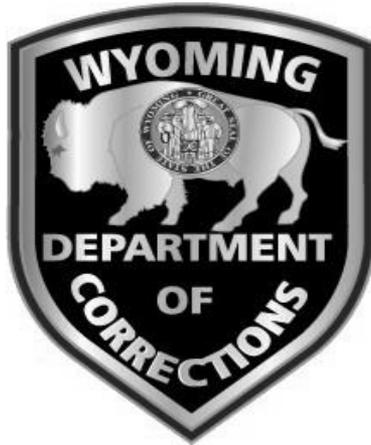


Wyoming Department Of Corrections



INMATE HANDBOOK

Mission Statement

The Wyoming Department of Corrections contributes to public safety by exercising reasonable, safe, secure and humane management, while actively providing offenders opportunities to become law-abiding citizens.

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INTRODUCTION

(See WDOC Policy & Procedure #1.002, *Management Philosophy - Mission, Vision, and Core Values.*)

WDOC Core Values

We the management and staff of the Wyoming Department of Corrections express the following Core Values which are built around our commitment to public safety and offender rehabilitation, and will guide our performance in carrying out our mission and pursuing our vision as a benchmark correctional system:

We recognize the importance of our staff as being the Department of Corrections' strength and major resource in achieving our objectives, and that human relationships which are principled, ethical and reasonable are the cornerstone of our commitment to our mission.

We recognize that the offender has the potential to live as a law-abiding citizen, and we encourage them to assume responsibility for their actions.

We are committed to developing partnerships throughout our communities, to include victims, relevant groups, the public, and private agencies.

We recognize the importance of the community's, the victim's, and the offender's role in a successful criminal justice system. These partnerships are essential to the achievement of our mission.

WDOC Philosophy

We commit to managing the Wyoming Department of Corrections with openness, honesty and integrity. We are accountable to the Mission Statement, the Director of Corrections, the Governor and elected State Officials, the public, and to each other. In accomplishing the mission of the

WDOC and pursuing its vision, the management and staff of WDOC will:

- Pro-actively manage its offender population to ensure the safety and security of the public, offenders and staff;
- Maintain safe, secure, clean, civil, and productive correctional facilities in compliance with established standards and security and safety requirements;
- Provide evidence-informed, risk-appropriate services and programs to address offender assessed needs;
- Facilitate the successful reintegration of inmates into society using best-practice approaches;
- Provide pro-active success-oriented services to offenders being supervised in the community to improve social accountability and success; and,
- Seek opportunities for expanding the involvement of community, victims, and others in improving transparency and the effectiveness of correctional services.

WDOC Vision Statement

The Wyoming Department of Corrections will provide a seamless correctional system aimed at improving community safety through **employee training, recognition and retention**, evidence-based crime prevention, risk/need assessment, and recidivism reduction strategies. We focus on:

- Workforce excellence;
- Role modeling and reinforcing pro-social behavior;
- Redirecting behavior that is not pro-social in nature;
- Collaborative intervention to at-risk populations;
- Thorough and on-going individual gender specific risk/needs assessments;
- Utilize Gender Specific Risk Assessments to determine appropriate housing and community supervision/mentoring;
- Individualized quality services to victims, offenders and inmates; and,
- Successful collaborative re-integration back into society.

The Staff of this Department assist offenders to realize their potential by employing the three (3) R's:

Role Model
Reinforce
Re-Direct

Inmate Handbook

Throughout this handbook you will find information, rules and guidelines which will be useful during the time you are incarcerated. It is your responsibility to read this handbook carefully because the information will help you understand what will be expected of you. The rules and information presented in this handbook are written to provide an orderly and safe place for you during your incarceration. Be aware that the information contained within this handbook is subject to change. You will be notified of any changes by way of Policy & Procedure updates, or by authorized written notices.

You may find that some of your questions are not answered in this handbook. Many of your questions will be answered by written directives, which will be posted in living areas, by your case manager, or other prison officials. Schedules are not printed in this handbook because schedules may change according to the demands of the operations of the institution. Schedules will be written and posted in your living area for your information. If you do have any questions not answered by written directives or this handbook, discuss your questions with your case manager or other available institutional officials.

Access to Policies

Throughout this manual you will note summarized WDOC policies; the policies referenced are available to inmates in the facility law library or on the designated inmate computers.

Nondiscrimination towards Inmates

(See WDOC Policy & Procedure #3.403, *Inmate Rights*.)

WDOC policies, procedures, and practices shall be enacted in a fair and equitable manner that ensures no form of unlawful discrimination takes place against inmates in correctional facilities. All programs, services, and institutional privileges shall be offered on a nondiscriminatory basis.

No inmates under the jurisdiction of the WDOC will be subject to discrimination based on race, religion, national origin, gender, disability, or political beliefs in making administrative decisions and in providing access to programs.

ADMISSION INFORMATION

Inventory of Personal Property

(See WDOC Policy and Procedure #3.006, *Property Control*.)

Your personal property will be inventoried at the time you enter the institution. You are not allowed to retain any personal property while in the Assessment and Reception Unit. If approved, property will be returned to you upon your reassignment from the unit. Any personal property items not allowed will be stored for up to 120 days. You will have to notify property room staff and decide whether the property is to be mailed out at your expense or disposed of in accordance with policy.

Admission Haircut

- A. If you opt to not receive an intake haircut and your hairstyle is in violation of WDOC Policy & Procedure #4.201, *Inmate Grooming, Hygiene and Sanitation*, your presence in general population or intake housing shall be deemed as a threat to security and good order of the facility, or the safety of any person, and you will be placed in an appropriate segregation status pending review and hearing.

- B. Hairstyles that are religiously indicated by a sincerely held belief of the inmate's professed religion may be

authorized as outlined in Policy and Procedure #4.201, *Inmate Grooming, Hygiene and Sanitation*.

Identification

- A. As part of the admission process, you will be fingerprinted and photographed soon after your arrival.
- B. In accordance with WDOC Policy and Procedure #4.301, *DNA Sampling*, it is the policy of the WDOC to require collection of DNA samples from convicted felons and transfer those DNA samples to the Wyoming Division of Criminal Investigation.
- C. Refusal to provide the required DNA sample by any inmate is considered a violation of the Code of Inmate Discipline as an MJ 25: Violation of Laws; Wyo. Stat. § 7-19-403.

Orientation

While in the Intake Unit, you will receive an orientation regarding information about the WDOC, the Intake process, programs available, and your sentence structure. You will also be expected to complete all areas of programming and informational classes that are on the Intake Orientation Sign Off Sheet. You are paid a bonus for completing all areas on this sign off sheet, but it is your responsibility to turn this sheet in to your case worker prior to leaving the Intake unit.

