	TX TITOS JALAPENO PEPPERS SS SLICED	FOOD ITEM	SNACK	B	1.09		NOT ALLOW IN NSJ SEG
6540	Strawberry Cereal Bar	FOOD ITEM	MEAL	B	0.75		NOT ALLOW IN NSJ SEG

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
6557		FOOD ITEM	MEAL	B	2.50		NOT ALLOWED IN HOC
6557		FOOD ITEM	MEAL	B	2.50		NOT ALLOW IN NSJ SEG
	Mayan Wheat Wraps						
6600		FOOD ITEM	MEAL	B	1.90		NOT ALLOW IN NSJ SEG
	CACTUS ANNIES TORTILLAS FLOUR 8 OZ						
6606		FOOD ITEM	MEAL	B	0.89		NOT ALLOW IN NSJ SEG
	Moon Lodge Salted Peanuts 1 .75 oz						
6607		FOOD ITEM	MEAL	B	0.89		NOT ALLOW IN NSJ SEG
	Moon Lodge Peanuts Hot Hot 1.75 oz						
6610		FOOD ITEM	MEAL	B	0.92		NOT ALLOW IN NSJ SEG
	Plain Bagel 4 oz						
6612		FOOD ITEM	MEAL	B	0.92		NOT ALLOW IN NSJ SEG
	Cinnamon Raisin Bagel 4 oz						
6673		FOOD ITEM	MEAL	B	1.30		NOT ALLOW IN NSJ SEG
	THAI PALACE NOODLES CHILI 3.7 oz						
6700		FOOD ITEM	MEAL	B	2.39		NOT ALLOW IN NSJ SEG
	SEVILLA REFRIED BEANS REGULAR 8 OZ						
6721		FOOD ITEM	MEAL	B	1.95		NOT ALLOW IN NSJ SEG
	Fish Steaks in Hot Sauce 3.53 oz						
6826		FOOD ITEM	MEAL	B	2.45		NOT ALLOW IN NSJ SEG
	Fresh Catch Tuna/Pouch 4.23 oz						
7054		ELEC	ELEC	B	408.24	Y	
	Ampd TV W/O speaker 13 Inch Clear						
7431		CLOTHING	SHOES	B	64.80		NOT ALLOWED IN NSJ
	Sz 7 NB MW557VW Velcro Walking shoe						
7495		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	SZ 6.5 REEBOK ROYAL BB4500 BASKETBA						
7550		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 7						
7551		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 7.5						
7552		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 8						
7553		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 8.5						
7554		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 9						
7578		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 9.5						
7579		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 10						
7580		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 11						
7602		CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
	Men's Reebok White Hi-Top Sz 11.5						

