

Inmate Orientation Handbook

Central California Women's Facility





TABLE OF CONTENTS

<u>Topic</u>	<u>Page Number</u>
Introduction for All New Arrivals.....	1
Rules and Regulations (General).....	1-2
Americans with Disabilities Act (ADA).....	3
Overview.....	3-5
Restitution Fine Collection System.....	5
General Conduct.....	5
Problem-Solving.....	6
Living Quarters.....	6
Personal Hygiene.....	6
Personal Grooming and Stationery Supplies for Indigent Inmates.....	6-7
Counts.....	7
Inmate Volunteer Workers.....	8
Inmate Calls, Passes and Ducats.....	8
Announcements.....	8
Identification Card.....	8
Special Needs Identification.....	8
Meal Release and Dining Room Rules.....	8-9
Personal Property Allowed in Reception Center – Facility A.....	9
New Arrivals: Clothing, Linen, and Fish Kit Issue.....	9-10
Clothing Regulations.....	10-11
Laundry Exchange: Clothing and Linen.....	11-12
Mail System.....	12-13
Inmate Correspondence.....	13
Quarterly Packages.....	13
Reception Center Medical Clearance.....	13
Sick Call Policies and Procedures.....	13-14
Dental Sick Call.....	15
Medical Request/Co-Payment.....	15
Pill Line.....	15
Contraband Medications.....	15
Medications Stocked by Canteen.....	16
Sick Call, Pill Line, and Diabetic Procedures during Fog Conditions.....	16
HIV/AIDS.....	16
Health Services for Inmates.....	16-17
Inmate Appeals.....	17-20
Use of Force.....	20
Emergencies and “Get Down” Instructions.....	20
Evacuation Procedures.....	20
Searches and Restraints.....	21
Escape and Emergencies Recall Warning System Alert.....	21
Escort.....	21
Classification.....	22
Inmate Canteen.....	22
General Visiting Information and Rules.....	23-25
Inmate Telephones.....	25-26
General Library Services and Policies.....	26-27
Notary Services.....	27
Yard Program.....	27-29
Dayroom Program.....	29-30
RC Inmate Volunteer Workers’ Program Privileges.....	30



TABLE OF CONTENTS (Continued)

<u>Topic</u>	<u>Page Number</u>
CASE RECORDS INFORMATION..... (Attachment A)	31
COMMUNITY PRISONER MOTHER PROGRAM (CPMP)..... (Attachment B)	32-33
SUBSTANCE ABUSE PROGRAM AT CCWF..... (Attachment C)	34
SUBSTANCE ABUSE PROGRAM AT CIW (Attachment D)	35
PAROLE RELEASE PROGRAM STUDY AND RE-ENTRY..... (Attachment E)	36
FRIENDS OUTSIDE..... (Attachment F)	37
PRISON RAPE ELIMINATION ACT INFORMATION TRANSGENDER..... (Attachment G)	38-39
SEXUAL ABUSE, ASSAULT PREVENTION AND INTERVENTION..... (Attachment H)	41-43
OFFICE OF THE INSPECTOR GENERAL..... (Attachment I)	44-46
TUBERCULOSIS FACTS – EXPOSURE TO TB..... (Attachment J)	47-48

INTRODUCTION FOR ALL NEW ARRIVALS

This booklet has been developed to provide new arrivals with valuable and necessary information concerning programs and activities available at this institution. Inmates are expected to review the contents of this booklet. If an inmate does not understand the general rules and procedures, the inmate can ask their Correctional Counselor I, Housing Unit Officer or any other program staff.

Inmates will be held responsible and accountable for knowing, understanding, and complying with the contents of this booklet and all other departmental rules and regulations. Within the first ten days of an inmate's arrival, it will be mandatory that the inmate attend an orientation class, at which time there will be an opportunity to raise specific questions regarding the operations of the Central California Women's Facility (CCWF).

RULES AND REGULATIONS

For issues pertaining to inmates, the Department Operations Manual (DOM) is available for reading in the Law Library, located in the Main Recreation Yard. All inmates are expected to have knowledge of and adhere to all Departmental and Institutional rules, regulations, policies and procedures.

Availability of the California Code of Regulations (CCR), Title 15, the Armstrong Remedial Plan (ARP) and similar printed materials in accessible formats (large print, braille, etc.) and access to inmate/staff scribes or readers and availability of specialized library equipment will be in the Law Library.

All newly arrived inmates will be issued a copy of this handbook, along with a Prison Rape Elimination Act (PREA) brochure entitled "Sexual Violence Awareness" and a PREA booklet entitled "Sexual Abuse/Assault – Prevention and Intervention." You will be required to sign a Chrono – Document Receipt (CDCR 128-O) indicating that you have received the CCWF Reception Center (RC) Inmate Orientation Handbook, pursuant to Penal Code (PC), Sections 2930 and 2934, as well as the PREA handouts listed above.

Some of the rules you need to be especially aware of are as follows:

Contraband

Contraband is defined in CCR, Title 15, as being "anything which is not permitted, in excess of the maximum quantity allowed, or received or obtained from an unauthorized source."

Tobacco, Lighters, Notes, and Paraphernalia

Tobacco and tobacco products are prohibited. Possession of tobacco is contraband, regardless of the quantity, and will result in a Rules Violation Report (RVR). Lighters are contraband; inmates cannot purchase or own cigarette lighters. You will receive a RVR for having one on your person or in your locker. Notes are not to be passed between RC inmates or sent to inmates on other yards. Once intercepted, they will be read, and you could receive written disciplinary action.

Behavior, General RC

- Refer to CCR, Title 15 for specific information
- Obey staff instructions
- Be tolerant of others
- Yellow and Red line areas are out of bounds; do not walk across them
- Do not sit on the stairs, tables, or trashcans
- Unauthorized visiting in other cells/dorm areas is not allowed at any time

- If on the walkways, you must be in motion. Inmates with mobility disabilities will reasonably be accommodated (i.e. given more time. allow inmate to stop and rest etc.) If you wish to stop and talk, move to the grass/dirt area on the yard.
- Running inside is prohibited; running outside is allowed for recreational purposes only.
- Horseplay is not permitted. *Note: If staff observes what appears to be a physical altercation, you may receive a RVR
- Disrespectful behavior towards others (e.g., catcalling, lewd remarks, racial slurs, threats, etc.) will not be tolerated and will result in immediate corrective action
- Receipt of any disciplinary report may cause a delay in processing your commitment or result in additional time to serve
- No yelling, kissing, hugging or holding hands
- Do not roam around the dining hall
- Respond properly to calls and passes
- Sexual behavior is prohibited
- When a personal alarm is activated on Facility A, all inmates are required to immediately stop all movement, remain where they are and sit on the ground, on their buttocks. The only exception is for inmates with documented medical exclusions, in which case a yellow/fluorescent vest will be issued and required to wear at all times. Inmates in wheelchairs may remain seated in their wheelchairs. The detailed "Get Down" instructions and reference are listed below:

Emergency Response Requirement "Get Down" Instructions to Inmates

When a personal alarm is sounded or an announcement is made to stop inmate movement and/or "Get down", all inmates from the affected area will immediately stop whatever they are doing, remain where they are and obtain a seated position. A seated position is defined as, "when an individual whom is on the ground sitting on their buttocks." This practice is required and necessary for all inmates in order to demonstrate that they are not participating in the emergency, impeding responding staff, or posturing/preparing to join the emergency. Responding staff will assess the situation and give further direction as needed, which can include, but is not limited to, directing the inmate(s) to lay prone and/or move to a different location/direction.

In situations where inmates obtain certain physical limitations that do not enable them to assume a seated position; they will be required to follow staff instructions to remain where they are or to move to an alternate location. These inmates will be identified and issued a Mobility Impaired Vest. Inmates who fail to comply and do not possess a vest, do not meet the criteria or are exempt from the wearing of the vest, will be subject to disciplinary action. Inmates in their assigned wheelchair will be considered in a seated position. In dining halls and classrooms, a seated position at a table is acceptable. However, outdoor tables and benches are not acceptable seated positions and inmates will remove themselves from the tables and benches assuming a seated position on the ground.

During times of inclement weather, staff would be cognizant in situations of extreme heat/cold/wet weather when dealing with inmates who are seated during alarms. During extreme weather conditions, staff will utilize good judgment and avoid subjecting inmates to extreme weather conditions for prolonged periods of time if possible. (*Memorandum to Inmate Population dated July 18, 2013, titled Emergency Response Requirements "Get Down" Instructions to Inmates, authored by D. K. Johnson, Warden, CCWF.*)

OVERVIEW

CCWF has been designated as the RC for female felons who are sentenced as new State Prison commitments, Parole Violators Returned to Custody (PVRTC), and Parole Violators with New Term (PVWNT). In addition, CCWF will process inmates who fall under PC Section 1203.03 (90-day diagnostic cases with “Z” numbers).

Disability Placement Program (DPP)

The Disability Placement Program (DPP) identifies inmates who need special accommodations or assistance because of mobility, hearing, speech, sight or other impairments. The Medical department attempts to identify and verify these needs. However, if you have an impairment that has not been identified, please bring it to staff’s attention so appropriate assistance can be provided as soon as possible. If you are in need of reasonable accommodation due to your impairment, you may submit a request for Reasonable Accommodation (CDCR 1824), available from your unit staff, to the Inmate Appeals Office. (See page 21, Inmate Appeals/Health Care Appeals for further information.)

Disability Placement Program (DPP) Policy

It is the policy of the California Department of Corrections and Rehabilitation (CDCR) to provide access to its programs and services to inmates and parolees with disabilities, with or without reasonable accommodation, consistent with legitimate penological interest. No qualified inmates or parolees with a disability (as defined in the Title 42 of the United States Code, Section 12102) shall, because of that disability, be excluded from participation in or denied the benefits of service, programs, or activities of the Department or be subjected to discrimination. All institutions and facilities housing inmates with disabilities will insure that housing and programming are reasonable and appropriate in a manner consistent with their mission and department policy.

Americans with Disabilities Act (ADA) Inmate Assistance Program

The purpose of the ADA Inmate Assistance Program is to provide disabled inmates the assistance they require to access CDCR’s programs, services and activities: Examples of eligible inmates include:

- Wheelchair users who are unable to wheel themselves to dining halls, canteen, laundry exchange, and other services;
- Vision impaired inmates who are unable to navigate the path of travel to programs and service areas, or who need assistance with reading and writing due to vision impairment;
- Hearing or speech impaired inmates who need assistance with notifications or communication;
- Learning disabled inmates who need assistance with reading or writing.

Should you require assistance from an ADA worker, notify a staff member and an ADA worker will be summoned.

Effective Communication

Reasonable accommodation shall be afforded to inmates or parolees with disabilities (e.g., vision, speech, hearing impaired and learning disabled inmates) to ensure equally effective communication with staff, other inmates and, where applicable, in the public. Auxiliary aids that are reasonable, effective and appropriate to the needs of the inmate or parolee shall be provided when simple written or oral communication is not effective. Such aids may include bilingual aids (staff or inmates) or qualified interpreters, readers, sound amplification devices, captioned television and

video text displays, Telecommunication Devices for the Deaf (TDD), audio tape texts, braille materials, large print materials and signage.

Following arrival at CCWF, RC inmates will be placed on "processing status" until they are endorsed into a receiving institution by a CDCR Classification Staff Representative (CSR).

In accordance With CCR Title 15, Section 3044(h), assignment to Privilege Group "U" (Unassigned) entitles inmates to the following privileges:

- ◆ No family visits (you may receive non-contact visits)
- ◆ Maximum \$110 Canteen draw (ten-day dead period following your arrival)
- ◆ Telephone calls on an **emergency basis** only as determined by the Correctional Counselor (CCI), Sergeant, or Lieutenant
- ◆ No accrual of excused time off (ETO)
- ◆ Yard access, recreational and entertainment activities limited by security needs
- ◆ No special Canteen purchases
- ◆ No special packages
- ◆ No handicraft

Reception Center Length of Stay

As an inmate going through the RC process, you can expect to be housed on Facility A for an average of 90 days or less. Case factors, which may lengthen your RC processing, are disciplinary reports received while housed in RC, going Out-to-Court (OTC), or unresolved disciplinary actions from previous incarcerations.

Once received at CCWF, RC inmates will be assigned to a CCI who will process them through RC. The CCI will track an inmate's arrival and schedule an interview. Although the average processing time is 30-45 days, individual processing time varies. It is unlikely that all inmates received on the same day will be referred to the Classification Staff Representative (CSR) within the same time.

The following paperwork constitutes your general processing requirements:

- ◆ Institutional Staff Recommendation Summary or Reception Center Re-Admission Summary
- ◆ Social Factor Sheet
- ◆ Identification Worksheet / Next of Kin Notification (CDCR 127)
- ◆ Total Adult Basic Education [TABE] Score (CDCR 128 B)
- ◆ Tuberculosis [TB] Alert Code (CDCR 128 C)
- ◆ Mental Health Screening (CDCR 128 C)
- ◆ Reception Center Medical Clearance and Special Instruction Chrono (CDCR 128 C-1)
- ◆ Notice of Critical Case Information (CDCR 812)
- ◆ Trust Withdrawal Information (CDCR 825)

Requests for a specific receiving institution should be directed to the appropriate CCI at the time of the processing interview. The ultimate decision for an inmate's institution placement rests with the CSR, and is based upon the needs of the inmate, institution, and department.

Inmates born in a foreign country may voluntarily request to serve their sentence in their country of birth, providing the inmate meets the criteria. Foreign Prisoner Transfer Treaty Program (FPTTP) orientations are routinely scheduled and the FPTTP is discussed during the processing interview with the CCI.

All inmates who are within 30 days of release will remain in RC pending parole, or discharge. A Classification Chrono (CDCR 128-G) will be completed reflecting this information, and the inmate will be retained on A1/U status pending parole.

