

Mabel Bassett Correctional Center



Inmate Manual

Revision Date: September, 2021

MABEL BASSETT CORRECTIONAL CENTER

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INTRODUCTION

Mabel Bassett Correctional Center is located at 29501 Kickapoo Road, McLoud, Oklahoma 74851. The phone number is (405) 964-3020. MBCC is accessed from I-40 at the Harrah-Newalla Road exit. Travel north approximately 5 miles to Kickapoo Road (S.E. 15th Street). Turn east at Kickapoo Road and travel 1½ miles. The facility is on the south side of the road.

The information contained in this manual is specific to the Mabel Bassett Correctional Center (MBCC). It is the responsibility of the INMATE to know and understand the information that is in this manual.

This manual is designed to define expectation of the INMATE behavior and the programs available while incarcerated at MBCC. If the INMATE does not understand the contents of this manual or any other material that involves institutional rules and regulations due to a literacy or language barrier, an interpreter will be provided to insure the rules are understood and the expectation that the INMATE will follow them.

HISTORY OF MBCC

The vacated laboratory of the Oklahoma Health Department began transformation to the Women's Treatment Facility in January 1974, heralding a new concept in female corrections in Oklahoma with the transfer of the first four prisoners from the Oklahoma State Penitentiary Women's Ward.

Adult female felons from the OSP Women's Ward who were considered minimum security risks were screened by Department of Corrections personnel and reassigned to the

Women's Treatment Facility in Oklahoma City. This was the beginning of the first minimum security/work release institution for female inmates in the state.

On November 10, 1977, the facility was renamed Mabel Bassett Correctional Center, in honor of Mabel Bourne Bassett.

In 1978 the facility was upgraded to medium security and again to maximum security in 1982.

In June 1999, the department converted a male community corrections center to a satellite minimum security unit for female inmates.

In May 2003, Mabel Bassett Correctional Center relocated to the former Central Oklahoma Correctional Facility in McLoud, Oklahoma.

Mabel Bassett Correctional Center (MBCC) currently houses minimum, medium, and maximum security inmates, and a housing unit for death row inmates.

Programmatic activities include a variety of religious services, education, recreation, and cognitive behavior programs. An intensive residential substance abuse program is available to inmates with identified substance abuse addictions. A Children and Mother's Program provides additional time for incarcerated mothers to spend with their children apart from the normal visiting process, in addition to providing parenting classes for the inmates involved in the program.

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MISSION OF MBCC

To provide custody and control for medium, and minimum security female Inmates. The facility will manage female Inmates on death row, administrative segregation, those with chronic medical needs, and those in need of mental health services.

General population minimum and medium security Inmates will provide institutional work support. The facility will provide programmatic activities of education, substance abuse treatment, Oklahoma Correctional Industries, and the Children and Mother's Program. In addition, this facility will support the department's mission to protect the public, protect the employee, and protect the inmate.

INTERACTION BETWEEN STAFF AND INMATES

Each Inmate at MBCC has the right to be treated respectfully, impartially, and fairly by all persons. With this right also comes the responsibility to treat staff and other Inmates with respect.

Interaction between staff and Inmates at all times will remain courteous, professional, and unbiased. It is both staff and Inmates responsibility to maintain this level of interaction by adherence to policy and procedure, which is designed to protect each party's integrity, honesty, and physical well-being.

Staff are not to be addressed by nicknames or first names. The proper method of addressing correctional officers is Mr./Ms. /Officer/Corporal/Sergeant/Lieutenant/Captain (whatever their rank is), Last name. All other staff should be addressed by Mr. /Ms. /Mrs. Last name.

Both staff and Inmates are expected to refrain from inappropriate language. Accordingly, inappropriate actions are not acceptable at MBCC by either staff or Inmate. **Staff are only to touch Inmates during the normal course of duty (i.e., pat search, placing on/off of restraints, etc.). Inmates are not to touch staff.**

It is not appropriate to receive or give any type of personal item or gift between staff and Inmates. Examples of personal items or gifts are tobacco products, photographs, and arts and crafts items. This diminishes the level of professionalism expected of MBCC staff and establishes a potential for favoritism to develop from either party.

Volunteers and visitors to MBCC are to be treated the same as staff.

RECEPTION AND ORIENTATION

It is mandatory that all new Inmates to MBCC attend the entire session of Inmate Orientation held in the visiting room. The Inmate is expected to participate in the Inmate orientation. This service is provided by the MBCC to familiarize Inmate with this facility and all the services that are available.

1. The Inmate will be in state-issued orange shirt and slacks.
2. If the Inmate is wearing any shirt that is not specifically designed to wear untucked, it must be tucked into the slacks.
3. No hats are allowed.
4. The Inmate ID must be clipped to the shirt on the upper left side.
5. Notification will be made by the unit staff when to report for orientation.

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DAILY ACTIVITY SCHEDULE MONDAY THROUGH FRIDAY

This schedule is for general, ongoing activities and is subject to change without notice. Medical appointments, evening work shifts, special visits, etc. are not included. The Inmate population will be notified of these events as they occur.

TIME	ACTIVITY
0600 Hours	Count
630 hours	Wake up and dress properly.
0700 Hours	Breakfast
0700 – 1000 Hours	Work/School/Programs
1000 Hours	Count
1100-1200	Lunch
1400 Hours	Count
1500 – 1700 Hours	Work/School/Programs
1600 - 1700 Hours	Dinner
1800 Hours	Count
1730 – 2000 Hours	Religious/recreational program activities
2145 Hours	Lockdown
2200 Hours	Standing ID Count

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COUNTS

1. Inmates are to be in their assigned cell or on their assigned dayroom bunk during all counts, or at assigned work detail, medical, education, and so forth.
2. Inmates are to STAY in their cell or on their assigned dayroom bunk until institutional count is CLEAR.
3. Frozen movement means no showers, ironing, using the phone, playing games or using the microwave.
4. Any variations or exceptions to these procedures will be published and posted in advance of the effective date of the change.
5. **YARD CLOSED AT COUNT TIMES. Movement times are posted on the unit bulletin board.**

COMPOUND

1. All Inmates using the compound are subject to random searches and the search of their property.
2. While on the compound, the Inmate will not travel back and forth from the compound to the housing unit.
3. The Inmate will be allowed to use the compound from 1100 Hours to 1300 Hours, and 1500 Hours to 1715 Hours as determined by the shift supervisors. It is the responsibility of the Inmate to attend the meal during the period allowed during yard/dining.
4. The MBCC dress code will be observed while the Inmate is on the compound. Sleeveless tops, hair rollers, shower thongs, rolled shirtsleeves, and rolled pants showing legs, sagging pants below waist line are not allowed. Mid-thigh level walking shorts are allowed after 1700 Hours on weekdays and all day on weekends. Appropriate footwear is required.
5. The compound will be closed during count times. Inmates are to be in their assigned cell during all counts or at assigned work detail, medical, education, and so forth. Failure to do so may result in disciplinary action.
6. Inmates will be required to have their ID and a pass from a staff member to enter a program/work area in the institution.
7. Abuse of compound privileges may result in disciplinary action, including restriction from the compound.
8. The shift supervisor may cancel compound privileges if Inmate behavior warrants such action.
9. The Inmate must remain at least 15 feet from the inside perimeter fences at all times while on the compound.
10. Inmates are not allowed to sit atop the picnic tables or on the laps of other Inmates.
11. Inmates are allowed to bring radios with headphones, books, paper, pens, and only enough

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food and beverages to be consumed while outside.

12. Inmates are responsible for cleaning the yard and for disposing of papers and cans properly. **Inmates using the yard will police the yard area for litter 15 minutes before closing of the yard.**
13. On canteen days, Inmates must take all issued canteen directly to their housing units.
14. Inmates are not allowed to hang on sidewalk railings near upper yard gate.

IDENTIFICATION CARDS

During reception, the Inmate will receive an ID card. Any replacement of the card will be at a cost of \$5.00 unless the loss is confirmed because of staff action. Any questions about the ID card must be addressed with the unit staff. Any changes in appearance will require a new identification card at a cost of \$5.00 to the Inmate.

REQUEST TO STAFF (OP 090124)-Law Library

Before submitting a "Request to Staff," to the law library, the Inmate must try to resolve the complaint by talking with the case manager, supervising employee or other appropriate staff within 3 days of the incident. If not resolved, the Inmate must submit a "Request to Staff" to the Law Librarian stating completely but briefly the problem. This statement must be specific as to the complaint, dates, places, personnel involved and how the Inmate was affected. Inmate Request to Staff forms submitted to staff for resolution must be legibly written in blue or black ink. The "Request to Staff" must be submitted within 7 calendar days of the incident, and only one issue or incident allowed per form. The Law Librarian will forward the "Request to Staff" form to the appropriate staff, who will attempt to resolve the issue and will respond in writing to all "Request to Staff" forms being used to attempt informal resolution, within 10 working days of receipt. On the "Request to Staff" form, staff will document any action taken and will cite or quote applicable department procedures. Staff will return the original form to the Law Librarian to be returned to the Inmate and will retain a file copy. A "Request to Staff" may not be submitted about matters that are in the course of litigation. A "Request to Staff" by an Inmate regarding a pending misconduct of that Inmate may only be submitted to the assigned investigator. If there has been no response in 30 calendar days of submission, the Inmate may file a grievance to the reviewing authority with evidence of submitting the "Request to Staff" to the proper staff member.

INMATE REQUEST (OP 030101A)

Any issues that do not fall into the categories for filing a "Request to Staff" must be placed on an "Inmate Request" form (DOC 030101A) and submitted to the appropriate staff member, generally unit staff. Any requests submitted on blank paper will be returned unanswered.

GRIEVANCE PROCEDURE (OP 090124)

A formal grievance procedure is available to provide a standard method for resolution of Inmate issues. This policy is available to read in the Law Library. Forms are available on the unit and in the Law Library.

CLOTHING FOR NEW INMATES

The Inmate must report to the property officer for instructions to fill out the proper forms to receive state issue clothing/property and to have a laundry number assigned. Laundry days are posted on the bulletin board.