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
7605	Men's Reebok White Hi-Top Sz 12	CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
7623	Men's Reebok White Hi-Top Sz 13	CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
7624	Men's Reebok White Hi-Top Sz 14	CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
7625	Men's Reebok White Hi-Top Sz 15	CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
7634	Men's Reebok White Hi-Top Sz 10.5	CLOTHING	SHOES	B	47.36		NOT ALLOW IN NSJ SEG
7667	FIELDSTONE BAKERY BROWNIE FUDGE 2.1	FOOD ITEM	SNACK	B	1.03		NOT ALLOW IN NSJ SEG
7730	MISKETS PEANUTS CHOC&SUGAR 1.74OZ	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
8036	Sz 8 MENS Reebok Harman Running sh	CLOTHING	SHOES	B	50.35		NOT ALLOWED IN NSJ
8038	Sz 9 Reebok Harman Running shoe	CLOTHING	SHOES	B	50.35		NOT ALLOWED IN NSJ
8040	Sz 10 MENS Reebok Harman Running sh	CLOTHING	SHOES	B	50.35		NOT ALLOWED IN NSJ
8041	Sz 11 MENS Reebok Harman Running sh	CLOTHING	SHOES	B	50.35		NOT ALLOWED IN NSJ
8054	MASCOT PEANUTS CHOC COVERED 5 OZ	FOOD ITEM	SNACK	B	2.10		NOT ALLOW IN NSJ SEG
8421	ML SPICY DILL KETTLE CHIPS 1.5OZ	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
8422	ML HOT CHILI & LIME KETTLE CHIPS 1.	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
8423	ML HORSERADISH CHEDDAR KETTLE CHIPS	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
8988	YELLOW FIN TUNA STEAK CHIPOTLE 3.53	FOOD ITEM	MEAL	B	0.00		NOT ALLOW IN NSJ SEG
9030	MISKETS CHOC&SUGAR CANDIES 1.69OZ	FOOD ITEM	SNACK	B	0.98		NOT ALLOW IN NSJ SEG
9074	MARUCHAN YAKISOBA TERIYAKI CHICKEN	FOOD ITEM	MEAL	B	1.85		NOT ALLOW IN NSJ SEG
9078	CORNER STORE CANDY PEACH RINGS 3 OZ	FOOD ITEM	SNACK	B	1.30		NOT ALLOW IN NSJ SEG
9116	MINI PRETZELS BUFFALO 4 OZ MOON LOD	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
9117	MINI PRETZELS JALAPENO 4OZ MOON LOD	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
9120	SNACK MIX BBQ W/PEANUTS 5OZ	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
9121	SNACK MIX SPICY 5 OZ CACTUS ANNIES	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG

IDNUM	DESCRIPTION	CATEGORY	SUBCAT	G	PRICE	TAXABLE	RESTRICTION
9137	LEMON LOAF SNACK CAKE 4OZ	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
9138	CHOC CHIP SNACK LOAF 4 OZ	FOOD ITEM	SNACK	B	0.00		NOT ALLOW IN NSJ SEG
9139	COFFEE SINGLE VANILLA 20/BAG	FOOD ITEM	SNACK	B	3.50		NOT ALLOW IN NSJ SEG
9140	COFFEE SINGLE HAZELNUT 20/BAG	FOOD ITEM	SNACK	B	3.50		NOT ALLOW IN NSJ SEG
9801	Indigent Kit... (3) Envelopes and (	SUNDRY	PAPER	B	0.00		
9802	International Phone Time @ NSJ	SERVICE	SERVICE	B	25.00		NOT ALLOWED IN HOC
9803	International Phone Time HOC	SERVICE	SERVICE	B	25.00		NOT ALLOWED IN NSJ
9846	Hygiene Kit	SUNDRY	HYGIENE	B	0.00		NOT ALLOWED IN NSJ

