



Inmate Orientation Handbook

**Florence McClure Women's
Correctional Center**

**4370 Smiley Road
Las Vegas, NV 89115**

These provisions do not create any liberty, interest or right to any classification status, employment or placement, on behalf of inmates, nor is there any liberty interest to be implied from any part of these provisions.

Introduction:

The Inmate Orientation Handbook was created to provide information to inmates who are incarcerated and potentially participating in programs at the Florence McClure Women's Correctional Center. The purpose is to give each inmate the information needed to answer any questions regarding institutional rules, regulations and programs. By using the information provided in this handbook in conjunction with available Administrative Regulations (AR's), Operational Procedures (OP's) posted rules, Inmates should be able to provide themselves with the knowledge necessary to gain access to programs and stay violation free.

Inmates are responsible to know the rules, policies and regulations of FMWCC and NDOC. These are available to inmates via Law Library. It is recommended that inmates at a minimum educate themselves through the OP'S and AR'S referred to within this handbook.

Level System (OP 724)

The level system is designed to provide incentive for life improvement through education, employment and programming.

There are three (3) Levels in the Level System. The level will determine an inmate's housing designation and the permitted activities as determined by a classification committee decision.

In the Level System inmates classified under Level One will receive the least restrictive housing, whereas inmates in the level three Transitional/Behavior Modification Unit will have more restrictive housing. Inmates will have the opportunity to progress within the Level System.

Inmates are required to actively participate in a program and /or work assignment.

Level 1 – Workers/Vocational long term programs (Cosmetology/CSN).

Level 2 – Education Students, Substance Abuse treatment, Re-Entry and inmates enrolled in other programs.

Level 3 – Transitional Behavior Modification Unit.

For details, please see OP 724.

Count Times & Procedures

Counts are taken in each unit daily. All inmates are required to report for counts at the posted times. Counts are the most important event in this institution. It is the responsibility of the inmate to be in their cell at count time. **An inmate being out of place during count will be subject to disciplinary action.**

Count types:

- Formal Count
 - Health and Welfare count
 - Picture (ID) count
- Informal Count
- Out-Count
- Negative Count
- Emergency count
- Positive Out Count

Chain of Command

The Florence McClure Women's Correctional Center Chain of Command is as follows:

Custody/ Security Issues

Unit Officer

Sergeant

Lieutenant

Associate Warden of Operations

Warden

Non-Custody

Unit Caseworker

CCS III

Associate Warden of Programs

Warden

***Inmates are encouraged to attempt to resolve their issues at the lowest level by using the chain of command.**

STARS (12-month Substance Abuse Therapeutic Community) (OP 801)

The **STARS** program at Florence McClure Women's Correctional Center specializes in guiding and motivating all of its participants to do the work required for permanent and positive lifestyle change.

- The Therapeutic Community (TC) is a structured environment that helps participants learn strategies to avoid substance abuse, re-structure their thinking, and regulate their emotions while also developing social skills necessary to maintain healthy relationships.
- The TC is divided into three (3) Phases (I, II, III). Successful completion of each phase is satisfied when the participant completes the minimum number of required hours **AND** has demonstrated mastery of the skills for each phase at the discretion of clinical staff.
- This program uses an application and screening process. You may send a written request to STARS staff for more information.
- For details, please OP 801.

New Light (6-month Substance Abuse Treatment Program)

- The **New Light** program at Florence McClure Women's Correctional Center specializes in Substance Abuse Treatment for inmates that do not have enough time to complete the STARS program. This program uses the same core material as STARS but is a shorter version.
- For details, please see OP 801.

Re-Entry (OP 817 / AR 817)

- The Re-entry program at FMWCC provides evidence-based curriculum, empowering the participants to focus on their change. There are two (2) core classes, 1) Getting it Right and 2) Moral Reconciliation Therapy (MRT). The goal is to assist the Re-entry participant with the life style, basic employment and behavioral modification skills to re-enter society as a productive member. Assistance may also be given to obtain birth certificates and social security cards.
- This program utilizes an application and screening process. Refer to AR 817 for eligibility requirements.

