

OFFENDER ORIENTATION BOOKLET

NORTH CAROLINA CORRECTIONAL
INSTITUTION FOR WOMEN
#3010

RALEIGH, NORTH CAROLINA

Revised: 8/18/2020

NORTH CAROLINA CORRECTIONAL
INSTITUTION FOR WOMEN
#3010

Warden: Claudette Edwards

Deputy Warden: David May

Associate Warden of Custody: Barbara Whitaker

Associate Warden of Programs: Cindy Moore-Bridges

Mailing Address

NORTH CAROLINA INSTITUTION FOR WOMEN #3010

1034 Bragg Street Raleigh, NC 27610

Telephone: (919) 733-4340 visitation Appointments: (919) 508-1501

Driving Directions

In Raleigh, take New Bern Ave. to Tarboro St. to Martin Luther King Blvd. and turn right. The unit will be to the left. Turn Left onto Coleman Street and go straight into the prison's parking lot.

From I-40, take Exit 300 (Rock Quarry Road). Take Rock Quarry Rd. to the intersection with Martin Luther King Blvd. and turn left. The unit will be on the left. Turn Left onto Coleman St. and go into the prison's parking lot.

Local Hotels in Raleigh, NC

Hilton Raleigh North Hill- 3415 Wake Forest Rd. Raleigh, NC 27609-919-872-2323

Hampton Inn Raleigh- 3621 Spring Forest Rd. Raleigh, NC 27616 919-872-711

Local Transportation

Taxi-Taxi 919-333-3333

Amigo Taxi- 919-862-6262

Express Taxi— 919-460-1144

Taxi RDU-Airport Service - 919-995-54731

Airports

Raleigh-Durham Airport (RDU)

2400 John Brantley Blvd. Morrisville, NC 27560

Bus Companies

Go Raleigh Bus (Local): 919-485-7433

Go Triangle: 919-485-7478

Greyhound (Raleigh): 919-834-8275

TO: New Offender

REF: Orientation to North Carolina Correctional Institution for Women

The following information will assist you in understanding the conditions of confinement at this correctional institution and also, operational procedures which will affect your day to day housing. Please understand, this is only a summary and is not meant to be all-inclusive with respect to rules and regulations that govern your incarceration. If offenders do not understand their obligations and/or have questions, they should immediately contact a custody staff member for assistance. Staff will assist you and/or refer you to the appropriate authority. It is expected for you to adhere to all policies that govern the North Carolina Division of Prisons, as well as any policies that your assignment to this institution. I would encourage you to participate in the variety of educational and vocational programs we have to offer and to make the most of the time that you will be spending at this institution. Offenders will be expected to participate in some type of positive programming in the educational field and/or in our incentive wage program.

North Carolina Correctional Institution for Women is a facility housing Minimum, Medium, and Close custody offenders.

North Carolina Correctional Institution for Women includes seven (7) units for our housing populations. These units are:

Robin Eagle Cardinal Phoenix Falcon Sparrow Canary

- Mail

- A. Starting February 3, 2020, a pilot program will begin that changes the way mail is sent to offenders. All mail to offenders at this facility must either be sent to a new address or electronically tested to a third-party vendor for vetting and scanning to the facility. To help prevent contraband that threatens the security and health of staff and offenders, mail will no longer be accepted at NCCIW during the pilot, but will be returned to sender.
- B. All mail will now be screened by the third-party vendor, then scanned to the prison for prompt distribution to the offender. Find more information at (<https://www.textbehind.com>) regarding the third-party scanning system. Note: Authentic legal mail must still be sent to the offender at the facility address.

Regular mail to offenders must be addressed this way: Offender

Name- Offender Opus Number

North Carolina Correctional Institution for Women

Post Office Box 247

Phoenix, MD 21131

(<https://www.ncdps.gov/node/10650>) for frequently asked questions regarding TextBehind.