The RC will not be required to initiate or follow-up on Holds, Warrants, Detainers (PC1381) or Demand for Trial, except for those inmates who will parole from RC or those inmates pending imminent release per DOM, Section 72040.5.2.1 (see Attachment A). Pursue any concerns at your receiving institution. Upon receipt at the receiving institution, inmates will be scheduled for Initial Classification within 14 calendar days. If eligible, half-time credit earning status will begin the day of assignment to a work, vocation, or education program.

Within six to eight weeks after programming in an assignment, Records staff will forward an updated Legal Status Summary Facesheet with your estimated release date. Inmates who are pregnant or have one or more children under the age of six years may be eligible to participate in the Community Prisoner Mother Program (CPMP) (see Attachment B). If you have any questions regarding this program, contact your CCI. In addition, there is information regarding the CPMP available in the Law Library.

CCWF has one Substance Abuse Program. For eligibility requirements and program content, see Attachment C.

Inmates currently engaged in a court action who may lose custody of their minor children have a responsibility to work with their county caseworker, the courts, or their attorney to resolve this issue. The CCI cannot and will not provide legal advice or documents in this area; however, there is information available in the Law Library. Inmates are encouraged to maintain written communication should an issue of this nature arise.

Inmates within seven months of parole will be required to meet with their CCI for preparation of a Release Program Study (RPS). The RPS will contain parole plans (planned residence and employment) and later parole reporting instructions.

Inmates are encouraged to communicate with family, people of positive influence, and organizations such as Friends Outside (see Attachment F).

RESTITUTION FINE COLLECTION SYSTEM

Assembly Bill 876 provides that the Director of CDCR shall collect court ordered restitution fines owed by inmates from both inmate wages and trust account deposits. PVWNTs shall have their fines collected on their new term. Fines shall continue to be collected on inmates with restitution fines whose parole was revoked without them ever having left the physical custody of CDCR. In accordance with PC Section 2085.5, CDCR shall deduct 50 percent or the balance owing, whichever is less, of an inmate's wages and trust account deposits, with the exemptions of Joint Venture Program (JVP) deposits, Family Visit funds, and Temporary Community Leave (TCL) funds.

Deductions shall be transferred to the State Board of Control (BOC) to be deposited in the Crime Victims' Restitution Fund in the State Treasury. In addition, CDCR shall deduct and retain from the wages and trust account deposits of an inmate, an administrative fee that totals 5 percent of the deduction, for a total maximum deduction of 55 percent. The Law Library has information on the restitution program, should you request further details.

GENERAL CONDUCT

Inmates will be required to follow instructions given by staff members. Staff members are required to treat inmates with respect, and it is required that inmates treat staff and other inmates in a respectful manner. Inmates will avoid behavior that is designed to encourage illegal, disruptive, or inappropriate behavior. Sexual activity is prohibited. (Family visiting is excluded.)

PROBLEM SOLVING

If you are having a problem, you should first speak with your housing unit staff. It is recommended that you address problems with your housing unit staff before bringing them to a Sergeant or Lieutenant. A pass is required to enter the Program Office. You may also use the forms Request for Interview (GA-0022) or an Inmate/Parolee Request for Interview, Item or Service (CDCR 22), to communicate with staff via the institutional mail.

LIVING QUARTERS

It is the responsibility of each inmate to maintain her cell or dorm area in a clean and orderly manner. This will involve, but is not limited to, making beds neatly prior to the breakfast meal release, cleanliness of floors, walls, toilets, sinks, and proper storage of property in lockers. Inspection of cells and dorms will be conducted daily. A list of specific housekeeping responsibilities are as follows:

- ◆ Each inmate is responsible for the content and condition of her cell or dorm area. This means you may receive a disciplinary report or referral to the District Attorney if the contents are felonious.
- ◆ Upon assignment to a cell or dorm area, report any damage or missing fixtures to the housing unit officers immediately, or you will be held responsible.
- ◆ Between the hours of 8:00 A.M. and 4:30 P.M., and during times when inmates are absent from their cells, beds shall be made neatly and outer blankets will not be wrinkled. Blankets are not to be used as rugs and are not to be removed from the cell or dorm.
- ◆ Toilets and sinks must be kept clean.
- ◆ Obscene material is not permitted and will be confiscated per CCR, Title 15, Section 3006(c), Contraband.
- ◆ Cell or door windows will not be covered and will be kept clean.
- ◆ Light lenses will not be covered. Lights will be turned off when the cell dorm is not occupied and by 11:00 P.M. each evening.
- ◆ Visiting in cells or dorms where you are not assigned is not permitted. Inmates found to be out of bounds will be subject to disciplinary actions.
- ◆ All items of personal property must be stored in the inmate's assigned locker.
- ◆ No pictures or decorations will be affixed to any area outside of the locker.
- ◆ Smoking or possession of paraphernalia related to smoking is prohibited.

PERSONAL HYGIENE

Inmates must keep themselves clean and practice good health habits essential to the maintenance of physical and mental well-being. Showers will be taken daily. If an inmate is indigent and cannot purchase supplies such as soap, toothpaste and toothbrushes, the housing unit officer will issue them. Though the outward appearance of communicable diseases is not always present, some inmates have Hepatitis, HIV, AIDS, as well as sexually transmitted diseases. Engaging in unprotected sex, tattooing or intravenous drug use may spread the diseases. Inmate Peer Health Counselors are available to assist you in understanding these diseases.

PERSONAL GROOMING AND STATIONERY SUPPLIES FOR INDIGENT INMATES

Indigent Criteria

An inmate will be identified as "indigent" if they have had a trust account balance of one dollar or less for the past 30-day period. If an inmate has a trust account balance of more than one dollar during the past 30 days, or has deposited or withdrawn an amount in excess of one dollar, they will not be considered indigent. The Accounting Department will determine who qualifies for indigent

each month, and automatically sends an Indigent Kit for each eligible inmate. Housing staff on the 10th of each month will issue indigent supplies.

Items issued monthly:

- ◆ Shampoo
- ◆ Toothpaste
- ◆ Disposable Safety Razors (4) (N/A in RC)
- ◆ Deodorant
- ◆ Dental Flossers◆ Golf Pencils (2)◆ Vaseline Tube
- ◆ Hair Oil/Grease
- ◆ Stamped envelopes (20)
- ◆ Writing paper (20 sheets)

Items issued annually in October:

- ◆ Hair Brush
- ◆ Comb
- ◆ Shower Shoes

Third Watch housing unit staff will conduct distribution of supplies to indigent inmates.

COUNTS

All inmates will report to their assigned areas for count. All movement will cease during count time. Being out of place for count or attempting to delay or disrupt count will result in disciplinary action. Institutional counts are conducted at the following times:

- 12:30 A.M.
- 2:30 A.M.
- 4:30 A.M.
- 4:30 P.M.
- 9:15 P.M.

Close A custody count is at 12:00 P.M., and Close A and B custody count is at 8:00 P.M. These counts are for close custody inmates only and do not require the recall of non-close custody inmates.

NOTE: It is the responsibility of the officer conducting the count to see a portion of the inmate's body or skin for the proper accountability. The officer must be able to tell that you are alive. **All inmates in double cells must stand for the 4:30 P.M. count.** Inmates in dormitory cells will sit up on their assigned bunks at the 4:30 P.M. count.

Inmates who have a verified disability that prevents them from standing during count shall be reasonably accommodated. All standing counts in housing units in which inmates with mobility, vision and hearing impairments will be announced on the Public Address (PA) system as outlined in Notices, Announcements and Alarms. If there is a verified condition as reflected on the CDC 1845 or Comprehensive Accommodations Chrono that prevents an inmate from complying with the institutional count procedures, the inmate shall be permitted to sit up on their assigned bed or in their wheel chair next to her bed.

Emergency counts can occur at any time. **Emergency counts are standing counts.** Whenever you are informed of an emergency count, you are to report for count **immediately** as directed.

INMATE VOLUNTEER WORKERS

RC Inmates living in Buildings 501, 502, and 503 can be assigned as Inmate Assistance Disability Program (IDAP) workers, porters or yard crew workers. To be a porter in your Housing Unit, you must request approval from your regular housing staff. To be considered for yard crew, or Program Office porter or IDAP worker, you must submit a Request for Interview form to the Facility 'A' Sergeant and include your name, CDCR number, housing. You must be disciplinary free.

INMATE CALLS, PASSES, AND DUCATS

An inmate pass or ducat that is properly completed and delivered authorizes an inmate to report to a specific place or person at a specific time. Inmates must respond promptly to notices given in writing, announced over the PA system or by any other authorized means. Failure to do so will result in disciplinary action and may delay your RC to General Population (GP) processing.

ANNOUNCEMENTS

The flashing of the overhead lights is to be used to notify hearing-impaired inmates that an announcement, affecting them, has been made. Examples: Unlocks, yard releases, building evacuations, etc. Contact unit staff immediately if you need assistance for a disability.

All verbal announcements in the housing units where inmates with vision and hearing impairments impacting placement are housed will be done on the PA system and by turning the unit interior lights off and on several times to alert inmates that an announcement is imminent (i.e., count, meal release, work release, yard release). The flashing of the light is to be done before the announcement is made. Messages communicated over the PA system regarding inmate services or programs (i.e., class closures, religious activities, etc.) will also be posted via bulletin boards in housing units where inmates with vision and hearing impairments are housed. Inmates with hearing impairments will be provided personal notification of visits, ducats, etc.

IDENTIFICATION CARD

Replacement of lost or damaged State ID cards will cost \$7.00. This fee will be deducted from the inmate's trust account. Inmates may also be charged for a replacement card if they willfully changes their physical appearance. You are responsible for having your ID card in your possession at all times when outside of your assigned dorm or cell.

SPECIAL NEEDS IDENTIFICATION

Housing unit staff in each housing unit, to which a hearing or vision impaired inmate is assigned shall maintain a copy of the inmate's picture with the unit roster in order to alert unit staff to provide for the special needs of the inmate during count, emergency evacuation, verbal announcements, etc. Special needs may include personal notification for hearing impaired inmates and assistance provided to visually impaired inmates in responding to ducats and escorts for emergency evacuations. Inmates with impairments (i.e., hearing, visual, mobility, etc.) may be issued a vest, which must be worn as their outermost garment upon exiting their cells.

MEAL RELEASE AND DINING ROOM RULES

The minimum daily caloric intake for provided meals averages approximately 2200 calories.

Outpatient Therapeutic Diets are also provided. Failure to attend each meal may result in your being removed from the special diet program. Sharing of medically approved meals is prohibited and may result in future disapproval of these meals. Inmates with Renal Diets will be issued a laminated pink ID card.

Meal release times (approximately) are as follows:

Breakfast: 6:10 A.M. (Pick up box lunch every day) **Dinner:** 5:00 P.M.

Inmates shall proceed directly to the dining facility when released from their housing units for meals. Do not stop, slow down or wait for other inmates.

The following rules will be observed in the dining areas:

- ◆ Carry your ID card on your person. You will be asked to display it.
- ◆ Discrepancies in your serving must be brought to the attention of the staff before you leave the serving line.
- ◆ No exchange of food in the serving lines.
- ◆ Only one tray and cup per person.
- ◆ No cutting in line.
- ◆ Shoes must be worn at all times. When an inmate has not yet been issued shoes, socks must be worn with open-toe, backless and thong shoes.
- ◆ One piece of whole fresh fruit is the only thing allowed to be brought out of the dining hall.
- ◆ No sleeveless tops or exposed midriffs.
- ◆ No sunglasses, except as required by medical prescription.
- ◆ No personal cups or tumblers.
- ◆ No hats or headgear may be worn in the dining area.
- ◆ Inmates are not permitted to bring personal items such as soft drinks, Kool Aid, letters or miscellaneous papers or property to the dining hall.
- ◆ Seating and release is designated from the dining hall, by officer's instruction.
- ◆ You will be sent back to your housing unit during meals if you are not in the proper attire.
- ◆ Do not communicate with or pass items to the General Population (GP) kitchen workers.

PERSONAL PROPERTY ALLOWED IN RECEPTION CENTER – FACILITY A

The following is a list of personal property allowed on Facility A:

- ◆ (Set) Wedding Rings (not to exceed the value allowed by CCWF)
- ◆ (1) Neck Chain (18" max) with religious medallion
- ◆ Address Book
- ◆ Legal paperwork
- ◆ (20) Embossed envelopes
- ◆ (15) Photos (no Polaroid)

Jewelry, Rings, Contraband, Makeup, Body Piercings

- ◆ Makeup is not allowed on Facility A. If you are found wearing makeup or are in possession of it, it is contraband; the makeup will be confiscated and you may receive a RVR.
- ◆ **NO** body piercing. Any studs or jewelry, real or manufactured out of combs, plastic forks, etc., are not to be worn anywhere on your face or body. Jewelry will be confiscated and, if determined to be contraband, you may receive a RVR.

NEW ARRIVALS: CLOTHING, LINEN, AND FISH KIT ISSUE

New arrivals will receive their initial State clothing from R&R upon arrival, which consists of the following:

- ◆ 1 Nightgown
- ◆ 1 Bra

- ◆ 3 Panty/Boxer or Mix of both
- ◆ 1 Shower Shoes (pair)
- ◆ 1 Socks (pair)
- ◆ 1 Blue Nylon Jacket
- ◆ 1 Set of Orange 2 piece clothing

New arrivals will receive a Fish Kit that contains the following:

- ◆ 1 Shampoo/Body Wash
- ◆ 1 Toothpaste
- ◆ 1 Toothbrush
- ◆ 1 Petroleum Jelly
- ◆ 1 Comb
- ◆ 1 Brush
- ◆ 1 Hair Food/Grease
- ◆ 1 Deodorant
- ◆ 5 Stamped Envelopes
- ◆ 5 Sheets of Writing Paper
- ◆ 1 Pencil
- ◆ Tuberculosis (TB) Pamphlet
- ◆ Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) Pamphlet
- ◆ California Code of Regulations - Title 15 / Rules and Regulations Book
- ◆ Inmate Orientation Handbook
- ◆ Medical Orientation Handbook
- ◆ Institutional Programs Packet

Receiving and Release (R&R) Officers will issue the following linens:

- ◆ 2 Blankets - 2 Acrylic
- ◆ 1 Pillowcase
- ◆ 2 Sheets
- ◆ 3 Towels
- ◆ 1 Lock
- ◆ 1 State Cup
- ◆ 1 Spoon/Fork

Distribution of the remainder of clothing will be conducted by Facility A Clothing room by the next working day. The clothing issue shall be limited to the following:

- ◆ 3 Two-Piece Orange Uniforms
- ◆ 2 Nightgowns
- ◆ 1 Pair of Tennis Shoes
- ◆ 1 Sweatshirt
- ◆ 2 Bras
- ◆ 6 Pairs of Socks
- ◆ 5 Panties - New (Once issued, underwear is not an exchange item. You are responsible for its cleanliness.)