Total: **340**

Agency: MA27817J
Order Form: General commissary
Monday, January 5, 2026 9:37 AM

Name:_____ ID:_____ Balance:_____
Block:_____ Tier:_____ Cell:_____

MISCELLANEOUS

0490	_____	SOAP DISH	$0.50	0572	_____	COUGH & COLD RELIEF	$0.44
0640	_____	ROLAIDS ANTACID X-TR	$2.50	1001	_____	#10 STAMPED ENVELOPE	$0.98
1010	_____	REG. #10 ENVELOPE	$0.07	1015	_____	MANILLA ENVELOPE	$0.33
1050	_____	BOOK OF TEN STAMPS	$7.80	1060	_____	WHITE LINED PAPER PA	$0.99
1062	_____	50 CT PAPER PAD	$1.50	1086	_____	POCKET DICTIONARY II	$5.62
1101	_____	JUVENILE BIRTHDAY CA	$0.95	1102	_____	SYMPATHY CARD W/O ST	$0.95
1103	_____	BIRTHDAY CARD W/O ST	$0.95	1104	_____	GET WELL CARD - PAPE	$0.95
1109	_____	FRIENDSHIP CARD W/O	$0.95	1115	_____	ANNIVERSARY CARD W/O	$0.95
1120	_____	THANK YOU CARD W/O S	$0.95	1121	_____	SEASONAL GREETING CA	$0.95
1123	_____	SPANISH BIRTHDAY CAR	$0.95	1124	_____	SPANISH FRIENDSHIP C	$0.95
1147	_____	ROSARIES	$1.70	1157	_____	BLUE FLEX PEN	$0.37
1166	_____	EAR BUD	$3.81	1200	_____	AAA 4/PK ION3 BATTER	$2.59
1210	_____	AA 4PK ION3 BATTERIE	$2.59	1217	_____	KOSS HEADPHONES	$8.39
1226	_____	COMPOSITION BOOK-RUL	$2.55	1249	_____	RADIO_DIGITAL AM FM_	$18.27
1255	_____	EAR BUDS	$5.32	1305	_____	PINOCHLE CARDS	$1.81
1322	_____	MAVERICK_PLAYING CAR	$1.81	1400	_____	GEN_BOWL W/ID_24 OZ	$0.78
1411	_____	COFFEE CUP W/ HANDLE	$1.19	1412	_____	INSULATED MUG W/LID	$3.02
1415	_____	CUP W/LID 22 OZ WHIT	$0.55	1504	_____	SM CREWNECK T-SHIRT	$3.81
1505	_____	MED CREWNECK T-SHIRT	$3.81	1506	_____	LRG CREWNECK T-SHIRT	$3.81
1507	_____	XL CREWNECK T-SHIRT	$3.81	1508	_____	2XL CREWNECK T-SHIRT	$4.59
1509	_____	3XL CREWNECK T-SHIRT	$5.51	1525	_____	GYM SHORT GREY MEDIU	$10.36
1526	_____	GYM SHORTS GREY LARG	$10.36	1527	_____	XL GREY GYM SHORTS	$11.84
1528	_____	GYM SHORTS GREY 2XLG	$11.84	1529	_____	SM WHITE MENS BOXERS	$2.03
1530	_____	MED WHITE BOXER	$2.03	1531	_____	LRG WHITE BOXER	$2.03
1532	_____	XL WHITE BOXER	$2.03	1533	_____	2XL WHITE BOXER	$3.55
1534	_____	3XL MENS BOXER	$4.29	1540	_____	TUBE SOCK (ONE SIZE	$1.51
1547	_____	GYM SHORTS GREY 3XLG	$11.84	1548	_____	GYM SHORTS GREY 4XLG	$11.84
1549	_____	5XL GYM SHORTS GREY	$11.84	1553	_____	XL THERMAL TOP	$4.59
1554	_____	2XL THERMAL TOP	$6.03	1555	_____	3XL THERMAL TOP	$6.03
1563	_____	XLRG THERMAL BOTTOMS	$4.59	1564	_____	MEN THERMAL BOTTOM 2	$6.03
1565	_____	MEN 3XL THERMAL BOTT	$6.03	1582	_____	MED. SWEATSHIRT GRAY	$10.28
1583	_____	LRG. SWEATSHIRT GRAY	$10.28	1584	_____	XLRG SWEATSHIRT GRAY	$10.28
1585	_____	2X SWEATSHIRT GRAY	$13.73	1586	_____	3X SWEATSHIRT GRAY	$13.73
1588	_____	MED SWEATPANTS GRAY	$10.28	1589	_____	LRG SWEATPANTS GRAY	$10.28
1590	_____	XLRG SWEATPANTS GRAY	$10.28	1591	_____	2X SWEATPANTS GRAY	$14.09
1592	_____	SWEATPANTS 3XL GRAY	$14.09	1706	_____	DOUBLE FOAM INSOLE C	$2.11
1721	_____	SZ 6 MENS RAWLINGS M	$28.19	1736	_____	SZ 6.5 RAWLINGS MARC	$28.19
1751	_____	SZ 7 RAWLINGS MARC I	$28.19	1752	_____	SZ 7.5 MENS RAWLINGS	$28.19
1753	_____	SZ 8 RAWLINGS MARC I	$28.19	1754	_____	SZ 8.5 MENS RAWLINGS	$28.19
1757	_____	SZ 9.5 MENS RAWLINGS	$28.19	1758	_____	SZ 10.5 MENS RAWLING	$28.19
1759	_____	SZ 11 MENS RAWLINGS	$28.19	1761	_____	SZ 13 RAWLINGS MARC	$28.19
1763	_____	SZ 15 RAWLINGS MARC	$28.19	1853	_____	SZ 9 MENS RAWLINGS M	$28.19
1854	_____	SZ 10 MENS RAWLINGS	$28.19	1855	_____	SZ 11.5 RAWLINGS MAR	$28.19
1856	_____	SZ 12 MENS RAWLINGS	$28.19	1857	_____	SZ 14 RAWLINGS MARC	$28.19
1875	_____	MED DLX SHWR SHOE SA	$2.67	2214	_____	10/PK SUGAR SUBSTITU	$0.37
2722	_____	RUN SHOE SZ8.5 MENS	$55.49	2723	_____	RUN SHOE SZ9.5 MENS	$55.49
2729	_____	RUN SHOE SZ10.5 MENS	$55.49	2735	_____	RUN SHOE SZ11.5 MENS	$55.49
2741	_____	RUN SHOE SZ12 MENS W	$55.49	2749	_____	RUN SHOE SZ13 MENS W	$55.49
2751	_____	RUN SHOE SZ14 MENS W	$55.49	2752	_____	RUN SHOE SZ15 MENS W	$55.49
3698	_____	TOENAIL CLPR/NO FILE	$0.55	3837	_____	SM GREY BOXER BRIEF	$2.85
3838	_____	MED GRAY BOXER BRIEF	$2.85	3839	_____	LRG GRAY BOXER BRIEF	$2.85
3840	_____	XL GRAY BOXER BRIEF	$2.85	3841	_____	2XL GRAY BOXER BRIEF	$4.07
3854	_____	SMALL SHOWER SHOE	$2.96	3856	_____	LARGE SHOWER SHOE	$2.96
3857	_____	X-LARGE SHOWER SHOE	$2.96	3858	_____	2XL SHOWER SHOE	$2.96
3873	_____	XL GREY GYM SHORTS	$10.36	4625	_____	ISLAM PRAYER RUG - L	$11.50
4789	_____	AM/FM HEADSET RADIO	$26.67	5191	_____	EARBUD_W/MICROPHONE_	$8.39