- C. Outgoing mail: Offenders wanting to mail letters to outside sources may do so by placing the letter in the facility mailboxes located near the dining hall.

Once a letter is placed in the mail it will go through normal processing and only letter/paper type mail will be allowed to be mailed out. No craft items will be allowed to be mailed out in mail placed in the mailbox.

- D. All approved craft items must be inventoried and sent out on mail- day days from the mailroom or through family pickup at visitation, which needs to have a letter from the unit manager on the weekend of the visit.
- E. Night shift will inventory all family pick up items. No clothing or jewelry can be inventoried for family pickup. Family pick us will consist of craft items only and excessive amounts of books and paper (bag full). Small amounts of mail will be mailed out through the mailroom.
- F. Once the mail has been inspected properly, the office of each of the quad will disperse the mail to the appropriate offender. Offenders may not request control officers to call the mailroom for mail or packages. When the mailroom receives your items, you will be notified. If an offender is not present or has been assigned to another unit within the facility then the officer will take the mail to that unit. If the offender has been moved to another facility then the mail will be immediately returned to the mailroom. No offender's mail will be held.

NOTE: Offenders need to contact the unit staff on your assigned units as what items are considered as approved items that they can receive in the mail. Anything other than what is listed will be returned to the sender.

- D. It is highly recommended that family and friends write OPUS numbers on correspondence, so that all funds and mail will be properly delivered to the appropriate offender. Cash should NOT be sent nor personal checks, money orders or certified checks. ALL FUNDS MUST BE THROUGH JPAY.
- E. Offenders of other facility are prohibited from corresponding with other offenders in jails, and/or within the same facility or federal prison. The Assistant Warden for Operations [Custody will consider approval or denial for offenders to correspond with immediate family members housed at state facilities. The Facility head or designee must approve requests to correspond with anyone incarcerated to include federal prisons, other state prisons, jails and halfway houses.

Access to Telephone

- A. Telephones are located on each unit, and monitored by the offender phone monitoring system. Calls shall be limited to 15 minutes in duration. Unit staff will observe phone calls to ensure this process is structured.
- B. Each offender must have an assigned PIN in order to access a phone call.

Note: The PIN number is used for the duration of your sentence and can be used at other institutions when you transfer, if that institution has access to this system.

- C. Only one party may be called per phone call. All calls are subject to being monitored and/or recorded.
 - D. If a report of an emergency involving a member of offender's immediate family is received, appropriate staff must verify the information. At that point, notification will be given to offender.
 - E. Unit staff will provide offender the opportunity to contact their family within 24 hours after his/her arrival and assignment to a new facility.
 - F. Offenders arriving at North Carolina Correctional Institution for Women with their phone privileges suspended will be allowed a transferring phone call. The purpose of this phone call will allow offenders to advise family and/or friends of your current location.
 - G. Phone calls will be shared, sold, or in any way bartered or traded by offenders. PIN numbers are considered confidential and should not be shared with any other offenders.
 - H. Offenders are required to end any phone calls when instructed to do so by supervising staff. This may be necessary for any security consideration prevalent at the time.
-
- A. The DC-949 Application for Visiting Privileges must be completed by each prospective visitor. The DC-949 may be obtained from the Sergeant. The completed application must be mailed to the facility by the prospective visitor. The number of approved visitors is limited strictly to 18 including minors. All visitors should have submitted a Visitor's Application with a

copy of their picture identification card or driver's license. A birth certificate can be used for a child under the age of 16. If visitor(s) fail to use the original ID that they sent in with their Visitor Application, they will not be allowed to visit. If a visitor has failed to submit a Visitor's Application, they will be denied visitation privileges.

