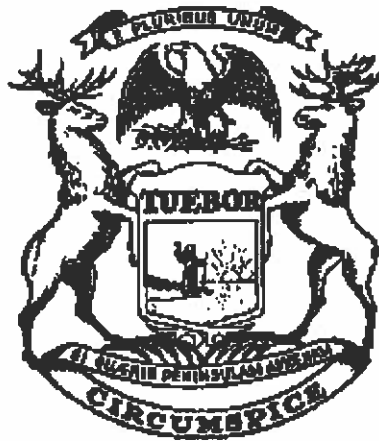


State of Michigan

WOMEN'S HURON VALLEY

PRISONER GUIDEBOOK

Warden Shawn Brewer (MDOC)



2018

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PRISONER GUIDEBOOK

This guidebook has the information you need to make decisions and look after your interest while at this facility. This is a general guide for general population. Specific rules and guidelines for an area will be posted within that area. You should read this carefully. If you have general questions, please contact a housing unit staff member. If you have policy questions, please examine the Department Policy Directives, Operating Procedures, Director's Office Memorandums or Administrative Rules available in the library.

GENERAL RULES OF CONDUCT

In order to ensure orderly movement within the Women's Huron Valley Correctional Facility, the following rules must be observed by all prisoners.

1. You will **NEVER** enter any posted **OFF LIMITS** area adjacent to the perimeter fence or areas behind posted housing units (i.e.: yard, housing units, outside court yard areas).
2. You **MUST** have your I.D. card with you at all times.
3. You **MUST** have an offender itinerary/pass anytime you leave your housing unit (for example; sick call, visit, call-out, etc.), except for meals and yard.
4. You **MUST** follow all instructions given to you by staff.
5. Housing unit, yard and dining room rules are posted. These rules **MUST** be observed at all times.
6. If you have any questions, ask a staff member **NOT** another prisoner.
7. Be sure to read the bulletin boards daily.

Any prisoner found to be in violation of any rules outlined on the following pages may be subject to the following sanctions as outlined in PD 03.03.105D, Attachment D, which states:

1. A hearing officer will impose one or more of the following sanctions upon a finding of guilt in a Class I misconduct hearing:
 - a. Detention (punitive segregation), not to exceed 10 days for each violation or 20 days for all violation arising from a single incident with the maximum ranges reserved for only the most serious or persistent violators
 - b. Confinement to top lock is not to exceed 30 days for each violation, but not to be combined with a detention sentence

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- c. Loss of privileges is not to exceed 30 days for each violation or 60 days for all violations arising from a single incident
 - d. Assignment of extra duty is not to exceed 40 hours: 40 hours Class II; 20 hours Class III
 - e. Restitution
2. If a prisoner is found guilty of a Class I misconduct violation which occurred within 60 days of a previous act of misconduct of which the prisoner was found guilty, the hearing officer will give the prisoner a minimum sanction equal to the maximum sanction permissible under sub-rule (1) (a), (b), (c) or (d) of this rule.
3. In addition to the sanctions imposed by the hearing officer, a prisoner who is found guilty of a Class I misconduct violation will not earn good time or disciplinary credits during the month in which the prisoner commits a misconduct violation for which he is found guilty at a formal hearing. The prisoner may also forfeit previously earned good time and disciplinary credits pursuant to Administrative Rule 791.5513 or be denied special good time and disciplinary credits.
4. The hearing officer who conducts Class II hearings shall impose one or more of the following sanctions upon a finding of guilt with the maximum reserved for only the most serious or persistent violators.
 - a. Top lock (confinement to quarters), not to exceed five days for all violations arising from a single incident.
 - b. Loss of privileges, not to exceed 30 days for all violations arising from a single incident.
 - c. Assignment of extra duty, not to exceed 40 hours for all violations arising from a single incident.
 - d. Restitution and/or removal of funds/ill-gotten gains.
5. A hearing officer will impose one or more of the following sanctions upon a finding of guilt in a Class III misconduct hearing:
 - a. Confinement to top lock, not to exceed five days
 - b. Loss of privileges, not to exceed 15 days

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- c. Assignment of extra duty, not to exceed 20 hours
- d. Counseling and reprimand
- e. Restitution for property damage

If a prisoner wishes to plead guilty to a Class III misconduct and waive a fact-finding hearing, the prisoner may sign a written waiver. If the reporting employee accepts the waiver, the employee may impose punishment, not to exceed 5 days top lock, 20 hours of extra duty or 15 days loss of privileges. A record of these actions will be on file with supervisory staff.

LAW LIBRARY

All prisoners at Women's Huron Valley have access to Law Library services for legal research purposes. The services provided include legal photocopy and notary services for a fee; an electronic Law Library system which allows prisoners to conduct research using a LexisNexis database; a selection of law-related periodicals; hard copy books, binders, and informational booklets on a variety of topics related to criminal, civil, and family law; MDOC policy directives and administrative rules; and a Bar Journal with attorney and court addresses. All resources are for viewing in the Law Library and cannot be checked out. Court- approved state and federal filing forms are provided for purchase. Although Law Clerks cannot provide legal advice, they are experienced in assisting prisoners in the use of the Law Library collection. The Law Library schedule provides general population prisoners with maximum four hours per week of Law Library use but additional time can be provided to those prisoners on a documented court deadline per request. Prisoners interested in a callout should kite the Law Library and specify whether they need 1, 2, 3, or 4 hours of research time. Prisoners are required to stay for the entire time they have requested. For additional details about Law Library, please refer to PD/WHV 05.03.115 and the Law Library Information /Services booklet in your housing unit.

LEGAL WRITER PROGRAM

The Legal Writer Program at Women's Huron Valley provides eligible prisoners with legal assistance on matters relating to their conviction and conditions of confinement. Legal Writers prepare motions, letters, appeals, and other approved court filings at both state and federal level. However, Legal Writers cannot complete forms or write letters not related to court- ordered Legal Writer Program approved services and cannot assist with grievances or family- law related issues. A prisoner not represented by counsel who is unable to effectively help themselves by using the Law Library and who meets any of the following criteria is eligible to receive Legal Writer Program services: a) Is a newly committed prisoner or a parole violator housed in the RG&C Unit, b) Does not have a verified GED or high school diploma, c) Does not speak, read or write English, d) Has a physical or mental disability which impairs the ability to fill court documents, or e) Is presently housed in Segregation, the Infirmary, Acute, protective housing, or any other housing that does not allow for direct access to legal materials. Prisoners who qualify

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and need assistance should kite the Librarian and ask for a Legal Writer. They will either be placed on a callout or services will be provided. Be aware that there is a 42- day deadline from the date of sentencing to request appellate counsel to appeal a criminal conviction, so prisoners who qualify for services and need assistance to do this should kite as soon as possible. For additional information about the Legal Writer Program, please refer to PD 05.03.116 and the Law Library Informational/ Services booklet in your housing unit.

