

# North Carolina Institution for Women Canary Unit

## Offender Orientation Handbook



*Physical Address:  
1201 South State Street  
Raleigh, NC 27610*

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*Mailing Address:  
1034 Bragg Street  
Raleigh, NC 27610*

# CANARY UNIT OFFENDER ORIENTATION HANDBOOK

## Table of Contents

- I. A Brief History of RCCW
  - A history of being part of NCCIW
  
- II. Description of Programs
  - Work Release
  - Study Release
  - Home Leave
  - Community Leave
  - Think Smart
  - Job Start
  - Service Club
  - Shaw
  - Other Programs
  - Birthdays
  - Recreational Activities
  
- III. Support Services
  - Case Management
  - Social Work
  - Chaplaincy Services
  
- IV. Access to Staff
  
- V. Offender Clothing Policy
  
- VI. General Rules and Regulations
  
- VII. Hazardous Materials
  
- VIII. Emergency Evacuation Plans
  
- IX. Packages

## I. A Brief History

The Canary Unit of NCCIW was a minimum security prison for women in Raleigh, North Carolina. The General Assembly established the new prison as part of the \$28.5 million Emergency Prison Facilities Development program authorized in 1987. The prison received its first inmates in December of 1988.

The prison's single one-story structure contains dormitory spaces for 142 inmates, a clothes house, laundry room, nursing station, canteen, dining hall, and office spaces. A new modular building opened in February 1999, housing 44 additional inmates. RCCW's maximum operating capacity is 186.

In 2001, a new modular building named the Hope Center was opened. It was RCCW's first Religious/Educational building. This building is used for educational and religious programming for the inmate population.

As of June 2011, we have 52 full time permanent staff members. These positions consist of the Superintendent, Assistant Superintendent, Programs Supervisor, Social Worker, Case Managers, Accounting Clerk, Nurses, Correctional Sergeants, Correctional Officers, Correctional Food Service Manager, Correctional Food Service Officers, Medical Records Clerk, Office Assistants, and Chaplains.

In March of 2013, by order of the Governor, RCCW merged with NCCIW. RCCW then became known as the Raleigh Unit. The position of Superintendent and Assistant Superintendent were dissolved, adding a Unit Manager position. Ms. Demetria Hinton is the current Unit Manager. The Programs Supervisor is Ms. Nesbuia McManus.

**\*North Carolina Correctional Institution for Women also known as NCCIW, is the primary North Carolina Department of Public Safety prison facility housing female inmates on a 30 acre campus in Raleigh, North Carolina, and serves as a support facility for the six other women's prisons throughout the state. The facility's inmate population which is the largest in the state consists of inmates from all custody levels and control statuses including death row, maximum security, close custody, medium security, minimum security, and safekeepers.**

**The facility which eventually became the North Carolina Correctional Institution for Women was originally established as a road camp for male inmates who were assigned to work on highway projects. The North Carolina Department of Public Safety states that women inmates were transferred to the facility's current site in 1933, during renovation of women's living quarters at Central Prison, however, other historical documents conflict with this information.[citation needed] While some women were housed at Central Prison (mainly minority and immigrant women, and women who had committed violent crimes), many women guilty of minor crimes like theft, prostitution, drunkenness, and adultery were sent to the North Carolina Industrial Farm Colony for Women at Kinston, a reformatory institution that opened in 1929.[2] Little information exists on the Farm Colony, but there are biennial reports from the institution dating up to the year 1946.[3] Why the North Carolina Department of Public Safety omits this information is unknown, but other sources suggest the institution had a history of sterilizing its inmates in height of the Eugenics movement in America.[4] The following information on this page is taken directly from the North Carolina Department of Public Safety, but it's early history of women in prison in North Carolina is likely not completely accurate.[citation needed]**

**As an alternative to returning women inmates to Central Prison, the State Highway and Public Works Commission originally proposed the construction of a women's prison on the cottage plan, but the project never got beyond the planning stage.**

**The women's prison was operated as a satellite camp of Central Prison until 1938, when the North Carolina Correctional Institution for Women was established as an independent facility. Four years later, Mrs. Edna B. Strickland was appointed as Superintendent of the North Carolina Correctional Institution, becoming the first female prison superintendent in North Carolina history in 1942.**

**The first improvements to the prison infrastructure was a \$1 million construction project which expanded NCCIW facilities to include four cottage style dormitories, an auditorium, segregation unit, sewing plant, cannery, laundry, kitchen and dining hall and administration building in the late 1940s and early 1950s.**

**In June 1975, an inmate riot at the prison which began as a work stoppage in the laundry and ended with a confrontation between correctional officers and inmates resulting in minor property damage and injuries to staff and inmates. After four days of rioting, the prison resumed routine operations, although the prison laundry was eventually closed on a permanent basis as a result of the riot.**

**Further expansions to the prison's infrastructure were begun in 1986 with the implementation of an aggressive construction and renovation plan for prison beginning with the construction of a 28-bed infirmary and outpatient medical services building. Within the next seven years, the North Carolina General Assembly approved approximately \$25 million in additional funding for renovations and infrastructure improvements to the facility including repair or replacement of deteriorated buildings and addition of support services necessitated by inmate population growth including the construction of six new dormitories, 48-cell maximum security housing unit, inmate mental health facility, prison operations building and gatehouse, security perimeter fence and lighting.**

**In 1996, the position of prison superintendent at North Carolina Correctional Institution for Women was elevated to Warden, and Carol Caldwell became the first woman to serve as prison warden in North Carolina history. NCCIW was featured in an episode of MSNBC's Lockup documentary series. (\*This history has been taken from Wikipedia.org.)**

## II. Description of Programs

**Offenders** assigned to this facility are in minimum custody level I, II, and III. **Offenders** are assigned to minimum custody by the Division of Prison's classification system, which is a method of assessing an **offender's** risk level by balancing security requirements with program needs. An **offender's** progression from initial classification to minimum custody and eventual release is determined by the **offender's** behavior and continuous risk assessments by staff. Generally, **offenders** must be within 5 years of either their release or parole eligibility date to be considered for minimum custody assignment.