- B. Offenders will be allowed to have visitors added to their visiting list until the number of approved visitors reaches 18 visitors. Changes the visiting list, or "open enrollment," will be only allowed every six (6) months based on the offender's admission date into prison. Offenders will be allowed to add or delete visitors from their list during the month they were admitted into prison and six (6) months later. The request must be submitted to the Assistant Superintendent of operations at the end of each month. If it is determined a visitor was involved in misconduct, their visit may be permanently revoked. Visitors, whose privileges were suspended at another facility in the North Carolina Department of Public Safety/ Prisons, are prohibited from visiting any offender at this facility without authorization by the Facility Head or designee.
- C. If offenders are expecting visits by their family and/ or friends, they must submit a Visitor's Application. Offenders Visitor's List must be prepared before they get a visit. The Facility Head or designee will not allow visits without prior approval of the list. Visiting is a privilege; offenders and visitors are expected to act in a respectful and appropriate manner. Failure to act in such manner can result in the termination of the visit.
- D. Failure to comply with visiting regulations will result in suspensions of visiting privileges temporarily or permanently. Visitor(s) must also dress appropriately as described in the dress code posted in Visitor's Registration for their review. Each visitor is subject to being searched. This is departmental policy.
- E. Physical contact is defined as a brief kiss and/or hugs and will be permitted upon greeting, and departure or completion of the visit. Prolonged or passionate kissing will not be tolerated. During visitation, holding hands will be the only contact allowed.
- F. Any visitor under the influence of alcohol or drugs will not be allowed to visit at this facility.
 - Visitors are not permitted to enter the unit with handbags, cameras, cellular phones, diaper bags, etc. One (1) diaper, one (1) bottle, and one

(l) blanket will be permitted, but will be searched. Any monies observed during visitation will be grounds for termination of the visit.

- Prohibited items include, but are not limited to: purses, photos, letters, toys, diaper bags, strollers, baby carriers, candy, gum (including in the mouth), drinks, food, pagers, cellular telephone, and audio/video player/recorder devices, self-defense sprays, knives, weapons, ammunition, lighters, and any tobacco products (cigarettes, cigars, chewing tobacco, snuff, etc.)
- If a visitor (adult/ child) departs the visitation area, their visit will be terminated for the remainder of that visitation period.
- Visitors who have a prior criminal record may be disapproved. However, an exception may be granted for immediate family members.
- Attorneys will need to call the facility to arrange an appointment. They must submit a written justification stating the reason for the session. They will be permitted entry if they are appointed by a court of law or designated by an offender to represent them in a matter now pending or which may be pending before a court of law. They will be required to provide professional credentials. Such visits will not normally take place during regular periods of visitation.
- Clergymen will be allowed to visit. Offenders will be allowed 1 approved pastoral care person for visitation. The pastoral care person must complete a new Pastoral Care application, DC949P prior to July 1, 2006. On July 1, 2006 all previously approved clergy visitors will be converted to regular visitor status. After the conversion, the rules for regular visitors will apply.
- Special visits will be authorized through the Facility Head for immediate family from out-of-state only. Picture identification will be required and visitor must be on offender's list. NO visits will be permitted on holidays.
- Effective May 1, 2006, ex-offenders must be released 12 months prior to being considered for visitation at any North Carolina prison facility. Any person on active probation, parole, or supervised release must be off supervision for 6 months prior to being considered for visitation at any North Carolina prison facility. Exceptions may be made by the Facility Head for immediate family members of an offender.

Visitation Sessions (fifteen offenders per session)

Session	Monday 9a-1 la	Tuesday 8a-1 la Safekeeping & Control Visits	Wednesday 9a-1 la	Thursday 9a-1 la	Friday 11a	Saturday 8a-10a	Sunday 8a-10a
Session	2P4: 15p	2:15p-4:15p	2:15p4:15p	2:15p4: 15p	2:15p4: 15p	12p-2p	12p-2p

- Visits are by appointment only!
- Limited to 3 adults OR 3 Adults and (5) children. o

Scheduled on first come, first-serve basis.