5273	_____	1.25 READING GLASSES	$5.32	5274	_____	1.50 READING GLASSES	$5.32
5275	_____	1.75 READING GLASSES	$5.32	5276	_____	2.0 READING GLASSES	$5.32
5277	_____	2.25 READING GLASSES	$5.32	5278	_____	2.5 READING GLASSES	$5.32
5279	_____	2.75 READING GLASSES	$5.32	5280	_____	3.00 READING GLASSES	$5.32
5281	_____	3.25 READING GLASSES	$5.32	5573	_____	PRAYER BEADS - SMALL	$3.81
5582	_____	SKULL CAP/YARMULKE (	$1.51	6851	_____	ORANGE SECURITY RAZO	$0.85
7551	_____	SZ 7.5 REEBOK ROYAL	$49.53	7552	_____	SZ 8 REEBOK ROYAL WH	$49.53
7553	_____	SZ 8.5 REEBOK ROYAL	$49.53	7554	_____	SZ 9 REEBOK ROYAL WH	$49.53
7578	_____	SZ 9.5 REEBOK ROYAL	$49.53	7579	_____	SZ 10 REEBOK ROYAL W	$49.53
7580	_____	SZ 11 REEBOK ROYAL W	$49.53	7602	_____	SZ 11.5 REEBOK ROYAL	$49.53
7605	_____	SZ 12 REEBOK ROYAL W	$49.53	7623	_____	SZ 13 REEBOK ROYAL W	$49.53
7624	_____	SZ 14 REEBOK ROYAL W	$49.53	7634	_____	SZ 10.5 REEBOK ROYAL	$49.53
7954	_____	SZ 11.5 RAWLINGS VIP	$25.90	8028	_____	SZ 5 RAWLINGS VIP SH	$25.90
8029	_____	SZ 5.5 RAWLINGS VIP	$25.90	8030	_____	SZ 6 RAWLINGS VIP SH	$25.90
8031	_____	SZ 6.5 RAWLINGS VIP	$25.90	8036	_____	RUNNING SHOE SZ8 REE	$55.49
8038	_____	RUNNING SHOE SZ9 REE	$55.49	8040	_____	RUNNING SHOE SZ10 RE	$55.49
8041	_____	RUNNING SHOE GLIDE S	$55.49	8061	_____	SZ 7 RAWLINGS VIP SH	$25.90
8079	_____	SZ 7.5 RAWLINGS VIP	$25.90	8089	_____	SZ 8 RAWLINGS VIP SH	$25.90
8090	_____	SZ 8.5 RAWLINGS VIP	$25.90	8105	_____	SZ 9 RAWLINGS VIP SH	$25.90
8106	_____	SZ 9.5 RAWLINGS VIP	$25.90	8118	_____	SZ 10 RAWLINGS VIP S	$25.90
8142	_____	SZ 10.5 RAWLINGS VIP	$25.90	8158	_____	SZ 11 RAWLINGS VIP S	$25.90
8161	_____	SZ 12 RAWLINGS VIP S	$25.90	8245	_____	RUSSELL COTTON SHORT	$11.06
9097	_____	3XL GRAY BOXER BRIEF	$4.07				