During initial orientation you will be required to complete WDOC form #608, *Emergency Contact Information*. This form allows the facility to notify those designated of any emergencies that may occur while you are incarcerated and identifies those who you want to designate to receive your property and funds entrusted in the WDOC, if necessary. This form is available for you to update as needed via the inmate computer and/or upon request to your designated case worker.

Orientation is required at other facilities upon transfer.

Physical Examination

In accordance with Policy and Procedure #4.305, *Inmate Health Screen and Appraisal*, soon after your arrival at the institution you will receive a physical examination, which will be conducted by the institutional physician and the institution's medical staff.

In accordance with Policy and Procedure #4.307, *Inmate Access to Health Care*, the institutional medical staff will provide you with necessary medical services throughout your incarceration.

Identification Card

While in the Intake Unit, you will be photographed for a personal identification card. This identification card will be used for such activities as canteen purchases, state issue, package issue and medication distribution. You are expected to have your ID card on person at all times whenever you are outside of your assigned living quarters (cell or room). If the card is lost/altered, replacement will be at the inmate's expense and will not exceed five (\$5.00) dollars.

Interview

Before you have your initial classification completed, your assigned case manager will ask you to participate in an interview, which will help both you and the case manager understand your current situation. Your case manager will be interested in obtaining as much information about you as possible. This information will be used to help the classification process, and to arrange a constructive program for you throughout your incarceration. This information will also be of value to other committees, such as the parole board, when they meet to decide issues concerning your case.

Testing and Needs Assessment

While in the Intake Unit, you will be assessed. These assessments will focus on a variety of areas, which may include intelligence, substance abuse assessment, risk/needs, and

educational level. Through information gathered, and the interview process, a general assessment of your needs will be determined. It will be your responsibility to use this period in your life to identify and meet those needs. The primary resource will be through education-based groups.

ADMINISTRATION AND MANAGEMENT

Temporary Restriction Order (TRO)

(See WDOC Policy and Procedure #3.305, *Temporary Restriction Order*.)

It is the policy of the WDOC to respond to all occurrences that threaten the management, control, or safety of the correctional facility, staff, inmate population or the public at large. The response may involve restricting an inmate's access to property or privileges normally associated with his/her assigned classification level. Temporary restrictions may be used as necessary to protect the inmate from other inmates and to investigate for protective custody status. An inmate shall be placed on TRO status anytime staff is advised of or become aware of a potential threat of harm from another inmate(s) or for any other reason deemed consistent with correctional facility safety, security, or good order. Such restriction(s) may require separating an inmate from his/her housing population, restricting an inmate's movement or other restriction related to the perceived need including but not limited to property or privileges. The type of restriction imposed is meant to temporarily control and manage the situation giving rise to the restriction. The restriction shall not be used as a punitive measure.

Protective Custody

(See WDOC Policy & Procedure #3.304, *Protective Custody*.)

The purpose of protective custody is to protect the safety of inmates who have been identified and verified as being at risk of physical harm from inmate(s) in general population by isolating them from general population, while limiting such

placements to only that period necessary to protect them from harm. An inmate shall be placed in temporary protective custody using the temporary restriction order process. Such status shall be immediately initiated any time an inmate advises staff that he/she is in fear of harm from another inmate(s), or staff otherwise become aware that other inmates may harm that inmate.

An inmate may be housed in temporary protective custody housing or protective custody housing that does not provide all property allowances and other privileges associated with general population housing. Any restrictions of an inmate's property or privileges shall be administratively reviewed by the Shift Commander and/or Review Committee.

Administrative Segregation

(See WDOC Policy and Procedure #3.302, *Administrative Segregation*.)

It is the policy of the WDOC to administratively segregate inmates whose notoriety, actions, affiliations or threats may jeopardize the safety, security, and orderly operation of the facility, staff, visitors or other inmates, and/or those inmates that require separation related to health care needs, when those needs cannot be met in other designated general population or infirmary housing. Use of administrative segregation is a preventative and management assignment process and is to be distinguished from punitive and disciplinary segregation.

Security Threat Groups (STG's)

The WDOC has a zero tolerance policy for inmates who engage in disruptive behavior. This department tracks, monitors, and handles security threat groups aggressively in order to ensure the safety of staff and inmates. Inmates who engage in STG behavior may be placed in administrative segregation and/or may be subject to conduct violations. Protection from harm is a fundamental right; therefore, organized disruptive activity is strictly prohibited

Sentence Information Document

The Sentence Information Document is completed when an inmate enters the Wyoming Department of Corrections intake facility. The following addresses paragraphs A through G of the form and what each date actually refers to (for specifics as to calculation of the date please refer to the Sentence Information Document explanation). These descriptions only apply to inmates sentenced after June 1, 2000:

- A. Earliest Projected Parole Eligibility Date - This date would be the earliest possible parole date the inmate could become eligible for if an inmate had absolutely no disciplinary actions. This is based on date of sentence plus term of minimum sentence, less any court awarded credit off minimum; adjusted based on potential good time earnings off the minimum sentence. Inmates may or may not be awarded up to 15 days per month for each month served off the minimum sentence, beginning upon arrival at a WDOC institution, in accordance with WDOC policy and at the Warden's discretion. This date is only a projected date for planning purposes.
- B. Initial Parole Board Appearance - This is the date the inmate will be scheduled to see the Parole Board for the first time based on earliest projected parole eligibility date.
- C. Full Minimum Sentence Expiration Date - Date of sentence plus term of minimum sentence, less any court awarded credit off minimum. This is the date that an inmate is eligible to be released on parole without any good time (upon approval of the parole board).
- D. Earliest Projected Maximum Discharge Date - Date of sentence plus term of maximum sentence, less any court awarded credit adjusted based on potential good time earnings off the maximum sentence. Inmate may be awarded up to 15 days per month off the maximum

sentence for each month spent incarcerated on a Wyoming sentence beginning upon arrival at a WDOC institution, in accordance with WDOC policy and at the Warden's discretion. This date is only a projection for planning purposes and does not constitute an award of or entitlement to any good time earnings or discharge date.

- E. Full Maximum Sentence Discharge Date - Date of sentence plus term of maximum sentence, less any court awarded credit; date upon which sentence will expire if inmate is continuously incarcerated on a Wyoming sentence without good time earnings.
- F. Projected Parole Discharge Date - This is an inmate's parole discharge date. Maximum sentence less time served and good time awarded while incarcerated on the sentence. This date is subject to change in the event of revocation or if no parole good time is earned.
- G. Earliest Projected Parole Discharge Date - The potential date of discharge from parole if all potential parole good time is earned and awarded. Parolee may or may not be awarded up to 20 days per month off the maximum sentence for each month spent on parole, beginning on the date of release to parole, in accordance with Board of Parole policy and at the Board's discretion. This date is only a projection for planning purposes and does not constitute an award of or entitlement to any good time earnings or discharge date.

Good Time Allowance

(See WDOC Policy & Procedure #1.500, *Inmate Good Time*.)