Level I minimum security **offenders** are assigned to unit duty jobs. **Offenders** are paid an incentive wage pay of \$.40, \$.70, or \$1.00 per day. Unit duty jobs are janitors, kitchen workers, chaplain's clerk, inside and outside clothes house clerks, groundskeeper, inside and outside maintenance workers, teacher's assistant, library clerk, canteen operator, and laundry attendants.

Level II minimum security **offenders** are eligible to participate in non-profit community based work programs. These programs provide a valuable benefit to the community while functioning as a transitional program for **offenders** with approaching release dates. Community based work assignments include: Governor's Mansion, Women's Center, Legal Aid, Travel and Tourism, and ICP (Engineering) at Yonkers Complex, DOA, NC Museum of History.

Level III minimum security **offenders** are eligible to participate in work release, study release, and home leave programs.

### Work Release

The Work Release program allows selected **offenders** an opportunity for employment in the community during imprisonment. The work release program addresses the transitional needs of **offenders** close to their release dates. The program provides an opportunity for **offenders** to support their families, pay restitution, and reduce the economic costs of their imprisonment. **Offenders** must also put aside earnings from work release wages for use upon release. **Offenders** are allowed to leave the prison each day to work and **MUST** return to the prison when their work is completed. **Offenders** must earn at least a minimum wage salary. The job plan and site must be reviewed and approved by prison managers. **Offenders** must work in a supervised setting and cannot work for family members or operate their own businesses. **Offenders** must pay a per diem rate to the prison. They must work 32 hours per week. Work release employers must have worker's compensation liability insurance.

## **Study Release**

The Study Release program allows eligible offenders to participate in academic or vocational training programs away from the correctional facility without supervision by correctional staff. Offenders are allowed to attend local universities and community colleges in the Raleigh area. To qualify, the offender must have the potential for release through parole, work release, or sentence expiration following the completion of a designated study release program. Offenders must have a high school diploma or GED and express an interest in furthering or continuing their education in a particular course of study. Correctional staff must review each request for reasonable cause to believe that the offender will honor all conditions for the study release participation and not abuse the privilege. Offender or their families must pay for study release. There are no Pell grants available. \*The study release program is not active at the moment for the Canary Unit.

## **Home Leave**

The Home Leave program allows eligible offenders in the final stage of imprisonment the opportunity to spend time with family and assist in their adjustment back into society upon release from prison. Home leave passes normally provide offenders with the opportunity to go visit designated family members for a period of six to forty-eight hours. An offender in her final year of imprisonment is eligible to be considered for the home leave program. To make this decision, the Warden or Designee will consider such factors as the offender's behavior, level of performance in their work and activities, and reports from case managers, custody staff, work supervisors, and community volunteers.

## **Community Leave**

The Community Leave program assists Level II and III offenders' rehabilitation and return to society as law abiding citizens. Citizens from the community enter the facility as volunteers. Volunteers perform numerous activities at the facility and escort eligible offenders to activities outside the facility. The facility's volunteer coordinator recruits, trains, certifies, and issues identification cards to all volunteers. All activities must be approved prior to leave. While on community leave pass, offenders cannot have contact with relatives. Community leave may not exceed 6 hours. An offender may be allowed a maximum of two leaves per week. Female sponsors may not sponsor male offenders and male sponsors may not sponsor female offenders.

## **Think Smart**

The Think Smart program provides offenders with an opportunity to make formal presentations to schools, churches, and other civic organizations to encourage others to refrain from engaging in activities which can lead to incarceration. Minimum custody level II and III offenders volunteer to participate in the program and are trained by Division of Prisons staff. Anyone wanting to schedule a Think Smart presentation may contact their local minimum security prison's Think Smart coordinator at the Division of Prison's Office of Citizen's Participation.

## **Job Start**

The Job Start program is a targeted approach to prison-to-work transition planning. Job Start has five major components:

1. Job Start competencies - a list of skills and key knowledge needed to make a successful transition from prison to work.
2. Offender Portfolio System - is a set of key documents, information, and plans needed to make a successful transition from prison to work.
3. Program Manual and Resource List - provides information and community contacts to assist DOC staff in their efforts to help offenders make a successful transition from prison to work.
4. Unit Transition Team - staff members who will plan, implement, and/or support the Job Start program at the unit level.
5. Case Management Integration - integration of Job Start with current and future case management protocols will provide structural and organizational continuity to the Job Start program and to the offender's overall transition planning efforts.

## **Service Club**

The Service Club provides offenders with the opportunity to develop leadership training and to provide community services. The service club has bimonthly meetings and is supervised by a case manager.

## **Other Programs**

Other programs offered at the Canary Unit include: NA (Narcotics Anonymous), AA (Alcoholics Anonymous), Mother Read, GED Preparation, Career and Personal Development, Ethics, Keyboarding, Commercial Cleaning and a few others. The Canary Unit works in collaboration with Wake Technical Community College to offer vocational programs. Please speak with Programs Staff to get an updated or complete listing of classes/programs offered at the unit.

## **Birthdays**

Community volunteers conduct monthly birthday celebrations for the offender population.

## **Recreational Activities**

Recreational activities offered in the Canary Unit dayrooms include playing cards, board games, puzzles, and sewing. Outdoor activities include volleyball, jump rope, and basketball. These activities will be available **ONLY** once the Officer-in-Charge clears the Unit after daily cleanings.

## **III. Support Services**

### **Case Management**

Case managers provide initial and on-going counseling for offenders in the areas of institutional adjustment, program planning, family crisis, and providing other relevant information. Individualized Correctional Plans are prepared by case managers on each offender assigned to their case load. Your assigned case manager is your contact person concerning any problems or questions that you may have during your stay at this Unit. You are respectfully asked to give your case manager an opportunity to address and/or resolve your problems before approaching other staff on the matters that he/she can handle for you. Information from too many sources may create confusion for you. Your case manager will have regularly scheduled meetings with you.