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HOUSING UNIT RULES

1. No meal trays, cups or utensils from the kitchen are allowed on the unit unless approved medical lay-in.
2. No horseplay or loud talking.
3. No Inmate from other units is allowed on any unit unless authorized by staff.
4. Inmates who do not live on the upper run are not allowed to be on the upper run unless authorized by unit staff to conduct inmate job duties, such as orderlies.
5. No sitting on or blocking of stairs will be permitted.
6. No movement on pods or outside of the unit until count clears.
7. No business will be conducted during count.
8. If the microwave is used, clean it after each use.
9. Inmates are responsible for the cell sanitation and cells will be inspected daily. All Inmates are responsible for the runs, dayrooms, and unit yard.
10. NO trash will be thrown on the ground, use a trash can.
11. Radios, MP3 players, televisions will only be played at a low volume or with head phones. Dayroom televisions will only be on from 1100 Hours to 1300 Hours, and 1700 Hours to 2145 Hours.
12. Inmates will not possess, use, or introduce into the unit or institution any drugs, alcohol, currency, tobacco products, lighters, matches, or unauthorized tools or sharpened instruments.
13. Inmates will conduct themselves in a responsible manner and be considerate of others at all times.
14. Inmates will attend jobs and program assignments unless otherwise instructed by staff.
15. Inmates will not barter, buy, sell, borrow, or loan property.
16. Inmates are not to place clothing or towels on the rails or to hang anything from the fire sprinkler system.
17. Inmates are not allowed to shower between 1100 Hours and 1700 Hours unless they are returning from work, such as maintenance, yard crew, laundry or kitchen.
18. Inmates are not allowed to move between pods or between cells to use washers, dryers or irons.
19. Inmates will be properly dressed at all times. Pajamas are not allowed in the dayroom. Robes are not to be worn in the dayroom unless the inmate is returning directly to their room from the shower. Pajamas/robes are not to be worn at all between 1100 Hours and 1700 Hours Monday through Friday. This includes in the inmate's cell.

LIVING AREA INSPECTION GUIDELINES

These instructions are meant as a guide for each individual to help maintain the room. The room is not yours; it is assigned to provide the Inmate with a safe and comfortable residence while incarcerated. High standards for sanitation and housekeeping will be enforced to maintain safety and health.

Cells will be clean and ready for inspection at any time. The bed is to be made upon leaving the cell. On weekends and holidays, the Inmate is allowed to sleep in; however, the room will be clean before leaving. Rooms are subject to being inspected at anytime by security or unit staff, and each room will be inspected daily. Notification will be provided of any discrepancy along with allotted time for correction before disciplinary action is taken.

1. **Bed Making**

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The bed will be made in military style any time the bed is not occupied. Beds will be positioned per policy to allow the officer a clear view for count. No towels will hang from either end of bed during count.

2. **Chair/Desks**

Each room/cell has a stool and desk. The desk is to be kept clean, uncluttered, and dust free. Clothes or other items are not to be hung or stacked on chairs or desks. D Unit shares common tables with attached stools. These tables are not to be left cluttered or dirty.

3. **Lockers/Storage Containers**

A state issued container is authorized for Inmate use. Nothing may be attached to the outside of the locker or storage container. Lockers or storage containers are to be used to store personal property. Inmates who are assigned a storage locker are to maintain the contents of these lockers "inspection ready" at all times.

4. **Light Fixtures**

Light bulbs and light fixtures are not to be painted, shaded, or covered in any manner. Lights are to be turned off when the room is not occupied.

5. **Windows**

Windows and windowsills are to be kept clean with no property on the windowsill. Windows may not be covered with any items (pictures, cardboard, blankets).

6. **Floors and Baseboard**

Floors and baseboards are to be kept clean and free of dust. Floors should be swept and mopped daily or as needed. Cracks and corners are to be kept clean and free of debris at all times.

7. **Wall/Ceilings**

Room walls and ceilings are to be kept clean, scuff, and stain free. No items are allowed on the walls or ceiling. Drawing or defacing walls or ceilings is prohibited.

8. **Doors**

Doors (inside and out) are to be cleaned regularly, including the window. The door window for each cell may be covered three-quarters of the way from the bottom of the window when the inmate is changing clothes or using the restroom. No item is to be posted on the door in any manner.

9. **Vents**

Vents are to be kept clean and free of dust. Do not obstruct or hang anything from the vents.

10. **Clothes**

Jackets, shirts, pants, socks, hats (all types of clothing) are to be hung on clothes racks or properly stored at all times. The only exception to this is one towel and wash cloth, which may be draped over the end of the bunk until dry, but not during count.

11. **Shoes**

All types of footwear must be placed neatly under the lower bunk when not in use. Footgear will not be placed outside of the room/cell.

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12. **Trash**
Only approved issued trash receptacles may be used. No paper sacks or plastic bags will be used as a trash container. Trash will be emptied daily.
13. **Mirror**
Mirrors are to be kept clean and free of water spots. No items will be attached to the mirror surface or frame. Mirrors are not to be removed from the wall for any reason (rooms that have mirrors).
14. **Sinks**
Sinks are to be cleaned daily. No towels, washcloths, and personal clothing items are to be left in the sink basin.
15. **Toilets**
Toilets are to be maintained in a clean manner at all times. The toilet bowl (inside and out) is to be kept free of stains, water spots, and dust. Toilets are to be cleaned and sanitized daily.
16. **Personal Property Matrix**
Compliance will be met with the personal property matrix. No homemade shelving, antennas, clotheslines, cleaning supplies, mop buckets or recreational equipment will be stored in the room. Craft material must be specifically authorized and properly stored when not in use.
17. **TV's and Appliances**
All TV's and appliances (fans, radios, clocks, etc.) must be clear or transparent and will be kept clean and free of dust at all times.
18. **Books and Legal Material**
Books and legal material will be stored neatly according to Oklahoma Department of Corrections policy.

PROPERTY, DRESS, PERSONAL HYGIENE STANDARDS CODE

Definition of Terms:

Personal Property – articles of property legally owned and/or purchased by an inmate. Any personal property which the Inmate retains or brings into MBCC is at the Inmates own risk. MBCC is not responsible for unsecured personal property.

State Issued Property – articles provided to an inmate by the facility at no cost to the Inmate.

Underwear – Panties, bras, socks

Professional Clothing Appearance - Monday through Friday (8:00 a.m. to 5:00 p.m.) long pants, tucked in T-shirts, blouses buttoned, shoes tied and worn properly. No sagging pants.

Relaxed Clothing Appearance - Monday through Friday (after 5:00 p.m.) Shorts may be worn to open gym and for walking the track. Inmates may not wear shorts to the dining room or to programs. T-shirts will still be tucked in and blouses buttoned. No shower shoes outside the unit. On weekends, the relaxed dress code may be observed.

1. Sweatshirts may be worn anytime. Sweatpants or shorts may not be worn until after 5:00 p.m. with the following exceptions.
 - a. Weekends
 - b. State holidays
 - c. When Inmates participate in "Inmate only" activities in the gym and where no public contact will occur.
 - d. Medical exceptions
 - e. Open compound

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- f. With the exception of t-shirts, any shirt with a straight hemmed bottom may be left un-tucked. It is never acceptable for t-shirts to be un-tucked.
2. Hairstyles and appearances will not conflict with security, sanitation, safety, or health requirements of the department.
 - a. The growing, shaving, cutting or styling of hair will remain in compliance with most conservative conventional community standards. Any changes due to growing, shaving or cutting that result in a change of appearance will require a new ID card at the Inmate's expense (\$5.00).
 - b. Hair care services are available at the beauty shop. (Hours posted on the beauty shop window)
 - c. Bleaching and dying of hair is prohibited.
 - d. No engraving of letters or symbols in hair will be allowed.
- e. Headbands and bandanas are prohibited except during religious ceremonies.
3. Clothing will be neat, clean, and appropriate for the situation.
4. Shirts will be clearly marked "Corrections" and will be worn buttoned up. Pants will be worn at the waistline. Shirts and pants will be unaltered, in good repair and no holes.
5. Personal hygiene will include a minimum of three (3) showers a week. Hair will be kept clean and free of unpleasant odors at all times. Clean will be defined as free of dirt, body oil, lice, ticks, nits, dandruff or foreign substances.
6. Hygiene items are available for indigent Inmates from the unit staff.
7. Inmates will be completely dressed with shirt tucked in and pants/jeans to include underwear before leaving their assigned cell, unless they are going to the gym, shower or sleeping in pajamas.
8. All Inmates must wear the MBCC picture identification card upon leaving the assigned cell. The MBCC picture identification card will be displayed on the upper left chest with picture facing out.
9. Maternity clothes are required to be worn during pregnancy.

VISITING HOURS

Level I: 8:30 a.m. -11:30 a.m.

Monday Visitation Only

Only with an approved request to staff

Level II (med) 1:30 p.m.– 3:30 p.m.

A-L – Saturday Visitation Only

M-Z – Sunday Visitation Only

Level II (min) 11:30 a.m. – 3:30 p.m.

A-L – Saturday Visitation Only

M-Z – Sunday Visitation Only

Level III (med) 11:30 a.m.- 3:30 p.m.

A-L Saturday Visitation Only

M-Z Sunday Visitation Only

Level III (min) 9:30 a.m.- 3:30 p.m.

A-L Saturday Visitation Only

M-Z Sunday Visitation Only

Level IV (med) 9:30 a.m.- 3:30 p.m.

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A-L Saturday Visitation Only
M-Z Sunday Visitation Only

Level IV (min) 7:30 a.m.-3:30 p.m.

A-L Saturday Visitation Only
M-Z Sunday Visitation Only

Holidays for Levels II, III, and IV will be the same hours as regular visiting days.