For inmates sentenced after July 1, 2010 to present, the following definitions shall apply:

- A. "Good time allowance" is a reduction of the minimum and maximum sentences of an inmate in the amount of fifteen (15) days per month for each month served on a

sentence as the result of the inmate's proper and helpful attitude, conduct and behavior in the institution and/or as a result of his or her adherence to the rules of the institution. Good time starts the day the inmate is received at a WDOC facility.

- B. "Special good time allowance" is an award given to the inmate toward the minimum sentence only. If an inmate has demonstrated a proper and helpful attitude, exemplary conduct and behavior, the Parole Board may award up to one month of special good time off the minimum sentence for every year in length of the minimum sentence up to a maximum of one year, in addition to the monthly good time allowances.
- C. In addition, the Parole Board may award up to one year of special good time regardless of the minimum sentence only for the purpose of granting him/her parole to an adult community corrections program, the Intensive Supervision Program, a Court supervised Treatment Program, or other established community treatment program; or to another state when the inmate would not otherwise have sufficient time left on the maximum sentence by the time of parole eligibility for such a program.
- D. Good time is awarded at the discretion of the Warden and is not a right of inmates.
- E. An inmate may have their Good Time withheld/removed according to the following:

Disciplinary actions that occurred from July 1, 2010 to April 1, 2012:

General Disciplinary – loss of award for 3 months from date of the finding of guilt.

Major disciplinary – loss of award for 6 months from date of the finding of guilt.

Major Predatory disciplinary – loss of award for 2 years from the date of the finding of guilt.

Disciplinary actions that occurred from April 1, 2012 to present:

Major disciplinary – loss of award for 3 months from date of the finding of guilt.

Major Predatory disciplinary – loss of award for 1 year from the date of the finding of guilt.

Sentence Modification

Inmates sentenced in the State of Wyoming courts are eligible to apply for sentence modification consideration within one year after the date of sentencing, or one year after entry of order by the Wyoming State Court upholding the judgment and sentence.

WDOC Policy and Procedure #3.401, *Inmate Access to Courts*, outlines inmate’s rights regarding legal assistance and the materials provided in the WDOC facilities for obtaining such assistance.

Additional advice or assistance may be available by writing to:

Public Defender
Ellery Building, 2nd Floor
1712 Carey Avenue
Cheyenne, Wyoming 82002

Defender Aid
Wyoming Legal Services
University Station
P. O. Box 3035
Laramie, Wyoming 82071

Sex Offender Registration

The Department of Corrections is required to notify specified sex offenders of their obligation to register with the county sheriff pursuant to W.S. 7-19-301 through 7-19-306.

Staff Sexual Misconduct Against Offenders

(See WDOC Policy & Procedure #3.402, *Protection From Sexual Misconduct Against Offenders*.)

It is the policy of WDOC that all staff are trained to know the consequences regarding sexual misconduct against offenders. It is the policy of WDOC to prohibit acts of sexual misconduct against offenders, to train staff in the prohibitions against such misconduct, to fully investigate and discipline persons who violate this policy, and to implement corrective actions as indicated by investigations of cases of sexual misconduct. WDOC prohibits retaliation against offenders who make good faith and legitimate reports of sexual misconduct complaints. However, offenders who make false reports of sexual misconduct will be subject to non-retaliatory disciplinary or legal actions.

Inmates should be continually aware that both male and female security and support staff are on duty at all times. As such, it is important to maintain appropriate conduct and dress code standards in all areas of the facility.

Prison Rape Elimination Act

The Prison Rape Elimination Act of 2003 (PREA) was enacted by Congress to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. It is the policy of the WDOC to fully comply with the provisions of PREA and aggressively combat sexual assault in prison. In accordance with WDOC Policy and Procedure #3.402, *Protection From Sexual Misconduct against Offenders* the WDOC has established a "zero tolerance" policy regarding sexual misconduct directed towards WDOC offenders.

Anonymous Reporting Hotline

A toll free confidential voice messaging system is available to report on inmates and staff as either a victim or as a witness. You may report allegations of inappropriate sexual misconduct, assaults, sexual assaults, sexual harassment, or other incidents of violence or criminal activity.

A toll free confidential phone number is provided for reporting of allegations of inmate sexual assault, or other incidents of violence: (877)966-4276 or 307-REPORT-1 (307-737-6781). When prompted, enter your inmate pin number, dial 0 to make a collect call and enter the hotline number. Listen to the recorded message, follow the instructions and leave a voice message. You will not be charged for this call. Inappropriate use of this hotline could result in disciplinary and/or criminal action. If you have any questions regarding PREA at your facility, please send a communication form to the facility PREA coordinator.

The American Civil Liberties Union can be contacted at ACLU, 125 Broad Street, 18th Floor, New York, NY 10004.

Family members or others outside WDOC facilities may call 1-877-9-NOHARM (1-877-966-4276).

Additional advocacy services for victims of sexual assault are available at the Wyoming Coalition against Domestic Violence and Sexual Assault (1-800-990-3877).

Inmate's Right to Reasonable Protection from Violence

The Eighth Amendment to the United States Constitution provides the basis for inmate rights. Inmates have a reasonable expectation of safety from assault and sexual violence from other inmates. If you feel in danger from assault, you are encouraged to notify staff immediately.

Any act of violence by any inmate against another inmate which is observed by staff or reported to staff shall be reviewed, investigated, and handled in accordance with WDOC Policy &

Procedure. Acts of violence will result in appropriate discipline of inmates.

In accordance with WDOC Policy & Procedure #3.305, *Temporary Restriction Order*, it is the policy of WDOC to respond to all occurrences which might threaten the management, control, or safety of the correctional facility, staff, inmate population, or the public at large. The response may involve restricting an inmate's access to property or privileges normally associated with his/her assigned classification level. Temporary restrictions may be used as necessary to protect the inmate from other inmates and to investigate for protective custody status or other housing adjustments.

An inmate shall be placed on Temporary Restriction Order (TRO) status anytime staff is advised of or becomes aware of a potential threat of harm from another inmate(s) or any other reason deemed consistent with correctional facility safety, security, or good order. Such restriction(s) may require separating an inmate from his/her housing population, restricting an inmate's movement or other restriction related to the perceived need, including limiting property and privileges. The restriction(s) shall not be used as punitive measures.

In accordance with WDOC Policy & Procedure #3.304, *Protective Custody*, it is the policy of WDOC to protect the safety of inmates who have been identified and verified as being at risk of physical harm from inmate(s) in general population by isolating them from general population, while limiting such placements to only that period necessary to protect the inmate.

In addition to reporting directly to facility staff any perceived, suspected, or directly stated potential for violence, an inmate can also access and report safety concerns through a

confidential, toll-free phone number, with the information posted throughout the facilities.