## **Social Work**

The Canary Unit's social worker is responsible for providing offenders with social work services which will prepare them for a successful return to their home and community. These services include: Assisting offenders in maintaining contact with immediate family members, making referrals to community agencies such as the Department of Social Services or Social Security Administration, providing offenders with supportive counseling, assisting offenders with developing and meeting personal goals, and assisting offenders with making specific aftercare plans in preparation for their release.

## **Chaplaincy Services**

Chaplaincy services are provided to assist an offender in becoming a "whole" person through spiritual guidance and religious maturity. These services include individual counseling (e.g. grief, marriage, family, etc.), literature (e.g. books, greeting cards, etc.), and various devotional services.

## **IV. Access to Staff**

Each offender will be assigned a case manager upon arriving here at the Canary Unit and will have the opportunity to work with her assigned case manager. Offenders who have further questions, problems, and complaints shall follow the proper Chain of Command. The proper Chain of Command after the case manager is the Program Supervisor and then Unit Manager. Request for Conference forms are used to contact staff and voice any concerns that you may have. These forms are available from the Dorm/Dayroom Officer. Once this form is completed in its entirety, it should be placed in the box marked US Mail and will be distributed appropriately.

## V. Inmate Clothing Policy

Level I offenders are **not** permitted to have personal clothes. Level II and III offenders are permitted to have only 15 personal clothing items. Keep in mind that **each** item will be counted separately (example – The pants, blouse, and jacket in a matched set count as three pieces).

The following clothing items are allowed:

Panties - 10

Bras - 5

Pajama gray t-shirt - 2

Aqua green Pajama long/short pant – 2

Robes – 1

Navy sweat shirt -2

Teal Shirts - 4

Jeans - 4

Shorts - 2 (state issued only) Shorts can only be worn from May 1<sup>st</sup> to Oct 1<sup>st</sup>.

Tan Winter Coats - 1 (winter issue only)

Shoes - Level I = 3 pairs (one pair each: tennis shoes or New Balance, work shoes, and shower shoes)

\*Level II-P & III = 5 pairs (one pair tennis shoes, one pair shower shoes, and three pairs work/dress shoes)

Maximum allowed height of heel is 1.5 inches.

Socks - Level I = 7 pairs state issued pairs

\*Level II-P & III = 7 state-issued pairs and 7 personal pairs (provided you are going out on Community Volunteer passes or work release. This includes panty hose or ankle socks.)

Cami, slips, Spanks – 3 - \*Level II-P & III only

Thermals - 2 sets (winter issue only)

T-Shirts - issued based on medical, work or service club programs.

Rain Coats - issued based on need.

\*Level II-P means with privileges, such as CV passes, off site job, etc

### Special work/ Program Assignments (Food Service, Canteen)

White Pants/Shirts - 7 sets

Smocks/Aprons - as required by the program

## Jewelry

- Rings - 2 (wedding sets count as one ring)
- Necklaces - 1 (plain and no wider than one inch)
- Bracelets - 1 (plain and no wider than one inch)
- Earrings - 2 pairs (no bigger than a quarter)

All jewelry **MUST** be recorded on an inmate's DC-160s or it will be confiscated as contraband. **Anyone incarcerated after 2009 should not have jewelry in their possession.**

Total worth of inmate's jewelry cannot exceed \$100. **Jewelry cannot be sent or brought in from the outside.** However, it can be sent out for repair providing that you have permission from the Unit Manager or a chosen designee.

Bracelets and necklaces must be free of charms, pendants or fixed gemstones.

Wearing jewelry on any part of the body other than the finger, earlobe, neck, and wrist is **NOT** permitted.

## State-Issued Linen

- Sheets - 2
- Pillows - 1 (May be more if approved by medical)
- Pillow cases - 1
- Towels - 2
- Wash Cloths - 2
- Blankets - 1
- Mattress - 1 (May be more if approved by medical)
- Mattress cover - 1

**Offenders** are **required** to exchange linen on a weekly basis. Failure to comply with this directive will result in disciplinary action. Linen exchanges are held on Saturday from 1:00 PM until 2:00 PM. If you would like to exchange your state-issued clothing, please send a request to the clothes house officer.

## Personal Clothing Shopping Guidelines

The following guidelines will be followed at the Canary Unit for offenders to purchase personal clothing:

1. One shopping pass will be allowed for those participating in programs requiring personal clothing in each of the following months: **February, May, August, and November**. Only four passes will be approved per year.
2. For those who are newly assigned to a program requiring personal clothing, the offender can request to have a family member send in or drop off clothing. **This must receive PRIOR APPROVAL before items are sent.**
3. The maximum amount an offender can request for a shopping trip from their Trust Fund Account is fifty dollars (\$50.00) in the form of a debit card. When that card balance is down to \$10.00 or below another debit card can be requested and at that time only, 2 cards can be taken out of the Unit for shopping. Debit cards are also used for Shopping Months.
4. Offenders are allowed to return to the unit with purchased items. Items will be given to the Officer-in-Charge until they can be added to the DC-160 Inventory Sheet for that offender.
5. Items purchased must conform to Department of Public Safety's policies.

## VI. GENERAL RULES AND REGULATIONS

Each offender is expected to comply with all of the following rules and regulations mandated by the Canary Unit in accordance with Department of Public Safety's policies. Anyone found in violation of the following rules will face disciplinary actions. A copy of the Disciplinary policy is available in the facility library and on the dayroom bulletin boards. Direct any relevant questions to a staff member. \*Level II-P --are Level II offenders with privileges such as CV passes.

### Expectations for Canary Unit Offenders

1. No loud talking or yelling is permitted at any time.
2. There is to be no talking, use of radios, or food and drink while in the administration hallway. This is a **QUIET ZONE!**
3. Hat, caps, sun visors, and sunglasses are not to be worn in the building. Sunglasses or eyeglasses should also not be worn on top of the head.
4. Offenders are not to pass items to other offenders. Offenders observed doing so will be subject to disciplinary action.
5. Offenders going to Control or other Admin hall offices must have a walking pass and must have been paged. They must also have on their state-issued uniform.