MISCONDUCT APPEALS/REQUEST FOR REHEARING

CLASS I MISCONDUCT APPEALS

If the prisoner or Warden disagrees with the results of a Class I misconduct hearing, s/he may submit a Request for Rehearing to the Hearings Administrator; no other staff may request a rehearing from the Administrator. The request must be submitted using a Request for Rehearing (CSJ-418) within 30 calendar days after a copy of the Class I Misconduct Hearing Report is received. The Request for Rehearing form shall be available to prisoners upon request from the hearing officer. A copy of the Misconduct Report and Class I Misconduct Hearing Report being appealed shall be attached to the Request for Rehearing when submitted.

Generally, a Request for Rehearing will be decided within 30 calendar days after receipt of a properly completed Request for Rehearing form. A rehearing may be ordered by the Hearings Administrator in response to a Request for Rehearing or on her/his own motion. In accordance with MCL 791.254, a rehearing shall be ordered if any of the following are found to have occurred:

1. The record of testimony made at the hearing is inadequate for judicial review.
2. The hearing was not conducted pursuant to applicable statutes or policies and rules of the Department and departure from the statute, rule, or policy resulted in material prejudice to either party.
3. The prisoner's due process rights were violated.
4. The decision of the LARA hearing officer is not supported by competent, material, and substantial evidence on the record as a whole.
5. The LARA hearing officer was personally biased in favor of either party.

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CLASS II AND III MISCONDUCT APPEALS

A prisoner who is found guilty of a Class II misconduct may file an appeal of the facility hearing officer's decision to the Deputy Warden. A Class II and Class III Misconduct Appeal form (CSJ-274) shall be used for this purpose. The appeal must be filed within 15 days after receipt of the hearing officer's written decision. If the misconduct charge is combined with a Class I misconduct charge for which the prisoner was found guilty, the prisoner shall instead file a Request for Rehearing as set forth in Paragraph SSS.

A prisoner who is found guilty of a Class III misconduct may file an appeal of the facility hearing officer's decision to appropriate supervisory level staff as determined by the Warden. A Class II and Class III Misconduct Appeal form (CSJ-274) shall be used for this purpose. The appeal must be filed within 15 calendar days after receipt of the hearing officer's written decision. If the misconduct charge is combined with a Class II misconduct charge for which the prisoner was found guilty, the prisoner shall instead file an appeal as set forth in Paragraph UUU. If the misconduct charge is combined with a Class I misconduct charge for which the prisoner was found guilty, the prisoner shall instead file a Request for Rehearing as set forth in Paragraph SSS.

A response shall be provided in writing to an appeal filed pursuant to Paragraph UUU or VVV within 30 calendar days after receipt of the appeal. The hearing officer's decision shall be reversed, and a rehearing may be ordered, if any of the following are found to have occurred:

1. The hearing was not conducted pursuant to Department policies and procedures and the departure from policy and procedure resulted in material prejudice to the prisoner.
2. The prisoner's due process rights were violated.
3. The decision of the hearing officer is not supported by the evidence on the record.
4. The Warden may reverse a hearing officer's decision, and may order a rehearing, on his or her own initiative for any of the reasons set forth in Paragraph WWW.

PRISONER IDENTIFICATION CARD

You must have in your possession, at all times, your picture identification (I.D.) card. When requested by staff, you must surrender your I.D. card to ensure positive identification. You are responsible for your I.D. card and are required to immediately notify your housing unit staff if the I.D. card is lost. Replacement cards may be obtained by contacting your housing unit officer.

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If the I.D. card is lost, stolen, destroyed, mutilated, altered or otherwise rendered illegible, if corrections must be made to reflect name changes, or if the card must be replaced to reflect significant changes in appearance, you will be charged a replacement fee. When transferred to another institution, you will retain your I.D. card. It is a violation of Department policy to alter or change an I.D. card in any way.

FIRE DRILLS

The facility is required to conduct quarterly fire evacuation drills on each shift in all occupied areas. During fire evacuation drills you must leave the building and go to the designated area. You should become familiar with the evacuation plans as posted. When an evacuation drill is conducted, it will be announced and you must proceed to the closest available exit, as specified in the posted plans or as instructed by staff. Your cooperation with staff is essential during these drills to ensure the safety of everyone.

FOOD SERVICE RULES & MEAL INFO

1. Prisoners must be properly attired to enter Food Service. Approved clothing includes:
 - State issued clothing including undershirts, athletic shirts and athletic shorts (personal attire is not permitted)
 - Personal shoes or black oxfords only. Sandals/flip flops/shower shoes are NOT to be worn at any time.
 - A state issued hat (baseball or winter/knit) is allowed to be worn to/from Food Service; however, it is not permitted to be worn inside.

Note: Only prisoners identified by the Chaplain will be authorized to wear religious headgear while in Food Service.

All shirts must be tucked. Prisoners dressed inappropriately will be sent back to their housing unit.

2. No personal property is allowed in Food Service.
3. Prisoners are permitted to bring condiments to each meal including salt, pepper, mustard, ketchup, hot sauce, etc. Condiment amounts are limited to what can be consumed at each meal.
4. Food items must be obtained the first time through the serving line; no prisoner may return to the serving line without authorization from staff for any reason.
5. Each prisoner is allowed only the state's portion listed on the menu. Exchange of rations by the line servers is no allowed.
6. All food items must be consumed in Food Service; nothing may be taken out of Food Service except the ration of fruit that is listed on the menu.
7. Prisoners are designated one beverage per meal and on small (8 oz.) water.
8. Prisoners are not permitted to cut, switch lines, or eat or drink while in the serving line.
9. Physical contact between prisoners is not permitted.
10. Prisoner aides will retrieve prisoner's meals from the serving line and carry them to the appropriate table.

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11. Prisoners are allowed up to twenty (20) minutes to eat.
12. Once the meal is complete, prisoners shall empty their trays, place them in the designated area, and immediately exit Food Service.

PRISON RAPE ELIMINATION ACT (PREA)

The Michigan Department of Corrections (MDOC) is committed to ensuring a safe and humane environment for all prisoners. An important part of a safe and humane environment for prisoners includes being free from sexual violence.

“Sexual Violence” is the term used to describe certain kinds of prohibited behavior. Sexual violence includes non-consensual sexual acts and abusive sexual contact between prisoners. Sexual violence also includes sexual harassment and sexual misconduct against a prisoner by staff.

The MDOC will not tolerate any form of sexual violence.

All prisoners will be assessed during an intake screening for their risk of being sexually abused by other prisoners or being sexually abusive toward other prisoners. The PREA Risk Assessment will be completed within 72 hours of your arrival and a follow up assessment will be completed within 30 calendar days of arrival.

MENTAL HEALTH staff is willing and able to help. To take advantage of these services, you may:

- Write to Mental Health Services (MHS) at your facility or
- Ask any staff person to help you with a referral.

If you are a victim of sexual violence, you have a right to these services.