- Appointments must be scheduled in advance: Call 919-508-151 or 919508-1502, Monday through Friday 8 a.m — 4 p.m. o There are NO visits on holidays.
- Visitors must be approved on offenders' list.
- All visitors 18 years and older are required to present positive valid picture identification prior to being admitted into the facility.

- Smoking Regulations

- A. North Carolina Correctional Institution for Women is a tobacco free facility for offenders, staff, visitors and vendors. No offenders or staff can possess or use tobacco products, tobacco-less products, paraphernalia, or lighting devices while on the grounds, parking lot or vehicles of a tobacco-free facility. Insure your visitors understand this policy.
- B. The use of tobacco or tobacco less products on the grounds of a tobacco-free facility may result in appropriate disciplinary actions being initiated.

- Substance Abuse Testing

Approximately 15% of the offender population will be subject drug testing on a random basis each month. In addition, drug testing may be administered per departmental policy for: probable cause or suspicion, as a condition of classification as a Security Threat Group Member, as a precondition of release (within 60-90 days of a known or anticipated release date), or prior to placement in any community-based programs.

- Offender Conduct

- A. When in the presence of any state official or any member of the prison staff, offenders will maintain an attitude of respect.
- B. All offenders will obey promptly any lawful order given to them by any member of the prison staff.
- C. All offenders are to report directly to any location or assignment to which any staff member advises them to. Offenders should obtain a pass when leaving the unit to report to designed area. (I.E. medical, custody, social worker) Failure to obey this order will result in disciplinary action.
- D. Offenders are expected to adhere to all North Carolina Department of Public Safety/ Prison's policies and procedures.
- E. No loud talking or profanity is permitted at any time.
- F. Offenders should have their ID cards with them at all times. ID Cards must be visible to staff.
- G. No items are allowed in windowsills, on bed rails, on bed (except authorized items), under bed, etc. If found, these can be taken and treated as contraband.
- H. There will be no congregating in any cell or in the bathrooms.
- I. Hallways are off limits, unless otherwise authorized by staff. Horseplay is prohibited at all times.
- J. Dancing is "NOT" an approved activity in this institution or the grounds, unless it is an approved organized activity under staff supervision. Any offender found not complying will be subject to disciplinary action.
- K. Offenders will be issued toilet tissue. It is your responsibility to keep up with the personal hygiene items issued.
- L. Sunbathing is not allowed. While using the recreational areas, individuals will be expected to abide by guidelines concerning the proper wearing of clothing items. In other words, shirt sleeves should not be rolled up, the legs of shorts should not be rolled up, shirt collars should not be rolled or tucked down to expose the upper chest area, and shirttails should not be raised to expose the midriff area in front or back. Also, the outdoor basketball courts are intended for individuals wishing to play basketball and should not be used

for lounging areas. Failure to abide by these guidelines could result in disciplinary action in reference to disobeying orders.

- Offender Movement

- A. Staff must authorize all offender movement offenders will walk on the right side of the hallway and with minimum noise. All offender movement will be authorized by staff utilizing a "Walking Pass system" or through verbal instructions from staff.
- B. Offenders will not loiter or congregate in Canteen Areas, Control Center circles, doorways, hallways, bathrooms, and shower areas, and in cell(s) or offenders.
- C. Requests to speak to Case Managers/ or Sergeants should be directed to the floor officer (s).
- D. All units will utilize the authorized yard areas according the schedule provided by the Activities Section of the Programs Department. This schedule consists of yard and gym times for all units with the EXCEPTION of offenders assigned to Restrictive housing. The schedule is adjusted for Daylight Savings Time. The yard/ gym schedule will be either winter (i.e. no evening yard calls) or summer (i.e. yards will be open after the conclusion of shift change). Check the postings on your assigned unit in the dayroom areas.
- E. When offenders attend a program in offender Visitation Area, offenders will stay until the end of the program unless an emergency arises. To use the bathroom, and other things of this nature are not considered emergencies. This is disruptive and disrespectful to those attending the program as well as to the speaker. Volunteers work very hard organizing events and programs. Please be respectful and attentive when attending.
- F. All offenders housed in regular population at NCCIW are required to wear a color armband designating their assigned unit.