1. State recognized holidays that fall on Monday through Friday will be "Free" visiting.
2. Special Visits: Consideration will be given for special visits. Application forms are available at all control rooms and unit staff. Special Visits are available for the following reasons. (4-4500, 4-4501)
 - a. Immediate family members who live long distances (in excess of 150 miles each way). Requests for special visits (to include visitors traveling long distances) must be submitted to the case manager at least two weeks before the date of the special visit (Attachment A). For unusual circumstances, each unit manager on a case-by-case basis will consider exceptions to the two-week rule. The deputy warden of operations will review all special visits for approval.
 - b. Visits to hospitalized Inmates-In the event an Inmate is dying, the warden will authorize a visit as long as a visitor is on the approved visitor's list and on a case-by-case basis. Hospitalizations for non-life threatening reasons do not qualify for visitation.
 - c. Visits between an Inmate and her newborn child (accompanied by legal guardian or approved volunteer).
 - d. Volunteers that have collaborated with the Department of Corrections in re-entry services when the visit will aid in the re-entry process.
 - e. Visits with clergy or social services representatives
 - f. Inmates on disciplinary unit may request for a special visit with their attorney of record and clergy only.
3. Visits on days other than normal visiting days or state approved holidays will be no more than two hours duration if time and space permit and will take place in secure visiting.
4. The same general visiting privileges apply to attorneys. The attorney must arrange through the Inmate's case manager with approval of the Deputy Warden if he/she wishes to visit at times other than designated visiting hours. Arrangements for attorney visits will be made 24 hours in advance.
5. Only four persons, including children, may visit with Inmates at one time. All visitors 16 years or older must show photo identification. A driver's license, Department of Public Safety, Department of Defense issued ID, or school ID will be the only ID acceptable.
6. Visitors (adult or children) are only allowed to wear **one wedding ring set, no other jewelry is allowed of any type (earrings, watches, necklace, bracelet, etc.) is prohibited in the visiting room.**

VISITORS GENERAL GUIDELINES FOR VISITING

The following regulations will be made available to all prospective visitors. Visitors will be provided the visiting schedule and the visitor's rules in their entirety. No variations to these regulations are permitted unless issued with the warden's approval.

1. Visitors are not permitted to arrive at the facility earlier than one-half hour prior to the scheduled visiting hours.
2. Loitering in the parking lot or the facility, to include the lobby area is not permitted.
3. Visitors will register with the visiting officer utilizing "Visitors Record and Consent Form." Every visitor entering the grounds may be subject to pat down, strip, vehicle and personal

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property searches. Any person not giving permission will be required to leave the facility grounds. Normally, visitors will secure any belongings not authorized in the visiting room in their vehicle prior to entering the facility. Visitors will sign out and pick up their identification when exiting.

4. All visitors age sixteen (16) or older must have a current driver's license or identification card issued by Department of Motor Vehicles (non-drivers) and be on the approved visitor card before being allowed into the visiting area by the visiting officer.
5. All identification card(s) will be maintained by the visiting officer and returned to the visitor upon their departure and sign out.
6. With the facility head approval, children of the Inmate (under the age of eighteen) may be approved to visit and will be on the approved visitor card. These children must be accompanied by the other parent, legal guardian, or responsible adult who is authorized to visit and has notarized permission of the legal guardian. These children must be natural or adopted children of the Inmate they are visiting. All other children must be accompanied by the parent or legal guardian. In the event a question arises, the visitor may be required to provide documentation, such as birth certificate to reflect parentage.
7. Once in the visiting room, visitors are only allowed to leave the visiting room to use the rest room in the main lobby. Then the visitor must be processed through the search area again before re-entry into the visiting room. No re-entry allowed once they have left the building.
8. Visitors may kiss and embrace briefly only at the beginning and end of each visit.
9. Items allowed to be taken into the medium security unit visiting room by visitors are as follows:
 - a. Diaper bag (if a small child is with the visitor), contents not to exceed eight (8) diapers, three (3) see through bottles, two (2) changes of clothes for the infant, two (2) small blankets, two (2) factory sealed jars of baby food, one (1) small plastic spoon, one (1) infant clear sippee cup, one (1) carryall seat, and one (1) clear package of wipes.
 - b. Only quarters not to exceed \$50.00 and contained in a clear plastic baggie are allowed into the visiting room for use in the vending machines. **No refunds are given for malfunction of the vending machines.**
 - c. The Inmate is not allowed to purchase items from the vending machines or leave the visiting room with any vending machine item.
 - d. A sweater or coat for visitor's personal use (in appropriate season). Gloves and scarves should be left in the vehicle.
 - e. Vehicle keys only. No other keys will be allowed.
 - f. Collapsible, flat-ended umbrella, to be left in the visitor lockers.
10. Visitors bringing children into the visiting room will ensure that children are not disruptive and are under supervision of their parents or other family members. Children under 18 are not allowed to leave the visiting room unless accompanied by the parent or guardian. Children under 18 must be accompanied by an adult to the rest rooms.
11. At the completion or termination of a visit, the visitor(s) will depart promptly from facility property. Visitors may leave nothing at the facility for the Inmates.
12. To provide information to visitors about public transportation to the institution, the phone number to the local public transportation will be posted in the visiting rooms by the visiting officers.

Dress Code for Visitors (4-4499)

1. Male and females age eleven (11) and older must comply.
2. No shorts, skorts or skirts shorter than the top of the kneecap or that are tight fitting are allowed.
3. No wrap-around skirts, dresses/skirts with split-seam higher than the top of the knee cap, or mini-skirts are allowed.
4. Blouses/Tops: No tube-tops, tank-tops, crop-tops, halter tops, spaghetti-top blouses, sleeveless, transparent, or mesh tops/ blouses.

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5. No white/black/gray tee shirts (no solid color or with logo or designs). No gray shirts of other styles, blue chambray, or periwinkle shirts are allowed.
6. No leggings, biker's pants, or body suits are allowed.
7. No spandex clothing, to include swimsuits.
8. No flip-flops are allowed. (Rubber or synthetic thong, flip-flop, shower type shoe)
9. No tight fitting sweat suits.
10. Low-cut or cutout design clothing is not allowed.
11. No clothing bearing offensive wording or pictures is allowed.
12. No headgear (excluding religious) is allowed.
13. No provocative clothing that exposes the midriff, is extremely tight, off the shoulder, or which exposes any part of the breast is acceptable. All visitors must wear appropriate underclothing for their gender.
14. All buttons must be kept buttoned.
15. Footwear must be worn at all times.
16. Children above the age of 11 years must comply with the dress code for adults unless they are restricted by handicap or medical reasons.

LEVEL GUIDELINES (OP 060107)

Level assignment will determine accessibility, quality, and privileges as follows. For level identification, Inmates will be required to keep their ID in their possession at all times, except while showering or sleeping.

The Inmate level is the sole determining factor in state pay (exceptions are OCI and Citadel). Promotions and demotions are by level and determined by your unit team. You may ask your case manager what jobs are available. If they know of any open positions, they will inform you.

Work Evaluations - The work supervisor will review work performance with the Inmate. The "Monthly Inmate Evaluation Time Credit Report" form or an approved alternate form specific to the job will be completed by the work supervisor and forwarded to the unit classification team by the third day of the following month.

Promotions – All level promotions will be scheduled to start at the beginning of the month the promotion occurs. The *120-Day Adjustment Review* form will be used for promotion.

Demotions – Inmates may be demoted in level/pay due to failure to maintain performance within specified guidelines. Demotions may occur because of poor conduct, disruptive behavior, failure to comply with sanitation guidelines in the living area or of your person. In order to effect a demotion, the unit classification committee will submit a *120-Day Adjustment Review* form. **Level demotions are effective the first of the following month.**

Level I

- | | |
|-----------------------|--|
| 1. Earned Credits | 0 Credits |
| 2. Pay Grade | None-Will be evaluated after 30 days for a possible level change |
| 3. Clothing | In accordance with OP-030120 entitled "Inmate Property." |
| 4. Planned Recreation | None- If on a segregation housing unit for disciplinary segregation. For Inmates in general population or administrative segregation individual activities are permitted. |
| 5. Visits | 1 hour non-contact per week and legal / clergy visits, unless on DU status. If on DU status visits will be in accordance with OP-030118 entitled "Visitation." |
| 6. Telephone | Legal (Attorney of Record)/Clergy only. If in segregation housing, telephone privileges will be in accordance with OP-040204 entitled "Segregation Measures." |
| 7. Exercise | General population Inmates may exercise according to the institutional schedule. Inmates in segregation housing may exercise one |

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hour a day a minimum of five times per week as outlined in [OP-040204](#) entitled "Segregation Measures."

- | | |
|---------------------------|---------------------------------------|
| 8. Television / Personal | None |
| 9. Television / Dayroom | Unit will select program and schedule |
| 10. Radios with earphones | None |

Level II

- | | |
|---------------------------|--|
| 1. Earned Credits | 22 Credits per month – unless statutorily prohibited |
| 2. Pay Grade | Grade 2 - \$7.23per month (4-4461) |
| 3. Clothing | In accordance with OP-030120 entitled "Inmates Property" |
| 4. Planned Recreation | Individual activities (No team activities, no hobby craft, no tournaments) |
| 5. Visits | In accordance with OP-030118 entitled "Visitation" |
| 6. Telephone | Calls to four numbers only |
| 7. Exercise | Institutional schedule |
| 8. Television / Personal | In accordance with OP-030120 |
| 9. Television / Dayroom | Unit will select program and schedule |
| 10. Radios with earphones | At cell or bunk |

Level III

- | | |
|---------------------------|---|
| 1. Earned Credits | 33 credits per month or 45 credits per month if enhanced eligible – unless statutorily prohibited |
| 2. Pay Grade | Grade 3 - \$ 10.84 per month |
| 3. Clothing | In accordance with OP-030120 entitled "Inmate Property" |
| 4. Planned Recreation | All organized and individual activities |
| 5. Visits | In accordance with OP-030118 entitled "Visitation" |
| 6. Telephone | Calls to eight numbers only |
| 7. Exercise | Institutional schedule |
| 8. Television / Personal | In accordance with OP-030120 |
| 9. Television / Dayroom | Unit will select program and schedule |
| 10. Radios with earphones | In accordance with OP-030120 |

Level IV

- | | |
|--------------------------|---|
| 1. Earned Credits | 44 credits per month or 60 credits per month if enhanced eligible – unless statutorily prohibited |
| 2. Pay Grade | Grade 4 - \$14.45 per month |
| 3. Clothing | In accordance with OP-030120 |
| 4. Recreation | All organized and individual activities |
| 5. Visits | In accordance with OP-030118 |
| 6. Telephone | Calls to ten numbers only |
| 7. Exercise | Institutional schedule |
| 8. Television / Personal | In accordance with OP-030120 |
| 9. Television / Dayroom | Unit will select program schedule |

LAW LIBRARY

1. Law Library – MBCC maintains a law library.
 - a. Standard reference materials are available as well as register of courts, jurisdictions, public defender's address, and legal directories.

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- b. Law Library hours are posted at the law library and on the units
 - c. The Law Library provides notary public and photocopying services. Photocopying services cost 25¢ per page. You are only allowed to print from the Legal Resource Center when your funds in your trust fund account have been verified. When printing from the Legal Resource Center only use the paper provided. If found using any other paper disciplinary action may be taken.
 - d. DOC Policies and MBCC Field Memoranda are maintained in the Law Library.
2. To assist Inmates in making confidential contact with courts and their attorneys of record, postage to courts and attorneys will be provided at cost to the Inmate. If Inmates funds are not available, the amount will be collected as soon as the funds become available. The form is available in the Law Library.
 3. Certified mail services are available to Inmates in order to affect proper service of petition to the court at the Inmates expense.