To get MEDICAL SERVICES you may:

- Write to Health Care at your facility or
- Ask any staff person to help you with a referral.

ADMINISTRATIVE SERVICES provided will include:

- Separation from the aggressor;
- Security Classification review for appropriate placement needs.

The Sexual Abuse Hotline number is (517) 335-5355 and is on the Universal Telephone List.

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HEALTH CARE

On your first day you will see an RN who will get your vital signs, get height and weight, give you a TB test, explain how Health Care works in this facility, do a health history, provide you with some very good educational materials, have you sign some forms and answer your questions. You will also be administered a urine pregnancy test.

Your TB test will be read in 48-72 hours after the test was administered and you will be in quarantine until that time, only leaving your cell for restroom breaks and meal pick up.

Within the next couple of weeks you will be called to Health Care several times to complete the rest of the intake process. You will have a history review and a physical examination with a Medical Provider (MP), a PAP smear, a Dental evaluation and x-rays, an evaluation by a Qualified Mental Health Provider and a second pregnancy test 2 weeks after the first test. All of this is part of the intake process and you are not charged for any of these services.

Inmates who have chronic care issues such as high blood pressure or diabetes will be provided care and medications related to that diagnosis at no cost. This will be determined by the MSP at that initial history and physical exam.

After the intake process, any visit that is requested by the prisoner via the kite process is subject to a \$5.00 co-pay. Be advised that an MP visit will not be scheduled on request of the prisoner. A Registered Nurse evaluates all Medical kites and makes a determination based on the information provided by the prisoner; so it is important to be clear and complete when filling out Medical kites.

Health Care at this facility is available just like a doctor's office or clinic on regular business days and available on an emergency basis 24 hours a day.

HOSPICE

The Hospice and Palliative Care Program has been established to provide prisoners who require end-of-life care with specialized assistance and companionship. The goal of the Program is that no prisoner dies alone.

The Inter-Disciplinary Team (IDT) consists of WHV staff and medical personnel. It is their goal to initiate early discussion with the prisoners about possible clinical outcomes and options for treatment both curative and palliative.

Prisoners who suffer a chronic progressive life-limiting condition will be offered services through the Hospice and Palliative Care Program when appropriate. Special emphasis is placed

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on quality of life, life closure issues, and the relief of suffering to the greatest extent possible consistent with the prison health care environment.

Regardless of a prisoners' security classification or state of illness, prisoners will become eligible for the Hospice and Palliative Care Program when they are diagnosed or identified at intake or at chronic care clinics with a chronic progressive life-limiting condition. There are no time specific life expectancy eligibility requirements.

PREVENTION OF HEAT-RELATED ILLNESSES

With the onset of warm weather all staff and prisoners should be aware of the dangers of excessive exposure to hot and humid conditions.

Symptoms of heat related illnesses may include: dizziness, muscle spasms, fainting, vomiting or nausea, change in appearance of the skin or confusion. All staff and prisoners are advised to be aware of the signs of heat related illnesses and to watch for the symptoms, especially in those prisoners who are at risk. Contact health care staff as necessary. Treatment for heat related illnesses is to be delivered by health care staff.

Heat related illnesses can be avoided if common sense precautions are taken, such as:

- Stay out of the sun if possible.
- Wear light colored clothing whenever possible.
- When in cell, wear loose fitting clothing, i.e., gym shorts, T- shirts or athletic shirts.
- Drink 8-12 glasses of water a day.
- Splash water on your body frequently and air dry.
- Sit rather than lie down, as more air will circulate around your body and you will be cooler.
- Restrict activities that require exertion, such as lifting weights, running or jogging, and playing sports.
- Avoid beverages that contain caffeine.
- Contact health care staff if you experience dizziness, muscle spasms, fainting, vomiting or nausea, change in appearance of the skin or confusion.

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- When outside wear a hat and lightweight clothing, covering skin whenever possible.
- Being aware of the above information, taking common sense precautions and following recommendations should help you avoid heat related illness.

These guidelines do not supersede requirements of any policy or procedure.

Dental Services

The dental staff is committed to providing the highest quality comprehensive dental care possible with your consent and within available resources. Appropriate dental care is a vital component of general health care and includes educational, preventive and rehabilitative services. We provide oral hygiene instruction and cleaning as part of educational and preventive dental care. In rehabilitation, we provide extractions, fillings, and partial and complete dentures when indicated. Oral surgery services are available on an outpatient basis at Duane L. Waters Hospital.

Our objectives are to relieve pain and infection, to provide adequate chewing ability and to restore and maintain your mouth in a clean, healthy condition.

Service is on a call-out basis and access to dental service is available only after completing the Health Care Request form. Emergencies are seen as soon as possible. After hours emergency service is available evenings and weekends through the nursing staff.

In an extreme emergency, such as swelling and/or difficulty breathing from swelling, the housing unit officer shall notify the dental clinic immediately. After business hours, emergency calls will be made to the emergency room.

Mental Health

We have several different levels of mental health treatment. Outpatient Mental Health, provides monthly case management, therapy and psychiatric treatment to mentally ill prisoners who live and work in the general population. There are also more intensive mental health treatment services available if needed.

A psychologist or a social worker will conduct an initial assessment of your mental health needs and determine if you will require treatment programs while you are in prison. If they determine that you have a mental illness, you will be referred to see a psychiatric provider. At that point you may be admitted for treatment, and if so, a case manager will work with you to develop a treatment plan. Once you move to general population, you will be assigned to a permanent case manager and psychiatric provider. We also assist you with discharge planning, including

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identifying future mental health treatment, for those who leave prison on parole or maximum outdate.

Just to clarify, if you are a candidate for Special Alternative Incarceration, you CAN go even if you are mentally ill and on psychotropic medications, however, you have to meet the screening criteria which includes being stable on your medications for 6 months. After that, we can clear you for Special Alternative Incarceration.

SPECIAL ALTERNATIVE INCARCERATION (SAI)

Special Alternative Incarceration (SAI) is a part of the Offender Success model and is designed to provide you with treatment, supports, and services that promote accountability, responsibility, and empowers you to take positive control over your own life and decisions. This is achieved through 90 days of gender-responsive, evidence-based programming, highly structured day-to-day activities and workshops, physical training, education, and work details. You get out what you put into the program and the desired end result is to live a fulfilling, pro-social life without further criminal justice involvement.

You can volunteer to participate in the program. Your sentencing judge must sentence you to the program as a condition of probation or, after sentencing you to prison, agree to your placement in the program. If you are a probationer and fail to complete the program, you may be sent to prison. If you are a prisoner and fail to complete the program, you will be returned to prison and your chances of earning a parole in the future may be reduced.

Reentry staff will assist you in developing release placement plans. These plans will be reviewed by a field agent, who will either modify them or approve them as submitted. Upon completion of the program, you may be briefly placed in residential aftercare in your home community and then return to your home under probation or parole supervision, or you may be placed directly in your approved housing placement.