CANDY

4024	_____	SOUR WATERMELON SLIC	$1.11	4045	_____	S/F DARK CHOCOLATE 3	$3.81
4100	_____	BTERSCOTCH DISCS4.25	$1.40	4120	_____	ROOT BEER BARRELS	$1.40
4145	_____	STARLITE MINTS 3.75O	$1.40	4797	_____	STARBURST CHEWS 3.5O	$2.03

PERSONAL CARE PRODUCTS

0001	_____	4OZ SHAMPOO	$0.95	0010	_____	ALBERTO VO5 SHAMPOO	$1.97
0011	_____	ALBERTO VO5 CONDITIO	$1.97	0036	_____	D&L PERM CREAM RLXR	$9.72
0039	_____	D&L PLUS RELAXER SYS	$9.72	0051	_____	SOFTEE CONDITIONER B	$1.97
0054	_____	ELEMENTZ GEL FIRM HO	$2.55	0102	_____	FORCE ANTIPERSPIRANT	$2.33
0106	_____	POWER UP A/P BLOOM	$2.37	0118	_____	FORCE A/P DEOD ROLL-	$1.51
0123	_____	.5 OZ. STICK DEODORA	$0.78	0144	_____	SURE ANTI-PERSPIRANT	$2.22
0147	_____	POWER UP A/P DRIVE	$2.29	0201	_____	BABY POWDER 15OZ	$1.70
0203	_____	JERGENS EXTRA HEALIN	$7.14	0210	_____	4OZ SKIN CARE LOTION	$0.67
0215	_____	COCOA BUTTER LOTION	$0.75	0216	_____	COCOA BUTTER STICK 1	$4.25
0242	_____	BENZOYL PEROXIDE 1OZ	$4.07	0250	_____	HYDROCORTISONE CREAM	$1.22
0251	_____	ATHLETE FT CREAM TOL	$1.37	0273	_____	LIP BALM	$1.14
0280	_____	SUNSCREEN LOTION SPF	$4.59	0287	_____	VITAMIN MELATONIN 5M	$5.50
0310	_____	PROTECTION DISP RAZO	$0.55	0331	_____	PRO-TECTION SHAVE CR	$2.00
0362	_____	DANDRUFF SHAMPOO/ALM	$2.55	0366	_____	TOOTHBRUSH HOLDER	$0.55
0398	_____	DIAL TRANSLUCENT SOA	$2.12	0424	_____	NEXT1 MOISTURIZING S	$1.22
0426	_____	NEXT1 SPORT BAR SOAP	$1.22	0440	_____	DOVE BAR SOAP 3.17 O	$2.11
0500	_____	COOL WAVE_MOUTHWASH_	$1.25	0517	_____	SENSITIVE TOOTHPASTE	$2.59
0519	_____	COLGATE ANTICAVITY T	$2.37	0530	_____	COOL WAVE CLEAR TOOT	$1.40
0544	_____	MINT FLOSS LOOPS 30P	$3.56	0547	_____	30" TUFT TOOTHBRUSH	$0.15
0581	_____	APAP(LIKE X STGTH TY	$0.44	0583	_____	IBUPROFEN 2 PK	$0.44
0590	_____	DENTURE TABLET	$2.25	0595	_____	2.5OZ EFFERGRIP	$5.51
0596	_____	DUKAL DENTURE CUP	$0.40	0598	_____	ORAL PAIN RELIEF GEL	$1.30
0645	_____	2PK ALKA SELTZER	$0.76	0651	_____	HEMORRHOIDAL OINTMEN	$3.11
0671	_____	CHERRY COUGH DROPS-	$1.51	0731	_____	DIPHEN (LIKE BENADRY	$0.26
0760	_____	COTTON SWABS 100CT B	$0.85	0821	_____	PALM BRUSH	$0.40
0861	_____	NAIL CLIPPER (NO FIL	$0.37	1180	_____	MENTHOL COUGH DROPS	$1.51
1183	_____	5 IN. PLASTIC COMB	$0.35	1343	_____	MIRROR W/O MAGNET	$1.85
1760	_____	HAIR PIK 7 INCH	$0.56	2713	_____	RUN SHOE SZ7 MENS WH	$55.49
2720	_____	RUN SHOE SZ7.5 MENS	$55.49	4229	_____	SHAMPOO 15 OZ APPLE	$1.97
4293	_____	COAST BAR SOAP 4OZ	$0.89	9119	_____	BAR SOAP MAHOGANY TE	$2.70