LEGAL RESOURCE CENTER

A legal resource computer is available to the facilities general population. An inmate is allowed the use of the Legal Resource Center for a session lasting no longer than 30 minutes. Paper can be purchased from the law library supervisor via the "Inmates Request for Disbursement of Legal Costs" form (DOC030115A) at a cost of .25 cents per page. Inmates are not allowed to print from the Legal Resource Center unless they have funds available in their trust fund. Any inmate found to be printing from the Legal Resource Center on any paper not designated for the system will be subject to disciplinary action

LEISURE LIBRARY

The Leisure Library is located in "B" Building near the Canteen. It provides periodicals, magazines and books. Hours of operation are posted in the housing units and in the Library.

FOOD SERVICE RULES

1. When entering the dining rooms, all Inmates will be in professional dress. This means, shirts tucked in, no hats, Inmates identification on, and Inmates in an orderly line.
2. Inmates may not sit on tables nor engage in loud or disruptive behavior.
3. At no time are Inmates to touch or handle the food on the serving line.
4. Inmates will return their trays and utensils as required by the Food Service supervisor.
5. No personal cups or dishes are allowed in the dining rooms. Food service cups, glasses, trays, etc., may not be removed from the dining rooms.
6. No food will be taken out of the dining area. The exception is diabetics/medical ordered snacks.

TRUST FUND ACCOUNT

Income:

1. Money in your Trust Account is in a central banking entity and will follow you to all facilities you are assigned to.
2. State Pay (gang pay) will post at midnight on the last day of the month for that month.
3. Court costs are a mandatory deduction of 10% of gang pay.
4. Savings Account is a mandatory 20% of gang pay.
5. Gang pay is directly affected by your privilege level, Level 1 \$0.00, Level 2 \$7.23, Level 3 \$10.84, Level 4 \$14.45
6. All money orders and cashier checks from family and friends must be sent to the inmate using J-Pay or Keefe. Cash and personal checks will not be accepted.

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7. Money sent through J-Pay or Keefe in excess of \$499 will cause your account to be frozen until business office can justify deposit, per OBS banking procedures.
8. Income statements will be available upon request by sending a "Request to Staff" to the business office.
9. All medical and legal co-pays will be taken out of any income posted to the inmates account.
10. All medical billing is done through Medical so any questions about charges need to be directed to medical via "Request to Staff".

Forms:

1. Disbursement forms, canteen draws, etc. are available on the units.
2. All forms must be filled out in blue or black ink.
3. All forms must have the inmate's full name, DOC number, facility name, and all other appropriate information pertaining to the form.

Disbursements:

1. All disbursement forms must be signed by inmate and unit manager/designee. Be sure and fill the forms out completely. There is a place on the form to tell us what it is for.
2. Any disbursements over \$499 must be signed by you, your unit manager and the Warden.
3. All disbursement forms will be submitted to the case manager, along with all necessary attachments, to be given to the unit manager to approve and scan to the trust fund. Your account will be charged \$0.55 for a stamp and envelope.

Inmate Accounts:

1. All requests must be submitted through a "Request to Staff" form and turned in to unit to be sent to business office, do not request account balances at the canteen window.
2. The Business Office has 10 days after receiving the form to respond to your request.
3. No information pertaining to your account can be given to family or friends.
4. The proper way to contact the Business Office is through the Request to Staff process.
5. Case Managers may make an inquiry on inmate accounts.

Standards for inmate Hobby, Art, and Craft Sales:

1. Inmates making hobby, art and craft items may send up to a total of six gifts per year to persons on their authorized visitation list without the item being sold through the canteen system.
2. Employees and the public may purchase inmate hobby, art and craft items through the facility's canteen according to local procedures.
3. Upon inmate transfer all inmate art and craft supplies, incomplete items, and finished goods will be transferred or disposed of in accordance with OP-0303120 entitled Inmate Property.
4. Inmates are allowed, with their unit manager's permission, to give arts/crafts to their families through the visiting room. The family will pick up the item after the visit is concluded.

CANTEEN

Inmates will be allowed to purchase items from the canteen window. No canteen requisitions will be processed until the Inmate is able to provide appropriate picture identification with ODOC number. The first day of reception, a permanent identification card that has a bar code is issued and will be used in making purchases with your trust fund account. The temporary cards will not work at the canteen. **All canteen requests must be turned in to the unit staff by Friday at 1000 hours the week before your canteen day.**

1. Instruction for completing canteen requisition:
 - a. All copies must be legible

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- b. Inmates name, ODOC number, unit, cell number, signature and date must be entered in the space provided at the top of the canteen requisition form. It is essential that all entries are legible otherwise the requisition will be voided.
- c. The correct description of the item will be entered as it appears on the canteen price list.
- d. The quantity of each item to be purchased must be entered.
2. Canteen purchase limitations:
 - a. Inmates may spend up to \$140.00 per week in the canteen. Postage stamps are included in the limit per OP 060107 entitled, "Systems of Incarceration."
 - b. SHU – Delivered in brown bags. If the total amount of purchase exceeds funds available in the Inmates trust fund, items will be marked off from the bottom of the list until the request is equal to or less than the trust fund balance.
 - c. Canteen hours are posted on the unit bulletin boards.
3. Inmates making hobby, art and crafts items may send up to a total of six gifts per year to persons on their authorized visitation list without the item being sold through the canteen system.
4. The Canteen is closed for inventory on the last two (2) working days of the month.
5. All canteen prices are subject to change without notice. When possible, advance notice of price changes will be posted in an area accessible to all Inmates.
6. Money received will be posted to the Inmates account within 48 hours of receipt. At that time, the money is available to spend.
7. Upon inmate transfer all inmate art and craft supplies, incomplete items, and finished goods will be transferred or disposed of in accordance with "OP-0303120 entitled Inmate Property".
8. Please note: **If you are not sure of the amount available to spend, you should purchase the most important items first. If you run out of money at the window, no exchanges in merchandise already purchased for other items are allowed.**
9. It is responsibility of the Inmate to maintain a receipt of all purchases, as it is proof of purchase. Items will be examined at the window at the time of issuance for spoilage or damage. Exchanges for damaged or spoiled items will only be made at the canteen window at the time of purchase.

TELEPHONE PROCEDURES

The Inmate will be allowed to list telephone numbers to call based upon classification level (OP 060107). The Inmate may list two (2) attorney numbers that will be verified, placed in the system, and unmonitored. All other calls are subject to monitoring.

1. Inmates are allowed phone time anytime the yard is open.
2. "Collect call" only phones are available in all housing units. All calls must be "collect" to the party legally responsible for the telephone charges incurred. Credit card, third party, conference, transfer, calls forwarding, three-way, or third number billing calls are not authorized unless initiated by staff. Calls outside the continental U.S. are not authorized.
3. The Inmate is limited to 15 minutes of phone time.
4. Calls to "information" are not authorized. With the exception of the Inmates attorney of record, calls to businesses are unauthorized.
5. The telephone will not be used for illegal activities and/or to violate MBCC regulations. The Inmate may not use any type of alias when using the phone.
6. Life threatening, profane, or abusive language will not be tolerated and is subject to disciplinary action.

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7. Phone calls are not to be made on behalf of other Inmates. Or calls made to another Inmates family members. The Inmate that places the phone call will not allow another Inmate to participate in the phone call.
8. Incoming phone calls are not authorized, except Inmate who is acting pro se may receive calls from the attorney general's office or the general counsel's office. Staff will not take messages for any Inmate except for calls regarding a verifiable death or life threatening illness of an immediate family member.
9. Inmates may not call MBCC, Division offices or the DOC administration building. Calls to other facilities will be made through your case manager with approval of the warden.
10. Inmates may not solicit funds or items of monetary value from anyone other than your immediate family member.
11. TDD/TTY Telephone Calls – Telecommunications Device for the Deaf (text telephone) is available for the use of the hearing-impaired Inmates or Inmates who need to call another individual with hearing impairments.
 - a. The machine is located on the unit and is available for the Inmate to use.
 - b. A unit staff member will schedule a time with security staff for the Inmate to use the machine.
 - c. The unit staff member will remain with the Inmate during the call.
 - d. The call may be monitored by direct observation by staff or review of the printout.

LAUNDRY

Those Inmates working in Food Service, Maintenance, and other special assignment work areas will be issued extra clothing pertinent to their work assignment. The extra clothing may be laundered daily and will be sent to the laundry through the work supervisor.

1. The Inmate is held accountable for all personal clothing and all state issued clothing assigned.
2. The Inmates laundry will be washed in accordance with the current laundry schedule, which is posted on the unit bulletin boards.
3. Any missing item of clothing must be reported in writing to the Laundry Supervisor within 24 hours. Every effort to locate the missing item will be made; however, if it cannot be found, the item will be replaced by state issued clothing.
4. Dirty laundry must be in a laundry bag and must include an accurate list of contents listed on the "Laundry List" (you obtain this form from the unit staff). The Inmate is responsible for sending the correct laundry in the laundry bag. If more than one Inmates laundry is in a bag, more than the allowable amount is in the bag, or the wrong laundry is in the bag, the laundry will be returned unwashed, and the Inmate will be subject to an offense report. Leave the laundry bags by the pod doors for pickup prior to 5:30 a.m. each laundry day.

DISCIPLINARY PROCEDURES

1. Filing of Offense Report - Upon the reasonable belief that a violation of rules has occurred that cannot be handled informally; an "Offense Report" may be prepared by any staff member or volunteer.
2. Service of "Offense Report" - The "Offense Report" will be served to an Inmate within 24 hours after assignment to an investigator, or as promptly as practicable, but no less than 24 hours prior to the disciplinary hearing. Misconduct reports for escape do not have to be served until the Inmate is returned to a Department of Corrections facility.
3. Assignment of a Staff Representative - Any Inmate who is incapable of understanding the charge or presenting a defense will receive the services of a staff representative to assist

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before and during the hearing as determined by the mental health professions, unit staff, or MBCC staff. Inmates may request a staff representative, but must meet the criteria.