- Unauthorized Areas

Unauthorized areas include, but are not limited to any housing unit, dayroom, or cell other than the one to which they are assigned. Being in the areas listed below without authorization will result in disciplinary actions for unauthorized location. These areas consist of the Clothes House, Nurse's Station, Medical

Department, Classification, Dental, Dining Hall, Visitation Area, Staff Work Area, School Hall, and the Library.

- Searches
 - A. Routine searches are of the pat and frisk type with the subject remaining clothed. A routine search may also include searches of personal effects carried on the offender or visitor, such as boxes, packages, and other items. Routine searches may be conducted at any time offender(s) move from one area of the institution to another and will be conducted before entering the visiting area. Offenders may be stopped and routinely searched at any time regardless of whether there is a specific reason to suspect concealment of contraband.
 - B. A complete search will include, at a minimum, a "strip" search of the offender to include visual examination of the offender's body cavities in which contraband might be concealed, and search of the offender's personal effects or property. Complete searches are authorized even when there is no immediate cause to suspect any particular offender of contraband concealment. Only Officers of the same sex to conduct complete searches.
 - C. Certain categories of offenders requiring special management such as Restrictive Housing Needs will be pat/ frisk searched and placed in restraints when leaving their assigned housing unit or area. At the discretion of Officer in Charge (OIC), with regard to the classification mentioned within the previous paragraph, certain offenders may be subjected to this requirement any time they leave their assigned cell.

Reporting Personal Emergencies

Report any personal emergency to the housing unit officer who will establish appropriate referral through the chain of command (i.e. Shift Sergeant, or Case Manager). In crisis situation offenders should report to unit staff immediately to see the Social Worker.

Prison Rape Elimination Act (PREA): POLICY

The North Carolina Division of Prisons is committed to a standard of zero tolerance of sexual assault/ abuse of offenders, either by staff or by offenders. Therefore, it is the policy of the Division of Prisons to provide a safe, humane, and an appropriately secure environment free from the threat of sexual assault/ misconduct for all offenders by maintaining a program of prevention, detection,

response, investigation, prosecution, and tracking. All offenders are required to maintain appropriate non-sexual relationships with other offenders and staff.

All offenders shall receive during orientation at reception and at their assigned facilities information, orally and in writing, about sexual assault/misconduct which addresses:

- PREVENTION,
- SELF-PROTECTION,
- SEXUAL ASSAULTS/MISCONDUCT,
- EVIDENCE, COLLECTION, AND PRESERVATION ● TREATMENT AND COUNSELING, AND
- APPROPRIATE STAFF-OFFENDER RELATIONSHIP.

What to do if you are sexually abused:

If the attack has just happened, get to a safe place, REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY. The longer you wait to report the attack, the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation. Request immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases. Do not shower, brush your teeth, use the restroom or change your clothes. You may destroy important evidence.

You have a duty to report any threat or occurrence of undue familiarity or Offender Sexual Abuse to the Department of Public Safety/ Prison staff so that any potential victim may be protected and the assailant can be prosecuted to the fullest extent of the law.

Means of Reporting:

- Verbally or in writing, internally: to any staff member, visitor, volunteer, attorney/ PLS staff member, or family member. Offenders may report in writing via written correspondence, Request for Information form, and/or Grievance form.
- Verbally (via unlimited telephone calls) or in writing, externally: to any entity outside the prison, to include family, friends, volunteers, attorney/ PLS staff, law enforcement, Department of Public Safety management, other governmental agencies, the media, or the Governor's Office.

If an offender knowingly makes to any person a false oral or written PREA allegation that offender may be subject to disciplinary action.

Administrative Remedy Procedure: Grievance Procedure.