CLOTHING REGULATIONS

- ◆ You must be in proper attire at all times.
- ◆ You must wear undergarments at all times (i.e., underwear, bra).
- ◆ When wearing your sweatshirt, your orange top displaying CDCR PRISONER must be worn **over** the sweatshirt at all times.

- ◆ No cuffs are to be worn in pants at any time. If you are seen with cuffs, you will be stopped and required to adjust your clothing.

Altering State Clothing

Alterations of any kind to state clothing will not be tolerated. You will be issued a RVR and charged for the article of clothing you have damaged or altered; and, even after paying for it, it will be confiscated.

LAUNDRY EXCHANGE: CLOTHING AND LINEN

Only State clothing and linen will be washed by this institution. Each Facility A housing unit will conduct laundry exchange on a weekly basis on the following days:

501 EOP/A Yard GP	Thursday	8:15 A.M. to 1:00 P.M.
Building 501 R/C	Tuesday	8:15 A.M. to 1:00 P.M.
Building 502 R/C	Monday	8:15 A.M. to 1:00 P.M.
Building 503	Thursday	8:15 A.M. to 1:00 P.M.
504 Ad-Seg/	Tuesday	8:15 A.M. to 1:00 P.M.

Inmates will exchange on a garment-for-garment basis, not to exceed the following:

- ◆ 1 Washcloth
- ◆ 3 Pairs of Socks
- ◆ 2 Bed Sheets
- ◆ 1 Pillowcase
- ◆ 2 Orange Uniforms
- ◆ 2 Towels
- ◆ 1 Sweatshirt
- ◆ 2 Nightgowns

Inmates are to retain these linens and take them to their new housing assignment, if housed in GP at CCWF. Linens are considered part of their clothing issue.

In order for inmates to participate in laundry exchange, they must properly complete a clothing exchange slip for all items that they wish to exchange. This exchange slip is available from your housing unit officer.

The clothing will be collected in the housing units and delivered to the Facility-A Clothing Room for laundry exchange. Once completed, the laundry will be returned to the housing unit.

The inmates will line up with their dirty laundry and completed laundry slips. The clothing room staff will take the inmates laundry slip and ID card and verify its accuracy against laundry items submitted. Any discrepancies between the quantity on the slip and items actually turned-in will be noted on the slip. Once confirmed, laundry workers will place turned-in items in to their appropriate bins. The clothing room staff will highlight the name taken from the ID card and laundry slip on the building roster. This will be used to verify the inmates utilizing the exchange service.

Laundry workers will exchange items turned in and will issue clean laundry directly to the appropriate inmate along with their ID card. Clothing staff will verify that all returned clothing will match what is noted on the laundry slip. Any discrepancies between what was turned in and what was issued will be resolved by the clothing room supervisor with the assistance of the officer before

the inmates leave the laundry exchange line. The clothing supervisor will retrieve the laundry slip, verify what was turned in versus what was issued, and resolve the dispute.

The clothing room supervisor will be responsible for verifying items that cannot be immediately exchanged. In these cases, the supervisor will issue a "short slip" to the affected inmate (these shortages will be rectified during program time.) When each group of inmates has completed their laundry exchange, the officer will ensure they return to their housing unit and the next group of inmates will be released. This process will be repeated until 2:00 P.M. At this time, laundry exchange will cease and new arrival inmates will be served.

MAIL SYSTEM

CDCR rules regarding correspondence will apply to all inmates and employees. Correct address or return address is as follows:

Inmate's First and Last Name, Inmate's CDCR Number
CCWF, Housing Unit-Cell-Bed
P.O. Box 1508
Chowchilla, CA 93610-1508

Improperly addressed incoming mail will be returned to the sender unprocessed. It is your responsibility to notify your correspondents of any change to your address.

Mail with postage due will be returned to sender.

Inmates without funds will be provided with sufficient writing materials and 20 postage paid envelopes per month. This is in addition to an indigent inmate's legal mail.

All outgoing mail will be deposited in mailboxes provided in each housing unit except between the hours of 9:00 P.M. and 12:00 A.M. when mail may be slid under dorm or cell doors for pick up by First Watch staff. All regular, non-confidential inmate mail is subject to being read entirely or in part by designated employees of the correctional facility before it is mailed for an inmate or is delivered to an inmate, per CCR Title 15, Section 3138(a). The Third Watch housing officer will deliver incoming non-confidential mail to the inmate.

To determine the possible presence of contraband, all incoming confidential mail will be inspected prior to delivery to an inmate. Confidential mail will be opened and inspected for contraband in the presence of the inmate addressee. Inspecting correctional officials will not read any of the contents of the confidential mail. Outgoing confidential mail may be inspected, with or without opening the mail, for causes only as provided on CCR Title 15, Section 3144.

Incoming legal mail will be delivered to the inmate by the facility Sergeant or designee. You must sign a log acknowledging the receipt of confidential mail. Each correspondent is personally responsible for the contents of each item of mail sent into or out of the institution. Violation of law, CCR or local institutional policies, will be referred to the appropriate authorities and may result in temporary suspension or denial of correspondence between the parties involved.

Funds received in the mailroom are removed and are forwarded to the Trust Office. Inmates will receive a stamped receipt on the original envelope, indicating the amount of the funds received. Money orders, postal money orders, and personal checks must be made payable to the inmate and contain their prison number. No money orders and checks will be credited to the inmate's account for 30 days, pending bank clearance. Inmates may receive money via the Internet at: www.jpays.com or www.inmatedeposit.com which will be transferred into their account within 24 to 72 hours and a receipt will be sent to the inmate via institutional mail. No cash will be accepted.

Inmates may receive, through mail, up to 10 photographs per mailed envelope. Polaroid photographs (with attached backings), negatives and slides may **not** be received.

Inmates may receive letters, internet downloads, newspaper clippings, photocopies of text, pamphlets and leaflets in non-padded envelopes up to 10"x13". Additionally, each envelope may hold up to 500 loose sheets stationery (plain/colors/prints), 1 lined writing tablet (white or yellow), 20 postcards, 10 blank greeting cards with white envelopes, 1 calendar (9" x 12" max), 40 postage stamps, 40 white envelopes (standard 3⁵/₈" x 6¹/₂" and business 4¹/₈" x 9¹/₂" sizes only), and 40 embossed envelopes (these count as stamps *and* envelopes).

INMATE CORRESPONDENCE

Pursuant to CCR Title 15, Section 3139, Correspondence between Inmates, inmates may not correspond with inmates of another correctional facility unless approval of the Warden has been obtained. Because inmates are assigned to the RC for only a short period, it is recommended that correspondence requests be initiated at the receiving institution, which would allow sufficient time for processing. RC inmates may obtain correspondence request forms from their unit staff. The forms must be completed by the inmate with the assistance of their counselor.

QUARTERLY PACKAGES

RC-A Yard inmates are not eligible to receive quarterly packages.

RECEPTION CENTER MEDICAL CLEARANCE

A complete medical history shall be taken from each new commitment upon arrival. This is designed to prevent newly arrived inmates who pose a health or safety threat to themselves or others from being admitted to the facility's GP and to rapidly transport newly admitted inmates to the appropriate health care center as needed. Shortly thereafter, inmates will be scheduled for laboratory and radiographic tests, dental screening, physical examination and mental health screenings.

For inmates with a disability-impacting placement (mobility, vision, hearing, or speech) an Inmate Disability Verification Form (IDVF) will be completed. If the identified IDVF inmate does not have any additional significant health care problem, the inmate will be endorsed and placed in an appropriate DPP institution. Mental health screenings will not be given to inmates designated as SACTU (30-day dry out) unless conditions exist which would warrant such an evaluation. N numbers (CRC commitments), or Z cases (90-day) unless conditions exist which would warrant such an evaluation.

SICK CALL POLICIES AND PROCEDURES

Medical or psychiatric emergencies will be treated as they occur. An emergency is defined as anyone experiencing or suffering any of the following symptoms:

- ◆ Not breathing
- ◆ Having a seizure
- ◆ Unresponsive
- ◆ Unconscious
- ◆ Difficulty breathing
- ◆ Bleeding profusely
- ◆ A complete or partial amputation
- ◆ Bizarre behavior

All unforeseen illnesses will require a phone call from the housing unit officer or Facility Sergeant prior to being seen in the clinic.

It is extremely important that inmates report promptly for all scheduled medical appointments as instructed or ducated while housed in RC. Inmates cannot be endorsed to be transferred from the RC until they have been medically cleared.

Upon an inmates' arrival to CCWF RC, Medical staff will give a TB test in R&R. The Medical staff will provide a health history questionnaire and a ducat with the time and date to report back to Medical staff to have the TB test read. The inmate will receive several routine laboratory tests prior to the actual physical examination to include: serum pregnancy test, urinalysis and blood draw. A PAP smear will be taken during the physical exam.

Failure or refusal to report to TB screening, laboratory work, dental screening or physical examination while housed in the RC will result in disciplinary action or placement in the Administrative Segregation Unit Housing.

The Sick Call Procedure requires the following:

To access sick call, an inmate must request medical care by fully completing a Health Care Services Request Form (CDCR 7362), or "co-pay," and placing the form in the medical care locked box located in each housing unit. An inmate may also hand a completed co-pay form directly to health care staff if the inmate is housed in a segregated housing unit, does not have direct access to a locked box, or otherwise chooses to deliver her request to health care staff. All co-pays will be screened and prioritized within 24 hours of receipt.

- ◆ Please note: Emergency medical care shall be provided any time an inmate makes her needs known to correctional staff. Emergency care does not require the completion of a CDCR 7362 (co-pay) by the inmate.
- ◆ Until ducated, all inmates completing the co-pay form, must report to their current scheduled place of work, school, etc.
- ◆ Health Care Services Request forms must be maintained confidential and will be removed from lock boxes only by health care staff. Each request will be screened and prioritized by a Registered Nurse (RN) and the required health care provided in a timely manner. Inmates requiring urgent care may be seen immediately, in or out of sequence. Sick call will be provided on a priority basis, Monday through Friday, in all facility clinics.
- ◆ At the time of the scheduled appointment, an RN shall prepare the inmate's health record and measure and record symptoms of illness or injury.
- ◆ An RN shall follow up with an assessment of the inmate's medical condition, documenting his or her observations and findings.
- ◆ A physician shall complete the inmate's evaluation documenting their findings and orders for are (???) and treatment. When indicated, the doctor will order and sign a Medical Lay-In Form CCWF 816.
- ◆ Inmates will be charged a co-payment for the health care, except when the co-payment is excluded by departmental policy.

The inmates will line up in an orderly manner behind the "Out Of Bounds" line and will be called one at a time by the RN for evaluation. The RN will determine if the inmate needs to be seen immediately or scheduled for an appointment with the physician on the Doctors Line. It is very important that you respond to Doctors Line when ducated. Failure to report to a ducat may result in appropriate disciplinary documentation.

DENTAL SICK CALL

Facility A Dental Sick Call is for true emergencies only (e.g., massive swelling, bleeding, and severe pain). All routine treatment must wait until inmates are assigned to their permanent facilities. Housing unit staff will arrange with dental staff for emergency dental treatment. Inmates may also request emergency care by placing a CDC 7362, co-pay form in the white box outside the Facility-A Medical Clinic Window. Dental staff screen all requests.

MEDICAL REQUEST/CO-PAYMENT

Located in front of Building 703 is a red metal box labeled “Medical Requests.” The box is there so you can request sick call appointments or other medical or counseling services confidentially in writing. Medical request forms (Co-Pays) are available from the housing unit officer. The box will be emptied once a day and you will be contacted for an appropriate follow-up.

PILL LINE

After being seen by the physician, prescriptions may be written for medications the physician feels are necessary for the inmate. The physician will explain each new prescription at the time it is prescribed or renewed. Prescriptions may be filled by the pharmacy within one or two days and delivered for the Licensed Vocational Nurse (LVN) to issue to the inmate at the evening pill line. Inmates are to notify the LVN five days prior to expiration of their prescription in order to receive a timely refill. Refills will be given only if previously approved by a physician. Please let staff know if you do not receive your medication. You must sign a refusal form if you do not want to take your prescribed medication.

The schedule for pill lines are as follows:

A.M.	NOON	P.M.
Monday - Friday	Monday - Sunday	Monday - Sunday & Holidays
6:15 A.M. - 9:30 A.M.	12:00 P.M. - 1:30 P.M.	5:00 P.M. - 7:00 P.M.
Saturday - Sunday & Holidays		
6:15 A.M. - 10:00 A.M.		

CONTRABAND MEDICATIONS

Plain and simple: “Don’t do it.” If you get caught “cheeking” or hiding meds; are caught with a non-prescribed or a prescribed hot med; have non-prescribed cold meds in your possession; or have expired meds that were prescribed to you but you held onto them after their prescription expiration date. The possible consequences are as follows:

- ◆ 120-150 day forfeiture of credits. These are days which, once lost, you cannot get them back.
- ◆ You will be placed on “No visiting status,” followed by non-contact visits.
- ◆ You will be placed on mandatory monthly random drug testing for one year.
- ◆ You may lose your yard privileges.
- ◆ You may lose your privilege to receive vendor packages/special purchases.
- ◆ Bottom line: if you are receiving hot meds, take them at the pill line window. Only take your own meds. Taking someone else’s meds can be deadly.
- ◆ Do not cheek or try to hide the meds to take later; if found in your possession you will receive a RVR, and the prescription will be reviewed to determine if it needs to be continued or stopped.