4. Witnesses Requested by Inmate - The Inmate will be given the opportunity to make a statement and present documentary evidence to the investigator and the hearing officer. The Inmate may request witnesses on their behalf.
5. Inmate Disciplinary Hearing - Disciplinary hearings of rule violations will be conducted by an impartial disciplinary officer who has had no direct involvement. A written record will be made of the decision and the supporting reasons. If found guilty, a copy will be provided to the Inmate and a copy permanently kept in the Inmates field file and facility records unless the disciplinary report is later dismissed.
6. Due Process Review by the Facility Head/District Supervisor - The inmate will have 15 calendar days after the receipt of a decision of a finding of guilty to submit an appeal. The facility head/district supervisor will notify the Inmate in writing of the results of the due process review within 30 days of its receipt. For Class A or B violations, the response from the facility head is final and no further review will be permitted (unless restitution has been imposed).
7. Appeal to the Administrative Review Authority – The Inmate may appeal the final decision of the facility head/district supervisor to the Administrative Review Authority within 15 calendar days of receipt of the due process review. Only Class X violations or Class A or B violations where restitution has been imposed may be appealed to the Administrative Review Authority. The Inmate will be charged \$2.00 processing fee for each misconduct appeal.

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ACTS CONSTITUTING RULE VIOLATION

Class X

- X-1 Banding together for purposes of inciting others in a course of disorderly conduct (e.g., demonstration, work stoppage, hunger strike, to commit or facilitate commission of a felony or misdemeanor, to prevent or coerce official action, when the actor or any other participant to the knowledge of the actor uses or plans to use a firearm or other deadly weapon, involvement in writing, circulating, or signing a petition that poses a threat to the security of the facility).
- X-2 Riot or taking over a part of the physical plant. May only be used when the director declares an emergency status in writing.
- X-3 Killing another person(s) or participating in an activity that directly results in the intentional death of another person. Includes any attempt to cause grave injury to another person rendering that person brain dead or left with the loss of a limb or organ.
- X-4 Offender-on-staff/civilian assaults **with serious injury** to staff/civilian - required urgent and immediate medical treatment and restricted the person's usual activity and/or required medical treatment beyond first aid. Examples of treatment beyond first aid include stitches, setting of broken bones, treatment of concussion, loss of consciousness, etc. (PBMS III.2.1.)
- X-5 Offender-on-staff/civilian **completed** non-consensual sexual acts – includes one or more of the following: (a) Contact between the penis and vagina or the penis and the anus involving penetration, however slight. It does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit. (b) Contact between the mouth and the penis, vagina or anus. (c) Penetration of the anal or genital opening of another person by a hand, finger, or other object. (PBMS III.4.1.)
- X-6 Offender-on-staff/civilian **attempted** non-consensual sexual acts – includes one or more of the following: (a) Attempted contact between the penis and vagina or the penis and the anus. It does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit. (b) Attempted contact between the mouth and the penis, vagina or anus. (c) Attempted penetration of the anal or genital opening of another person by a hand, finger, or other object. (PBMS III.4.2.)
- X-7 Kidnapping or taking another person as a hostage.
- X-8 Offender-on-Offender **completed** non-consensual sexual acts – includes one or more of the following: (a) Contact between the penis and vagina or the penis and the anus involving penetration, however slight. It does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit. (b) Contact between the mouth and the penis, vagina or anus. (c) Penetration of the anal or genital opening of another person by a hand, finger, or other object. (PBMS III.3.1.)

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- X-9 Offender-on-offender assault **with serious injury** – required urgent and immediate medical treatment and restricted the offender/victim’s usual activity and required medical treatment beyond first aid. Examples of treatment beyond first aid include stitches, setting of broken bones, treatment of concussion, loss of consciousness, etc. (PBMS III.1.1.)
- X-10 Possession/introduction/attempt to introduce any explosive, combustible substance, fireworks, gun, firearm, weapon, ammunition, knife, sharpened instrument, Class A tool, keys or security equipment.
- X-11 **Maximum or Medium Custody Escape**, or a documented attempt to escape (e.g., possession of maps, staff uniforms), or aiding or abetting an escape for any period of time from the custody of the Department of Corrections while housed at a maximum or medium security facility.
- X-12 Offender-on-staff/civilian assaults that **did not involve serious injury** - assault did not result in injuries requiring medical treatment beyond first aid (for example, application of bandages to wounds). Note: Excludes all verbal assaults and assaults by throwing liquid, waste, chemicals or urine. (PBMS III.2.3.)
- X-13 Offender-on-staff/civilian assaults by throwing substances - includes assaults by throwing or spitting liquid, blood, waste, chemicals, urine, etc., that **did not** result in non-serious or serious injury. (PBMS III.2.4.)
- X-14 Offender-on-staff/civilian abusive sexual contact - includes one or more of the following: (a) Sexual contact without consent or when the victim was unable to consent or refuse. (b) Intentional touching, either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of the victim. It does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit. (PBMS III.4.3.)
- X-15 Offender-on-offender **attempted** non-consensual sexual acts – includes one or more of the following: (a) Attempted contact between the penis and vagina or the penis and the anus. It does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit. (b) Attempted contact between the mouth and the penis, vagina or anus. (c) Attempted penetration of the anal or genital opening of another person by a hand, finger, or other object. (PBMS III.3.2.)
- X-16 **Minimum Custody Escape or Community Corrections Walk Away**, or a documented attempt to escape/walkaway (e.g., possession of maps, staff uniforms), or aiding or abetting an escape/walkaway for any period of time from the custody of the Department of Corrections while housed at a minimum security facility or Community Corrections Center, Community Work Center, Halfway House, or Community Corrections Program (GPS). This does not include itinerary violations.
- X17 Setting a fire.
- X-18 Tampering with or blocking any lock, locking device, or other security equipment.

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- X-19 Selling, trading, bartering, or giving prescribed medication/drugs to another person. Possession/introduction or attempt to introduce/manufacture or attempt to manufacture any intoxicant/drug/illegal substance or possession of any drug paraphernalia.
- X-20 Possession/utilization/attempt to introduce a cell phone or cell phone paraphernalia or engaging in electronic communication (e.g., texting, posting to an internet site) while incarcerated at a minimum, medium or maximum security facility or contracted county jails.
- X-21 Adulteration of any foods or drinks.
- X-22 Violation of State or Federal law (does not require conviction in a state or federal court).
- X-23 Running from or resisting apprehension or refusal to submit to restraints within facility, to include hiding within the facility to avoid detection or with the intent to escape.
- X-24 Offender-on-offender abusive sexual contact – includes one or more of the following: (a) Sexual contact without consent or when the victim was unable to consent or refuse. (b) Intentional touching, either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh, or buttocks of the victim. It does not include kicking, grabbing or punching genitals when the intent is to harm or debilitate rather than to sexually exploit. (PBMS III.3.4.)

Class A

- A-1 Offender-on-staff/civilian sexual harassment. Includes repeated verbal statements or comments of a sexual nature. May include profane or obscene language or gestures when clearly of a sexual nature.
- A-2 Offender-on-offender assault **without serious injury** – assault did not result in injuries requiring medical treatment beyond first aid (for example, application of bandages to wounds). Note: Excludes all verbal assaults, assaults by throwing liquid, waste, chemicals or urine, and fighting. (PBMS III.1.3.)
- A-3 Offender-on-offender assaults by throwing substances – includes assaults by throwing or spitting liquid, blood, waste, chemicals, urine, etc., that **did not** result in serious injury. (PBMS III.1.5.)
- A-4 Offender-on-offender fights – may include physical contact between offenders (e.g., punch, hard shove, slap), mutual combat or minor physical contact between two or more offenders where there was no injury. Note: Excludes offender-on-offender assaults with and without serious injury. (PBMS III.1.4.)
- A-5 Physical or verbal threatening, intimidation, bullying or menacing of another person.
- A-6 Demanding/receiving money or favors or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- A-7 Carrying out any action designed to coerce administration with the exception of sexual activity.

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- A-8 Offender-on-offender sexual harassment. Includes verbal statements or comments of a sexual nature. May include profane or obscene language or gestures when clearly of a sexual nature.
- A-9 Engaging in sexual activity with another consenting offender. Indecent exposure, to include urinating or defecating in any location other than a toilet, or masturbating in view of others.
- A-10 Bestiality.
- A-11 Outside defined boundaries of a facility as defined by facility or present in a restricted area.
- A-12 Under the influence of and/or any use of illegal drugs, alcohol, intoxicating substances and/or refusal to submit to substance abuse testing and/or an attempt to alter or destroy a substance abuse testing specimen. Testing is not mandatory when it is evident the offender has used an intoxicating substance. If the offender alleges inability to produce a specimen, a two hour delay under observation will be allowed. Includes use of any medication in an unauthorized manner and/or misrepresenting to staff that medication was taken as ordered (e.g., cheeking, palming).
- A-13 Possession/use/introduction of any tobacco, tobacco-like products, matches or lighter at a **maximum, medium or minimum security facility**. Does not include Community Corrections Centers, Community Work Centers or Halfway Houses.
- A-14 Counterfeiting, forging, or unauthorized reproductions of any document, article of identification, money, security, or official paper. Includes altering, mutilating or attempting to destroy.
- A-15 Destruction/mutilation/malicious alteration of state/private/public property to include the intentional blocking of any drain in any manner which causes flooding.
- A-16 Possession/introduction of any item not authorized by the facility; includes but is not limited to unauthorized identification and unauthorized tool.
- A-17 Breaking into a room/locker or taking/destroying the property of another person.
- A-18 Tattooing or possession of tattoo paraphernalia/self-mutilation; to include body piercings or any attempt to inflict self-injury or ingest any harmful or poisonous substance.
- A-19 Refusal of medical care/appointment after transportation to an outside medical facility.
- A-20 Failure to cooperate in any investigation. Does not include disciplinary procedures investigations.
- A-21 Disrespect to staff/civilians. Includes, but is not limited to, using abusive/obscene language, making profane/obscene gestures, insolence, lying to staff, making allegations to staff the offender knows to be false and malingering.
- A-22 Failure to obey verbal and/or written orders, policies or rules.