PRISONER STORE PROCEDURE

Refer to WHV-OP 04.02.130 Prisoner Store/Prisoner Store Committee for additional information.

THE FRIENDS AND FAMILY PROGRAM

How to Look Up Information Pages:

1. Select the 'Information' button from the top-right of the page.
2. A list of categories to choose from will be displayed. Select the desired category to view the page's information.

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3. A page of information will be displayed. Select the 'BACK' button to leave the page.

How to Place an Order:

1. Login to the Edge Kiosk and press the "Access Securepak" Friends and Family Package icon
2. Select the 'Place a New Order' button.
3. Enter an item number and quantity desired, then press the 'Add' button. Once added, the item will appear in the cart.
4. Continue to add all desired items to the cart, and press the 'Checkout' button.
5. Review your order, and accept the 'MIDOC Securepak Ordering Policy'.
6. Press the 'Submit Order' button.

Once the order is submitted, you will be provided with an order number for your records. The order will be fully processed once funds are confirmed and have been withdrawn from your inmate trust account.

How to Change the Quantity of an Item in the Cart:

1. Select the 'QTY' of the item in the cart that you wish to change.
2. Input the new desired quantity and press 'Accept'. The quantity of the item will be updated in the cart, and all totals will be updated.

Removing an Item from the Cart:

1. Press the 'X' button next to the item in the cart that you wish to remove. Item number, quantity, description, weight, price, and total price will be removed from the cart.

Looking Up Items Based on Category:

1. Select the 'View Categories' button from the shopping cart.
2. A list of selectable categories will be displayed. Select one of the categories from the list.
3. Find the item that you are interested in and note the item number associated with it.

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4. Select the 'Return To Cart' button and add the desired item to the cart.

All items can also be located on the order form or catalog supplied by Access Secure Pak®.

How to Check the Status of a Kiosk Placed Order:

1. Select the 'Last Order Payment Status' button from the homepage.
2. The status of the most recently placed kiosk order will be displayed.

Below is a list of possible statuses and what they mean:

Order Number XXXXXXXX, placed on XX/XX/XXXX - was approved on XX/XX/XXXX. Your order was successfully processed, and funds will be deducted from your trust fund.

Order Number XXXXXXXX, placed on XX/XX/XXXX - is pending as of XX/XX/XXXX. Your order has not been processed yet, and is waiting on fund verification. This process usually runs in the morning Monday through Friday. Check back on the next week day for an updated status.

Order Number XXXXXXXX, placed on XX/XX/XXXX - was cancelled due to lack of funds on XX/XX/XXXX. Your order was NOT processed. The trust fund did not have enough money to cover the cost of the entire order. You can place another order if you would like.

Order Number XXXXXXXX, placed on XX/XX/XXXX - was cancelled by request. Your order was NOT processed. The order was cancelled by a Secure Pak employee by request from a family member or facility staff.

How to View Order History:

1. Select the 'View Order History' button from the homepage.
2. Your 10 most recent orders (placed across all ordering platforms; kiosk, web, phone, or mail) will be displayed on the screen.

Below is a chart of possible statuses and what they mean:

Open: The order has been placed, and is awaiting administrative action by Securepak.

Cancelled: The order was cancelled; you can try to place another order if desired.

Batched: The order has been processed, and is awaiting fulfillment.

Printed: The order has been printed, and is being packed at the warehouse.

Invoiced: The order has been packed, and shipped out to your facility.

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PROPERTY

Personal property is permitted at this facility in accordance with Policy Directive 04.07.112, "Prisoner Personal Property." The responsibility for protection of your property, both personal and State-issued, rests with you.

Prisoners called to the property room must have their prisoner identification card in their possession.

Prisoners returning from court writs, the hospital, or being released from segregation will generally receive their property within one business day. The housing unit officer will call the property room to have the prisoner placed on call-out. Prisoners wishing to send personal property out of the facility by visit or mail should kite the property room at least five days before the property is to be sent out.

Any prisoner having any problem with property (missing or not received) should kite the property room officer. Posted in your housing unit is a guide for the wearing of clothing. If you have other questions or concerns about property, please contact your RUM/ARUS/PC.

LAUNDRY

See the posting within your housing unit for the laundry schedule and laundry information.

MAIL SERVICE

Outgoing Mail

Mail deliveries are made Monday through Friday, except holidays. There are no weekend mail services (incoming or outgoing). Outgoing mail must be in a postage metered envelope which may be purchased through the prisoner store. **Outgoing mail must show your name, number, lock, the facility's name and address and must include postage.** Without postage, your mail will be returned to you.

Prisoners may use interdepartmental mail runs to send mail, postage-free, to the Department's central office and other agencies serviced by the mail runs.

In order to send or receive mail from another MDOC prisoner, you must be an immediate family member (i.e., child, parent, spouse, sibling, grandparent). Form CSJ-100 must be approved before sending/receiving mail from another immediate family member who is a prisoner.

Certified and registered mail, as well as return receipt requests, is available to you. A Disbursement Authorization (Prisoner) form, CAR-893, must be obtained from your

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RUM/ARUS/PC, filled out completely, and delivered to the mailroom by your RUM/ARUS/PC to obtain these services.

Legal mail will receive special, expedited handling. Legal mail **must** be clearly identified and labeled on the envelope/package as such, consistent with the contents of the papers being mailed.

Incoming Mail

All of your incoming mail **must** be clearly marked with your name and number or it will be returned to the sender.

- Personal mail will be removed from the original envelope and placed in a plain envelope for delivery. The original envelope will be discarded.
- Your friends and family members should include your name, MDOC identification number and the return address of the sender on both the envelope and the mail which is included in the envelope.
- Mail containing stains of any type including but not limited to perfume, lipstick, oily substances, water marks, body fluids, etc., are not allowed.
- Only mail written in blue or black ink or lead pencil is permitted. Mail written in marker, crayon, paint, glitter, chalk, charcoal or colored inks is not permitted.
- Mail must not contain glue/paste or nontransparent tape of any type.
- Greeting cards must be no larger than 6" x 8", single fold, commercially produced with no embellishments, including but not limited to cutouts, jewels, raised areas, etc.
- Photographs are allowed only if printed on white, standard weight paper; no card stock or photo paper.

When an incoming mail/item is rejected, a Notice of Package/Letter Rejection will be completed and forwarded to you, with a copy forwarded to the sender and your RUM/ARUS/PC.

RECORD'S OFFICE

On your first day your prison time calculation and release dates will be completed by our **Central Records Section/Time Computation Unit**. All prisoners will be provided a Basic Information Sheet (CSX 117) (BIS) with all their sentencing information and dates. You should review your BIS for accuracy, if you believe there is errors write the above unit. Four dates will be calculated for all sentences:

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1. **PBJ** – Parole Board Jurisdiction date – the date the prisoner is eligible to be released to community on parole.
2. **Minimum Date** – the calculated date of all the minimum term
3. **Maximum Date** – the calculated date of all the maximum terms
4. **Scheduled Termination Date** – calendar date of all non-controlling maximum terms

Judgement of Sentence (JOS) – Any corrections of the JOS can only be made by the sentencing court. You will need to contact the court to request corrections.