FOOD/SNACK ITEMS

1252	_____	CANDY BAR DARK CHOC	$1.62	1306	_____	CANDY BAR CHOC ALMON	$1.62
1502	_____	PEANUT CRUNCH 1.65 O	$1.08	1947	_____	CANDY BAR PECAN BACK	$1.62
1951	_____	CANDY BAR CHOC CARAM	$1.62	1953	_____	STRAWBERRY TOASTER P	$4.10
1983	_____	TOASTER PASTRY BROWN	$4.10	2009	_____	CHEDDAR CRISP SOUR C	$1.11
2023	_____	PEANUTS CHOC CARAMEL	$1.99	2044	_____	FR VAN CREAMER 6.75O	$2.15
2047	_____	MINI PB CUPS 5 OZ	$1.99	2103	_____	INSTANT OATMEAL REGU	$0.78
2357	_____	MEAL MART_BEEF GOULA	$8.37	2438	_____	OATMEAL MAPLE BRN SG	$0.78
2630	_____	BC BLACK BEANS 10OZ	$2.15	2664	_____	MACARONI & CHEESE 3	$1.71
2670	_____	SPICY REFRIED BEANS&	$1.74	2707	_____	CHOC CHIP CHEWY GRAN	$4.32

2709	_____	PB CHOC CHIP CHEWY G	$4.32	2737	_____	CHILI CHEESE FRITOS	$1.11
2740	_____	DORITOS COOL RANCH 8	$2.93	3020	_____	OREO COOKIES 2.4 OZ	$1.40
3037	_____	MS ICED SHORTBREAD C	$2.10	3081	_____	MOZZARELL CHEESE SNA	$0.83
3343	_____	HONEY NUT CEREAL 20O	$4.26	3359	_____	BERRIES CEREAL 20OZ	$4.26
3389	_____	BLUEBERRY NUTRI-GRAI	$0.37	3435	_____	HONEY BUN CHOC ICED	$1.74
3583	_____	BC SAUSAGE SALAMI 5O	$3.29	3584	_____	BC HOT & SPICY SUMME	$3.29
3585	_____	BC REG SMR SAUSAGE 5	$3.29	3595	_____	PEANUTS BUTTER TOFFE	$1.89
3598	_____	TRAIL MIX NUTS&YOGUR	$1.51	3783	_____	YELLOW RICE 2 OZ	$1.14
3786	_____	RED BEANS & RICE 4 O	$1.40	3800	_____	SPICY BLACK BEANS 8	$2.26
3918	_____	RIP N READY BEEF LOA	$3.10	4056	_____	PEANUT BUTTER SS 2OZ	$1.11
4078	_____	JUMBO FLOW CANDYBAR	$0.93	4113	_____	NOODLES YAKISOBA CHI	$1.85
4127	_____	FC FISH STK IN CHILI	$1.75	4128	_____	FC FISH STK IN SMOKY	$1.75
4131	_____	BC BUTTER POUND CAKE	$1.80	4278	_____	SEVILLA SAZON 1.5 OZ	$1.25
4407	_____	GRAPE JELLY 0.5 OZ 1	$3.24	4588	_____	BEEF STUFFED CABBAGE	$7.67
6013	_____	CAJUN CHICKEN RAMEN	$0.72	6018	_____	TEXAS BEEF RAMEN	$0.72
6026	_____	CHILI RAMEN	$0.72	6050	_____	KF INST WHITE RICE 8	$2.78
6051	_____	KF INST BRN RICE 6.5	$2.41	6053	_____	CAJUN SHRIMP RAMEN	$0.72
6074	_____	MACKERAL FILLET IN B	$1.81	6076	_____	KIKKOMAN SOY SAUCE S	$0.18
6079	_____	WHOLE SHABANG ORIGIN	$0.96	6094	_____	L/S HOT & SPICY VEG	$0.72
6100	_____	ML POTATO CHIP 1.5OZ	$0.96	6105	_____	ML BBQ CHIP 1.5OZ	$0.96