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Class B

- B-1 Unauthorized contact/conduct with anyone (e.g., public, visitor) by means of mail, telephone or computer to include passing unauthorized messages or conducting unauthorized activities. Includes violations of OP-030117 entitled "Correspondence, Publication, and Audio/Video Media Guidelines."
- B-3 Any attempt to send or receive money or property in any form from another offender. This includes attempting to conceal the transfer through a third party. This also includes possessing, receiving, trading, selling, giving, or loaning of any property regardless of value as well as attempting to give, giving, or receiving money or anything of value as a bribe or inducement.
- B-4 Preparing or conducting a gambling operation or participating in games of chance for gain/profit. Possession of gambling paraphernalia that is not specifically authorized property as specified by OP-030120.
- B-5 Failure to comply with rules and conditions of community-based placement (e.g., accountability plan, itinerary, failure to successfully complete required telephone contact, failure to follow sign-in/sign-out procedures or outside the defined boundaries of the facility without permission). Applies to Community Corrections Centers, Community Work Centers or Halfway Houses or Community Programs (e.g., GPS) only.
- B-6 Aiding or abetting in the commission of any rule violation.
- B-7 Possession/utilization/attempt to introduce a cell phone or cell phone paraphernalia or engaging in electronic communication (e.g., texting, posting to a internet site) while incarcerated at a community corrections center, community work center or halfway house.
- B-8 Possession/use/introduction of any tobacco, tobacco-like products, matches or lighter at a Community Corrections Center, Community Work Center or Halfway House.
- B-9 Unauthorized use of state/private/public property/supplies.
- B-10 Possession of money or currency, unless specifically authorized.
- B-11 Work, school or program misconduct. Includes, but is not limited to, unexcused absence, quitting without prior approval, getting fired/expelled/removed, tardiness, shirking of duties, failure to notify staff when too ill to work, refusal to participate, cheating on tests or possession/passing of stolen tests or answer keys.

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INMATE MANUAL
RANGE OF ALLOWABLE SANCTIONS

VIOLATION CLASS	OFFENSE		
<p>Major Violations</p> <p><i>Class X</i> X-1 through X-11</p>	<p>X1A. Disciplinary segregation 30 days.</p> <p>X1B. Revocation of earned credits up to all earned credits. If more than 60 credits are revoked, said revocation must be approved by the Division Manager</p> <p>X1C. Reduction to Class Level 1 for up to 1 year</p> <p>X1D. Restitution</p> <p>X1E. Visitation restriction up to 1 year</p> <p>X1F. Canteen restriction up to 1 year</p> <p>X1G. Telephone restriction up to 1 year</p>		
<p>Major Violations</p> <p><i>Class X</i> X-12 through X-24</p>	<p>FIRST OFFENSE</p>	<p>SECOND OFFENSE</p>	<p>THIRD OFFENSE</p>
	<p>X2A1. Disciplinary segregation 1-30 days. May apply time served.</p> <p>X2B1. Revocation of earned credits up to 30 days</p> <p>X2C1. Reduction to Class Level 1 for up to 90 days</p> <p>X2D1. Restitution</p> <p>X2E1. Visitation restriction up to 90 days</p> <p>X2F1. Canteen restriction up to 90 days</p> <p>X2G1. Telephone restriction up to 90 days</p>	<p>X2A2. Disciplinary segregation 1-30 days. No time served.</p> <p>X2B2. Revocation of earned credits up to 60 days</p> <p>X2C2. Reduction to Class Level 1 for up to 180 days</p> <p>X2D2. Restitution</p> <p>X2E2. Visitation restriction up to 180 days</p> <p>X2F2. Canteen restriction up to 180 days</p> <p>X2G2. Telephone restriction up to 180 days</p>	<p>X2A3. Disciplinary segregation 1-30 days. No time served.</p> <p>X2B3. Revocation of earned credits up to 365. If more than 60 credits are revoked, said revocation must be approved by the Division Manager</p> <p>X2C3. Reduction to Class Level 1 for up to 1 year</p> <p>X2D3. Restitution</p> <p>X2E3. Visitation restriction up to 1 year</p> <p>X2F3. Canteen restriction up to 1 year</p> <p>X2G3. Telephone restriction up to 1 year</p>

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VIOLATION CLASS	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<p>Minor Violations</p> <p><i>Class A</i> A-1 through A-22</p>	<p>AA1. Restitution AB1. Extra duty not to exceed 40 hours AC1. Visitation restriction not to exceed 60 days AD1. Telephone restriction not to exceed 60 days AE1. Canteen restriction for up to 60 days</p>	<p>AA2. Restitution AB2. Extra duty not to exceed 80 hours AC2. Visitation restriction not to exceed 90 days AD2. Telephone restriction not to exceed 90 days AE2. Canteen restriction for up to 90 days</p>	<p>AA3. Restitution AB3. Extra duty not to exceed 120 hours AC3. Visitation restriction not to exceed 120 days AD3. Telephone restriction not to exceed 120 days AE3. Canteen restriction for up to 120 days</p>
<p>Minor Violations</p> <p><i>Class B</i> B-1 through B-11</p>	<p>BA1. Restitution BB1. Extra duty not to exceed 12 hours BC1. Visitation restriction not to exceed 10 days BD1. Telephone restriction not to exceed 10 days BE1. Canteen restriction for up to 10 days</p>	<p>BA2. Restitution BB2. Extra duty not to exceed 24 hours BC2. Visitation restriction not to exceed 20 days BD2. Telephone restriction not to exceed 20 days BE2. Canteen restriction for up to 20 days</p>	<p>BA3. Restitution BB3. Extra duty not to exceed 40 hours BC3. Visitation restriction not to exceed 30 days BD3. Telephone restriction not to exceed 30 days BE3. Canteen restriction for up to 30 days</p>

- Second Offense and Third Offense applies to subsequent violations of the same rule within 1 year, and said subsequent violations are eligible for increased sanctions pursuant to the table above.
- Earned credits that have not been awarded as of the date of the hearing are not eligible to be revoked.
- For purposes of OP-060125, visitation restriction means that an offender is not permitted visitation except for visits with the offender's attorney and clergy.
- For purposes of OP-060125, telephone restriction means that an offender is not permitted to make or receive phone calls except calls to or from the offender's attorney and clergy.
- For purposes of OP-060125, canteen restriction has the same meaning as provided in OP-120230, Section II. C. 4.
- Restitution may be imposed when economic loss has occurred as a result of the offender's behavior resulting in a rule violation; however, the amount of restitution awarded shall not exceed the actual amount of the replacement value of the item(s) destroyed, damaged, or missing. Restitution may also be imposed for the cost of providing a service, which includes, but is not limited to, medical bills for medical services required as a result of an offender's behavior, repair bill to repair an item damaged by an offender, etc. If restitution is imposed as a sanction, the funds may be collected from the offender's draw account at a rate not to exceed 50% of the deposits made to the account. Documentation will be provided to the offender verifying how the amount of restitution was determined. Restitution for personnel services will not be assessed.
- Sanctioned restriction time frames shall begin the day the sanction is imposed by the Disciplinary Hearing Officer or Disciplinary Coordinator, unless the sanctioned restriction is to be served consecutively to another sanction(s) imposed in a separate disciplinary proceeding. In the event the sanction(s) is to run consecutively to another sanction(s) imposed in a separate disciplinary proceeding, the sanction(s) shall begin the day after the expiration of the other sanction(s).

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SEGREGATED HOUSING UNIT (SHU) GUIDELINES

The segregated housing unit is used to remove an Inmate from general population when circumstances indicate the continued presence of the Inmate in general population poses a threat to property, staff, self, other Inmates, or to the security or orderly operation of the institution. Inmates will have a hearing before being placed in disciplinary detention or long-term segregation. Upon placement in SHU, the Inmates will be given an SHU rules and regulations sheet.

MAIL

1. All correspondence and publications retained as personal property will be subject to search or reading for contraband or security violations. Correspondence with other Inmates in prison or under DOC supervision is not permitted without permission. If you have an incarcerated relative that you wish to correspond with, see the unit staff. The warden at each facility will have to approve the correspondence request.
2. The name under which sentencing occurred AND the Inmates legal name (if the Inmate has obtained a name change in accordance with Oklahoma law), DOC number, housing unit, assigned bunk, and the name, address, and zip code of Mabel Bassett Correctional Center must appear on all outgoing mail in the upper left hand corner of the envelope. Outgoing mail will be returned if the return address is not written as required.
3. The addressee's full name will be placed on the "address" portion of the envelope, along with the complete address, city, state, and zip code. Hand-drawn artwork or unnecessary writing or notes is not allowed.
4. All outgoing mail to any DOC staff member will be sent by first class mail, postage paid. The use of intra- or inter-agency mail is prohibited as postmarked envelopes are required as proof of mailing.
5. Outgoing mail may contain only mail from the Inmate whose name appears on the envelope. To prevent correspondence from being returned to sender, the Inmate is responsible for notifying correspondents of a change of address upon transfer or discharge. The return address must contain the sender's name and address. All mail without a complete return address will be returned or sent to the dead letter office at the U.S. Post Office.
6. Inmates are prohibited from including anything in correspondence that is of a threatening nature, indicates plans for escape or illegal activity, or is considered contraband.
7. Inmates are prohibited from directing business operations and from engaging in business correspondence except that necessary to protect property interests. This correspondence will be approved by the warden.
8. Inmates may not directly or indirectly solicit funds or items of monetary value from anyone other than immediate family members.
9. Inmates may not place advertisements in magazines soliciting correspondence from unknown persons. Inmates may not send letters to people who they do not know for the purpose of soliciting correspondence. Inmates may not receive letters from unknown persons stating they are responding to an Inmates advertisement.
10. An Inmate may not solicit or accept any material, which has not been paid for in advance, or order any material that is contingent upon future orders, such as a book-of-the-month club or sponsorship of an underprivileged child by a charitable organization. All orders for publications will be made directly to the publisher of the material or to a legitimate bookstore. An Inmate may not receive books sent from anyone other than the publisher of the material or a legitimate bookstore.