- The Grievance Procedure provides offender the opportunity to voice their concerns. A grievance is written by an offender concerning an action, incident, policy, or condition within the housing facility or within the Division of Prisons. The grievance will be investigated in a timely manner and a written response will be given to the offender. If the offender is not satisfied with that response, they may appeal the grievance to the Facility Head. If the offender is not satisfied with the Facility Head's response, may appeal the complaint to the Offender Grievance Resolution Board. The Offender Grievance Resolution Board will then review the complaint and provide the offender with an answer to her grievance.

Offender Family Emergencies

- Definition of "Family Emergency" shall be defined as a serious injury, life-

threatening illness, or death of an offender's immediate family member. Immediate family members are defined as a parent, guardian, spouse, child, or sibling. Staff will first confirm the relationship claimed through an appropriate authorized official source prior to informing the offender involved.

- **Reporting Procedures:**
Notify the facility Program Social Worker or by reporting this to the custody staff, your Case Manager, or to the Chaplain. The Chaplain is the primary contact for family crisis.
- **Evidence:**
Be prepared to supply names and telephone numbers of family members, hospitals, and/or funeral homes.
- **Wait Patiently:**
It may be difficult, but offenders must give staff time to verify the events reported. After verification has been obtained and Administration has decided upon the appropriate action (i.e. telephone call, visit, or etc.), they

will be notified. If offenders need to see the Chaplain or Psychologists for counseling, submit the appropriate referral form.

- Count Procedures

Institutional counts are conducted daily. Hours vary depending upon housing location. During formal counts offenders are required to stand in the cell or sit on the bed. Offenders who fail to adhere to this directive shall be subject to disciplinary action.

1. Offenders should remain in their cells until the count is verified over the PA system.

Care of Offender Living Quarters and Personal Hygiene

- A. Offenders assigned to a cell or bunks are expected to keep their cell or bunk clean and neat. It is the offenders' responsibility to keep their cell door closed.
- B. Offenders will observe the ordinary requirements of personal hygiene as it relates to cleanliness; bath as often as necessary, keep teeth brushed and hair neatly combed and properly groomed. Each housing unit has a shower schedule, which will be adhered to by offenders assigned to that particular area.
- c. Cell doors, lights, air vents, and windows will not be covered at any time. Damage to doors, windows, and lights will result in disciplinary action. No items will be placed in the windows, nor will any items be attached to the walls, ceilings, or doors.
- D. All personal property will be stored neatly in designated storage compartments within the individual's cell.
- E. Blankets, towels, magazines, and newspapers may not be placed or stored on the floor in any area. Blankets will not be allowed on the yards.
- F. Each offender will be required to make up their bed daily, prior to leaving their assigned housing unit. Beds are to be made up by 8:00 A.M. Daily, Monday thru Friday. Offenders will be permitted to position themselves under the covers after 3:30 P.M. However, offenders are required to sit up for formal counts.

- G. Trash or food will not be thrown on the floor at any time.
- H. Visiting wing-to-wing or inside another offender's assigned cell is not allowed, nor is visiting in another housing unit away from your assigned unit.

- Personal Property

- A. Books and periodicals per Division Policy. Offenders at NCCIW will only possess that amount of personal property that can be stored in three (3) shipping bags. Any amount of personal property exceeding this amount will be subject to disposition in accordance with Division of Prisons Policy.
- B. Offenders are limited to one (1) pair of eyeglasses and one (1) pair of sunglasses (Eyeglasses' must be approved through Medical). Offenders are not allowed to wear sunglasses inside the building, unless authorized by medical.