6. **Offenders MUST** wear their **panties and bras** at **ALL** times unless in the shower. **Panties and state issued pajamas are appropriate for sleeping only.** At **NO** time should an **offender** be completely undressed in the dorm areas. **Black shorts and a gray t-shirt are not proper sleep wear.**
7. There is to be **NO** horse play or **loud** activities indoors or outdoors.
8. Radios are to be played with earphones only. Radios are not allowed to be used after bedtime (11:30 pm Sunday - Thursday and 2:00 am Fridays, Saturdays, and Holidays).
9. **Level I offenders** cannot make/sew any type of personal clothing for themselves or anyone else. **Other offenders are not permitted to make/sew personal clothing for level I offender.** \***Level II/III offenders** may make/sew only one personal clothing item at a time. **It is the offender's responsibility** to have the completed item added to their personal inventory sheet. If this is not done, all items not on their inventory will be treated as contraband.
10. **Offenders** are not allowed to possess the following items: photo ID card (unless DOC issued), driver's license, cell phones, other communication devices, credit cards, or social security cards.
11. **All offenders at the Canary Unit** are subject to random drug tests, alcohol tests, and complete searches of self and property by staff. Any **offender** who fails to comply with this directive will be placed on administrative restrictive housing with formal disciplinary action to follow.
12. **ALL** personal property **MUST** fit into **three** white bags upon being transferred to another facility. All additional items may be mailed out, destroyed, or donated to the Unit's outside source, at **your** discretion of which. No items can be given to another **offender** for any reason unless prior approval from the Unit Manager has been given.
13. **Offenders** traveling to other state prisons for appointments are not to have anything on them except their Offender ID. **Offenders** are not allowed to wave, shout, hug, or talk to other **offenders** while at another facility, to include **NCCIW main campus.** **Offenders** must have on state issued clothing before going to any outside appointments.
14. **Inmates** will be expected to conduct themselves in a respectful, lady-like manner when at the Unit and especially when away from the Unit.
15. **Offenders are not permitted to receive any items from other offenders unless approved by the Unit Manager or Designee.**
16. **Offenders** with legitimate grievances shall properly complete an administrative remedy procedure form located in the dayroom and drop it in the box located in the dining hall. If an **offender** has submitted a grievance, she cannot submit a new grievance until the current one is resolved or has completed the Step 2 review. Also remember that grievances cannot be made about disciplinary actions.
17. **Offenders** will not possess lottery tickets. When lottery tickets are found in the possession of an **offender**, the ticket will be confiscated and treated as

contraband regardless if the ticket is a winning ticket or not. Offenders will then be subject to formal discipline.

18. The Canary Unit is a cashless facility. No offender may possess funds of any nature. Offenders found with funds in their possession shall have them confiscated and will be subject to disciplinary action. Offenders will be allowed to use their offender ID to spend \$45 a week in the canteen. Offenders will be required to submit a request for special withdrawals in order to possess funds when participating in outside activities (e.g. Community Volunteer passes, Home Leave Program) and **ONLY** during these activities. Offenders must present receipts for all funds spent while on outside activity when they turn in their empty debit card.

## Dayroom

1. Offenders are not permitted to wear night clothing and a robe in the dayrooms.
2. Head scarves are not permitted in the dayroom during the hours of 7:00 am to 7:00 pm, Monday-Friday. (Curlers or hair rollers may be worn inside the dayrooms **only** on weekends and holidays providing they are covered with a scarf) and **only when the building clears.**
3. Board games and newspapers may be taken outside of either dayroom. It is the responsibility of the offender checking out the item to bring it back the Dayroom Officer.
4. Offenders may watch television, play games, and crochet after the building has been cleared until 11:30 pm Sunday - Thursday. Offenders may watch television and crochet until 2:00 am on Friday and Saturday and Holidays, however game playing is **NOT** allowed after 11:30 pm.
5. **NO** saving seats in the dayrooms at any time.
6. Only one person per cushion when sitting on the couches. Feet are not allowed on the furniture and you must be sitting up straight. At **NO** times will offenders have their arms on another offender's cushion.
7. Dayroom hours are the following 5am- 11:30pm Sunday- Thursday and Weekends and holidays 5am-2am.

## Telephone Policy

1. **Offenders** are permitted to use the telephones during the following hours:  
Sunday through Thursday 6:00 am – 8:00 am and when the building clears after cleanup until 11:30 pm  
Friday, Saturday, holidays 6:00 am - 8:00 am and when the building clears after cleanup until 12:00 am
2. The telephones are off limits during cleaning times, count times, and **ANY** other occasions as indicated by the Officer-in-Charge (OIC) or the Sergeant on duty.
3. The maximum time on the phone is 15 minutes. If the phone does not cut off at the designated time then it is the offender's responsibility to end the call.
4. The number of phone calls per opportunity are not unlimited. **(Once you hang up you must leave and get back in line later for another phone call.)**
5. Only one offender to a phone. There should not be anyone standing by the phones, waiting for someone to get off the phone.
6. Offenders cannot share phone calls or talk on 3-way conversations. There are to only be five offenders in line at a time and **NO** secondary lines can be formed.
7. Offenders are not allowed to make phone calls using another offender's pin number.
8. **Offenders** must physical hang up the phone and not hand the receiver to another offender.

## Dining Room

1. **Offenders** are not permitted to wear night clothing underneath their state-issued clothes when entering the dining room.
2. No shower shoes are to be worn in the dining hall. **NO bare feet in the dining hall exposed out of the shoe.**
3. **Radios are not allowed in the dining room. Nothing is to go in or out of the dining hall except for your ID card.**
4. **All food must be consumed inside the dining hall. Nothing can be taken out unless it is an approved evening snack bag.**
5. **Offenders** will be expected to report to the dining room when their assigned dorm is called. No one will be served after the dining room has closed. Every effort is made to accommodate special diets (non-meat, non-pork, religious and medical diets).
6. All **offenders** have 15 minutes to eat.
7. All **offenders** must have their ID card for meal swipe. (Unless it has been reported lost/stolen and a replacement has been ordered).
8. No hats or scarves allowed in the dining hall unless religious.