INSTITUTIONAL OPERATIONS

Code of Inmate Discipline and Disciplinary Procedures

(See WDOC Policy & Procedures #3.101, *Code of Inmate Discipline* and #3.102, *Inmate Disciplinary Procedures*.)

It is the policy of the WDOC that inmates be held accountable for their conduct, which includes violation(s) of specified rules of prohibited inmate conduct in accordance with the procedures set forth in this policy and procedure, and in a manner that satisfies the laws of the state, applicable rules and regulations of other interested agencies and constitutional requirements.

It is also the policy of the WDOC that inmate discipline will be applied in an impartial and consistent manner. When practical, sanctions shall fit or relate to the offense. Processing of discipline shall be timely and in accordance with time limits established. **Corporal punishment is prohibited.**

Institutional Rules for Inmate Behavior

Institutional rules and expectations of inmate behavior for WDOC Facilities will be posted at each facility and provided to each inmate during orientation. These rules may be in addition to the Inmate Code of Discipline.

These rules encompass respect and courtesy for your fellow inmates, as well as for the staff. Following them will help make your stay as positive and productive as possible. Violation of any of these rules will subject you to disciplinary action under the WDOC Code of Inmate Discipline.

Count Processes

At each WDOC facility, inmate counts are conducted in order to ensure accurate accountability of inmates. Counts are conducted at specific times of the day or night when all inmates

are counted simultaneously. In the event that you are informed that an unscheduled (emergency) count is taking place, inmates are expected to return to their cells; be in the standing upright position with your Inmate Photo ID Card available. Physically challenged inmates, who are unable to stand, will be in an upright position, within the cell and their I.D. Card available.

During the hours of darkness or when there is limited lighting, flashlights may be utilized to verify an inmate's physical presence. During daylight hours, when there may be limited lighting in cells, inmates may be required to have their cell lights on. During counts, staff must verify an inmate presence by seeing a live, breathing inmate.

In addition to counts, staff shall conduct walk-throughs of the housing areas frequently, for the purpose of verification of inmates' wellbeing and prevention of inappropriate behavior.

Grievance Procedure

(See WDOC Policy & Procedure #3.100, *Inmate Communication and Grievance Procedure*.)

The WDOC inmate grievance procedure provides each inmate who is incarcerated in a WDOC penal institution with the opportunity for review and resolution of problems, grievances, and complaints that relate to their imprisonment.

The procedure consists of three levels: Initial, Warden's Appeal, and the Director's Appeal. Each grievant is required to attempt to resolve a grievance at the lowest level possible before advancing to the next level. Formal grievances should be made using WDOC Form #321, and grievance appeals should be made using WDOC Form #322.

This procedure is intended to resolve valid and justified grievances without involvement of the courts. It also provides the court with a written record of the grievance and administrative action taken if the matter should reach the

courts. Accordingly, the courts may require evidence that administrative remedies have been exhausted prior to proceeding in an action brought under 42 USC 1983.

The availability of this procedure does not prohibit inmates from writing to DOC officials, the Governor, the Attorney General, or any other official. However, letters to state officials regarding grievable issues may be responded to with instructions to utilize the grievance procedure if the inmate has not done so beforehand.

Property

(See WDOC Policy & Procedure #3.006, *Property Control*, for approved allowances.)

It is the policy of the WDOC to provide a process that establishes the consistent management of offender property in all Wyoming facilities/institutions, and to assist in providing a safe and healthy environment for staff/employees and offenders. If State issue items are destroyed or altered by you in any way, you will be required to pay for any replacements that you were issued.

OFFENDER PROGRAMS

Case Management Planning

(See WDOC Policy & Procedure #4.102, *Case Management*.)

The Wyoming Department of Corrections is committed to the important role it plays in promoting public safety and supports risk management practices that focus on correctional interventions that control and reduce an inmate's opportunity and tendency to commit further crime. It is the policy of the WDOC that a case plan be developed in conjunction with inmates when indicated by the risk/needs assessment and other case factors.

The case planning process is intended to be a collaborative process in which the assigned case manager and the inmate

cooperatively develop a written document that identifies the inmate's most important goals and describes measurable, time sensitive steps towards their achievement. Upon determination of the inmate's case plan, the individual inmate's progress will be recorded so as to easily identify what areas still need to be accomplished.

The Wyoming Department of Corrections' system emphasizes programming in the areas of Cognitive Skills, Substance Abuse, Work, Education, Sex Offender Treatment, and Parenting. Programs offered may change at any time, and not all programs may be available at all times. You are encouraged to communicate with your assigned case manager regarding assignment to programs.

Education/Programs

(See WDOC Policy & Procedure #5.100, *Academic and Vocational/Technical Programs.*)

The following offender programs may be offered including but not limited to: Adult Basic Education; HSEC; English as a Second Language; College Studies; Computer applications certificate; Special Education; Pre-Release (Employability Skills & Life Skills); Computer Aided Drafting, Woodshop; and Welding.

Reentry Services

The **philosophy** for reentry services at the Wyoming Department of Corrections is to empower the inmate to plan and prepare for his/her successful release back into the community. Below are a few of the reentry services offered at all institutions. Inquire with your Caseworker for more detailed information.

Reentry Efforts. All inmates are entitled to some level of reentry services and efforts. Inquire with your caseworker about your individual needs and learn more about the WDOC reentry efforts. Furthermore, inmates are encouraged to

discuss with their caseworker their transition plan. In addition, each institution has a Reentry Caseworker who is specially trained on reentry efforts and services and is accessible to inmates if needed.

Enhanced Case Management Services. Inmates are assessed as low, medium, or high risk and receive enhanced services based on a set of qualifications (see caseworker for qualifications). If an inmate is assessed as medium risk, he/she may receive additional transition planning services from the institutional Reentry Caseworker. If an inmate is assessed as high risk, he/she may receive additional transition planning services from the Field Services Reentry Coordinator. The Field Services Reentry Coordinator is specially trained in community reentry services. Inmates are not required to accept additional support for their release through Enhanced Case Management Services. For more information, please ask your caseworker.

Identification and Vital Records. Inmates will have the opportunity to obtain their birth certificate, social security card, and state ID or driver's license (can include CDL). Caseworkers are required to assist the inmate with applying for these documents. If an inmate does not have these documents at the institution, and chooses not to apply for these documents, the inmate can sign a refusal form (WDOC Form #409). However, in order to leave on parole, transfer to another state via interstate compact, or apply to an ACC facility, inmates must have all three forms of identification on file in the institution. Inmates should inquire with their caseworker about budgeting, funding options, etc. for these documents.

Reentry Resource Center. Each institution has a Reentry Resource Center (RRC) located in the library/designated area, and/or the RRC is available on the inmate computers. Inmates are encouraged to visit the RRC to access and research information for his/her release.