MEDICATIONS STOCKED BY CANTEEN

CDCR institutions and camps shall make available a limited selection of over-the-counter medications to inmates for self-administration as follows:

- ◆ Ibuprofen
- ◆ Antacids
- ◆ Antifungal Cream
- ◆ Antihistamine Tablets
- ◆ Benzoyl Gel
- ◆ Lotion
- ◆ Eye Drops
- ◆ SunblockRC inmates with trust account balances are encouraged to purchase the designated over-the-counter medications through the institution's Canteen.

SICK CALL, PILL LINE AND DIABETIC PROCEDURE DURING FOG CONDITIONS

An Officer will perform all escorts to the medication line during acute fog conditions. When fog is lifted, the Program Sergeant will notify the Medical department and medical appointments, sick call, and pill line will resume normal program. The medication line is required to resume for one and a half hours after the time that the fog has lifted. There will be no unescorted movement during acute fog. Staff will escort diabetic inmates to receive their medication and outpatient therapeutic diets.

HIV/AIDS

There is no evidence that being in prison increases the risk of contracting HIV or developing AIDS. Nearly all of the prison inmates who have HIV had a previous history of high-risk behavior including IV drug use or promiscuous sexual activities; their risk for contracting HIV was therefore related to drug use or sexual behavior and not to imprisonment. The disease has an incubation period of one to several years before symptoms begin to appear. Inmates who do not or have not engaged in unprotected sexual activity, IV drug use, tattooing and piercing, or sexual activity with multiple partners have no greater risk of contracting HIV than any other person in the community population.

If you would like to be tested for HIV, this service is available to you free of charge. However, prior to your request you will be required to discuss your request with an HIV (staff) or Peer Counselors. Peer Counselors are specifically trained inmates who are certified to provide HIV counseling. They do not have access to your test results, this information is confidential to everyone except staff who will give you the results, but are a good source of support throughout the process. Peer counseling is available on a weekly basis on A yard.

If you feel you may have symptoms of HIV/AIDS, you should see the Medical staff immediately. You can be assured that you will receive the best treatment possible and that your condition will be treated confidentially.

The risk of contracting HIV from casual contact with people is extremely minimal. However, there are precautions to reduce that risk even further. Do not engage in sexual behavior, share items or involve yourself in misbehavior that can draw/transfer blood. This includes razors, fingernail kits, tattooing needles, earrings or anything else that can puncture the skin. HIV positive inmates are housed in both the RC and GP at CCWF.

HEALTH SERVICES FOR INMATES

All inmates will be advised of the types of health services, including Disability Program Placement, which are available to them during their initial orientation into the RC. CCR Title 15, Section 3350,

will provide inmates with a reference for what services are available. Additionally, the following is an overview of Mental Health services at CCWF:

RC Mental Health Services

The Department provides mental health services to all inmates including and initial screening and evaluation with appropriate follow-up services and on going monitoring. If you are experiencing mental health concerns, please advise staff so assistance can be provided to you.

This program screens all new inmates for possible mental health needs as they enter the system. Inmates identified in the screening process receive full clinical evaluations to determine current diagnoses and needs for treatment.

Self-Referral for Mental Health

Inmates may self-refer for mental health services. If non-emergent, this is done by submitting an Inmate Request for Interview form to the Mental Health Department. This form is available from your unit officer. If it is an emergency, notify custody or medical staff.

Mental Health Crisis Beds (MHCB)

This provides 24-hour, short term in-patient care for inmates in Mental Health Crisis.

Enhanced Outpatient Program (EOP)

This program provides special housing and intensified out-patient care for inmates who are unable to adjust to GP placement based on their mental health, but do not require in-patient care.

Correctional Clinical Case Management System (CCCMS or “Triple CMS”)

This is a level of mental health treatment that allows inmates with treatment needs to maintain general population and in some instances, Security Housing Unit placements and programming while receiving an outpatient level of care from individually assigned clinical caseworkers.

INMATE APPEALS

Utilization of the Inmate Request for Interview System, CDCR Form 22

The Inmate/Parolee Request, Item or Service (CDCR 22) (most commonly referred to as an “Inmate Request”) is used to facilitate all routine requests for interviews, items, and services. The Form 22 is a four-page, carbon-style form. Be sure to accurately fill out each box in Section A, clearly state your request in neat writing, sign and date it. After you complete the Form 22 and give it to staff to sign, they will tear off the last page (goldenrod) and give it to you as your receipt. If the Form 22 is addressed to a person other than the staff you hand it to, they will deliver it to them, either in person or through the institutional mail system.

Staff is to respond to Form 22 requests within three (3) working days. If you are not satisfied with the staff response, you may request a review by their supervisor. In Section C, provide the reason why you disagree with the staff response, and sign and date it. Tear off the second page (canary) as your second receipt, and mail or deliver the original/cover page (white) to the appropriate supervisor. The supervisor has seven (7) working days to respond.

Do not attempt to give a Form 22 to staff while they are performing duties from which they cannot be distracted. Give your Form 22 to staff while they are performing routine functions which allow them time to sign the form and give you your receipt (i.e., at the Officer’s Station.) The Form 22 is

not intended to substitute for verbal communication and requests that you can handle informally. The Form 22 is designed to document matters you are appealing or think you may appeal later.

CDCR Form 22 in Conjunction with the Inmate Appeals Process, CDCR Form 602

If you want to appeal an action or decision by staff, the form Inmate/Parolee Request for Interview, Item or Service (CDCR 602) must be filed within 30 calendar days of the event, action, or decision that you are appealing. At that time, you will also need to present evidence of steps taken to resolve your issue, as well as the staff's final decision. The Form 22 provides proof of final actions or determinations by staff when no other process or proof is available.

The Form 22 is not a substitute for an appeal on a pre-existing issue. Since an appeal must be submitted within 30 days of an event, action, or decision, you should not wait for the response(s) to your Form 22 before filing the appeal if the time limit is approaching. Submit the appeal, and note that the Form 22 has been submitted and you are awaiting response.

When there is no pre-existing issue and the decision received on the Form 22 is what is being appealed, the appeal time constraints start on the day you receive the Form 22 final response (Section D).

The Form 22 is not necessary for disciplinary appeals, classification appeals, or any other issue which uses a separate process and documents a final decision. Any issues pertaining to staff complaints must be appealed directly on a Form 602.

Utilization of the Inmate Appeals System, CDCR Form 602

The appeal process provides inmates and parolees a way to address issues and grievances. It also provides managers a window on day-to-day operations in prisons and parole regions. Appeals that are clear and to the point make it easier for staff to address issues and for managers to identify what concerns are most important to the offender population. Abusing or misusing the appeal process by filing excessive, confusing, fraudulent, or duplicate appeals results in critical resources being directed away from responding to substantive matters.

You may appeal any departmental decision, action, condition, or policy which you can reasonably demonstrate as having an adverse effect upon your welfare (CCR Section 3084, Right to Appeal.) No reprisals shall be taken for the good faith of use of, or responsible participation in the appeal process. An appeal must be filed on a CDCR 602 form. Appeal forms (most commonly referred to as a "602") may be obtained from staff in the housing units.

Should you have problems with writing or articulating your appeal issues, staff are available and can provide assistance, both by explaining the appeal process and by ensuring you are able to communicate effectively.

Any appeal filed in reference to action taken by the Board of Parole Hearings (BPH) must be submitted on a BPH Appeal form (BPH 1040.) These forms are available at the Law Library.

If you believe you are being sexually harassed or discriminated against by a staff member, you have a right to seek relief through the appeal process. However, it is strongly suggested that you bring this matter to the attention of a non-involved staff member as soon as possible for immediate resolution. Knowingly making false statements may result in a disciplinary charge under CCR Title 15, Section 3021, Falsification of Records and Documents.

Inmates filing appeals containing gross derogatory, slanderous, or obscene statements may result in disciplinary charges under CCR Title 15, Section 3004, Rights and Respect of Others.

Utilization Of The Reasonable Accommodation Request (CDCR 1824)

Utilization of Reasonable Accommodation Request (CDCR 1824), which are available in the Law Library and housing units, can be used by any inmate to allege a disability and request an accommodation to access a program, service, or activity. An inmate who believes, he/she has been discriminated against, based upon a disability may also use the CDCR 1824. Any inmate who has, who believes he/she has, or who is regarded by staff as having, a physical or mental impairment, may submit a CDCR 1824. The inmate shall either place the CDCR 1824 in the appeals collection box or mail the request to the Institution Appeals Office. If an inmate elects to hand their CDCR 1824 to staff for collection, the staff member will not read the substance of the CDCR 1824. When an inmate is unable to access the collection box (e.g., during periods of restricted inmate movement), staff shall place completed CDCR 1824 requests into the collection box for the inmate. Responses to an inmate's CDCR 1824 must be completed within thirty (30) calendar days of receipt. A Form 22 does not need to be submitted prior to submitting a CDCR 1824.

Patient/Inmate Health Care Appeal, CDCR Form 602-HC

To submit an appeal concerning medical, dental, or mental health issues, you need to complete a CDCR 602-HC (most commonly referred to as a "Medical 602".) This form is blue in color and can be obtained from the housing unit staff. Refer to CCR Title 15 Section 3084.2 for specific requirements regarding preparation and submittal of the health care appeal. Once you have completed the CDCR 602-HC, you may send it to the Health Care Appeals Office for processing via the institutional mail system.

How to File an Appeal

Except where cited in CCR Title 15, Section 3085 (3) (a-h), inmates should first seek relief through informal discussion with the appropriate staff member. If dissatisfied with the result, submit an Inmate Request for Interview Form 22 as a formal request and for documentation. If you are dissatisfied with the final decision on the Form 22, you may submit an Inmate Appeal Form 602 to the Appeals Coordinator within 30 days of your receipt of the Section D response. You will need to include a copy of the completed Form 22 with your appeal as proof of a final staff determination on an issue for an appeal to be accepted and processed.

Include your name, CDCR number, and housing on your appeal, complete sections A, B, and "Supporting Documents," and sign and date it. Briefly and clearly state your issue and action requested and use a Form 602-A if you need a continuation page. Only one row of text per provided line is allowable. Include all supporting documents (photocopies, which you may obtain at the Law Library, are acceptable.) Appeal forms should be placed in the institutional mail system for routing to the Appeals Coordinator.

You must submit the appeal within 30 calendar days of the event that led to the filing. If the required supporting documents are not available within 30 days, you should still submit the appeal, noting that you do not yet have the supporting documents. The appeal will be screened back to you giving you another 30 days to obtain the documents. You may submit no more than one appeal per 14-day period.

- ◆ Supporting Documents must be directly relevant to your appeal. Do not attach other appeals or legal cases; simply cite them by log or case number.
- ◆ Do not combine unrelated issues on a single appeal form; any such appeal will be rejected.
- ◆ Group appellants must additionally use the Form 602-G, which provides for the primary and secondary appellants to be identified.

Within thirty (30) working days from the date the Appeals Coordinator receives your appeal, they will send back the appeal with a letter of response. In Part C a checked box and notations will inform you of the disposition of your appeal. If your appeal was accepted for first level review, the action taken (granted, granted in part, denied, or other) will be explained in additional detail in an attached letter.

If you are dissatisfied with the First Level response, you may further the appeal by completing Section D. You may not add new issues in your Sections D and F explanations that were not previously addressed in your appeal or the responses. You must submit the appeal to the Appeals Coordinator within 30 calendar days of your receipt of the response.

If you are dissatisfied with the Second Level response, you may further the appeal by completing Section F. You must submit the appeal within 30 calendar days of your receipt of the response via mail to:

Chief, Inmate Appeals Branch
Department of Corrections and Rehabilitation
P.O. Box 942883
Sacramento, CA 94283-0001

USE OF FORCE

The CDCR recognizes the sanctity of human life. Therefore, deadly force, defined as any force that is likely to result in death, will only be used when it is reasonable force needed to:

- ◆ Defend the employee or other persons from an immediate threat of death or great bodily injury (GBI). GBI is an injury, which creates a substantial risk of death.
- ◆ Prevent an escape from custody.
- ◆ Stop such acts as riots or arson that constitute an immediate jeopardy to institutional security and, because of their magnitude, are likely to result in escapes or the death of other persons.
- ◆ Dispose of seriously injured or dangerous animals when no other disposition is practical.

It is the policy of CDCR to accomplish the custodial and correctional functions with minimal reliance on the use of force. Employees may use reasonable force as required in the performance of their duties, but unnecessary or excessive force shall not be used.

Firearms may be discharged as a warning only in an institutional or facility setting and only when deadly force is permitted as outlined above.

EMERGENCIES AND “GET DOWN” INSTRUCTIONS

During an institutional emergency, a red flashing light and audible alarm is activated. This alarm may also be addressed on the PA, by staff yelling, or whistle blowing. In this event, inmates will immediately stop all activity and sit on the ground on their buttocks (**not** kneeling or squatting.) Inmates who are fulltime wheelchair users , on crutches or wear a mobility impaired vest are exempt – these inmates are to remain in their wheelchairs or stand still where they are. Inmates who are indoors and already seated in chairs or on benches, such as in the dining room, or classroom, may remain seated. Inmates who are outside will sit on the ground, **not** on the benches. All inmates may be instructed to move to a different location and resume sitting. There will be no movement until the red lights and the alarms are turned off, and staff announces that inmate movement may be resumed. This is for the inmate’s protection as well as to assist staff in dealing with the emergency and identifying participants. **COMPLIANCE IS MANDATORY.** Failure to comply can result in disciplinary action.