## Dorm

1. 10:00 pm is lights out in the dorms, there is to be **NO** talking in the dorms at all. If you chose to talk, you must go to the dayroom.
2. Offenders are **not** permitted to be in another offender's bed area unless it is the bunkmate. No offender is allowed to be inside another dorm other than their own or standing in the doorway.
3. Offenders are not allowed to visit any dorm they are **not** assigned to.
4. Exercise, dancing, or any other physical activities are not permitted in the dorm. Offenders will be allowed to exercise within the A and B courtyard.
5. **ALL** offenders (including work release) must be dressed and out of the dorm by 7:30 am Monday - Sunday for cleanup at 8 AM. While the building is being cleaned, there can be activities such as radios, reading, sewing, crocheting, writing, coloring, etc. on the yard. In the case of inclement weather activities will be allowed in the dayroom once it has been cleared from cleaning. Normal daily activities may resume when the building has been cleared.
6. **All offender beds are to be made correctly before you leave the dorm for the day. Correctly is-1) a top blanket is to be folded back leaving 6 inches white showing under the pillow, sides tucked under the mattress; 2) mattress sheets and pillowcases cannot be tied; 3) nothing placed or stored under the mattress, pillow, blanket or inside the pillowcase; 4) extra blanket or craft blanket folded neatly at the foot of the bed at the wall; 5) towel and washcloth hanging on the bed rail at the wall.**
7. **Craft blankets cannot be used as a bedspread-type top cover.**
8. **All offenders must sleep with their head at the aisle end of the bed unless the offender has a medical to sleep with their head towards the wall and/or window.**
9. The dorms are off limits until 2:30 PM unless you are a Kitchen worker or a Cleaning Crew worker that left the Unit at 05:30 AM. All offenders may enter the dorms on weekends and holidays once the **building** has been cleared by the dayroom Officer after clean-up.
10. Afghans should be neatly folded and placed at the end of your bed or in your locker during the day. Nothing should be hid under craft blankets, folded in the blankets, under the mattresses or pillows. **Mattresses and pillows cannot be tied up using the linens.**
11. **Offenders may have up to \$25.00 worth of canteen in their locker. Food items in lockers must be adequately sealed so as to not draw insects. Offenders are NOT allowed to have water or ice in their locker or bed area except during summertime (May 1<sup>st</sup> to Oct. 1<sup>st</sup>). No sodas are to be left open when stored in the offender's locker. No eating or drinking in the bed area.**
12. Nothing is to be taped, glued, or pasted on the outside of lockers. Shower shoes **cannot** be hung on the locker bar. Once shower shoes are dry they must go in



- your locker. No personal items are to be outside your locker. Only one pair of shoes left out **providing** the offender is in bed.
13. Only 2 plants are permitted on top of each offender's locker; plants must be in a clear cup that is provided by the facility when available. These cups are not to be decorated in any manner. No other items are permitted on top of the locker. Nothing is to be left on the window sills at any time.
  14. No water or drink bottles to be left out in the bed area during the day.
  15. All bunks must have a mattress inside a cover, not just laid out on top.
  16. If you are a Job Start participant or a Study Release program participant, you may have your book bags, not a stack of books, either at the foot of your bed or in the chair.
  17. **Offenders** are **NOT** permitted to touch, move, or unplug any fans at any time. At least one wall-mounted fan will remain on at all times for proper circulation in the dorm.
  18. **Offenders** are **NOT** permitted to lie on top of their bunk, on top of the blanket. The proper way is to lie under the covers or with the covers pushed down to the foot of the bed. Offenders are required to sleep in appropriate night wear. Night wear consists of a state issued Pajama gray t-shirt and either aqua green shorts or long pants. A robe **must** always be worn when leaving the dorm area. Thermal underwear are not allowed to be worn for sleeping unless approved by the **Unit Manager**.
  19. **Offenders** may keep **one** craft item and/or **one** Bible or Quran on their bed during the day.
  20. **Offenders** are allowed to have only two completed craft items and they must be recorded on a DC160. Once a third craft item is completed, regardless of size, one of the three items must be inventoried on a DC-160 and either mailed out or picked up by family during visitation once that item is completed. **Offenders** may keep enough craft material to complete one craft item. This material cannot pose a fire hazard.
  21. Each offender is given a locker for their property. There should not be any property stored in an empty locker or in another offender's locker. It will be taken as contraband with disciplinary action to follow.
  22. Nothing is to be hung on the bed rail except one wash cloth and one towel. These items are to be placed at the foot of your bed on the right hand side **at the wall**.
  23. **Offenders** are not permitted to wear nor have in their possession work boots or T-Shirts unless they have a work assignment that requires them. Work boots and T-Shirts are to be worn for work only unless you have medical for T-Shirt
  24. One pair of work boots can be left out underneath the offender's locker.
  25. Each dining hall worker, test kitchen worker, or Matt/Frame worker is allowed to store soiled uniforms in a single white plastic bag under the bed.

26. **Offenders** are only permitted to have one shoebox of paperwork and letters including legal papers. All other items are to be considered a fire hazard and must be mailed out of the Unit. Should you have an active legal case awaiting disposition in a State, Federal, or Local jurisdiction that requires additional storage, you must submit a written request to your case manager. Your case manager will investigate and make an appropriate recommendation to facility management.
27. **Offenders** will be allowed to take two showers a day between the hours of 3:30 AM - 7:00 AM and 4:00 PM - 6:30 PM. Showers are to be ten minutes long (five minutes long during water restriction periods). **Offenders** who return to the facility after the designated shower periods will have an opportunity to shower by getting permission from the Dayroom Officer.
28. **Offenders** are only permitted to fix their hair either in the bathroom or on the dorm hall. The dorm and the dayroom are off limits for styling hair in any manner.
29. The blinds in each dorm must be open during the day and closed at night by 6pm. During the Summer, the dorm blinds should be closed to block out the heat.
30. **When Count or Code 2 is announced, offenders will report to their assigned beds and remain there sitting up while being quiet and still, with their feet off the bunk until Count is cleared or unless otherwise instructed by staff. Headphones are not to be worn at this time and offenders are not allowed to speak to staff unless spoken to.**
31. **Dorms are off limits until 2:30 PM Monday-Friday. On Weekend and Holidays, ONCE the BUILDING is cleared, you may lay back down. Third shift should be up by 10:00 AM Monday-Friday. Only 1<sup>st</sup> shift Randall's cleaning and kitchen workers can lay down after their job assignments have been completed. When morning cleanup is called ALL offenders are to get up regardless of their job assignments. Those whose job assignments that will allow them to, will be able to lie back down after their area is checked. (IE Third shift and kitchen workers.)**