Community Reentry Checklist. Inmates are required to complete the Offender Community Reentry Checklist (CRC), WDOC Form #414. This document is vital to parole hearings,

pre-investigation for release, transfer to the Adult Community Correction Centers, etc. This document provides an opportunity for transition planning. Inmates should inquire with their caseworker about the expectations and responsibilities of the CRC.

Religious Activities

(See WDOC Policy & Procedure #5.600, *Inmate Religious Activities* and WDOC Policy & Procedure #5.601, *Religious Diet Program for Inmates*)

Within the inherent limitations of resources and the need for facility security, safety, health and good order, it is the policy of the WDOC to:

- A. Offer inmates incarcerated in WDOC correctional facilities the opportunity to practice the religion of their choice;
- B. Provide for the orderly management of inmate religious activities through supervision by facility chaplains and other Department of Corrections employees, and with the assistance of approved religious volunteers.
- C. Seek methods to encourage and foster understanding and appropriate due respect for the diversity of all religious beliefs, objects and practices by WDOC inmates, volunteers and staff;
- D. Ensure that inmates have the opportunity to participate in practices of their religion of choice, limited only by documentation showing threat to the safety of staff, inmates or other persons involved in such activity, or that the activity itself disrupts the security or good order of the facility.
- E. Inmates may use WDOC Form #503 to request amendments to current approved practices (*i.e.*, use form #503 to request items not provided on Form

355 and Form 355.1 or feasts that are not recognized). This form must be submitted to the facility religious coordinator for processing. Inmates may appeal the decision to the Director as outlined in Policy and Procedure #5.600, *Inmate Religious Activities*.

Recreation

(See WDOC Policy & Procedure #5.300, *Inmate Recreation and Activities*.)

The objective of the Recreation Department is to provide opportunities for inmates to explore, develop, and participate in healthy leisure time pursuits. WDOC provides quality fitness and leisure activities. In doing so, the Recreation Department hopes to achieve a general state of well-being among the inmate population.

The Recreation Department offers a variety of activities that may include team and individual sports, competitive and/or recreationally. There are structured physical fitness classes, and individual fitness times to meet individual preference. Creative leisure opportunities may include crafts, art, poetry, and playing musical instruments. Table games, puzzles, and board games are available on the units. Monthly tournaments are scheduled with incentives for the top finisher/finishers. Special activities are planned for the major holidays. Recreation calendars of events are available on the units.

Visiting

(See WDOC Policy and Procedure #5.400, *Inmate Visiting*.)

Application Process

WDOC inmates shall not be permitted on-site visits unless said visits are approved and monitored in compliance with policy.

Each inmate is responsible for initiating the visitation process. The inmate shall obtain and mail the Visitor Application (WDOC Form #531), institution's Visiting Rules (WDOC Form #534), and (if applicable) a Letter of Custodial Consent (WDOC Form

#532) to those individuals outside the WDOC that he/she is requesting as visitors.

The applicant that is seeking visitation is responsible for the accurate and proper completion of the Visitor Application. The applicant is responsible for returning the document to the institution they are applying to visit. If additional information is requested from the applicant, the form will be sent back to the applicant. Visiting applications will not be considered as having been received unless they are complete.

Each visiting application will be thoroughly examined and an NCIC criminal background history will be completed on the applicant. Visitors are only allowed to visit one inmate in the WDOC system unless given specific approval by the Warden. This information will follow the inmate should he/she be transferred within the WDOC correctional facilities, and the visiting approval may be continued at the new correctional facility unless it is deemed, for any reason, to be inconsistent with the security, safety and order of that correctional facility as determined by that facility Warden or designee.

See posted visiting schedule at the specific institution.

Inmate Mail

(See WDOC Policy & Procedure #5.401, *Inmate Mail*.)

It shall be the policy of the WDOC to implement methods whereby inmate mail (both incoming and outgoing) is processed without unnecessary delay, loss, or damage. Further, the correctional facility mail service shall provide consistent documentation of mail processing. Inmates are responsible for ensuring their correspondents are aware of the mail regulations outlined in policy.

Mail may be censored, which means the removal of any part of incoming or outgoing mail based on legitimate correctional facility interests or order and security.

Inmates will address outgoing mail using their inmate name and institutional number. The name of the facility shall appear in the return address location.

Criteria for Rejecting Mail. The criteria for rejecting mail are as follows:

- A. If it contains threats, plans, or evidence of criminal activity, including but not limited to escape, violence, contraband, blackmail, extortion, etc.; or if it incites, advocates, aids or abets such criminal activity.
- B. Mail may be rejected if it is contrary to specific instructions of a court order.
- C. Mail may be rejected if it contains and/or is in furtherance of attempts to send contraband, within, into, or out of any correctional facility, including but not limited to nudity or sexually explicit material.
- D. If it contains plans for activities in violation of the *Code of Inmate Discipline* or otherwise violates the *Code of Inmate Discipline*.
- E. If it is in code or the contents are not otherwise easily understood.
- F. If it solicits gifts, food, or money from individuals or organizations other than the inmate's immediate family may be rejected.
- G. If it contains gang-related material, gang signs, security threat group paraphernalia, or information concerning security threat group related activities.
- H. If it contains material that could create tension within the correctional facility because it advocates separation of or violence between, or is derogatory towards, any group or individual within the correctional facility, or

contains inflammatory information or other information which, if communicated, would create a clear and present danger of violence and physical harm to a human being.

- I. If it contains cash; other forms of remittance from individuals who are not immediate family members of the addressee or individuals who are not on the inmate's personal visiting list; or remittance from relatives or visitors of other inmates in the custody of the WDOC.
- J. If it contains material not intended for the addressee; but rather material intended for other parties.
- K. If it contains plans for activities in violation of WDOC Policy and Procedure #5.401, *Inmate Mail*, or otherwise violates the Policy.
- L. If it contains glue; glitter; powder; stickers; wax; stamps; excessive perfume, aftershave or cologne; lipstick or lip gloss; possible bodily fluids; crayon; and/or any other foreign substance attached to or absorbed into the envelope or contents, which cannot be easily or safely inspected or removed, including artwork other than that designed by and printed by the manufacturer onto the stationery or envelope or handmade drawings included as an authorized enclosure.
- M. Unstamped envelopes, pre-stamped envelopes, and/or postage may not be enclosed and may be removed and/or rejected.
- N. If a pre-stamped envelope or postage is enclosed with the letter or package then the entire letter or package may be rejected and a notice will be provided to the inmate. Notice of rejected mail allows for a response to the rejection.
- O. Only legal mail may contain pre-stamped envelopes.

Inmate Phones

(See WDOC Policy & Procedure #5.402, *Inmate Telephone Access*.)