6125	_____	ML HOT BBQ CHIPS 1.5	$0.96	6126	_____	SC & ONION CHIP 1.5O	$0.96
6134	_____	ML CARAMEL POPCORN	$1.07	6151	_____	DORITOS NACHO CHS 8O	$2.93
6153	_____	BUFF BLU CHS CHIP1.5	$0.96	6173	_____	BC CHILI W/BNS 11.25	$2.70
6174	_____	HOT CHILI W/BNS11.25	$2.70	6179	_____	SARDINES IN OIL 3.53	$1.51
6183	_____	SMOKD CLAMS/OIL 3.53	$2.41	6190	_____	FISH STK GRN CHILI/O	$1.89
6191	_____	SALMON FLK/WTR 3.53O	$1.97	6201	_____	MICROWAVE POPCORN -	$1.07
6213	_____	HEALTHY SNACK MIX	$1.37	6262	_____	MAYONNAISE 10PK 9GR	$1.08
6263	_____	MUSTARD 4.5 GR 10/BA	$0.93	6264	_____	KETCHUP 10/BAG 9GR	$0.86
6276	_____	SPICE OREGANO 1.23OZ	$1.11	6308	_____	CHICKEN W/POTATOES	$8.37
6417	_____	CREAMY PEANUT BUTTER	$2.96	6421	_____	KFT RANCH DRESSING S	$0.93
6428	_____	CHEDDAR CHEESE SQZ 2	$0.50	6429	_____	JALAP CHEESE SQZ 2OZ	$0.50
6430	_____	CEREAL FRSTED FLK 1O	$0.78	6442	_____	CHEDDAR CHEESE TUB 4	$0.97
6444	_____	JALAPENO CHZ SNACK 4	$0.97	6500	_____	PICKLE (HOT) 9.6 OZ	$1.51
6501	_____	PICKLE (MILD) 9.6 OZ	$1.51	6507	_____	SLICED JALAPENO PEPP	$0.81
6512	_____	6 OZ LA HOT SAUCE	$1.56	6540	_____	NUTRIGRAIN STRAWBERR	$0.37
6600	_____	FLOUR TORTILLAS 6CT	$1.92	6606	_____	SALTED PEANUTS 1.75	$0.92
6607	_____	HOT PEANUTS 1.75 OZ	$0.92	6610	_____	GV BAGEL PLAIN 4OZ	$0.89
6612	_____	GV CINNAMON & RAISIN	$0.89	6664	_____	8 OZ GOYA ADOBO W/PE	$2.99
6673	_____	RICE NOODLES	$1.30	6721	_____	FISH STK/LA HOT 3.53	$2.00
6741	_____	BRUSHY CREEK CORN 7O	$1.92	6826	_____	FRESH CATCH TUNA 4.2	$2.44
6891	_____	BC CHICKEN BREAST	$4.42	7518	_____	HEREFORD BEEF TACO F	$3.24
7667	_____	FUDGE BROWNIE	$1.03	7730	_____	MISKETS PEANUTS CHOC	$1.02
8054	_____	MILK CHOC COVERED PE	$1.99	8421	_____	ML SPICY DILL KETTLE	$1.21
8422	_____	ML HOT CHILI & LIME	$1.21	8423	_____	ML HORSERADISH CHEDD	$1.21
8988	_____	YELLOW FIN TUNA STEA	$3.31	9030	_____	MISKETS CHOC&SUGAR C	$1.02
9074	_____	TERIYAKI CHICKEN NOO	$1.85	9078	_____	PEACH RINGS 3 OZ	$1.11
9116	_____	MINI PRETZELS BUFFAL	$1.75	9117	_____	MINI PRETZELS JALAPE	$1.75
9120	_____	SNACK MIX BBQ W/PEAN	$2.06	9137	_____	LEMON LOAF SNACK CAK	$1.80
9138	_____	CHOC CHIP SNACK LOAF	$1.80				