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11. Publications that contain instructions for the manufacture of drugs, weapons, explosives, tattoos, or other unlawful substance; advocate the overthrow of the U.S./Oklahoma/any state government; advocate terrorism, criminal behavior or racial, religious, or national hatred will be prohibited. Contain instructions for military, police or security tactics for riots, hostage negotiations and any Homeland Security drills; contain survival guide information. Any material that creates an unsafe environment for Inmates or staff is prohibited.
12. Correspondence addressed to a staff person, volunteer, or an inmate club or organization with instructions to deliver the publication to a specific inmate is not allowed.
13. Correspondence with Inmates in any jail or other facility or under the supervision of any Department of Corrections is NOT permitted unless the persons are immediate family members. If the Inmate should desire to correspond with a family member who is incarcerated, a written request must be submitted to your unit staff. You may not correspond with Inmates at another facility unless an approved request has been signed by the Warden/District supervisor of both facilities and placed on file in the MBCC mailroom. In such cases, each piece of correspondence will be read and approved by the Warden or designee. This approval is contingent upon the Inmate maintaining the necessary conduct to warrant such an approval and may be revoked for cause. Once approval has been gained to correspond with another Inmate, the approval will be accepted by any receiving facility upon transfer.
14. You may correspond with Inmate research assistants for assistance with legal research. Requests to correspond must be submitted to and approved by the unit manager and law library supervisor. Upon approval, correspondence with Inmate research assistants at other facilities will pertain only to legal research/issues. All correspondence between Inmate will be considered non-privileged and will be read and approved by the postal clerk.
15. Former Inmates may not correspond with former inmate(s) until three years following completion of sentence.
16. Photographs may not be included in outgoing correspondence unless approved by the Warden, Deputy Warden or unit manager. Unit staff will indicate approval by initialing the back of the envelope. Photographs may not be sent out to have duplicate photographs made. "MBCC" must be written on the back of the photograph as proof the photo was taken at MBCC. Photographs that have been sent out of the facility will not be allowed back into the facility, to include photos taken at MBCC.
17. Guidelines will be utilized in accordance with MB-030117-02 to determine obscene and indecent materials.
18. Inmates may not correspond with other Inmates family members. This includes sending/receiving money to/from other Inmates family members.
19. No hardbound books, except for religious texts. Soft bound books and newspaper subscriptions may be received directly from a publisher or a legitimate bookstore. However, there cannot be more books in the living area at any one time than be stored in the space provided (one cubic foot). Books borrowed from the M.B.C.C. library may be a combination of hard or softbound books. No used books of any type and books not received directly from the publisher, book store, book vendor (i.e. Amazon, etc.) or through approved donations.
20. Outgoing/incoming mail will not be decorated with lip prints.
21. Correspondence containing gang related material, information, photographs, or symbols are prohibited.
22. Any material placed in the United States mail is the responsibility of the Inmate. Any Inmate who violates U.S. postal regulations will be subject to disciplinary action and prosecution by appropriate authorities.

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23. Senders are accountable by law for obscene, harassing, threatening, or conspiratorial contents of any letter or package. Non-permissible enclosures (including postage stamps) included in the incoming mail will cause the letter and contents to be returned to the sender.
24. Items that are authorized in incoming and outgoing non-privileged mail are:
 - a. the letter (only one letter per envelope)
 - b. Greeting cards (non-musical, no recording devices) – size no larger than 12”x12”, may not be decorated with cloth ribbons or any type of plastic, wood, metal, or glass)
 - c. Pictures (no larger than 12”x12”, no lamination)
 - d. Newspaper clippings
 - e. Prayer cloth (no larger than 3’ x 3’)
 - f. Ops downloaded from the internet (incoming only)
25. Examples of unauthorized items will include stickers, calendars, and stamps, stamped envelopes, posters, credit cards, road maps, laminated items, blank paper/envelopes, and business cards. Xeroxed copies will be limited to three pages per letter.
26. If the Inmate does not have sufficient funds for postage in the trust fund account (indigent) two U.S. 1st class postage stamps will be provided per week. For privileged, legal, and certified charges, a completed “Request for Legal Services” form (available in the Law Library) for the appropriate amount of postage and/or certification fee. The costs will be collected from the trust fund account when funds become available. Application for indigent status will be in accordance with MB-030120-01.
27. Should mail be found to violate Inmate correspondence guidelines as outlined in this manual and OP-030117, may be placed on restricted correspondence status by the Warden for up to 90 days.
28. All incoming mail must contain the return address of the sender, Inmate name, and DOC number on the outside of the envelope.
29. Any cash, checks, or money orders found in Inmate mail are unauthorized items and will be handled as follows:
 - a. Cash or personal checks will be immediately returned to sender. If cost is incurred, it will be at the Inmate’s expense.
 - b. Cashier’s checks, certified checks, money orders, or checks labeled as “official” by the bank will be credited to the trust fund draw account with a receipt forwarded to the Inmate. It will be the responsibility of the Inmate to notify the sender of receipt of the cashier’s check, certified check, money order, or “official” check as labeled by the bank.
30. Mail call will occur daily, Monday through Friday, on the evening shift. The Inmate must be present to receive mail and may not pick up mail for other Inmates.
31. The following individuals are considered privileged correspondents:
 - a. Governor of the State of Oklahoma
 - b. Attorney General of the State of Oklahoma – only concerning issues unrelated to litigation
 - c. Elected members of the Oklahoma legislature
 - d. Oklahoma Board of Corrections members
 - e. Oklahoma Pardon and Parole Board members
 - f. Oklahoma Secretary of Safety and Security
 - g. Oklahoma Department of Corrections staff
 - h. Director of the Department of Corrections
 - i. DOC Associate and Deputy Directors
 - j. Administrator of Private Prisons and Jail Administration
 - k. Elected Federal officials
 - l. Administrative Review Authority

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32. The Inmate will ensure all outgoing privileged mail is correctly addressed and the envelope marked "privileged." If incorrectly marked or addressed, the mail will be returned to be corrected. Incoming and outgoing privileged mail may be searched and read upon reasonable suspicion that unauthorized activities or material has been placed in the privileged mail and the search is authorized by the Warden. Incoming privileged mail may also be opened when staff suspects the mail did not come from an approved privileged mail correspondent. Postage will be placed on outgoing privileged mail.
33. The following is considered legal mail:
 - a. Courts
 - b. Attorneys of record, or those in official attorney-client relationships (name and address of the attorney will be on the envelope)
 - c. The Attorney General of the State of Oklahoma and any attorneys representing the Department of Corrections and/or department employees in the course of litigation related to the department.
34. Paralegal services are not considered legal mail, as paralegals may not represent persons in the state of Oklahoma and there is no attorney/client relationship or privilege.
35. The Inmate has the responsibility to ensure all outgoing legal mail is correctly addressed, the envelope marked "legal" and the correct amount of postage placed on the outgoing mail. If incorrectly marked or addressed, the mail will be returned to correct. Should there be insufficient postage, the U. S. Postal Service will not forward and the mail will be returned to the Inmate.
36. Outgoing legal mail may be searched upon reasonable suspicion that unauthorized activities or material has been placed in the outgoing legal mail, and the search is authorized by the Warden.
 - a. The Inmate will be charged for any postage due and if the Inmate is not willing to pay postage due, the item will be considered contraband and disposed of in accordance with MB-040109-01.
 - b. Undeliverable return mail will be forwarded to the post office for disposition.
37. Inmate Messaging System: Inmate family and friends are responsible for enrolling in the Inmate Messaging and all costs associated will be the responsibility of the sender. Authorized electronic mail is not confidential.
38. Certified mail service is available to inmates at cost to the inmate.
39. All unauthorized items will be returned to the sender at the inmate's expense within 30 days or the items will be disposed of appropriately.

SHAKEDOWN, SEARCHES, DISPOSITION OF CONTRABAND

Mabel Bassett Correctional Center staff will make random periodic shakedowns, to include both scheduled and unscheduled property and personal searches. Any employee of MBCC may perform shakedowns as directed by the warden, deputy warden, shift supervisor, or unit manager. The Inmate does not have to be present while the shakedown of property is being conducted.

FIRE EVACUATION AND EVACUATION DURING INCLEMENT WEATHER

In each housing unit pod and each work/program area of the facility, evacuation diagrams are posted for fire evacuation. These diagrams include written instructions for evacuation in case of fire and provide instructions to follow during inclement weather. Please locate the diagram, or ask staff for assistance in locating the diagram, and review it carefully for evacuation instructions for the assigned housing unit and any work or program area.

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Fire drills are conducted at least quarterly in all areas of the facility. Inclement weather drills are conducted seasonally. Please follow instructions of the staff member in the area to ensure safety should an actual emergency occur.

EARTHQUAKE

Remain indoors and protect yourself by taking cover under sturdy furniture such as benches, desks, or beds, bracing yourself in a doorway, or moving into a corner. Do not take cover near storage racks or any tall item that may topple. Stay near the center of the building, away from windows, glass doors, and skylights. If an Inmate is outdoors when an earthquake strikes, stay in the open, away from buildings and utility wires.

BOMB THREATS

If a threat is received evacuation instructions from staff will be issued. Pay close attention and do exactly as instructed.

INMATE WORK ASSIGNMENTS

The Unit Classification Committee, in conjunction with the Case Manager Coordinator, will assign work positions on a random basis based on job vacancies, job duties and requirements, class level of the job, earned credit level, institutional need and applications required. Jobs vary in duties and qualifying requirements. OCI pays more than state pay. For more information on any job, contact the unit staff.

MEDICAL/DENTAL CARE

1. All clinical staff employed by DOC for the purpose of working with Inmate health services to provide patient care must be licensed, certified, or registered as required by Oklahoma state licensing laws.
2. Routine health care will be available Monday through Friday for all Inmates requesting such services. Specific details initiating contact with medical for sick call, pill line, etc. will be discussed during orientation and are located in MB-140117-01.
3. Emergency services will be available 24 hours per day, seven days per week.
4. No Inmate will be refused health care or medication because of financial status. **However, a \$4.00 co pay is charged for each visit for medical, dental, or optometric services or each prescription written and dispensed (to include over-the-counter medication).**
5. INMATES WILL NOT BE CHARGED FOR THE FOLLOWING:
 - a. Physical examinations and health assessments
 - b. Medical provider – initiated health care services, including any medical, dental, and optometric follow-up treatment, that may be recommended by a medical provider, and can be scheduled on a subsequent clinic visit.
 - c. Laboratory services
 - d. Radiological services
 - e. Immunizations, tuberculosis screening, vaccinations, and any other treatment prescribed for public health concerns.
 - f. Mental Health Services
 - g. Initial health assessments conducted during the reception process at the assessment and reception center
 - h. EKGs, dressing changes, and other treatments prescribed by a healthcare provider.
 - i. Prenatal, perinatal, and clinically indicated postpartum care

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- j. Health care provider initiated medical referrals to outside public or private health care facilities
- k. Initial acute care treatment rendered for an on-the-job injury
- l. Prescription medications prescribed for asthma, coronary artery disease, chronic obstructive pulmonary disease, diabetes mellitus, Hepatitis C, HIV, hypertension, seizures, and mental health disorders. Specific prescription medications which are exempt from a \$4.00 copayment fee are listed in "Medications Exempted from \$4.00 per Medication Co-pay"
- m. Emergency or trauma care (i.e. life threatening medical conditions.)