- A. The inmate must fill out WDOC Form #507, *Inmate Calling List Request Form*, and send it to the Telephone System Operator. The Telephone System Operator will send the phone numbers that have been approved and the randomly assigned PIN number back to the inmate. Changes, corrections, and other phone problems can be addressed to the Telephone System Operator using WDOC Form #508, *Inmate Telephone Service Request Form*. Disciplinary action may be taken against any inmate who knowingly provides false information on these forms.
- B. The inmate will only be allowed to make phone calls to persons on his/her electronic phone list except for phone calls by courts, attorneys, legal aid bureaus or other agencies providing legal services to inmates which have been pre-registered and approved by the Warden, or based on the discretion of the Warden.
- C. Phone calls are limited electronically to authorized minutes on inmate phones.
- D. Unless otherwise authorized, inmate telephone calls will be collect except calls requested by courts and registered attorneys.
- E. If an inmate wants to make a call at a time other than the scheduled times, he/she must submit an interview request to his/her caseworker.
- F. Phone calls to attorneys will not be monitored. The inmate must have their lawyer send a letter verifying that they will accept collect calls from the inmate.

- G. Inmates who are on parole are not allowed on inmate phone lists unless authorized by the Warden or designee.
- H. The inmate should advise his/her family and friends that the institution will not take messages or distribute information regarding his/her status at the present time.
- I. Inmates will be restricted from calling victims, unless express permission is granted from the Warden.
- J. The phone system may be monitored at any time.
- K. Phone calls may be terminated or phone privileges may be suspended if the nature of the phone calls or the conduct of the inmate is:
- Threatening or planning illegal action;
 - Planning activities which violate facility rules, endangers security or endangers the safety of another human being;
 - Disrupting the operation of the facility; or
 - Attempting to place third party calls
- L. Phone calls may be terminated as a result of disciplinary action.
- M. Phone calls will be terminated during emergencies at the direction of the Warden.
- N. Phone calls may be suspended by order of the Warden or designee, in cases where there is pending investigation involving phone usage.
- O. If an emergency such as a family illness, death or impending disaster arises, the family may contact the institution (typically the chaplain and/or the case

worker) and provide details regarding the emergency. The inmate will be informed of the nature of the emergency, the phone number and the calling party. The inmate may call that person if they are on the electronic phone list.

- P. If the court or attorney requests a privileged phone call, the designated staff will schedule and place the telephone call, and verify the identity of the person called.

LIBRARY & LEGAL MATERIALS

(See WDOC Policy & Procedure #3.401, *Inmate Access to Courts.*)

Within the inherent limitations of resources and the need for facility security, safety, health and order, it is the policy of the WDOC to satisfy its legal obligation to provide inmates meaningful access to the courts by affording inmates reasonable access to law library or legal services for the preparation and filing of their own legal documents with the court and parole board authorities.

Inmates are not authorized to provide legal services for other inmates in exchange for any form of compensation or trade, except as otherwise authorized by this policy.

Inmates may be afforded access to law library services through the Department's intra-facility and inter-facility correspondence/loan system, which requires that the inmate provide a specific written request for materials to the library coordinator, who will then respond to the request and deliver the available items back to the requesting inmate.

INSTITUTIONAL SERVICES

Classification

(See WDOC Policy & Procedure #4.101, *Inmate Classification*.)

Initial Custody Assessment

Purpose: The Initial Classification Instrument establishes an inmate's classification rating for the first six months of his/her incarceration by the WDOC. This custody rating is based upon the classification specialist's assessment of eight items that are scored on a numerical scale. These items have been found to be associated with future institutional conduct and, thus, help to identify the type and level of risk likely to be presented by the inmate. The custody rating recommendation derived from these items is used, in combination with the inmate's needs assessment, to make decisions relating to the inmate's housing assignment, program needs, and supervision requirements. The custody rating recommendation may be altered upon consideration of aggravating or mitigating factors that warrant special attention or intervention by staff.

Completion Policy: The Initial Classification Instrument is to be completed for each inmate within 30 days of the inmate's arrival to the WDOC Intake Unit. The needs assessment and initial classification forms MUST be completed before an inmate is moved from the system's Intake housing area.

Custody Levels:

- Minimum** The least restrictive and the usual custody of inmates housed at the Wyoming Honor Farm and Wyoming Honor Conservation Camp. You may be housed within a specific area at this or another facility pending transfer.
- Minimum/
Restricted** For inmates that present a risk for assignment in a minimum security facility and are overridden to minimum restricted housing.
- Medium** For inmates of moderate risk who can work and

program well with staff and other inmates in a free-flow facility.

Close/GP For inmates of high risk. This inmate may be an escape risk, may have demonstrated himself/herself as a threat to staff or other inmates, may have past/present serious crimes, may have a recent or serious disciplinary record, or may be in the reception process.

Maximum For inmates who need constant supervision and are confined to a secure living area. These inmates may be disruptive or they may be escape risks.

ACC (Adult Community Centers)

Assignment to an ACC is not defined by the classification system. "Community" is a status, not a classification level. Inmates who qualify by statute as nearing release are eligible and must meet the criteria as outlined on the ACC Inmate Transfer Criteria Worksheet prior to transfer to a community center.

Custody Reassessment (Reclassification)

The reclassification instrument is used to update and review an inmate's previous custody assessment. A reassessment does not necessarily change the custody level or housing assignment. It primarily functions to monitor the inmate's adjustment and to bring attention to problems that may have arisen.

Custody reassessment is similar to the initial custody assessment but places greater emphasis on institutional conduct to reflect the inmate's actual behavior while confined. It is important that inmates with long sentences have the opportunity to progress to a less restrictive custody level based on compliance with institution requirements

Completion Policy (The timing of the reassessment is determined according to):

1. Custody Level and amount of time the inmate has to serve:

Minimum Custody: Reassess at six months and annually thereafter.

Minimum-Restricted to Maximum Custody and Time to Serve:

Zero to 4.99 years Reassess every six months
Five or more years Reassess at six months and annually thereafter.
2. Post Disciplinary Review: If the inmate is found guilty of a disciplinary infraction, review the most recent custody assessment instrument to determine if the inmate's custody level will change; if so, complete the appropriate classification instrument.
3. Disciplinary Infraction within 6 months of admission to WDOC: If the inmate is found guilty of a disciplinary infraction within the first six months of incarceration, complete a second initial classification instrument and set the date for the next custody assessment six months from the date of original initial classification decision.
4. Upon receipt of new information: Reassess within 48 hours of receiving information that potentially affects the inmate's custody level (e.g., conviction of a new charge, detainer, sentence reduction, etc.).
5. When a reduction in custody level occurs as a result of disciplinary infractions dropping from section one (1), institutional violence, and/or section five (5), number of disciplinary reports, an interim reassessment should be completed allowing those points to drop and giving the inmate the ability to progress through the corrections

system.