EVACUATION PROCEDURES

All inmates with disabilities will be provided evacuation and emergency procedures in an accessible format during orientation.

Housing staff shall ensure that all disabled inmates are provided assistance to promptly evacuate from the unit during an emergency. Housing staff shall ensure that every inmate has been evacuated prior to leaving the unit.

SEARCHES AND RESTRAINTS

Searches

Inmates who have a disability that prevents the employment of standard search methods shall be afforded reasonable accommodation under direction of the supervisor in charge. Such searches shall be thorough and professional, with safety and security being the paramount concern.

Inmates in wheelchairs who have severe mobility impairments and who are unable to perform standard unclothed search maneuvers shall be afforded reasonable accommodation to ensure thorough searches, including body cavities. If the search includes the removal or disassembly of medical appliances, it shall be conducted in a clean setting. If a search requires removal of the appliance, a compliant inmate shall be allowed to remove the appliance and give it to staff. If forcible removal of an appliance from a non-compliant inmate is necessary, it shall only be removed by qualified medical personnel.

No inmate shall be required to lie or sit on an extremely hot or cold surface to perform unclothed body search maneuvers.

Durable Medical Equipment (DME) attached to the inmate's body will be removed for inspection only during an unclothed body search.

Complex devices shall be disassembled for inspection only when there is reasonable cause to believe the inmate has concealed contraband inside the device. Inspection of such devices shall require approval from a Captain or above after consultation with appropriate Medical staff. Only a competent professional shall disassemble such appliances.

Restraints

Inmates who have a disability that prevents application of restraint equipment in the normal manner shall be afforded reasonable accommodation, under the direction of the supervisor in charge. Mechanical restraints shall be applied to assure effective application while reasonably accommodating the inmate's disability.

ESCAPE AND EMERGENCY RECALL WARNING SYSTEM ALERT

The Escape and Emergency Recall Warning System Alert Siren is a critical part of CCWF Escape, Emergency and Staff Accountability procedure.

Upon determination that a possible escape has occurred, the Watch Commander will direct the Central Control Sergeant to Activate the Escape and Emergency Warning System Alert Siren to ensure all work areas are alerted that an emergency recall and count is in progress. The siren will remain activated for 60 seconds.

Once the siren emergency count clears, the Central Control Sergeant will advise staff by activating the siren for two 30-second periods, pausing between each tone.

ESCORT

When an inmate is under escort, inmates must clear the area of the escort, stop their movement and assume the sitting position. Do not communicate, interfere or attempt to pass items with the escorted inmate(s).

CLASSIFICATION

RC inmates will not be scheduled for Initial Classification until endorsement through a CSR action and transfer to a receiving institution.

Some inmates will remain in Unit 503, and will not move to 501 or 502. Any inmate who is considered Long Term (15 years or more), and any inmate in DDP program who is designated as DD1 or DD2 will stay in 503 pending completion of the RC Process or transfer to another institution. Any inmate with a prior prison escape or attempted escape will remain in 503.

INMATE CANTEEN

Newly arrived inmates may, within 30 days of arrival, be permitted to make purchases at the Canteen during any scheduled draw regardless of their last two digits of the inmate’s CDCR number. Such exceptions shall not be made for the inmate’s subsequent draws.

CCWF RC inmates will be allowed to shop Canteen no more than once per shopping cycle. RC inmates Canteen draw will be limited to \$110.00 per shopping cycle for your privilege group. The Canteen system will not show the total amount of money in the inmate trust account on the Canteen screen. Do not accept monies from other inmates and/or purchase canteen during your draw for them nor should you give them monies or allow them to shop for you. Doing so can lead to disciplinary action and inmate initiated violence.

Canteen Draw Schedule

Each inmate shall be entitled to not less than one draw each shopping cycle prior to the system refresh. The money must be in the Trust Restitution and Accounting System (TRACS) account at the time that each shopping week begins. Trust Statements should be issued prior to the shopping week. A list of approved shoppers will be supplied to each housing unit officer station by Canteen staff.

The Canteen Draw Schedule determines the shopping dates by the last two digits of the inmate’s CDCR number. See below:

<u>First Week Draw</u>	<u>Second Week Draw</u>	<u>Third Week Draw</u>
CDCR Numbers 00-33	CDCR Numbers 34-66	CDCR Numbers 67-99
First Monday of the month	Second Monday of the month	Third Monday of the month

The Canteen price list will be updated monthly. The Canteen price list will be handed out by unit designee and shall be neatly and correctly completed reflecting the quantity of each item wanted. The list shall be filled out prior to shopping and returned to canteen staff at the canteen window. The hours of the Canteen operation will be posted on the Canteen price list monthly.

The normal schedule for each week is:

Facility	Monday	Tuesday	Wednesday	Thursday
Facility A	0900-1500 hrs.	0900-1500 hrs.	0900-1500 hrs.	0900-1500 hrs.

Canteen will be closed on all State approved Holidays and one week each month for inventory during months with five (5) full weeks, the Canteen may be closed for two (2) weeks for inventory. During inclement weather or other emergency conditions, the Canteen schedule may change. At any time Canteen staff may be redirected from their normal work assignment during which the Canteen will be closed. Every effort will be made to ensure all inmates have an opportunity to go to the Canteen.

GENERAL VISITING INFORMATION AND RULES

RC inmates may visit with approved visitors. To become an approved visitor, the inmate must first send the visitor a Visitor's Application form (available in the housing unit). The visitor should then return the completed form to Visiting. When the visitor has been approved or denied, Visiting will notify the inmate, who, in turn, will notify the visitor.

- ◆ **All RC visits will be non-contact visits.**
- ◆ All visitors must be cleared through a metal detector.
- ◆ Visitors are not permitted to wait or loiter on prison grounds.
- ◆ It is required that visitors do not arrive on the institution grounds more than half an hour prior to scheduled visiting hours.
- ◆ Parking for visitors must be in the **visitor's area only**.
- ◆ Anyone under the age of 18 years, except the inmate's legal spouse, must be accompanied by a parent or legal guardian.
- ◆ The parent, guardian, or person with legal custody of a minor child shall present a certified copy of the birth certificate or county-embossed abstract of birth.
- ◆ Any persons previously convicted of a felony and confined in a state prison **MUST** have prior approval from the Warden and, if currently on parole, a written authorization from their Parole Agent or Probation Officer before entering the institutional grounds. Failure to do so constitutes a felony under California Penal Code.

Rules for Children

Search

Children are subject to the same searches as an adult. A child too young to walk through a metal detector alone may be carried through the metal detector by the adult visitor escorting the child in. Although a minor must clear the metal detector, children fewer than 36 inches are not subject to the restrictions related to colors of clothing or types of material.

Supervision

Some visiting rooms have an area set aside for small children. The area is usually relatively small (about the size of a typical bedroom) and has toys, games, and books for the children. The adult who has accompanied them to the prison, including whenever the children are in the play area, must supervise children at all times while on prison grounds. Failure to adequately supervise children can result in the termination of the visit, but it can also result in a lack of safety for the children, so visitors should be diligent about supervision and not allow other adults (prisoners or other visitors) to supervise their children. No adults (neither prisoners nor visitors) are allowed in the play area except when supervising their children.

Visiting Hours

Reception Yard and Administrative Segregation Unit visiting will be held only on Sundays from 10:00 A.M. to 12:00 P.M. General Population visiting hours are Saturdays, Sundays, and State Holidays, from 0900 to 1500 hours. The cut-off time for the processing in of visitors shall be one hour prior to the scheduled termination of visiting for that day; **no one** will be processed if they arrive after this time. Visiting staff shall ensure that the CCWF automated telephone visiting information system recordings are updated to accurately reflect the institution's visiting days and times as soon as practical.

Except for immediate family members, as defined in CCR Title 15, Section 3173(k), visiting with more than one inmate at one time requires the approval of the Warden.

GENERAL VISITING INFORMATION AND RULES (continued)

Non-Contact Visiting Rules

RC inmates entering the Visiting room are only allowed to wear the following:

- ◆ State issue orange top and bottom
- ◆ State issue socks and shoes
- ◆ State issue or personal white-only undergarments

Inmates are allowed to take only the following items into the Visiting room:

- ◆ Wedding rings
- ◆ Religious medal on a neck chain
- ◆ Comb

Failure to follow rules and regulations may result in termination of the visit and removal of any unauthorized items.

Attorney Visits

Attorney visits shall be arranged through the Litigation Coordinator's office and held during regular designated visiting hours. Inmates shall instruct their attorney(s) of this process. Attorney visiting rooms are available.

Visitor Information:

Facility Location

CCWF is located at 23370 Road 22 in Chowchilla, California. Visitors may call (800) 374-8474 for updated visiting information.

General Directions

- *From Sacramento:*
Take Highway 99 South to the Avenue 24 exit and turn left on Avenue 24; proceed 4 miles and turn right on Road 22 to the first prison on your right.
- *From Fresno:*
Take Highway 99 North, 3 miles past Madera to the 20 ½ exit; proceed east for 3 miles and turn left into the prison.

Clothing

Visitors must be fully clothed with no suggestive or see-through garments. Visitors **MUST NOT** wear clothing that in any way resembles state issued clothing (e.g., blue denim, dark blue pants, light blue tops, baseball shirts, orange tops and pants, red tops) or Correctional Officers' uniforms (e.g., khaki pants, combined beige top and pants.)

Identification

Visitors must present valid positive photo identification upon their arrival, such as:

- ◆ Driver's License
- ◆ California ID Card
- ◆ Military ID Card
- ◆ Alien Green Card
- ◆ United States Passport
- ◆ Matricula Consular de Alta Seguridad (MCAS)

Items Allowed Into the Institution

- ◆ Valid photo identification.
- ◆ Prescribed medication; only the amount needed during the visit. **All** medication **must** be left at the Entrance building. Exceptions are nitroglycerin and asthma inhalers; visitors will be allowed to keep these items in their possession during the visit.
- ◆ 2 Keys (on a key ring with no attachments).
- ◆ One small sealed package of tissues.
- ◆ Each adult visitor may bring 10 photographs, non-Polaroid, which are not to be given to the inmate (they will be counted when the visitor arrives and leaves).
- ◆ Each adult visitor may carry the allowable items inside a clear zip-lock style bag.
- ◆ Baby items: Three factory-sealed jars of baby food (no glass).

Items Strictly Prohibited Into the Institution

- ◆ Large purses (clear clutch purses 4"x6" are permitted)
- ◆ Weapons
- ◆ Alcohol
- ◆ Drugs
- ◆ Cigarettes/tobacco
- ◆ Food items
- ◆ Gum
- ◆ Candy
- ◆ Breath mints
- ◆ Cameras
- ◆ Non-prescription medication
- ◆ Electronic devices (e.g., cell phones, pagers)

INMATE TELEPHONES

There are four inmate telephones located in each housing unit. Inmate telephones with volume controls are available in each housing unit. All telephone calls will be collect and are subject to monitoring without notice. All phone calls are automatically disconnected after 15 minutes; several early warnings are provided during the phone call. Nicknames or acronyms are not acceptable when signing up for phone calls. You must state your full name to the operator/recording at the onset of the phone call. Inmates may not share time slots or phone conversations, switch time slots, or make calls for other inmates.

Inmates in the RC get one phone call in the first 7 days and one phone call every 30 days thereafter. Additional requests for telephone calls by inmates in the RC are considered on a case-by-case basis for situations deemed emergencies. Emergency telephone calls are allowed. The emergency telephone call must be verified and approved by a Correctional Counselor, Facility Sergeant, or Facility Lieutenant.

Telephones and Telecommunication Device (TDD) for Deaf and Hearing Impaired Inmates

Use of a TDD and telephones for inmates with disabilities shall be consistent with CCR 3282(h). Verification of an inmate's need for the TDD may be confirmed with CCWF medical staff, the inmate's assigned CCI or by reviewing the CDC-1845. An inmate who has been approved by the

institution to use the TDD and who wishes to call a party who does not have use of a TDD shall be permitted to use the California Relay Service. Once an inmate has been approved to utilize the TDD, the inmate shall contact their family members or friends and have them purchase a telephone calling card and send the calling card/pin number to the inmate to be utilized. The telephone calling card can then be used to place the TDD/TTY calls. In instances where an indigent hearing/speech impaired inmate needs to make an emergency phone call, the institution may provide authorization to place a TDD/TTY call using a phone with outside line capabilities. TDD machines are located in the Housing Unit Officer's Station in 503, 504, 505, 510 and 513, and in the Skilled Nursing Facility and in the Facility A Lieutenant's Office.

If the inmate does not have a severe hearing or speech impediment but desires to call an outside party who requires the use of TDD, the outside party shall forward a physician's statement of TDD verification to the inmate's CCI. The CCI shall place a copy of the documentation in the miscellaneous section of the inmate's Central File. Upon meeting all verification requirements, the inmate may sign up for telephone calls according to their privilege group designation. The TDD sign-up sheets (Exhibit B, CCWF-C013A) covering seven (7) days, shall be maintained and logged weekly. TDD sign-up sheets shall be divided into 40-minute increments. The TDD calls shall have extended time increments due to the amount of time delay associated with the TDD relay process. The directions for use of the TDDs are located within each TDD.

Requests for the use of a TDD in RC will be submitted to the Facility A Lieutenant. The request may be in writing or verbally through housing unit staff. The Lieutenant receiving the request shall review the request and determine if the request will be granted. If granted, the collect call will be placed from the Facility A Lieutenant's Office. The duration of the TDD call shall be 40-minutes in duration. The Facility A Lieutenant shall be responsible for ensuring the call is properly monitored. Additionally, the Facility A Lieutenant shall maintain a TDD access logbook indicating the inmate's name and number, the date and time of the call and the duration of the call.

If the call is determined to be a confidential call between the inmate and their attorney, pursuant to CCR, Title 15, Section 3282 (g) (1) and (h), the transcript with the relayed messages will be given to the inmate when the call is completed. Should the inmate not wish to retain the transcript, staff shall dispose of the unread text by placing the transcript in a shredder and shredding the document.