## Medical

1. **Offenders** with a medical bed rest order will only be permitted to get out of bed to use the restroom, eat meals in the dining room, report to sick call appointments, and report to a visit. **Custody cannot authorize bed rest.**
2. **Offenders** who need routine medical services **must** submit a sick call request appointment form. Nursing staff will schedule your appointment within three days of the request. Please remember that you will be charged a fee of \$5.00 for routine medical services. You are allowed one offender initiated follow-up within 14 days of the initial sick call. **Offender** declared medical emergencies will be referred to nursing staff by the Officer-in-Charge. **TRUE** emergencies will not result in a co-payment charge. Incidents which are **NOT** true medical emergencies will require a co-pay of \$7.00 from the **offender**.
3. **Offenders** seeking dental services will submit a sick call request as above.

## Library

1. **Offenders** may access the library during the hours of 10:00 am to 6:00 pm Monday through **Saturday**, per directive from Programs.
2. **Offenders** will have access to Prisoner Legal Service (PLS) information posted on the **offender** bulletin boards located in the dayroom or the library.
3. The Master List of Disapproved Publications can be reviewed in the Unit's library.

## Canteen

1. While in the canteen line, **only one** person is permitted at the window at a time. There will be **NO** side orders and you must **STAND quietly** in the line. At **NO** time is an **offender** allowed to use another offender's ID for a canteen purchase. **Only 10** in line at a time and no sitting in chairs behind the couches calling spots. If you need a card check you must get in line no separate lines for card checks. Dorm E offenders to include **Work Release** must wait in one line. Line may be shut down due to offenders not following rules or getting too loud at the discretion of the Dayroom Officer.
2. Indigent **offenders** can request items (personal hygiene, stamps, etc.) through the canteen.

3. Any item available for purchase from the canteen **cannot** be received through the mail.
4. Holding places in the canteen line for other offenders is not permitted.

### **Dress Code/ Appearance**

1. **Offenders** must wear female clothing. **NO** male clothing of any kind will be permitted.
2. Mixing personal clothing with state-issued clothing is prohibited. Mixing work clothing with state-issued clothing is prohibited.
3. **ALL offenders** will wear state-issued clothing while at this Unit. **Offenders** shall possess and wear prison clothing consistent with their minimum custody classification and their work assignments. **Offenders** shall be appropriately dressed according to seasonal and weather conditions.
4. **ANY offenders** who participate in Home Leave, Community Volunteer passes, or \*Level II-P and III work jobs requiring personal clothing may be dressed no early than 30 minutes prior to departure. After returning to the facility, you must be out of your personal clothing within 30 minutes.
5. **Offenders** are not allowed to wear blue jeans with holes in them.
6. **ALL offenders** are expected to shower daily and maintain proper personal hygiene. Disciplinary action may follow for failure to practice proper hygiene.
7. No hair cut or trim will be done without prior approval and sign up on the form in Control. It is the Sergeant on duty's discretion as to when the haircut can be completed. The offender getting the haircut must present herself to the Sergeant on duty before the haircut and immediately afterward along with the person cutting the hair. An ID will be taken from both offenders in exchange for the hair cutting scissors. More than 2" cut off will result in disciplinary action for both offenders involved.
8. Hair coloring must be applied at Cosmo on the Main Campus. A sign-up list is completed on Weekends. You cannot have gone in the last 30 days to Cosmo for any treatment to include Pedicures and manicures. If you cancel it still has to be 30 days before signing up again.
9. All scissors have to be signed out from the Sergeant on duty in Control.
10. **Offenders** are not allowed to give pedicures to anyone except themselves.

## Yard

1. **Offenders** are **NOT** permitted to wear shower shoes or flip-flops outdoors at any time. Athletic shoes are to be worn when playing sports.
2. **Offenders** are **NOT** permitted to wave, gesture, or talk to outsiders on the sidewalk or in cars on the street.
3. **OFFENDERS** are no longer allowed to sunbath anywhere on the yard.
4. No furniture is to be taken outside of the building without approval from the Sergeant-in-Charge.
5. Benches are to face inside the grounds **NOT** towards the street.
6. **Offenders** are not allowed to horseplay on the yard
7. **Offenders** are not allowed to dance without prior approval such as at Summerfest.
8. **Offenders** may go out on the grounds at 8:00 AM until closed by the Sgt. on duty. You may go out during the day as long as you are within the fenced area and the grounds are not closed. Unless escorted by a staff member, being outside the fenced area is a violation.
9. **Offenders** are not permitted within 10 feet of a perimeter fence. **Offenders** who are found within 10 feet of a perimeter fence may be considered escaping and may face formal disciplinary action. No **offender** is to be past the tree on the deck by Program's gate unless you have been called to the Programs building or you are walking up the steps exercising.
10. You may **NOT** wear head scarves outside unless your religion or a medical order requires it.
11. **Offenders** are not permitted to sit on hand rails, steps, tops of tables, or anywhere that is not designed for sitting.
12. **Offenders** cannot sit on a bench placed past the tree on the deck outside of the Admin hall door.
13. When grounds are closed **offenders** must be escorted to and from the Hope Center.