Prison Health Services

Access to Health Care

(See WDOC Policy & Procedure #4.307, *Inmate Access to Health Care.*)

You must submit a Health Services Request (HSR) form in order to access medical care. These forms are located in the housing units and should be placed in the box marked **"MEDICAL"** in your housing unit.

You must follow the instructions on the HSR. You may ask more than one question/request on the HSR, but it must not exceed the space provided. We will cover as many concerns as we can during scheduled visits to increase available time slots for other patients. If needed, a follow up appointment will be scheduled to address multiple questions/concerns.

Medications

(See WDOC Policy and Procedure #4.318, *Pharmaceutical Operations.*)

Pill Call is held as posted in each housing unit. Depending on your medication, you may be given a 30-day supply of medication each month. It is your responsibility to show up at Pill Call to receive your blister pack if issued, or to receive your medication dose by dose. Pill Call is for passing pills and should not be used to address medical concerns. Please do not ask the nurse about other health care issues at this time.

Injuries and Emergencies

If you are injured at any time, tell an employee at the time of your injury and they will report this information to the Medical staff. If you are having a medical emergency, such as chest pain or shortness of breath, notify an employee immediately. Medical staff will respond with medical equipment and provide emergency care. Only true emergencies will be treated as such.

Mental Health Services

Psychiatric nurse, social worker, psychologist and psychiatrist services are available. If you are currently on psychotropic medications, you will be referred to the appropriate mental health provider for evaluation and continued treatment if necessary. You may also request to be seen by Mental Health staff by submitting an HSR if you believe you are experiencing mental health problems that may require treatment.

Dental Services

(See WDOC Policy and Procedure #4.337, Oral Care.)

Dental Services are available as posted. You will receive an initial evaluation to determine your dental needs within 7 days of your arrival. You will be seen during Nurse Sick Call for dental emergencies if the dentist is unavailable. The dental unit will see emergencies as necessary. Dental emergencies include severe toothaches and mouth swelling. All other dental requests or concerns should be submitted on an HSR.

Eye Care

(See WDOC Policy and Procedure #4.322, Medical Adaptive Devices.)

You may request an eye evaluation by submitting an HSR. If you meet the criteria, you will be referred to the optometrist. The contract medical provider only provides basic frames and lenses. Contact lenses will not be provided through the medical department or an independent provider.

Refusal Of Scheduled Appointment

Inmate patients who have been scheduled for an appointment and refuse to be seen will sign a refusal form, which will then be placed in the medical record. Refused appointments will not be rescheduled unless requested through a Health Services Request form or by determination of a provider.

Inmates are to be dressed in their full State-issued uniform. No

caps or sunglasses are to be worn during an examination.

Business Office

(See WDOC Policy & Procedures #1.103, *Disbursement of Inmate Earnings* and #1.109, *Inmate Trust Funds*.)

Inmate Funds

Personal money will be kept by the Business Office (the Inmate Trust Fund) in much the same manner as a bank in that you will have a personal account in which all of your money will be credited and debited as your financial transactions occur.

A monthly statement that shows all transactions, such as deposits and withdrawals, will be given to you at the beginning of each month. You will be able to spend money up to the approved limit, as posted, commensurate with funds available in the inmates account.

Questions concerning your account may be directed to the Business Office. No information will be given to family or friends regarding your trust fund. Personal checking accounts are prohibited.

Disbursement of Inmate/Offender Earnings for Mandatory Savings, Victim Compensation, Restitution, and Child Support

Inmate earnings will be disbursed in accordance with Policy and Procedure #1.103, *Disbursement of Inmate Earnings* and state statute. It is the policy of the WDOC to take all steps necessary for enforcement of court orders which require inmates to pay fines, victim restitution or compensation, victim surcharge and/or child/spousal support as dictated by W.S. 7-16-205. Disbursements will also include a percentage of inmate earnings to go into a mandatory savings.

Social Security

Social Security does not administer any programs that pay benefits solely because an individual is in or is being released from a correctional institution.

Even though an individual may meet all the eligibility criteria, Social Security benefits generally are not payable for any month in which the person considered is under a sentence of confinement due to conviction of a felony. However, benefits will be paid to other family members entitled on the record.

They also administer the SSI program that provides benefits to people who are age 65 or older, blind, or disabled, and have limited income and resources. However, people confined in prison or other correctional facilities are not eligible for SSI payments for any months in which they are in prison for the entire month. However, those eligible for SSI payments (upon release) are encouraged to sign up for benefits one month prior to release.

Canteen

Canteen procedures will be posted per each institution.

Inmate Grooming, Hygiene and Sanitation

(See WDOC Policy & Procedure #4.201, *Inmate Grooming, Hygiene and Sanitation.*)

Each inmate may maintain their appearance within the guidelines established in policy. It is also the policy of the WDOC that safety and security considerations be given priority over individual choices.

Tobacco Prohibition

(See WDOC Policy & Procedure #1.016, *Tobacco-Free WDOC.*)

All tobacco products found in WDOC institutions, state vehicles, and contract facilities are considered contraband. No tobacco use will be allowed in or on WDOC institutions, grounds, contract facilities, offices or office property.

Laundry

Each institution has laundry facilities available for use as posted. Misuse of laundry facilities could result in disciplinary charges for destruction of state property.

SAFETY AND EMERGENCY PROCEDURES

Evacuation plans are posted throughout each WDOC facility that include primary and secondary evacuation routes. Inmates should familiarize themselves with these posted plans. Fire drills will occur periodically to ensure that staff and inmates are prepared in the event of an emergency. Inmates are expected to follow the direction of institutional staff. Total inmate compliance is expected during emergencies and drills. Failure to comply may result in disciplinary action. Tampering with fire alarms may result in disciplinary action.

RESTORATION OF VOTING RIGHTS

(See Policy and Procedure #3.403, Inmate Rights.)

Effective January 1, 2016, inmates, who are convicted for the first time of a nonviolent felony, are automatically allowed, to have their voting rights restored five (5) years after the completion of their sentence. This is determined following a records check and a review of the current Presentence Investigation Report (PSI). Inmates who qualify will be notified upon release that he/she qualifies for restoration of voting rights but rights will not be restored until five (5) years after release. Five (5) years after release, upon review by the Central Office Records Manager (to ensure the individual still qualifies), the individual will be sent a signed certificate stating that their voting rights have been restored to their last known address.

WYOMING PAROLE BOARD

Mission Statement

The mission of the Board is to conduct prompt, fair, impartial hearings on the matters brought to its attention and take appropriate action. Consideration will be given to public safety, victims and the treatment and control of the offender.

The Wyoming Board of Parole is a separate operating agency as enumerated in Wyoming Statutes. The Board is comprised of seven board members, serving 6-year terms, appointed by the Governor with consent of the Senate.

The Board will hold regularly scheduled hearings at the various Wyoming state institutions in which inmates are housed and will perform the following functions:

- A. Review applications for parole;
- B. Grant, deny, rescind or revoke paroles;
- C. Recommend commutations of sentence;
- D. Revoke good time;
- E. Restore good time;
- F. Consider and/or take action on any others matters brought before the Board.