Presentence Investigation Report - Any corrections of the PSI can only be made by the sentencing court. You will need to contact the court to request corrections.

Essential Documents – If you have concerns, please have your family and/or friends send your original Birth Certificates, State ID cards, Driver's License cards, Social Security cards, etc., to the Record Office. We will keep these documents safe and secure for you until you are released from prison. One of the most difficult things to accomplish upon parole or discharge is getting a picture identification card and therefore getting a job. Once we receive your essential documents you can be assured they are safe while you are incarcerated.

Pending Felony Charge(s) – The Law Enforcement Information Network (LEIN) is checked on every prisoner when they arrive at Women's Huron Valley Reception and Guidance Facility. If a prisoner has a pending felony charge when they are brought into the facility it will be addressed with the lodging agency. The prisoner will receive notification of the detainer/hold when the Record Office receives information related to the charge.

Misdemeanor Warrant(s) – It is your responsibility to let the court know your location. You may obtain the court address from the Prison Library for a plea by mail.

HOUSING

The facility is made up of 14 housing units divided into two sides, East and West. The West side Housing Units are identified by numbers and the East side by names. All housing unit names are posted on the outside of the buildings.

The West side of the facility includes Housing Unit 1, which is Segregation and Level IV, Units 2, 3, and 4 are all Level II, and Housing Unit 5 is a Level I housing unit.

The East side units all have an A and a B side. On the East side of the facility we have a handful of specialized housing units including: Calhoun where the A side is Acute Care Inpatient Mental Health, and the B side is Level I unit, which also houses the youth/HYTAS (Holmes Youthful

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Training Act) population. Emmet unit houses the Residential Treatment Program (RTP) on the A side and the Dialectical Behavior Therapy (DBT) on the B side. Harrison unit A side houses pregnant prisoners, and the B side houses the prisoners that are participating in Advanced Substance Abuse Treatment program (ASAT). The Kent unit houses infirmary care, and prisoners who require constant observation. Gladwin Unit houses Level II prisoners who are chronic care prisoners requiring placement near Health Care services. Our last specialized unit is Lenawee, which currently houses prisoners that are paroling soon. The East side also houses Level I general population prisoners, in Dickinson and Fillmore.

PRISONER COUNT

We have Formal Counts, Informal Counts and Emergency counts. Formal Counts are conducted at 0500hrs, 1100hrs, 1600hrs, 2100hrs and 2400hrs. Prisoners are responsible for knowing what times count is going to be conducted. During count you have the responsibility to be in your area of control ten (10) minutes prior to all counts, and be on your bunk at Count Time. There are some assignments and authorized callouts that will allow you to be counted away from your unit. You will be informed by staff if this is the case.

PRISONER RULES

All areas of WHV including Housing Units have a set of rules that you are expected to learn and follow. Failure to adhere to rules may be cause for a misconduct. When in doubt, ask the staff member in the area that you are in for assistance. Additionally, each unit has two (2) prisoners who serve as unit representatives, which can be helpful regarding unit concerns and direction.

PRISONER KITES

Prisoners utilize the 'Kite' system to ask questions of staff in different areas of the prison. To send a Kite you may use paper and you must write your name, number, lock, and the department or specific staff you are sending it to so your needs can be addressed. Food service has mailboxes outside you can drop your kites in when you go to a meal. There are a few units who eat their meals on the units; those units have kite boxes on the unit for your use. If you have any immediate concerns, it is your responsibility to notify the housing unit officers. If you feel the need to speak with a supervisor, a supervisor is always in the chow hall during meal time and or rounds daily.

PRISONER VISITS

As we know your visits may be very important to you, but a procedure is in place to efficiently process visitors. A Visitors List (CAJ-334) must first be completed by you identifying those immediate family members and not more than ten (10) others from whom she would like to receive visits. The MDOC Visiting Application (CAJ-103) is available to prisoners and proposed

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visitors at each facility and the Department's website. Each person named on the Visitor List who wants to visit the prisoner must complete the MDOC Visiting Application and submit it to the facility where the prisoner is housed. The application must be completely filled out. In cases of minor children a copy of the birth certificate must accompany the visiting application. For more information of visiting see 05.03.140.

PRISONER CALL-OUT

Prisoners are not authorized to leave their housing units unless you have an itinerary for a call out, a signed pass, or when your unit is called to a meal or yard. Staff is responsible for signing your pass to allow you to leave your housing unit. Prisoners are allowed to leave for their call-outs ten (10) minutes before and no more than ten (10) minutes after the call-out has started.

If you have a call out for example to the programs building then a call out to school directly after, it is your responsibility to return to your housing unit to have housing staff sign you out for your next call out.

When attending call outs in the programs building, mental health, health care appointments, school, or entrance into an administrative building, you shall be properly dressed. To be properly dressed, you will wear your state blues, including your pull over, with your shirt tucked in and state shoes.

PRISONER MOVEMENT

While in a Level I or II housing unit when the unit is open you have access to the dayrooms, small yards, unit phones, kiosks, and shower areas. The unit is closed during count and in the evening/overnight hours of the day. The specific times are located in your Housing Unit Rules. Without notice the unit may be closed for emergencies or when it is necessary to closely monitor the unit, when this happens the Unit Officer will make an announcement. If you are serving sanction, your movement is restricted; however, there is a unit schedule for allowed shower and cell cleaning times. All other movement must be requested by you to the Unit Officer.

In the case of an Emergency Mobilization a loud siren will be heard throughout the facility, unless otherwise instructed by staff you must immediately return to your cell in your housing unit, put your ID in the window and remain on your bunk until told otherwise.

In case of a weather emergency, staff will inform you how to proceed. For an actual fire or drill you may be directed to evacuate the housing unit. Follow staff direction and move promptly out of the unit through the doors staff identifies. In the case of a tornado warning you will be directed to take cover inside of your cell under the bottom bunk.

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Staff and prisoners are both responsible for the sanitation (clean and orderly) of the housing units. Both are responsible for fire safety of the unit as well. Do not block any entry ways and ensure stairways are clear from obstructions.

Program classification is the process by which needs, interests, and abilities of the prisoner is identified and matched to the needs and resources of institution. A prisoner may be reclassified upon the request of either the prisoner within six (6) months or upon completion of schooling. This request can be made to your ARUS/PC who will complete the reclassification. For more information see WHV OP 05.01.100.

Parole Eligibility Reports (PER) are completed at the request of the Parole Board. The ARUS/PC will prepare your PER and they will review it with you and give you a copy prior to sending it to the Parole Board for review.