Video Relay System (VRS) for American Sign Language Inmates

The VRS system will enable hearing and speech impaired inmates who use ASL to communicate with family, friends, and legal counsel/attorney. VRS units are currently located in Buildings 503,504, 505, 510, 513 and 805 Skilled Nursing Facility.

Inmates must request access to and be approved to use the VRS/SL-VCS system. An Inmate/Parolee Request for Interview, Item or Service, CDCR Form 22, shall be submitted to the ADA Coordinator requesting a Video Relay Service - Telephone Call Sheet. Approved inmates will be given the ability to access a VRS link to an ASL interpreter via an ASL-VCS relay service (outbound calls only). Approved inmates will also be given the ability to access a VRS direct link to an outside caller when the caller has a registered hearing impaired line and the outside caller is on an approved list, as determined by CDCR staff. d/Deaf inmates who have the ability to speak, will be given access to the Voice Carry-Over (VCO) feature on the VRS. The VCO feature will activate the hand held phone attached to the VRS so d/Deaf inmates, who are able to speak, can use their voice to communicate directly with the person they are calling, in addition to using sign language. Inmates shall be allowed to sign up for 40 minute increments (10 minutes to establish a connection and 30 minutes for the video call) utilizing the Sign-Up Logs. Sign-ups will be accepted during program hours on Second and Third Watch only. Inmates shall be allowed to sign up at established times in accordance with DOM Supplement 52060.6.

GENERAL LIBRARY SERVICES AND POLICIES

Law Library

Law Library access shall be provided on Fridays from 0900 to 1500 hours. Inmates shall be under escort in route to and from, and while inside, the Main Yard Library.

Recreational Library

Recreational reading materials will be available to RC inmates in the A Yard Library on Tuesdays, Wednesdays, Thursdays and Fridays from 1200 to 1500 hours.

The A Yard Library will provide basic legal forms and Law Library referrals to the Main Yard Library as outlined in RC Law Library access above. The A Yard Library shall provide basic reference service consistent with services provided to the general housing population.

Materials will be loaned to inmates in possession of a State-issued photo ID card. A Trust Account Withdrawal (CDC 193) form, must be on file to establish borrowing privileges, as per DOM, Section 53060, "Library or Law Library." Overdue materials shall be charged to the inmate's trust account when the book is 30 days overdue. In the event the inmate has insufficient funds for payment, borrowing privileges shall be suspended. A maximum of two (2) books may be borrowed. The borrowing period shall be two weeks.

Photocopies

Photocopies will be made with the approval of the Senior Librarian. There is a 10¢ per page charge against the inmate's trust account for approved work. Material to be copied shall consist of legal materials to be submitted to the courts or documents that, in the judgment of the Senior Librarian, are necessary. An inmate who is indigent and is without attorney representation for the court action shall receive legal duplication services without charge.

Photocopies of Library materials will be made for inmates when, in the judgment of the Senior Librarian, it is necessary for the preservation of the Library's collection.

Library Behavior Policy

The following are **NOT** allowed in the Library:

- ◆ Loud or excessive talking which, in the judgment of the Senior Librarian, is disruptive to the decorum of the Library
- ◆ Eating or drinking
- ◆ Sitting on tables or furniture other than a chair
- ◆ Displays of affection
- ◆ Destruction of Library materials (e.g., tearing out pages, writing on pages, etc.; shall be subject to a RVR and CDC 193 charges for materials destroyed)
- ◆ Loitering of any type

Lost or destroyed materials shall be charged to the inmate to whom the material was loaned. The following shall be used to determine the amount to be charged:

- | | | | |
|------------------|--------------------|---------------------|--------------------|
| ◆ Paperback | - replacement cost | ◆ Law book | - replacement cost |
| ◆ Hardback | - replacement cost | ◆ Legal periodicals | - replacement cost |
| ◆ Reference book | - replacement cost | | |

Theft and attempted theft of Library materials or equipment shall be grounds for the issuance of a RVR.

NOTARY SERVICES

Inmates may arrange for notary services by contacting the Litigation Coordinator only, via the institutional mail system.

Notary fees will be at the inmate's expense

YARD PROGRAM

There is a fifteen minute unlock every hour from five minutes to the hour until ten minutes after the hour, during programming times. The unlock time is marked in red on the staff clocks.

During the scheduled yard access period, inmates may elect to use the housing unit dayroom area.

Inmates will be allowed access to the Facility A outside yard or their respective building dayroom for approximately three hours each day (weather permitting). The hours of yard access will vary, depending on where inmates are housed. In buildings 501 and 502, “A” and “B” wings will share yard privileges with inmates housed on the first tier of building 503. “C” and “D” wings of buildings 501 and 502 will share yard privileges with inmates housed on the second tier of building 503.

The yard schedule is divided into two time frames: “morning yard” and “afternoon yard.” Morning and afternoon yard privileges will be rotated to ensure that all RC inmates have equal access to the yard. A yard schedule will be posted in the housing unit for inmates’ review.

An example of the yard schedule is as follows:

Yard	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A.M. YARD	A-B-1 10:45 A.M. To 11:45 A.M.	C-D-2 10:45 A.M. To 11:45 A.M.	A-B-1 10:45 A.M. To 11:45 A.M.	C-D-2 10:45 A.M. To 11:45 A.M.	A-B-1 10:45 A.M. To 11:45 A.M.	C-D-2 10:45 A.M. To 11:45 A.M.	A-B-1 10:45 A.M. To 11:45 A.M.
P.M. YARD	C-D-2 12:45 P.M. To 1:45 P.M.	A-B-1 12:45 P.M. To 1:45 P.M.	C-D-2 12:45 P.M. To 1:45 P.M.	A-B-1 12:45 P.M. To 1:45 P.M.	C-D-2 12:45 P.M. To 1:45 P.M.	A-B-1 12:45 P.M. To 1:45 P.M.	C-D-2 12:45 P.M. To 1:45 P.M.

The following steps will be adhered to in order to complete this unlock methodically for Building 503:

1. At five minutes to the hourly unlock, the Control Booth Officer will announce “Unit Unlock.” The Control Booth Officer will then allow inmate traffic to enter the building. Inmates entering and within the housing unit, will be allowed the opportunity to report to their assigned cell to wait for the unlock. Housing unit staff will monitor the inmate traffic.
2. Housing unit staff will start the unlock process by reporting to cells 101 or 201, depending on which tier’s turn it is to program.
3. The Unlock Officer will coordinate with the Control Booth Officer and signal which cells are to be unlocked by stating loudly the affected numbers or pointing to the cell numbers. The Unlock Officer will allow inmates to enter or exit their assigned cell and then they will secure the door. This process will continue until the entire tier has had the opportunity for an unlock.
4. The Unlock Officer will then conduct a security check of the non-programming tier and return to the cell where the unlock began. The Unlock Officer and Control Booth Officer will then repeat step number three.
5. After the cell unlocks are complete, the Control Booth Officer will conduct a yard release, allowing inmates to exit or enter the building. Housing unit staff will monitor the inmate traffic. The unlock is then terminated.

Inmates are expected to plan their program time around these unlocks. Staff is to provide these unlocks on a consistent basis.

Housing unit staff is expected to utilize step three in conducting all unit recalls and when inmates return from the dining hall meals.

The 503 Control Booth Officer will control movement in and out of the building by opening one door of the Sallyport at a time. Staff and inmates are not to utilize the Sallyport at the same time unless a controlled escort of an inmate is being conducted.

While utilizing the RC yard, you are subject to the following rules:

- ◆ No communication of any type is permitted with the Ad-Seg or Condemned Row inmates from Building 504, including on the exercise yard.
- ◆ Inappropriate physical contact is prohibited (e.g., handholding, long embraces, kissing and laying on one another.)
- ◆ Inmates must carry their State ID card with them at all times.
- ◆ No loitering will be allowed in front of any doorway, housing unit, gate, or Building 702 (facility support building). Inmates are to note and comply with painted and otherwise identified “out-of-bounds” areas.
- ◆ While on the yard, inmates must dress appropriately. All clothing will be worn as designed.
- ◆ When “yard recall” is announced inmates are to report promptly to their assigned housing units.
- ◆ Inmates will not be allowed access to the yard until their cell or dormitory room has passed the daily unit inspection.
- ◆ Shouting to inmates in general population or passing contraband over the wall or fences is prohibited and will result in the issuance of a RVR.
- ◆ Hiding Canteen items of any kind with the purpose of taking them to the yard to give, pass or sell to another inmate is prohibited, and these items will be confiscated.
- ◆ The only items permitted on the yard is the state-issued ID card. No photos, letters, envelopes (used or unused) at all.
- ◆ If you are involved in a Mutual Combat (fight) and responding staff yell, “OC Pepper Spray,” blow a whistle, or otherwise sound an alarm, that is your warning to stop fighting immediately or you may be sprayed with Oleoresin Capsicum (OC) Pepper Spray and staff will use the necessary force to stop your actions.

Yard Identification

Each inmate identified as having a hearing or vision impairment to a degree which influences placement or is pending verification as DPH or DPV status shall be issued an identifying yellow vest by R&R medical staff. The vest shall indicate the type(s) of impairment the inmate has. The inmate is to wear their issued vest whenever outside their bed or cell. The vest shall be worn over the inmate’s outer clothing. All hearing or visually impaired inmates who are able to function in a non-designated facility due to a prescribed durable medical equipment (e.g., hearing aids or eye glasses) shall be temporarily issued an identifying vest when their prescribed durable medical equipment is not available or is not working properly. These inmates shall wear their issued vest whenever they are outside their cell. The vest is not required to be worn when the inmate is in possession of their properly working prescribed durable medical equipment.

DAYROOM PROGRAM

Inmates will be allowed access to the dayroom for approximately two hours every other night. Wings “A” and “B” in buildings 501 and 502 will have evening dayroom privileges at the same time. On the following day, Wings “C” and “D” of buildings 501 and 502 will have evening privileges. The first tier in building 503 will have access to the dayroom one evening, and the second tier will have access to the dayroom the following evening. The hours of the evening dayroom program will rotate to ensure that RC inmates have equal access to the dayroom. The dayroom schedule will also be posted in the housing units.

An example of the evening dayroom schedule is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A-B-1	C-D-2	A-B-1	C-D-2	A-B-1	C-D-2	A-B-1
7:00 P.M. To 9:00 P.M.						

When utilizing the housing unit dayroom, inmates are subject to the following rules:

- ◆ An acceptable noise level will be maintained at all times.
- ◆ Do not touch or change channels on the dayroom televisions without permission from the housing Officer.
- ◆ Inmates must be appropriately dressed while in the dayroom (orange uniform).
- ◆ When “unit recall” is announced, inmates will return to their assigned cells immediately.
- ◆ At least one television on each housing unit will remain on closed captioning to allow inmates with hearing impairments the opportunity to participate in the dayroom program.
- ◆ Inmates are expected to exhibit good behavior, be tolerant of each other, and not engage in any behavior contrary to the CCR Title 15, Departmental or Institutional Policy and Procedures.

RC INMATE VOLUNTEER WORKERS’ PROGRAM PRIVILEGES

All RC inmate volunteer workers performing regular duties as Housing Unit and Building 703 porters or yard crew workers will be allowed access to their dayroom and Facility ‘A’ yard during all scheduled program periods when the volunteer worker is not at her work assignment.

CASE RECORDS INFORMATION**INMATES PERMANENTLY ASSIGNED TO RECEPTION CENTER (DOM § 72040.5.2.1)**

Reception Centers shall not be required to initiate or follow-up on potential Holds, Warrants, and Detainer (HWD) requests except for those inmates who are permanently housed at the Reception Center or pending imminent release. It shall be the responsibility of the receiving facility to review the inmate's Central File for any California Department of Corrections and Rehabilitation (CDCR) 850 forms initiated at the Reception Center and to complete the initial inquiry and any required follow-up as previously specified.

- ◆ If parole or Temporary Community Leave (TCL) is approved, the HWD Coordinator shall query the Strategic Offender Management System (SOMS) HWD file within 24 hours of the actual move. If there are no holds, the approval to the move shall not be affected. If a "hold" is received on the same day or subsequent to the approval of a move, the HWD Coordinator shall immediately notify the Classification and Parole Representative (C&PR) for review of the move, approval and action in accordance with the procedures for processing detainees.
- ◆ California Law Enforcement Telecommunications System (CLETS) inquiries shall be made on all inmates prior to parole or discharge to determine if the inmate is wanted.

COMMUNITY PRISONER MOTHER PROGRAM (CPMP)

ELIGIBILITY

Statutory requirements for eligibility are found in Penal Code (PC), Sections 3411 and 3417. Generally, eligibility is for female inmates:

- ◆ With a child(ren) **under** six years of age
- ◆ Who gave birth to the child(ren) after the date of sentencing
- ◆ Who gave birth after their receipt by the California Department of Corrections and Rehabilitation (CDCR)

After meeting the above-mentioned criteria, applicants must meet the following requirements:

- ◆ The mother has a probable release or parole date with a maximum time to be served of 6 years, calculated after the deduction of any possible good-time credits, and a minimum of 60 days to serve
- ◆ The mother was the primary caretaker of the child(ren) prior to incarceration
- ◆ The mother has not been found to be an unfit parent in any court proceedings

Inmates may obtain a CPMP application from their assigned CCI in the Reception Center; however, they must submit the application to their CCI at the receiving institution.