Procedures

(See WDOC Policy & Procedure #4.100, *Pre-Parole Preparation*.)

- A. The Board may request a number of different kinds of investigative reports. These may include the Pre-sentence Investigation, institutional summaries, and psychological and/or psychiatric information.
- B. The Board will request victim input.
- C. The Board may request additional information such as prosecutor’s comments, judicial comments, and any

other information that may be of assistance in rendering its decisions.

- D. The Board will evaluate the inmate's progress toward rehabilitation while incarcerated.

Parole may be granted at the sole discretion of the Board when, in the opinion of the Board, there is a reasonable probability that an inmate of a correctional facility can be released without a detriment to the community or himself/herself. Parole shall be ordered only with the best interests of society being considered and not as an award of clemency; nor shall it be considered as a reduction in sentence or a pardon.

Parole Eligibility

The inmate must have served his/her minimum term, less any good time earned.

The inmate must not be serving a life sentence.

The inmate will not be eligible for parole on the sentence from which he/she made an assault with a deadly weapon upon an officer, employee or inmate of any institution.

An inmate, who has escaped, attempted to escape or assisted others to escape from an institution while on inmate status, on probation, on parole, or on pre-release status, will not be eligible for parole on the sentence from which he/she escaped, attempted to escape or assisted others to escape. When an inmate is unavailable for his/her annual review hearing due to escape status, the inmate automatically waives his/her right to a board appearance for that year.

An inmate will not be granted parole to the street if he/she has had a major predatory disciplinary infraction within the year preceding the hearing, unless, on a case-by-case basis:

- The inmate is paroled to his/her detainer.

- The Board determines that extenuating or extraordinary circumstances exist regarding the major disciplinary.
- For lesser disciplinary violations the Board will use its discretion in reaching its decision on the appropriate impact of the behavior.
- The Board will consider whether there is a reasonable probability that the inmate is able and willing to fulfill obligations as a law-abiding citizen.
- The inmate must submit a written parole plan prior to the hearing in the form of a Community Reentry Checklist (CRC). The CRC shall include living arrangements, employment opportunities, programming/treatment and medical considerations, if applicable.
- During the preparation for a parole hearing, inmates will be expected to assist in the process. The assigned caseworker will prepare a parole summary along with the parole decision guideline tool. The Community Reentry Checklist (CRC) is the responsibility of the inmate to complete with assistance from his/her caseworker. Inmates who wish to receive favorable consideration at their parole hearing should actively participate in the process by fully completing their CRC.

Inmate Interview

The inmate shall be interviewed in person, by telephone or video conference, unless he/she refuses to be interviewed, or has submitted a written waiver.

Removal and Withholding of Good Time Allowances

When an inmate has been found to exhibit behavior or to have an attitude which is not good, proper, and/or helpful, including failure to participate in available programs which have been recommended by the Board, the Court or WDOC, Probation and Parole agents or community providers, and/or has not adhered to the rules of the institution, and after an appropriate hearing, has been found in violation, the Board may remove previously

earned good time and may withhold the future earning of good time from that inmate.

WDOC FACILITIES

Wyoming State Penitentiary

P.O. Box 400, Rawlins, WY 82301-0400
2900 South Higley Blvd., Rawlins, WY 82301

The Wyoming State Penitentiary consists of a high security/special needs male facility (referred to as the South Facility); the administration and warehouse/maintenance building; the central production facility (kitchen/laundry); and the industry building. Currently, the facility houses medium, close, and maximum custody inmates for the Wyoming Department of Corrections. Adult male offenders are offered a variety of classroom and video educational and vocational programs as well as correctional industries program. The facility has a current capacity of 820 beds.

Wyoming Medium Correctional Institution

7076 Rd 55F
Torrington, WY 82240

The Wyoming Medium Correctional Institution (WMCI) is a medium security, men's facility. It serves as the primary intake and assessment center for male inmates not sentenced to death. In addition to housing general population inmates, WMCI has specialized units for inpatient substance abuse, sex offender treatment, chronic mental health, and geriatric/infirmary inmates. The facility opened in January 2010 with a capacity of 720 beds.

Wyoming Honor Farm

40 Honor Farm Road
Riverton, WY 82501

The Wyoming Honor Farm (WHF) is classified as a minimum custody facility and is capable of housing 280 adult male offenders. WHF partners with Central Wyoming College (CWC) to bring college level classes to the facility.

All inmates incarcerated at the Wyoming Honor Farm are required to work at some level. Current job opportunities exist in these areas: Forestry, Wild Horse Program, Beef Program, Crops Program, Construction, Barber Shop, Laundry, Warehouse, Janitorial, Canteen, Grounds Crew, Machine Shop, Welding Shop, Bicycle Repair Shop, and Culinary Arts.

Wyoming Honor Conservation/Boot Camp

40 Pippin Road
P.O. Box 160
Newcastle, WY 82701

The Wyoming Honor Conservation and Boot Camp (WHCC) is a minimum security prison and a youthful boot camp program, which are both under the authority of one Warden and are housed at the same facility.

WHCC is a male minimum security prison capable of housing 243 adult male offenders. The facility is a working camp. Residents are required to have a facility job and to budget their income. Vocational skills and education are provided, which instill work ethics and productive daily habits.

Forestry:

WHCC is commonly referred to as the "Forestry Camp" because of its association with the Wyoming State Forestry Division. A mutual agreement between the State Forestry Division and the Department of Corrections has been in place since the early 1960's. This program's work projects are under the supervision and control of State Forestry personnel. The inmates trained and utilized for fire suppression and prevention are called the Smokebusters.

Boot Camp:

The Wyoming Boot Camp (WBC) has the capacity to house 64 male youthful offenders. The facility was opened in February 1990. To be eligible for the program, the individual must have been adjudicated as an adult, not have attained the age of 25 at the time of sentencing, and the sentencing judge must have recommended placement. The goal of WBC is to divert selected youthful offenders from institutional settings earlier than would have otherwise been possible, thus reducing the total term of incarceration.

Wyoming Women’s Center

1000 West Griffith
Lusk, Wyoming 82225

The Wyoming Women's Center (WWC) is a comprehensive correctional center that serves as Wyoming's lone adult female facility. WWC houses all custody levels, from minimum through maximum custody offenders. The facility is capable of housing 294 adult females through a variety of multi-offender rooms.

WWC partners with Eastern Wyoming College and the University of Wyoming to bring college level classes to the facility. Other programming is provided through the Education Department and may include the adult education program, computer technology, Cent\$ible Nutrition, Welding, water quality training, numerous groups through case management, an inpatient substance abuse program, sex offender treatment, chronic mental health intervention and several self-help groups.