Lastly, housing unit staff (ARUS/PC) will complete a reentry COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) for two reasons; if you have served 18 months since your last COMPAS, or if you received notice of a parole board hearing and your last COMPAS has preceded 12-18 months. At that time a reentry COMPAS must be completed. Please note this does not apply to those serving a life sentence.

If you have any additional concerns or want further information, Policies and Procedures are available for review in the law library.

Refer to the Housing Unit Rules for additional information.

UNIT REPRESENTATIVES/WARDEN'S FORUM

To be elected as a unit representative, a prisoner must be free of Class I/II misconducts for six months before the election. Unit representatives are elected by a majority vote of the prisoners in their housing unit. The elected representative should reflect the racial balance of the prison population. One term is equal to one, six-month term. The elected unit representative may serve up to two consecutive terms. A representative's goal will be to serve the prisoner community by promoting better communication among prisoners, staff and the administration.

Upon leaving office (regardless of the circumstances), a prisoner representative must wait six months before re-election.

The RUM/ARUS/PC will meet with the unit representatives on a monthly basis to discuss housing unit concerns. The Wardens Forum meets with the Warden on a monthly basis to discuss items that are of concern to the general prisoner population. The Warden's Forum members will meet weekly with the Warden's Forum Coordinator to discuss concerns; resolve minor issues not requiring agenda placement; and, to ensure required committee and housing unit meetings are being conducted.

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The Wardens Forum has the responsibility of selecting from its group, prisoners to serve on special committees in regard to special interests or services.

PROGRAMS

Programs offered at Women's Huron Valley Correctional Facility focus on trauma, relationships, substance abuse, other addictions, and mental health and wellness.

While you are at intake or shortly thereafter, you will be enrolled in a class that addresses trauma. This is because a majority of prisoners experienced trauma prior to their incarceration and we want to address personal safety and well-being.

After your assessments and interviews are completed in intake, you will have a set of recommendations in what we call **CORE programs**.

These programs address things like criminal thinking and attitudes, domestic and other violence, substance abuse and social support.

CORE programming at Women's Huron Valley Correctional Facility is evidence-based and gender-responsive. That means research shows the curriculum makes a difference, and it is focused on women – particularly justice-involved women.

It's important that these programs are relevant to your individual needs.

You will find that many CORE programs are small in size and most are around 12 participants.

Many CORE programs are closed, meaning you start and end the group with the same participants. Most groups establish group guidelines and expectations at the first session so that confidentiality and other issues that help you feel safe in the group are established.

Admission to CORE programs is in accordance with your intake recommendations, your Parole Board Jurisdiction (PBJ) date, Parole Board recommendations and/or court orders. No matter which of these avenues lead you to a CORE program, staff will assure you are enrolled as soon as possible. It can be frustrating waiting so please don't get discouraged.

We also have **Elective Programs**. This includes parenting and twelve step support meetings like Alcoholics Anonymous and Narcotics Anonymous. For this type of programming, you can sign up by sending a letter, called a kite, to Programs.

Additionally, we have **Leisure Time & Special Activities**.

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This includes workshops, seminars, classes and groups that you might want to participate in.

We have domestic violence victim education, faith-based programs, performing arts programs such as drama, creative writing, art, and dance, as well as yoga, youth programming, college classes, family preservation programming, peer support and peer mediation programming, and peer mentor training.

Please take a look at the Program's brochure, as these opportunities change from time to time. Sometimes you can sign up to hear a special speaker.

Be sure to pay attention to electronic messages and the notices posted in your housing unit.

When an activity like a seminar or performance is based on a sign-up sheet, selection is random so be sure to sign up only if you know you are available so that we are able to include as many participants as possible.

HOBBYCRAFT

Hobbycraft is the use of your leisure time to participate in arts and crafts activities in which you order and purchase the supplies through approved vendors to make items.

See your unit representative for the catalogs and remember you are not allowed to order hobbycraft while in intake.

You must purchase your own materials and work with the materials you purchased.

Once completed, you have 30 days to mail out your hobbycraft items through hobbycraft, not regular mail.

You may order hobbycraft supplies once a month and the total cannot exceed \$100 a month, not including tax and shipping.

You may also purchase completed hobbycraft projects by disbursement through the hobbycraft supervisor.

A total of 4 purchases per year are allowed and each is limited to \$100.

These purchases must be sent out of the facility. You can send your disbursements, kites regarding mailing out or visitor pick-ups for hobbycraft to "hobbycraft".

Please refer WHV-OP-05.03.102 for the specifics on what you are allowed to order and other details.

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RECREATION

Recreation and leisure time activities are also available to you and are geared toward the general population.

The majority of these activities take place in the Fieldhouse.

Some of the activities include weights and aerobics, basketball, softball, volleyball, music lessons, and chess.

Please refer to the *Programs* brochure for a more detailed list of the activities.

If you would like to participate in recreation and leisure time activities, send a kite to the Fieldhouse or recreation.

You must wait until you complete intake to send your kite, and should include what activities you would like to participate in.

Participation is mandatory once you have been placed on the call out, and if you have two unexcused consecutive absences, you will be removed from the call out.

There are waiting lists for all recreation and leisure time activities, so please be patient.

While you are waiting for your recreation and leisure time call out, please utilize the big and small yards for exercise, when available.

CHAPLAIN

The Chaplaincy department can assist you regarding religious services.

These services include a primary and secondary service, such as bible study.

You must declare your religion on a CSJ-177 Declaration of Religious Preference form in order to participate in a religious service.

There are also special programs to participate in.

We offer religious-based events on the big yard and in the programs auditorium.

These events are scheduled at different times throughout the year. Check electronic messages and watch for notices to be posted in the unit for upcoming events.

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Prisoners are also able to get married while in prison. There are specific steps that need to be taken for this. Send a kite to the chaplain if you are interested, as there is a waiting list.

The marriage process is not a short process and it takes several months.

CLASSIFICATION

The classification department primarily oversees the program classification process, prisoner work assignments and payroll monitoring. All newly committed prisoners will meet with the classification director to review their Program Classification Report, which will identify all of the prisoner's program referrals, educational needs and work preferences. Priority for placement in recommended programs will be based on the prisoner's Parole Board Jurisdiction (PBJ) date, whereas placement in preferred work assignments will be based on institutional needs and job pool availability. Each prisoner will have an opportunity to review their program classification report periodically and to change their job preferences.

GRIEVANCES

Prisoners shall be provided an effective method of seeking redress for alleged violations of policy and procedure or unsatisfactory conditions of confinement.

Prior to submitting a grievance, an attempt must be made to resolve the issue(s), following a chain of command beginning with your unit Officers; ARUS/Prison Counselor/RUM for issues arising within your housing unit. It may also include, speaking with or kiting a Sergeant, Lieutenant, Captain or Inspector. Allow adequate time for a response, as some issues may take time to resolve.

If this procedure is not followed, it may cause the Grievance to be rejected.