PROPERTY

1. Prior to reception at MBCC, the Inmate will have completed a "Designation for Disposition of Personal Property" form indicating the name and address of persons who are to receive personal property which is held by any state correctional facility in the event of death or escape.
2. When personal property must be disposed of, such disposition will be completed within 30 calendar days by shipping at the Inmates expense to a designated individual who is not incarcerated, picked up by designee, donated at the Inmates expense to any organization or entity chosen, or donated for department auction. Failure to select one of the dispositions will cause the personal property to be destroyed or sold at public auction by DOC.
3. **Inmates are not allowed to trade, barter, sell, loan, or give away personal property to another Inmate.**
4. Inmates are to abide by the property matrix located in OP-030120 and posted on the unit bulletin boards.
5. Incoming packages will be purchased through the canteen and will be no larger than 12"x12"x24" (with the exception of TVs).
6. Electrical appliances that are broken or have had homemade repairs are not allowed at the facility.
7. **Any personal property retained is brought into MBCC at the risk of the Inmate. MBCC is not responsible for unsecured personal property.**
8. Personal property items are required to be permanently marked with "INMATE" and the name and number. Other items will be etched with an engraver.
9. Legal materials and legal reference materials including books will be allowed in the living area within a space not to exceed one cubic foot in the living area. Other papers (including, but not limited to religious materials, books, periodicals, and correspondence) are restricted to the amount that can be stored in one cubic foot.
10. Inmates on level I or II may not purchase hobby craft items. MB-030120-05 lists the type of craft items that may be purchased for Inmates on level III or IV from canteen. Approval to purchases must be made through your unit staff. Once received, the Inmate has 90 days to complete the project. Once the project is completed, the Inmate has 30 days to mail it out of the facility. Hobby craft items may not be retained at the facility.
11. Upon reception, the Inmate will be provided with basic personal hygiene items if they have none. Indigent Inmates may continue to receive personal hygiene items as requested without cost. MB-030120-01 specifies the procedures needed to request hygiene items.
12. Suitable clothing will be issued whenever needed. MB-030120-01 specifies the procedures needed to request state issue clothing.

PROGRAMS, CLUBS, AND ACTIVITIES

Please contact unit staff for dates, times, and additional information regarding programs and activities offered at MBCC. Availability of programming is dependent upon staffing.

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Education Department

Adult Basic Education	Life Skills
General Equivalency Diploma	College Courses
Literacy	

Career-Tech

Transportation and Distribution Logistics
Computer Fundamentals

Mental Health Services

Stress Management	Anger Management
Problem Solving Skills	Communication Skills
Substance Awareness	Impulse Control
Medication/Symptom Management	Grief Recovery

Religious/Volunteer Services

AA	Within My Reach
New Life Behavior	Women in Transition
AA 12 step	Girl scouts behind bars
Yoga	

Variety of denominations and Bible study groups – check the religious services calendar posted on unit bulletin boards for complete and accurate listings

Recreation – ACTIVITIES MAY BE RESTRICTED BY LEVEL. Check with the Recreation Program Supervisor for level restrictions. Dependent upon availability of staff.

Bingo
Sports – Volleyball, Basketball, Pool, Badminton,
Aerobics
Music
Open Gym (times posted on the gymnasium activity board)
Special Events (times posted on the gymnasium activity board)
Tournaments (Domino, Spades, etc.)

Substance Abuse Services

Residential Substance Abuse Treatment (Minimum security only)

Unit Staff

Thinking for a Change
Victims Impact
Faith and Character Community Program (Medium security only)
Guardian Angel Program

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PRISON RAPE ELIMINATION ACT (PREA) SEXUAL ASSAULT AND SEXUAL HARASSMENT AWARENESS

Sexual Assault is defined as “sexual intercourse, oral or anal sodomy, sexual acts with instruments and/or an object, or sexual fondling of a person without consent.”

Sexual assault and sexual harassment are not limited to any specific gender, age, race, socioeconomic status, sexual orientation, or disability. It can affect anyone, either directly or through the experiences of those we care about.

DID YOU KNOW?

- Rape and sexual assault happens to females and males of all ages from infancy to senior citizens
- 98% of males who have raped boys reported they are heterosexual. Most males who assault men or women are married or report having girlfriends.
- Sexual assault has nothing to do with the victim's present or future sexual orientation.
- A survivor is not at fault for the rape, even if (s)he was in a secluded area, or had previous consensual sex with the attacker.
- The fact that a victim of sexual assault became aroused or climaxes during an assault does not mean that the individual gave consent. It is a normal physiological reaction not related to consent or gratification.
- It is common for survivors of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression, and fear even several months or years after the attack.
- Other common reactions may include, but are not limited to: loss of appetite, nausea, stomach aches, headaches, loss of memory, seclusion from normal routines/activities, trouble concentrating, and/or changes in sleep patterns.

Sexual harassment is defined as “offensive comments, gestures, or any physical conduct which is of sexual nature or sexually suggestive.”

Sexual harassment creates an intimidating, hostile, or offensive environment for an inmate or others by engaging in or permitting the offensive behavior or language to continue.

OUR POLICY

- ✓ This facility holds a *ZERO TOLERANCE* policy in accordance with federal, state, and agency guidelines. The policy is designed to educate, prevent, detect, and respond to all allegations of sexual abuse and sexual harassment
- ✓ Any sexual advance by a staff member, volunteer, contractor, or another inmate should be reported *IMMEDIATELY*
- ✓ Sexual acts or sexual contact between any staff and an inmate, *EVEN IF THE INMATE INITIATES OR PURSUES*, is never consensual and is always against the law.
- ✓ Every allegation is investigated
- ✓ Inmates and staff have the right to be free from retaliation for reporting allegations of sexual abuse or sexual harassment or if cooperating in an investigation involving such an allegation.
- ✓ The facility shall inform the inmate victim at the conclusion of the investigation whether the allegation is substantiated, unsubstantiated, or unfounded.

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IMPORTANT FACTS FOR THE INMATE

A male staff person may be in the unit/area at any given time. You are responsible for your own privacy and maintaining proper clothing attire at all times.

The willful and/or intentional display of the genital area, groin, buttocks, or breasts is strictly prohibited

AVOID casual nudity, conversations about sex, placing yourself in debt to another inmate for commissary or favors, secluded areas or "blind spots," and/or poor hygiene to ward off potential predators.

There are multiple ways to report an allegation, which include: telling a staff, volunteer, or contractor; telling someone outside the facility (such as a family member, friend, or clergy); using the GTL hotline (*73); or writing to the Office of the Inspector General or the Oklahoma State Bureau of Investigation (O.S.B.I.)

Office of the Inspector General
3400 Martin Luther King Ave
Oklahoma City, OK 73111

O.S.B.I.
6600 Harvey Place
Oklahoma City, OK 73116

Falsely reporting an allegation is serious offense which can lead to harsh sanctions, increased security level, or privilege limitations.

If an inmate is found guilty of sexual assault or rape of another inmate, she will be prosecuted and additional prison time will be added to your current sentence.

WHAT TO DO IF YOU ARE ASSAULTED

Get to a safe place.

REPORT THE ATTACK IMMEDIATELY! The longer you wait to report the attack, the more difficult it is to obtain the evidence necessary for an investigation.

DO NOT shower, brush your teeth, eat, drink, use the restroom, or change clothes. You may destroy important evidence.

Request immediate medical attention. You may have serious injuries or have been exposed to a sexually transmitted disease.

Later you may want to:

Seek the support of a trusted friend, family member, or staff member, such as the chaplain. The days ahead can be traumatic and it helps to have people who care about you supporting you.

Seek professional help. Mental Health staff is available for crisis care to listen and offer support.

*****Medical and Mental Health services are available to sexual assault victims at no cost*****

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**USE OF SECURUS WIRELESS DEVICES
(OP-030114)**

Securus inmate wireless devices will be available for use by inmates housed in general population, special management, and restrictive housing units, which may limit applications as identified in affected policies due to level restriction and/or behavior. Inmates housed in a special management unit for disciplinary housing or pre-hearing disciplinary housing will not be authorized use of a wireless device. In addition, inmates placed in special management or restrictive housing due to suicide watch, mental health observation, violent behavior or other aggravating factors will not be authorized use of a wireless device.

During reception, inmates will be required to sign a Statement of Understanding - Inmate Tablet Agreement to acknowledge their understanding of the general rules governing the use of inmate tablets. .

Inmates may have their wireless device privileges suspended due to disciplinary action and/or misuse of the wireless device. Inmates may also have their wireless device privileges suspended or revoked for violations resulting in the intentional damage or destruction of any wireless device.

An inmate may pay a fee through deduction from her trust fund account, as outlined in OP-120230 entitled "Offender Banking System," to access premium music, movies, games, etc., on the wireless device. All costs, rates and fees for the privilege of using the educational tablets and their services are solely determined and decided upon by the wireless device provider and are subject to change in accordance to Federal Communications Commission (FCC) rules and regulations.

Wireless devices shall be subject to the approved phone schedule at MBCC.

Wireless devices are prohibited for use outside the inmate's assigned housing unit unless in designated areas, such as education, and shall only be used for educational purposes while used in education.

Wireless devices may be used by inmates in the dayroom areas, housing unit and in cells or bunk areas. Wireless devices shall not be taken out of the housing unit or onto any recreation area/yard, unless for approved activities.

Inmates are prohibited from sharing, lending, or borrowing wireless devices or ear buds.

Wireless device use is subject to monitoring and recording.

Inmates found using provided services to harass or threaten others or who are found sending content via wireless device provided services that is in violation of rules shall be subject to disciplinary action.

Tablets are provided by Securus. Any concerns/issues regarding the malfunction or inoperability of any device will be forwarded to the wireless device provider for corrective action. The ODOC is not responsible for the operation of any wireless device. Inmate concerns regarding the operation of any wireless device shall be submitted in the form of a request on the housing unit kiosk

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system or through paper-based request, if kiosk is unavailable. Securus is responsible for rectifying any valid problems or for replacing any malfunctioning wireless devices per its agreement with ODOC.