## Visitation

1. **Offenders** in Visitation are to remain seated at all times unless they are taking pictures. **Offenders** are expected to sit across from their visitor(s) unless they are holding a small child. **Offenders** are not permitted to lean forward in front of their visitor(s) and will greet their visitor(s) in a respectable manner.
2. Visitation will be held by appointment **Monday through Friday** and every other weekend unless approved otherwise. Visitation times are Mon-Fri 9:00 AM – 11:00 AM and 2:15 PM – 4:15 PM. Sat and Sun 8:00 AM – 10:00 AM and 12:00 PM - 2:00 PM. Approved visitors must call for appointments on Monday through Thursday between the hours of 9:00 am – 4:00 pm to the Main Campus Visitation at 919-508-1501, 919-508-1502, and 919-508-1503.

3. **Offenders** are responsible for acquainting your visitor(s) with the Visitation rules. If **offenders** or their visitor(s) fail to comply with the rules, the visit will be terminated and the visitor(s) will be asked to exit the facility. Visitation is a privilege, not a right.
4. Overt displays of affection are considered inappropriate and will not be tolerated.
5. **Offenders** are not allowed to accept anything from visitors.
6. **Offenders** are not allowed to take anything into Visitation except their ID card and authorized jewelry in compliance with policy or picture tickets. All jewelry must be logged in with staff before and after the visit. Any other possessions are prohibited in Visitation and may be confiscated by staff.
7. **Offenders** must stop at the control center and check in with the Officer-in-Charge or a designee before entering Visitation.
8. Any evidence of alcohol or other drugs will be cause for termination of an **offender's** visit.
9. Any use of profanity or any disruptive behavior by visitor(s) or offender will be caused for termination of an inmate's visit.
10. **Offenders** are allowed to have their family members pick up craft items or books during Visitation. Any other items must have an approval by the Unit Manager or Designee. Items being sent out through visitation must be inventoried on Friday night before Visitation. No items will be inventoried on Visitation day.

## Mail

1. US Mail is collected from the big blue mail box (labeled US Mail) in the main dayroom on weekdays (excluding holidays) at 7:00 am.
2. Mail call is conducted at the following designated times: 1:30 pm, 4:30 pm, and 8:00 pm. **No mail will be given outside of designated mail call times.**
3. **Offenders** not present when their name is called must wait until the next mail call to receive mail.
4. **Offenders** are not allowed to communicate with **offenders** at other prisons or jails without permission from the **Warden**.
5. **Offenders** are only allowed to have up to 25 stamps in their possession at any given time.

## Laundry

1. **Offenders** must turn in their laundry for washing on their wash day between the hours of 6:00 AM – 7:30 AM. Each dorm in the main building washes every other day. In Dorm-E half of the dorm washes every other day.
2. Each **offender** must log their laundry on the laundry room sign up sheet. The **offenders** name must be written on a separate sheet of paper and on the laundry bag for identification.
3. **Offenders** will be allowed to come to the laundry room to ask for their laundry. Officers may check if necessary.
4. **NO** athletic shoes of any kind will be allowed in your bag to be washed.
5. **Offenders** must make every effort to bring their laundry to the laundry room before 7:30 AM. After this time, **NO offenders** will be allowed to bring their laundry bag to the laundry room.
6. **Offenders** are not allowed to wash bed linens, washcloths, or towels with their personal clothing.

## Clean Up

1. **Offenders** must report to the dayroom desk when cleanup is called at 8:00 AM to check with the Officer for morning clean up assignment(s).
2. **Offenders** must exit the building when clean up is called (if they are not participating in clean up) until it is cleared by the Officer-in-Charge. Be advised the dayroom cannot be opened for occupancy until it is cleaned. Continuous traffic on a wet mopped floor holds up that occupancy.
3. Bed areas must be cleaned to the Canary Unit standards as laid out in the Dorm Rules above, prior to building clean up at 8:00 AM.
4. In the event of inclement weather, you may be allowed to sit by or on your bunks until the building is cleared. Once leaving your dorm your bed must be made correctly. Inclement Weather is defined as sleet, rain, and snow and/or any other unusual or abnormal weather circumstances determined by the OIC or Unit Manager to meet the definition of Inclement Weather. Temperatures above 93 F or below 39 F will be considered Inclement Weather.

## VII. Hazardous Materials

North Carolina General Statutes require that all inmates be informed of potential hazardous materials in use at their respective correctional institutions. As with any hazardous material, care should be taken to follow label directions for proper and safe use of the product. Any accidental exposure, misuse, or physical reaction to any products currently in use at this facility should be reported **immediately**. Products are listed by their similarity or their chemical component make-up in the Material Safety Data Sheets (MSDS/SDS) book, which is available for the inmate to read at her request. With each product and/or group of products, the signs and symptoms of exposure as well as the recommended emergency first aid procedures are described. Offenders are required to wear personal protective equipment that is required to wear for the materials she is working with. Failure to wear personal protective equipment violates a direct order. Listed below are the chemicals used and kept on site at **The Canary Unit**:

- Butyl Degreaser
- Stainless steel polish
- Dish machine rinse agent
- Cleanser powder with bleach
- Correctional Enterprise Glass Cleaner with ammonia
- Steel wool soap pads
- Toilet soap
- Correctional Enterprise Multi-Purpose Cleaner
- Gasoline
- Limestone
- Foam Free oven cleaner
- Tile/tub cleaner
- Dish detergent
- Hand Dishwashing Compound
- Liquid toilet soap 15%
- Soap powder for clothes
- Engine Oil
- Fertilizer
- Lawn boy engine oil
- Lubricant
- Hydrogen Peroxide
- Liquid fuel for chafing dishes
- Dish washer scale remover
- Wax, heavy duty liquid, stripper
- Pine oil scrub soap
- Grout cleaner
- Bleach
- Lighter fluid
- Ferti-lome
- Paint
- Sure Mix

## VIII. Emergency Evacuation Plan

In the event of an emergency or drill requiring evacuation of the facility, individuals will exit the facility in accordance with posted evacuation diagrams. Individuals exiting the building will use the exits indicated and proceed in a single file line to the designated areas. After the area has been made secured and safe, custody staff will conduct an **offender** head count of all **offenders**.