Once you've exhausted all of your efforts by attempting to resolve the issue (s) with the appropriate Staff members and still have not reached a resolution to your issue(s), you have five business days to file a step I grievance (CSJ-247A) form.

The forms may be completed by hand (*standard ink or pencil*) or by typewriter; however, **handwriting must be legible**. The issues should be brief but concise. Information should be limited to the facts of the issue being grieved (i.e., who, what, when, where, why, how). Always list **Dates, times, places and names of all those involved in the issue being grieved. Information must be confined to the form and not written on the back, sides or margins of the form, or response area.**

Submit your Step I grievance, utilizing WHV's Interdepartmental mailbox (ID mail), located in front of the dining hall. Address your grievance to the Grievance Coordinator and be sure to include your name, number and housing unit.

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Other reasons that grievances may be rejected are: IF

- They are part of the misconduct hearings process (those matters are handled thru appeal)
- The prisoner is grieving the content of Departmental Policy or Procedure
- The grievance is involving a parole board decision.
- They do not meet the time requirements

Note: *Groups* filing grievances is not permitted. Issues *of mutual impact* are addressed at the Warden's Forum when presented to your Housing Unit Representative

It is important to familiarize yourself with department policies and procedure prior to writing a grievance. Current copies are located in the Law Library. Grievances should be used as a last resort, as most issues can be resolved if you properly communicate.

If you've filed a Step I grievance and you are dissatisfied with the response received at Step I OR if you did not receive a timely response and you wish to proceed to the next step. You must kite the Grievance Coordinator via ID mail and request a Step II appeal (CSJ-247B) form.

Your kite must include your name, MDOC number, Housing Unit and the first step grievance identifier number of the grievance that you wish to appeal. This number is listed at the top right hand corner of your CSJ-247A Step I grievance Form.

INTERPRETERS FOR DEAF AND HARD OF HEARING

State law requires provision for the services of sign language for misconduct hearings and to assist deaf prisoners who are obtaining a GED or are in special education. The Women's Huron Valley Correctional Facility also provides interpreters for health care needs, programming, Parole Board hearings and routine housing unit issues. If a deaf prisoner feels she is in need of interpreter services, the deaf prisoner should contact the RUM/ARUS/PC to request an interpreter to be scheduled.

Prisoners housed in a Correctional Facilities Administration (CFA) institution shall be provided access to a TTY (telecommunications device for the deaf), as set forth in Paragraph JJ of PD-05.03.130, "Prisoner Telephone Use."

PAGE ALERT SYSTEM/ASSISTIVE LISTENING DEVICES

Page Alert Broadcast System (PABS) is a pager based facility-wide one-way communication system controlled from the State of Michigan (SOM) Network. The PABS is set up at WHV to allow staff to send messages to a pager through their computer. This system is available for hearing impaired prisoners who have a Special Accommodation Notice from Health Care.

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Assistive Listening Devices (ALD) is a device that is used to improve hearing for a person who is hearing impaired. This excludes in the ear hearing aids. These devices are available for use in the Programs Building.

Refer to WHV-OP 04.07.110B for additional information.

EDUCATION

Per PD 05.02.112: Education Programs for Prisoners), prisoners who do not possess a verified GED or High School Diploma will be placed in an academic class or wait list.

Prisoners who refuse to participate in academic classes may be subject to any one or more of the following:

- *Sanctions or room restrictions*
- *Indigent pay forfeiture*
- *Denial of GED exemption*
- *And/or negative parole consideration*

Prisoners will take a TABE test upon entering intake.

The Test of Adult Basic Education or TABE, will first be given at intake, then every 150 days to academic students.

Staff will fast-track individuals who can be given the GED as soon as possible. High TABE scores are used to identify prisoners who can be given the opportunity to fast track this requirement.

Staff will create a Workforce Development Referral packet and start the collection of employment ready information, such as certificates and diplomas to be used in the community upon release.

The Adult Basic Education Programming, Correspondence Courses, Post-Secondary Education, Pre-Work keys Exams and Work keys Exams, and CareerScope Testing, and Career and Technical Educational services are offered by MDOC Reentry staff to General and Special Education students, Title I's, and English as a Second Language students.

Academic classes improve students' basic skills and prepare them to take the GED. Students are eligible to take the GED following successful completion of the criteria established by the MDOC, such as passing half tests.

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Special Education programs and services are provided to prisoners under 22 years old who meet eligibility requirements.

Title I support services are provided for prisoners under 21 years old who are enrolled in academic classes.

Prisoners for whom English is not their native language are eligible to enroll in English as a Second Language (ESL) class to enable them to reach 5th grade reading competency.

Eligible prisoners are encouraged to take correspondence courses through post-secondary schools. To take such courses, prisoners should refer to PD 05.02.119: "Correspondence Courses."

Eligible students will be able to take the ACT WorkKeys tests. WorkKeys is a job skills assessment system measuring "real-world" skills that employers believe are critical to job success.

The tests lead to nationally recognized workforce readiness certificates.

Career and Technical Education programs offered at Women's Huron Valley Correctional Facility are available in the following vocational trades: Auto Mechanics, Building Trades, Custodial Maintenance Technology, Food Service/Hospitality Management, and Horticulture.

- In Auto Mechanics, students complete basic studies of shop safety, basic automotive maintenance and repair, and shop skills development. Students then move to specific areas of study including engine repair, brakes, electrical systems and transmissions. Students may take the Michigan certification tests in a skill area.
- In Building Trades, students study carpentry, masonry/concrete, plumbing, and electrical. Students receive hands-on experiences, and NCCER offers national certification to students upon completion.
- Custodial Maintenance Technology students prepare for employment in institutional maintenance or in a cleaning service business. Instruction includes restroom care, floor care, carpet and upholstery care, cleaning chemicals, safety, and health. Students receive hands-on instruction using tools such as high speed buffers, strippers, and cleaning aids.

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- In Food Service/Hospitality Management, students learn about hotel and food service operations, with emphasis on safety and sanitation, and hospitality. Supplementary studies focus on lodging, nutrition, and catering. The program offers the opportunity to earn Start and Safe Serve certification.
- Horticulture students learn about plant science, soils, nutrition, plant propagation, and pest management. Further studies include greenhouse management, landscape design and maintenance, interiorscaping, fruit and vegetable production, floriculture, and turf management. Additional instruction and certification is available in the areas of produce harvesting and grading, inventory, shipping/receiving and forklift operation.

Students in Employment Readiness courses are provided an overview of basic computer operations, keyboarding, using the internet and productivity programs, computer security and computer use in daily life. Students will also learn employability skills, including portfolio development and resume writing.

In the State Correctional Opportunities for Rehabilitation and Education, or SCORES, program, prisoners gain additional experience working on Service Learning Projects for non-profit organizations and state agencies, such as Habitat for Humanity, Department of Natural Resources, The Children's Trust fund, Department of Health & Human Services and various other organizations.