COOKIES/CRACKERS/PASTRIES

3006	_____	ZC VANILLA CREMES 14	$3.66	3035	_____	MS CHOC CHIP COOKIES	$1.51
3039	_____	MARIA COOKIE	$1.19	3040	_____	MS ICED OATML COOKIE	$1.48
3114	_____	(BOX) SNACK CRACKERS	$3.29	3139	_____	SALTINE CRACKERS - 1	$0.70
3146	_____	CHEESE CRACKERS	$3.90	3192	_____	MS CAKE CREAM CHEESE	$1.59
3222	_____	TOASTED PB CRACKERS	$0.80	3309	_____	RICE KRISPIE TREATS	$1.07
4185	_____	APPLE DANISH 4.25OZ	$1.66	4431	_____	STRAWBERRY CHEESE DA	$1.66
6346	_____	ICED HONEY BUN	$1.74				

BEVERAGES

0475	_____	HAWAIIAN PUNCH DRINK	$0.41	2015	_____	KF FD COFFEE YELLOW	$5.51
2021	_____	NON-DAIRY CREAMER 8O	$3.25	2041	_____	FR VAN CAPPUCCINO 8	$2.41
2070	_____	S.S. HOT COCOA	$0.50	2078	_____	10/PK SUGAR	$0.37
2110	_____	N/S S.S FRUIT PNCH	$0.37	2120	_____	N/S SS LEMONADE	$0.37
2134	_____	CHOC HEALTH SHAKE 2O	$1.81	2136	_____	VAN HEALTH SHAKE 2OZ	$1.81
2201	_____	TANG BRKFST DRK 12 O	$3.03	2320	_____	DRINK MIX ORANGE 12O	$2.99
2331	_____	KOOLAID-TROP PUNCH 1	$2.99	2502	_____	HAWAIIAN PUNCH LEMON	$0.41
2528	_____	HAWAIIAN PUNCH BERRY	$0.41	2550	_____	PDF NONFAT DRY MILK	$3.70
4223	_____	CITRUS DRINK MIX	$2.81	9139	_____	COFFEE SINGLE VANILL	$3.50
9140	_____	COFFEE SINGLE HAZELN	$3.50				