Religious items--per Division Policy

- C. Jewelry-per Division Policy

- 1. The only items of jewelry offenders are allowed to possess are:
 - a. One (1) ring (wedding band)
 - 2. Value of all items combined is not to exceed \$1 00.00
- D. Offenders must purchase the Walkman style AM/ FM radio from the canteen only. Offenders will not be allowed to have one brought in or mailed to them. Offenders will possess one (1) extra set of batteries, no battery packs are allowed. Offenders are allowed to have one (1) headset.
 - E. Offenders are not allowed to possess a driver's license, credit card, social security card, phone card, or any type of identification card, except their prison ID. Offenders are required to keep ID on them at all times. This includes offenders assigned to segregation.
 - F. Offenders will be responsible for the security of their personal belongings. All items should be secured in their cell and/or lockers when not in use.

- G. Personal property to be sent home will not be held for more than thirty (30)
- H. Offenders are not permitted to loan, trade, sell or borrow (etc.) anything from/ to another offender.
- I. Offender's personal property should not exceed more than 3 bags. This does include, but is not limited to, cosmetics. Offenders are only allowed to possess 25 stamps only. If offenders possess more than 25 stamps they will be subject to disciplinary action.
- J. It is stressed that staff and the Department of Public Safety will not be responsible for offender's personal property except in cases where staff have confiscated and/or taken possession of items. In any case of this type, the offender will be provided a DC- 160.
- K. Do not loan or exchange any items with another offender.
- L. Personal property used to conceal contraband will be confiscated and disposed of as contraband in accordance with Division of Prison Policy.
- M. Except as specifically authorized for a proper purpose and under adequate supervision, no offenders will have in their possession or under their control any weapon.

- Program & Educational Opportunities

- 1. Other program opportunities include AA, NA, character education, offender service club, religious/ chaplaincy services, and comprehensive recreation services.
- 2. Your assigned case manager can further discuss these programs with you.
- 3. Offenders will be made aware of volunteer services available to the population for various programs through notices posted on offender bulletin boards throughout the facility. When in the presence of any volunteer or member of the community, offenders will maintain an attitude of respect of attention and respect, as well as adhere policy governing the role of the volunteer with respect to their limits of authority

and the mutual responsibilities of the offender of the volunteer regarding undue familiarity. Failure to comply can result in disciplinary action.

4. Educational Program opportunities

ECI offers a wide range of educational opportunities. Offered through Lenoir Community College, full-time educational programs include foodservice, computer related courses, and GED. There are also part time educational programs including computer related courses, ABE and HVAC. Additional Programs are offered as resources allow. Your case manager is available to discuss educational programs with you. In addition, a program supervisor coordinates the educational programs and is also available to discuss the programs with you.

• Program Management/ Description

Normal business hours are Monday through Friday, 8:00 A.M. to 5:00 P. M Jobs and programs are designed to help you spend your time productively and improve your skills. You are encouraged to participate in all programs.

A. Offenders should request to see their Case Manager concerning any problems they may have.

B. Offenders should submit a request to see their Case Manager and give as much detail as possible to better help the Case Manager to understand/ have answers ready if they may need to meet.

FACTS ABOUT SEXUAL ABUSE

Anyone, male or female can be the victim of sexual abuse; a rapist can be a male or a female; age or physical attractiveness is not a factor. Sexual orientation is also not a factor. A rapist may be either heterosexual or homosexual, and the victim may be either heterosexual or homosexual.

A survivor is not at fault for the rape/sexual assault, even if he/she was in a secluded area, or had previous consensual sex with the attacker.

The fact that a victim of sexual abuse became sexually aroused, or that the victim had an orgasm, does not mean he/she was not raped or that he/she gave consent. These are normal, involuntary physiological reactions.

It is common for survivors of sexual abuse to have feelings of embarrassment, anger, guilt, panic, or depression. Other common reactions include loss of appetite, nausea or stomachaches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

Report incidents to:

Any departmental employee; or The administrative remedy process (grievance);
The Office at MSC 4201: A third party to include family members, friends, outside organization; or The North Carolina Prisoner Legal Services (PLS)
P.O. 25397,

Raleigh, NC 27611 Local Rape Crisis Center (See bulletin