The purpose of these programs is to provide educational opportunities for prisoners to take responsibility for developing their academic, work and social competencies in order for them to become contributing, productive members of the prison community while incarcerated and contributing members of society upon release from prison.

Please note; it is the policy of the MDOC not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, or marital status in its programs, services, or activities.

Lack of English skills is not a barrier to admission to CTE programming. All students regardless of English proficiency are encouraged to enroll in these programs as soon as they qualify.

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BUSINESS OFFICE

The Business Office is responsible for managing several operations that impact the supply and delivery of most of the services you will need or use throughout your incarceration.

The Business Office is responsible for the Accounting staff, mail processing, Warehouse Operations, Maintenance, Food Service, and the Record Office. The Business Office is responsible for processing financial transactions for the prisoner population. A TRUST account is established for each prisoner.

Your TRUST account is essentially your prison bank account. All funds that you earn and that are deposited to your account by your friends and family are maintained in your TRUST account.

Deposits can be made to your account by family and friends either online or by sending a money order to the department's vendor. In addition, payroll earned on your work assignments will be placed in your TRUST account, normally during the second week of the month.

You cannot receive deposits from other prisoners, parolees, probationers or family members of other prisoners unless the sender is also your relative.

Funds in your TRUST account can be used to make personal purchases from approved vendors, pay back institutional debt obligations, pay restitution for State property that you have damaged, or can be sent to your family members and charitable organizations. If you have court ordered debt obligations or Victim's restitution that has been ordered by the court, such obligations are automatically deducted from your TRUST account.

You will receive the first \$50 of funds deposited to your account. Any additional funds received during that month will be divided between you and the court – with half credited to you and half to the court. However, if you have more than one debt obligation, **all funds**, except the first \$50 received in the month will be deducted and divided among your debts.

If you incur Institutional debt – such as loans for postage, padlocks, footlockers, legal copies, or institutional restitution – all of your funds that are not applied to your court ordered debt, except \$10 a month, will be used to satisfy such debts, including the first \$50 that you receive.

For more detailed information regarding the management and use of your TRUST account, please review Policy and Operation Procedure 04.02.105 – Prisoner Funds.

You can receive electronic messages via the department's vendor – our electronic mail service, or you can receive hard copy mail that is delivered to the facility, sorted and screened by our Mail Room staff. All incoming mail must contain your name and prisoner ID number.

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If this information is missing, delivery of your mail may be delayed or not delivered to you. Mail Room staff will screen all incoming mail for contraband – mail and items that a prisoner is not allowed to have or that is from an unapproved vendor.

When mail is rejected because it is contraband or otherwise violates policy, you will receive a Notice of Package/Mail Rejection allowing you the opportunity for a hearing on the determination to reject the mail.

Please reply promptly when you receive a notice so that staff can dispose of your property in accordance with your preference or the determination issued by the Hearing Officer.

If you did not arrange for special handling of your legal mail during Intake, you may request special handling by submitting a written request to the Business Manager. Within two business days of receiving your request your legal mail will receive special handling.

You are able to order metered envelopes from the Prisoner Store. Your name and ID number must be placed on your metered envelope when it is received with your store delivery. Envelopes that do not have a name and ID number recorded are contraband. All outgoing mail received in the Mail Room that does not contain your name and ID will not be sent out and it will be discarded.

Please inform your friends and family that they are not allowed to send in gifts, funds, books, postage, food or other similar items with mail. These items will be considered contraband and will not be delivered to you.

You will receive rejection notices when such items are received in the mail room. Funds will be returned to the sender if an address is provided. If no address is provided, the funds will be donated to the Prisoner Benefit Fund.

Please review Policy and Operating Procedure 5.03.118 for specific details concerning Prisoner Mail.

Additionally, while you are in Intake you will have the opportunity to set up your electronic messaging account. Your electronic messaging account will allow you to receive and send email messages from and to family and friends. E-mail kiosks are located in the Day Room. Near the kiosks are informational posters that will contain instructions for requesting an electronic messaging password. When you register for the e-mail service, your temporary password will be forwarded to you from the Mail Room.

Electronic messages are screened by Mail Room staff before they are released to the receiving prisoner

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RE-ENTRY

One thing that is important to know is that only the Parole Board can designate a prisoner as being eligible for Prisoner Reentry Services. If you feel like you may need the services afforded by this program, you can write the Parole Board and request Reentry; however, they may or may not grant your request.

If you are given a positive parole action and designated as needing Prisoner Reentry services by the Parole Board, the Institutional Parole Agent (IPA) and Reentry Facility Coordinator will work with you for 60 days before you are released on parole. If you are given a D 47 designation, this program can take as much as 5 to 6 months before you are given a parole. A needs assessment will be completed by your therapist or Social Worker, and will be emailed to the Parole Board. The Parole Board will send a parole date after receiving the aftercare plan.

Within 5 days of your participation in the prisoner reentry process, the Facility Coordinator and IPA will complete an orientation. The orientation entails information about the Reentry program, the COMPAS assessment, transition team meetings, parole conditions, signing disclosure and release of information forms. The WHV Employment Counselor will work with you on all vital document requests.

The IPA is responsible for working with you to identify an appropriate home placement in the community. While at this point you have been given a parole, your placement may not yet have been investigated or approved by a field agent. Please realize that Commercial Placement is a last resort, as bed space is limited. Commercial Placement may be an option if there is no other proposed placement available or if there are no places to reside on parole/probation that will allow you to be in compliance with your parole/probation conditions, for example – your proposed residence is in a school zone or if a family member refuses to relinquish guns they own. Every effort should be made by you now to ensure that a proposed placement is in a location where you have the most positive support, regardless if that proposed placement is in the sentencing county, another county in Michigan, or elsewhere in the United States.

Doing this work now to build your support will improve your chances of a successful parole. Your Parole Agent, ARUS, Institutional Parole Agent or Prison Counselor can support this effort, but securing a positive, supportive home placement can be a great step towards being successful after your prison release.

Within 25-10 days prior to release, a Transition Team meeting will be held over video conference including the offender, Facility Coordinator and supervising field agent. The supervising field agent usually conducts the meeting covering a discussion on your needs in relation to housing, employment, substance abuse, mental health, transportation, status of vital

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documents, supervision conditions, and veterans' benefits. Please know that each county is unique in the services they provide. Parolees are encouraged to communicate their needs to their assigned Field Agent.

**** If there are any questions regarding the contents of this booklet, please contact your RUM/ARUS/PC****

APPROVAL SIGNATURE:


Shawn Brewer, Warden


Date

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PRISONER GUIDEBOOK

**WOMEN'S HURON VALLEY CORRECTIONAL FACILITY
(WHV)
PRISONER RECEIPT SIGNATURE PAGE:**

I,

_____/_____
Prisoner's Full Legal Name ***PRINTED*** and Prisoner Number

Have received the WHV Guidebook

_____/_____
Prisoner's Full Legal Name Signature

Date