EXCLUSION OF INMATES FROM THE PROGRAM

Inmate mothers meeting the above provisions, will be excluded from placement consideration if any one of the following factors exists:

- ◆ Current Offense is PC 262(2) or 262(3); PC 264.1; PC 288(b); PC 289; PC 286; or PC 288(a). Persons currently committed for any one of these offenses are statutorily excluded under PC 2691
- ◆ Current term is enhanced pursuant to PC 667.5 (violent offender status)
- ◆ Currently serving a term for:
 1. or within the past ten years has had two or more convictions for arson; PC 451(a), PC 451(b) or 451(c)
 2. or within the past five years has had a conviction(s) for escape; PC 4530, PC 4532, PC 4533, PC 4534, or PC 4535
 3. or within the past ten years has had two or more convictions for the manufacture, sale, or possession of weapons (PC 12020), if large-scale for profit
 4. or within the past ten years has had two or more convictions of unlawful sale, possession for sale, manufacture, or transportation of controlled substances (H&S 11352, H&S 11353, H&S 11379.5, H&S 11380, H&S 11380.5), if large-scale for profit
 5. robbery, kidnapping, or assault if the offender personally discharged a firearm or personally caused serious injury to the victim, whether or not the term is enhanced
 6. any sex offense which requires registration pursuant to PC 290

EXCLUSION OF INMATES FROM THE PROGRAM (continued)

Current status reveals that the inmate:

- ◆ Has an active civil addict commitment pursuant to W&IC 3000, et seq.
- ◆ Has an active California hold or detainer
- ◆ Has an out-of-state or federal hold or detainer, including deportation order
- ◆ Is currently in Administrative Segregation Unit (Ad-Seg) or Security Housing Unit (SHU)
- ◆ Has RVR from which charges are pending or have been filed
- ◆ Is documented as an active prison gang member

If, in the CPMP Coordinator Review, none of the factors specified above are found to be present, the CPMP Coordinator shall further review and **may exclude** the inmate if the case file clearly documents behavior in any one, or a combination of, the following factors:

- ◆ Predatory sexual behavior, including annoying of children
- ◆ Three or more separately occurring felonious acts of violence or use of weapons within the last ten years, whether or not during incarceration
- ◆ Gang affiliation or enemies that would preclude placement at available re-entry facilities
- ◆ Recent escape attempts
- ◆ Current serious medical or psychiatric condition that could preclude placement at available re-entry facilities
- ◆ Recent and major disciplinary problems while incarcerated
- ◆ Extreme public notoriety
- ◆ Death to victim (case-by-case basis)

If you have been denied placement in the CPMP, you may appeal the denial by filing a CDCR 602 at the informal level with your assigned CCI.

Inmate appeals should be based on:

- ◆ Apparent evidence that an error was made and without which approval for re-entry might have resulted
- ◆ The inmate has presented new information or factors that have been verified by the caseworker and which might have resulted in approval for re-entry if they had been known at the time of screening

SUBSTANCE ABUSE PROGRAM
AT CENTRAL CALIFORNIA WOMEN'S FACILITY (CCWF)

The TI-SAT is a three-phased 90-day short-term program for students/inmates who will participate in a half-time assignment to fulfill the work incentive expectation. The assignments will be made through the Unit Classification Committee.

The student to staff ration is 15:1. Approaches to treatment will include Cognitive Behavioral Therapy (CBT), Dialectical Behavioral Therapy (DBT) and the Therapeutic Community (TC) processes. Many of the services will focus on improving communication skills, problem solving, stress management, coping skills and thinking patterns which will support a crime/drug- free lifestyle. The primary goal of the TI-SAT is to reduce the incidence of substance abuse relapse and recidivism. In addition, the program was designed to promote positive behavior that will enable participants to exhibit appropriate conduct within the facility and on parole, leading to successful integration back into the community. All participants will be strongly encouraged to commit to an aftercare program of their choice.

You may be eligible if you:

- ◆ Have five-six months to your release date
- ◆ Have a California Static Risk Assessment (CSRA) score of two-five (moderate to high risk), (if available)
- ◆ Have a Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) score of three or more (high need) - if available
- ◆ Have a documented history of substance abuse within your central file
- ◆ Are a lifer within two years of a parole suitability hearing
- ◆ Are not a validated member (or associate) of a prison gang
- ◆ Are currently eligible for, or are in, camp or Minimum Support Facility placement (shall be considered with Classification Services Unit (CSU) authorization.
- ◆ Are free from USINS detainers or felony holds which may result in additional incarceration time upon parole

SUBSTANCE ABUSE PROGRAM
AT CALIFORNIA INSTITUTION FOR WOMEN (CIW), FRONTERA

Inmates will be required to involve themselves in a daily structured four-hour program for five days a week during their leisure hours. All participants will be required to be assigned to a full-time position fulfilling the work incentive expectations. The assignments will be made through the Unit Classification Committee (UCC).

The treatment program includes education into drug and alcohol prevention, relapse prevention and self-esteem. Training and insight gained through a therapeutic process utilizing both individual and group counseling will be directed to improving communication skills, problem-solving ability, stress management and coping skills as methods to better deal with addiction problems. Support services, using peer, professional and community resources, are an integral part of this program.

You may be eligible if you:

- ◆ Have 9 to 12 months until your earliest estimated parole date
- ◆ Have a documented drug dependency problem
- ◆ Have not been classified as a psychiatric case or as having a major learning disability
- ◆ Have not been documented as a violent, acting-out person or as an ongoing management problem
- ◆ Are willing to volunteer for the program and sign a statement indicating a willingness to participate in all its phases
- ◆ Consent to random urinalysis drug screening while participating in the program

Inmates who prefer to go to the Community Prisoner Mother Program (CPMP) will be ineligible due to their unavailability to participate in all phases of the program. Similarly, inmates paroling to various types of holds will be ineligible.

Pregnant and HIV-positive inmates medically cleared to live in general population will be eligible.

Any classification level is acceptable, but an inmate must not have higher than Medium A custody. Overrides can be obtained from the Classification Staff Representative (CSR.)

Further information and applications are available from your Correctional Counselor (CCI) or the Law Library.

PAROLE RELEASE PROGRAM STUDY AND RE-ENTRY

All inmates, except Parole Violators Returned to Custody (PVRTC), will complete a CDCR 611 form, "Release Program Student (RSP)," with their CCI if it is approximately 7 months to their release date. The CCI will need to know your residence and employment plans in your county of commitment. You will also be screened for eligibility for participation in a Community Correctional Re-entry Center (CCRC) program during Reception Center processing.

If you have case factors that exclude you from CCRC placement, a CCI will advise you of the specific factor(s). If you do not have any case factors that exclude you from placement, you will be given the opportunity to sign a form indicating that you wish to volunteer for participation. Your signature on this form indicates the following:

- ◆ You wish to be considered for CCRC placement during the last four (4) to six (6) months of your prison term.
- ◆ You waive the right be present at a classification hearing wherein your case will be referred to a Classification Staff Representative (CSR) for transfer approval.
- ◆ You understand that you may be transferred to a Community Correctional Facility (CCF) to await bed space in a CCRC. If no space becomes available in CCRC, you may parole from CCF.

Once you have signed the form indicating that you wish to participate in a CCRC program, a special code will be placed on your classification score sheet. This code will be entered into a computer. When you are approximately seven (7) month to parole, your name will appear on a list that is sent to the CCRC coordinator at your location.

The CCRC coordinator will review your case to ensure that you continue to be eligible. If your case factors have changed, you will be notified in writing that you are no longer eligible for CCRC placement. If you continue to be eligible, your case will be processed and you will receive copies of your approval documents.

If you decide not to participate in a CCRC program while at the Reception Center and change your mind while at a general population facility, contact your assigned CCI. You will be allowed to sign new form.

If you have any questions about participation in a CCRC program, contact your assigned CCI.

FRIENDS OUTSIDE

Friends Outside is an organization designed to serve inmates through the provision of family services and pre-release counseling. Friends Outside has been active within the community and throughout institutions since 1955.

Some of the services available at Central California Women's Facility (CCWF) are:

- ◆ Assist inmates and their families with transportation plans (e.g., visiting and parole)
- ◆ Provide information regarding parole plans and re-entry
- ◆ Help resolve marital and family problems
- ◆ Provide information regarding visiting rules
- ◆ Provide resource materials, such as anger management, parenting, communicating skills, stress reduction techniques, parole information, Narcotics Anonymous (NA) and Alcoholic Anonymous (AA) relapse-prevention workbooks, addresses and phone numbers to Friends Outside offices throughout the State of California

On a case-by-case basis, Friends Outside will:

- ◆ Assist in the location of missing relatives (difficult cases will be referred to the Salvation Army for follow-ups)
- ◆ Provide emergency phone calls for inmates and their families as referred by staff

Inmates can contact Friends Outside via the institutional mail. If a legitimate emergency exists, staff can contact Friends Outside staff on an inmate's behalf.

Upon parole, Friends Outside community offices offer services for ex-offenders and their families, such as counseling, support groups, emergency assistance, youth and family activities, meditation, halfway housing, parenting education, and transportation.

PRISON RAPE ELIMINATION ACT INFORMATION

The Federal Prison Rape Elimination Act (PREA) drives all California Department of Corrections and Rehabilitation (CDCR) efforts to combat sexual abuse and sexual misconduct within our institutions. Offender and staff safety is paramount to the mission of rehabilitation. In 2006, CDCR implemented a PREA policy, to ensure compliance with Public Law 108-79, the Prison Rape Elimination Act, and the California version which was known as the Sexual Abuse in Detention Elimination Act (AB 550), Chapter 303.

In 2012, the Federal Department of Justice issued a final rule adopting national standards to prevent, detect, and respond to prison rape, as required by the Prison Rape Elimination Act of 2003. The goal of this rulemaking was to prevent, detect, and respond to sexual abuse in confinement facilities.

The Division of Adult Institutions, in conjunction with several other divisions within CDCR has updated the policy to comply with the new PREA standards. The changes made to the Department Operations Manual (DOM) have been approved and published. These changes can be found in DOM Sections **54040.1 through 54040.23** and in DOM, Chapter 5, Article 44.

The most important things for you to know are:

Policy

CDCR is committed to providing a safe, humane, secure environment, free from offender on offender sexual violence, staff sexual misconduct, and sexual harassment. This is accomplished by maintaining a program to address education/prevention, detection, response investigation, and tracking of these behaviors and to address successful community re-entry of the offender.

CDCR shall maintain a zero tolerance for sexual violence, staff sexual misconduct and sexual harassment in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction. All sexual violence, staff sexual misconduct, and sexual harassment are strictly prohibited. This policy applies to all offenders and persons employed by the CDCR, including volunteers and independent contractors assigned to an institution, community correctional facility, conservation camp, or parole.

Retaliatory measures against employees or offenders who report incidents of sexual violence, staff sexual misconduct, or sexual harassment, as well as retaliatory measures against those who cooperate with investigations, shall not be tolerated and shall result in disciplinary action and/or criminal prosecution.

Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent a staff or offenders from reporting the incident(s) or cooperating with investigation of an incident(s).

In order to minimize cross gender exposure, each time staff of the opposite biological sex enter a housing unit, they shall announce their presence with, "Male on the Floor." This is a Prison Rape Elimination Act (PREA) compliance item. This information shall also be documented in the Housing Unit Log Book at the beginning of each shift to acknowledge compliance of this requirement. For more information, see CCWF DOM Supplement 54040.

Transgender

To be identified as Transgender, an inmate must inform Medical personnel, who can then update the inmate's Medical Classification Chrono (MCC) noting their transgender status. CDCR Custody staff cannot update the MCC.

Transgender inmates and inmates having symptoms of gender dysphoria as identified and documented on the MCC shall be housed in an institution identified to house transgender inmates. At these institutions, transgender inmates:

- Shall be allowed to possess state-issued clothing that corresponds with their gender identity in place of the state-issued clothing typically issued to the population;
- Shall be allowed to purchase approved gender specific items through canteen and special purchase;
- Can check out curling irons for supervised use within their assigned housing unit; and
- Can request to shower separately from the cisgender population.

In order to exchange state-issued clothing, purchase canteen items or pick up special purchase (package) items only authorized for transgender inmates, and to access curling irons, inmates who have been identified as transgender on the MCC, must submit a Form 22, requesting a Transgender Access Card. The inmate is responsible for presenting the Transgender Access Card along with their state-issued identification card to clothing room staff, the canteen manager, the package room officer, the housing unit officer, or other personnel when requesting/purchasing/picking up items approved only for the transgender population.

You may report an allegation of sexual violence, staff sexual misconduct, or sexual harassment to any staff member, including volunteers or contractors. You may tell a family member or friend, who can report on your behalf. You may also report utilizing the following addresses or telephone numbers:

California Department of Corrections and Rehabilitation
Office of Internal Affairs Reporting Telephone Numbers

Northern California	(916) 464-3805
Central California	(661) 335-7338
Southern California	(909) 466-1052

The above telephone numbers will accept collect calls from offender pay phones. You will reach an answering machine and will need to leave a message. Messages are checked once a day.

Mailing Address: Office of Internal Affairs
P. O. Box 3009
Sacramento, CA 95812

Office of the Inspector General
PREA Ombudsperson Reporting Information

Telephone Number: (800) 555-0001

Mailing Address: OIG PREA Ombudsperson
Office of the Inspector General
10111 Old Placerville Road, Suite 110
Sacramento, CA 95827

Be advised all telephone calls from the inmate telephone system are recorded. If a PREA allegation is identified through the inmate telephone system, it will be referred to appropriate staff for inquiry or investigation, as appropriate.

PREA Compliance Manager

Each institution has a PREA Compliance Manager assigned who will be responsible to:

- Track and report all PREA allegations made at his/her assigned institution;
- Monitor allegations of retaliation and take appropriate action should those allegations be substantiated; and
- Ensure the victim is notified of the outcome of the inquiry or investigation.

Victim Advocate and Victim Support Person

If you are the victim of sexual violence or staff sexual misconduct while in this institution, you may be eligible to have a victim advocate and a victim support person with you during the medical examination, interviews with law enforcement, and subsequent interviews with medical staff.