**For the Purpose of Cleaning the Dorms at Morning Cleanup. ALL bed areas are to remain in compliance all day, Monday through Friday until 2:30 PM when inmates are allowed to lie down. On Saturday, Sunday and Holidays bed areas are to be in compliance until the building is cleared by a Sergeant. Failure to be in compliance will result in disciplinary action.**

**The following is a list of the areas and items that the Sergeants are looking for.**

- 1- No dust bunnies or trash in the bed area.
  - 2- Lockers and bed rails are to be dusted daily as well as windows and blinds.
  - 3- Dirty clothes bags are to be placed in the locker unless they are Kitchen Whites, Outside Maintenance or Quick Copy dirty work clothing, and they may be placed on the floor under the bed in a laundry bag.
  - 4- Nothing should be placed on the outside of the locker.
  - 5- Only one plant per inmate can be placed on top of the locker in a clear, undecorated cup.
  - 6- Only work boots are allowed to be left out under the locker.
  - 7- One pair of shoes may be on the floor WHEN an inmate is IN the bed. This does not include your work boots/shoes.
  - 8- The bed must be made up with the blue blanket on top, folded back under the pillow to show 6-8 inches of white sheet. Sheets are to be made into the bed. Should you not want to sleep on top of your blanket, fold it back to reveal a bed sheet. Sheets are not top covers.
  - 10- Nothing should be in a pillowcase but a pillow.
  - 11- There are to be no items stored or hidden under a mattress, the pillow or the folded blanket/craft blanket.
  - 12- No blanket/sheets or pillowcase are to be tied. Mattresses and pillows are to lie flat.
  - 13- Craft blankets and spare blue blankets are to be neatly folded at the foot of the bed.
  - 14- The blue blanket should be smoothed out and sides are to be tucked in to create a neat and smooth appearance. There should be NO ruffled beds.
  - 15- For inmates on the bottom bunk-no items are to be hung, placed or tied into the springs of the top bunk.
  - 16- Mattress covers are to have the ties turned to the wall.
  - 17- A Bible or a Quran may be placed on the pillow of the bed. No other devotional books or any other books are allowed on the bed.
  - 18- No towels are to be hung on the aisle end of the bed. They are to hang on the bed rail by the wall.
  - 19- No beverage other than water is allowed in the dorm and only at night.
  - 20- No boxes are allowed on the floor.
  - 21- No items are to be kept on top of the foot locker. It is not a night stand.
  - 22- All articles of clothing are to be put in your locker.
  - 23- Nothing is to be stored on the window sill.
  - 24- No more than 2 craft items on the bed to include the craft afghan blanket.
  - 25- One roll of toilet paper may be left at the foot of the bed by the wall.
  - 26- Nothing is to hang from underneath the top bunk.
  - 27- Pillows are to be placed at the aisle end of the bunk.
  - 28- No open food or sodas in the dorm area as they may draw ants and roaches.
  - 29- No cups, bottles, etc. are to be left out during the day.
  - 30- Service Club food sale items are not to be brought back to the dorm to eat or store in your locker.
- Failure to comply will result in a DC138B.**

## IX. Packages

### ITEMS THAT ARE ALLOWED TO BE SENT IN

***\*ON PACKAGE MONTHS ONLY\****

#### **LEVEL I**

- 1 - Scarf (Black or White)
- 2 - Coloring books (100 pages)
- 2 - Puzzle books (100 pages)
- 1 - 8 x 10 Photo album
- 1 - Pair of sunglasses (plastic)
- 12 - Thin magic markers (non-toxic)
- 24 - Colored pencils
- 8 - Crayons (non-toxic)
- 10 - Clothes hangers
- 2 - Sketch pads (9 x 12)
- 1 - Journal
- 15 - Yarn skeins
- 5 - Crochet hooks (plastic only)
- 1 - Makeup case (clear, medium size)
- 1 - Shower caddy 15"L x 10"W x 6"D  
nonmetal
- 7 - Books
- 1 - Bath Sponge
- 10 - Ink Pens (no mechanical pens)
- 1 - Plastic shoe box size clear container
- 12 or less of elastic hair ties, no metal,  
NO Scrunchies

#### **\*LEVEL II- & III, With CV Passes**

- 1 - Jacket
- 2 - Belts (plain black or brown)
- 2 - Pairs of gloves
- 2 - Scarves (1-head, 1-neck)
- Dress tops (must be within 15 piece limit)
- Dress pants (must be within 15 piece limit)
- 1 - Purse (clear)
- 1 - Umbrella (medium size)
- 1 - Raincoat
- 3 - Shoes (no higher than 1 ½ inch heel)
- 1 - Slip
- 2 - Camisoles, plain-no lace
- 7 - Pairs of personal socks (knee high, trouser socks,  
panty hose included)
- 4 - **BLUE** Jeans (plain/ straight leg - nothing busy or  
Faded, no design on the pockets, no  
Spandex/Lycra, no leggings)

**ANYTHING OFF LEVEL 1 SIDE**

#### **\*Please note\***

- Packages that arrive during non-package months will not be accepted.
- All items sent in are at the discretion of the Sergeant or Unit Manager or designee.
- Any items sold on the canteen **cannot** be sent in.
- All other items can be sent in on package months. See below.
- No male clothing allowed.
- 15 pieces of personal clothing items total for Level II & III offenders.
- Books can be received at any time, even during non-package months. If anything else is included in the package other than books, then the entire package will be returned to sender.

**PACKAGE MONTHS ARE AS FOLLOWS:**

**MARCH, JUNE, SEPTEMBER, DECEMBER**

**SHOPPING MONTHS ARE AS FOLLOWS:**

**FEBRUARY, MAY, AUGUST, NOVEMBER**

**North Carolina Correctional Institution for Women  
Canary Unit  
Offender Orientation Acknowledgement**

**I have received orientation on the rules, regulations and policies of NCCIW Canary Unit. I understand that it is my responsibility to obey all rules and directives given to me. I also understand that any violations of these rules can result in disciplinary actions. I understand that if have additional questions or concerns about the policy that the orientation policy can be checked out at the facility library. I am also aware that is available upon request at the dayroom desk.**

\_\_\_\_\_  
Offender Name (Print)

\_\_\_\_\_  
Opus#

\_\_\_\_\_  
Offender's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date