SEXUAL ABUSE / ASSAULT - PREVENTION AND INTERVENTION

An Overview for Offenders – Know Your Right and Responsibilities

Q. How can I avoid assault?

- A. Everyone can take steps to reduce the possibility of sexual assault. Some of those steps are:
- ◆ Carry yourself in a confident manner. Do not permit the emotions of fear or anxiety to be obvious to others.
 - ◆ Do not accept an offer from another inmate or parolee to be your protector.
 - ◆ Find a staff member or parole agent with whom you feel comfortable discussing your concerns about sexual misconduct.
 - ◆ Be alert! Contraband substances such as drugs and alcohol will weaken your ability to stay alert and make good judgments.
 - ◆ Be direct and firm if others ask you to do something you do not want to do.
 - ◆ Stay in well-lit areas.
 - ◆ Choose your associates wisely. Look for people involved in a positive groups and activities.
 - ◆ Trust your instincts. If you sense a situation is dangerous, it probably is.

Q. What happens to staff if I agree to the sexual activity?

A. Although you may agree to the sexual activity, the CDCR specifically forbids sexual activity between inmates/parolees and staff, contractors or volunteers. The CDCR will prosecute the staff regardless of your agreement. The Law, Penal Code Section 289.6, will not allow the employee to use your consent as a defense to prosecution. There is no exception to this. In addition, the CDCR will not honor any promises made to you by the staff person.

Q. What do I do if I am assaulted?

A. Individuals that sexually abuse or assault inmates can be disciplined and/or prosecuted if the sexual assault misconduct is reported. If you become a victim of a sexual assault, you should report it immediately to staff. They will also refer you for a medical exam, clinical assessment and treatment. You do not have to name the assailant in order to receive medical treatment.

Even though you may want to clean up after the assault, it is important that you see Medical staff before you shower, wash, drink, change clothing, or use the bathroom. Medical staff will examine you for injuries, which may or may not be obvious to you. A medical professional may perform a pelvic and/or rectal exam. They will also check you for sexually transmitted diseases and gather physical evidence of the assault.

Q. Do I have consent to a medical examination?

A. Your consent is needed for a medical exam. If the sexual assault activity was recent, you will be asked to consent to a sexual assault exam. You have the right to refuse the examination. However, if you been the victim of sexual misconduct, it is a critical to collect as much evidence as possible.

An Overview for Offenders – Know Your Right and Responsibilities (continued)

Q. Can I get medical care without giving evidence of sexual misconduct?

A. It is very important that you understand that you **can** receive medical attention for any injuries; and, for female inmates or parolees, pregnancy testing, without submitting to a sexual assault examination. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign a medical release.

Q. Do I have to reveal the assailant?

A. No; however, you will be strongly encouraged to identify the assailant in order to protect yourself and others from future attacks. Individuals that sexually abuse or assault inmates/parolees can only be discipline and/or prosecuted if the assault is reported and they are identified.

Q. How do I report sexual misconduct?

A. Report the activity or solicitation to any staff member or parole agent, including supervisors. All correctional staff have been informed of their responsibility and obligation to report such activity. Correctional staff is any person who works for, or is contracted by CDCR. This includes the Warden, your doctor, or your clergy. It also includes any Ombudsman assigned to your institution.

You can also send a letter to the Regional Administrator for your institution or Parole Region: to the Director, CDCR; to the Office of Internal Affairs; or to the Office of Inspector General. The addresses follow this information. Parolees can also report the sexual misconduct to their local city Police Department or the county's Sheriff's Department. Inmates/parolees can also file an Inmate/Parolee Appeal Form CDCR 602. Appeals relating to the reporting of sexual misconduct will go directly to the Office of Internal Affairs for investigation. Any indication or notification of sexual activity will be completely and swiftly investigated.

Q. What will happen to me if I make allegations knowing them to be false?

A. California Penal Code, Section 148.6(a)(1), states in part, *"Every person who files any allegation of misconduct against any peace officer... knowing the allegation to be false, is guilty of a misdemeanor."* Correctional Officers are included as peace officers. Therefore, CDCR will actively pursue prosecution.

Q. Where can I get more information?

A. Inmates can direct any questions they may have to their Correctional Counselor or institutional Ombudsman, if one is assigned. Parolees can request more information from their Parole Agent or their county Office of Social Services.

Recovering from Sexual Assault

Any form of coerced or illegal sexual activity is degrading. Mental health staff within the institution are available to help inmates recover from the emotional impact of sexual assaults. Parolees can seek help from local mental health agencies, Crisis Intervention Centers or they can contact the parole Outpatient Clinic in their parole region.

Remember: Sexual misconduct is a serious crime. The Department of Corrections will investigate all reports of sexual misconduct. If you are a victim of sexual misconduct, report it immediately!

Allegations of sexual misconduct will be investigated by law enforcement authorities. Perpetrators will be subject to a full range of criminal and administrative actions. It is never appropriate for a staff member to make sexual advances, comments, or engage in sexual contact with an inmate or parolee. Even if the inmate or parolee wants to be involved with the staff person, the staff person is

not allowed to respond. Finally, it is not appropriate for an inmate or parolee to approach a staff person for the purposes of sexual activity.

The Department of Corrections will seek termination and criminal prosecution of state employees, contractors or volunteers. Inmates or parolees who knowingly and intentionally file false reports will face legal action.

Important Addresses:

Office of Internal Affairs
Northern Region
10834 International Dr., Ste. 210
Rancho Cordova, CA 95670-7338

Office of Internal Affairs
Southern Region
9035 Haven Ave., Ste. 105
Rancho Cucamonga, CA 91730

Office of Internal Affairs
Central Region
5016 California Ave., Ste. 210
Bakersfield, CA 93309

Director
Department of Corrections and Rehabilitation
P.O. Box 942883
Sacramento, CA 94283-0001

Office of the Inspector General
10111 Old Placerville Rd., #110
Sacramento, CA 95827

OFFICE OF THE INSPECTOR GENERAL

Q. What is the Office of the Inspector General?

A. The office of the Inspector General (OIG) is an independent state agency that investigates allegations of misconduct by state correctional agencies. The Inspector General is appointed by the Governor and confirmed by the state Senate.

Q. How the Inspector General Can Help You?

A. If you or someone you know has been the victim of abuse or retaliation by a state correctional agency or its staff, or if you have been the subject of an investigation that you think was improperly conducted, you can contact the OIG and request that the incident be reviewed and investigated.

Agencies Under the Jurisdiction of the Inspector General

- ◆ Youth and Adult Correctional Agency
- ◆ Department of Corrections and Rehabilitation
- ◆ Department of Youth Authority
- ◆ Board of Prison Terms
- ◆ Youthful Offender Parole Board
- ◆ Board of Corrections
- ◆ Narcotic Addict Evaluation Authority
- ◆ Prison Industry Authority

Office of the Inspector General Complaint Process

Q. Who can make a complaint?

A. Any person with knowledge of misconduct by a correctional agency can make a complaint. This includes employees, parolees, inmates and wards, family members of inmates and wards, and other interested parties.

Q. Before you make a complaint.

A. You should attempt to complete the agency's standard investigative, appeals, or grievance procedure before contacting the OIG for assistance. However, if you think an investigation has been improperly conducted, you should call the OIG.

You should gather as much evidence as you can to support your complaint-including letters, memos, copies of complaint form and responses, note from conversations, names of witnesses, a journal describing the history of the situation or any other information that could validate your claim.

Q. How to make a complaint.

A. You may report alleged wrongdoing by calling OIG's toll-free number at 1-800-700-5952 and explain your complaint to our specially trained operators, or you may write to the OIG at 10111 Old Placerville Road, #110, Sacramento, California 95827.

Office of the Inspector General Complaint Process (continued)

By law, all complaints must be submitted in writing. If you make your complaint by phone, you will eventually be asked to send a written complaint. Additional supporting materials or other information may also be requested. Any information you provide to the OIG will be kept confidential.

Based on the information you provide, the OIG will review your complaint and may investigate your case. However, the OIG is not authorized to provide legal advice. If you need legal advice, you should contact a private attorney or your local legal Aid office.

Q. How will the OIG handle your complaint?

A. We will review each complaint to be sure it is within our jurisdiction. After reviewing your complaint, The OIG may:

- **Refer it to the Internal Affairs Office of the agency in question for initial investigation.**

If no internal investigation has been conducted on your complaint, it may be too early for the OIG to become involved. In most cases, an initial investigation will be required before the OIG can take action.

- **Refer it to the Internal Affairs Office of the agency in question for further investigation.**

If an initial investigation has been completed, the OIG will review the case. If the OIG finds that the investigation was done improperly, we will note the proper method and instruct the agency to re-investigate.

- **Investigate the case.**

If the complaint falls outside of the agency's jurisdiction, or if there is a conflict of interest involving the agency, or if the agency believes independent review is necessary, the OIG will investigate the case itself.

- **Refer criminal misconduct to law enforcement authorities.**

The OIG can refer cases of criminal conduct to the proper law enforcement authorities at any point in the investigation.

- **Close the inquiry.**

If the OIG finds there is not enough evidence to support your claim after the preliminary review, your inquiry may be closed without further action.

- **Confidentiality.**

Everything you say or send in writing to the OIG is confidential. OIG cannot release the identity of anyone reporting misconduct without his or her written permission (see exception below) and written complaints and supporting materials cannot be obtained under the Public Records Act.

- **Exception.**

Names can be released, in confidence, to the Governor, Secretary of the Youth and Adult Correctional Agency, director of the agency being investigated, or law enforcement authorities for appropriate action.

Protection from Retaliation

State law provides strict penalties for people who retaliate against a person for reporting misconduct to the OIG. If you experience retaliation, report the incident to the OIG immediately. The OIG is required to investigate these complaints.

As California's Inspector General, my job is to make sure the state's correctional system treats employees, inmates, wards, and parolees fairly.

My staff and I are responsible for investigating all valid reports of alleged misconduct by any correctional agency or facility.

If you have any knowledge, about misconduct by a California correctional agency, please call us toll-free at (800) 700-5952.

Office of the Inspector General
10111 Old Placerville Road, #110
Sacramento, CA 95827

TUBERCULOSIS FACTS - EXPOSURE TO TB

(Reprinted from the U.S. Department of Health and Human Services Literature)

Q. What is TB?

A. TB is short for a disease called tuberculosis. TB is spread by germs that can float in the air. The germs may spread into the air if a person with TB disease of the lungs or throat coughs, shouts, or sneezes. Anyone nearby can breathe TB germs into their lungs.

TB germs can live in your body without making you sick. This is called **TB infection**. Your immune tracks TB germs with special germ fighters. Your germ fighters keep TB germs from making you sick.

Nevertheless, the TB germs can break away. Then they cause **TB disease**. The germs can attack the lungs and other parts of the body. They can go to the kidneys, the brain, or the spine. If people have **TB disease**, they need medical help. If they do not get help, they can die.

Q. How was I exposed to TB?

A. You may have been exposed to TB if you spent time near someone with **TB disease** of the lungs or throat. You can only be infected by breathing in TB germs that a person coughs into the air. You cannot get TB from someone's cloths, drinking glass, handshake, or toilet.

Q. How do I know if I have TB infection?

A. If you have been exposed to TB germs, you will be given a TB skin test. If it is "positive," you probably have **TB infection**. If it is "negative," you may be retested in a few weeks, just to be sure. If you do have TB infection, you may need medication.

A **skin test** is the only way to tell if you have **TB infection**. This test is usually done on the arm. A small needle is used to put some testing material, called tuberculin, on the skin. In two or three days, a health worker will call to see if there is a reaction to the test. The test is "positive" if a bump about the size of a pencil eraser or bigger appears on your arm. This bump means you probably have **TB infection**.

Tuberculosis Infectiousness

Q. I have a positive TB skin test. Can I spread it to my family?

A. If you have a normal chest x-ray (i.e., TB infection), you are **NOT** a danger to your family. Most people with a positive TB skin test will have a normal chest x-ray. However, if your chest x-ray is abnormal, then your Tb infection may have advanced to **TB DISEASE**. This means you could pass TB germ to members of your family.y

Q. Are all people with active TB disease contagious?

A. No. TB is caused by specific germs that may cause disease in any part of the body, but is most common in the lungs. TB infections of the lung and vocal cords may be spread into the air with coughing, sneezing, or talking. TB infections in other parts of the body, such as the kidney, bone, or brain, are not contagious.

Tuberculosis Infectiousness (continued)**Q. Are all people with active TB disease equally contagious?**

A. All people with TB of the lung and vocal cords are considered contagious. Some people are highly contagious and some are minimally contagious. People with extensive chest x-ray abnormalities and people with marked coughing are most contagious.

Q. What can be done to prevent TB from spreading?

A. The sooner that the contagious person is found, isolated, and treated, the less other people will also become infected by them. Quick discovery of TB infection may be difficult since other illnesses may cause the same complaints.

Q. What are the symptoms of active TB disease?

A. TB of the lung may cause coughing, fever, chills, night sweats and weight loss. These are also symptoms of other illnesses, so it is important to be seen by a physician if these symptoms last longer than ten days.

Q. When is it safe to be around someone with active TB disease?

A. Anti-tuberculosis medication is very effective. People may be released from Respiratory isolation anywhere from four days to three weeks after starting treatment. Laboratory tests help determine when it is safe to be around someone with TB. When TB germs are not found in the sputum (phlegm) of persons being treated, then it is safe to be around them.

Health Care Services Information**Q. How can I find my medical test results?**

A. You can find your medical test result by requesting to see your doctor. Fill out a CDCR-7362 Health Care Services Request form stating you want to discuss your medical test results with the doctor. No co-pay will be charged for a visit for this reason.

Q. What is Palliative Treatment or Comfort Care?

A. Palliative Treatment or Comfort Care is when no curative treatment is available or acceptable for an inmate patient's medical condition. Palliative or Comfort Care and Treatment for that condition will be provided by Health Care Services. Inmates housed in the facilities may submit a CDCR-7362, Health Care Services Request form for this treatment. No co-pay will be charged for a visit for this reason.

Q. How can I get physical therapy?

A. Physical therapy is provided to an inmate patient as a medical necessity and on a case-to-case basis and is reviewed by Medical Committee.