- If interested, see your Unit Caseworker for more information. You can also send a written request to the Re-entry Program Officer to determine eligibility.
- For details, please see OP 817 / AR 817.

Pups on Parole Program (OP 858)

- The program works with Heaven Can Wait Animal Society to rescue dogs from a shelter, bring them to the program and train the inmates to train the dog to be ready for adoption in the community
- There is a one year commitment to be in the program.
- Must be level 1 eligible and pursuing a job.
- Once accepted into the program, you will live in a level one housing in the dog pod. Each inmate is assigned a dog to learn how to train. Each trainee is paired with an experienced handler that assists them in learning the commands and behavior control for their assigned dog.
- Graduates of the program will be given a Certificate as a Certified Handler. This is a volunteer program. No work or meritorious credits are given.
- To apply; submit written request to the Recreation Specialist for an application. Inmate must be approved by the Full Classification Committee.
- For details, please see OP 858.

Library (OP 840)

- The library is open as scheduled, Monday through Friday and is located in the GYM.
- Up to two books may be checked out at any given time. Must have your ID to check out a book.
- Books can be checked out for up to 2 weeks.
- You may be subject to disciplinary action if you return the books altered, damaged or destroyed.
- For details, please see OP 840.

Mail (OP 750 / AR 750)

- Mail is processed Monday – Friday excluding holidays. All outgoing mail must have the inmates name, offender number, institution/facility name and mailing address in the return address portion of the envelope.
- No limit on the amount of general or legal correspondence sent or received.
- Inmate's responsibility to buy postage from the canteen.
- Inmates that qualify as indigent may request mail supplies from the Law Library.
- **Incoming mail**
 - The amount of enclosures per envelope cannot exceed 10 pages.
 - Photographs per envelope cannot exceed 10 and must have the inmate's last name and offender on the back of each one.
 - All incoming mail is subject to search.
- For details, please see OP 750 / AR 750

Hobby Craft (OP 260 / AR 260)

- Eligible inmates may participate in Hobby Craft.
- Must be six months write-up free, and reside in Level 1 and Level 2.
 - Any completed crafts may not be kept or worn, no trading or selling of items to staff or inmates.
 - All completed items or supplies are to be mailed at inmate's expense.
 - Inmates are responsible for purchase of all hobby craft supplies.
 - For details, please see OP 260 / AR 260.

GYM

- The Gym is open to Level one and Level two units for structured activities such as volleyball, kickball, basketball, etc. as scheduled.
- Institutional tournaments are scheduled occasionally and information will be posted in the units and the gym.
- Board games may be checked out to inmates for use in housing units from the Gymnasium with the State ID.
- Inmates are responsible for the damaged, lost or theft of board games.
- Clothing must be kept clean, neat and in good repair, and is to be worn for which it was designed; this includes wearing the proper size.
- Recreational clothing consists of gym shorts, sleeveless T-shirts, tank tops, white undershirt and sweatpants. These may be worn only during recreational time on yard.

CHAPEL (OP 810 / AR 810)

- The Chapel provides religious services and programs for the population of FMWCC. This includes opportunities to practice the requirements of recognized faith groups. Religious materials (Ex. Bible, Koran, and etc.) may be available from the Chapel. Refer to AR 810 and OP 810 for faith groups recognized.
- ** Per AR 810 Chapel services are scheduled and provided to religious groups that number five (5) or more practitioners
- Inmates are required to declare their faith group affiliation. Inmates will only be permitted to attend the services of the declared faith. This does not apply to special religious programs or activities that may be practiced.
- Inmates may change faith group affiliation one (1) time a year.
- For details, please OP 810 / AR 810.

NEW PATH COSMETOLOGY– Vocational Program (OP 862)

- The mission of the New Path Cosmetology Class is to teach and train eligible inmates to master the art and sciences of the cosmetology industry, which may ultimately lead to economic independence and a smooth and effective transition to the community upon release.
- Inmates in this program must complete a total of 1600 hours and pass State Cosmetology exams in order to complete this vocational program and to qualify for a license. The course objective is to prepare inmates for licensure and employment in cosmetology related careers.
- Flyers will be posted around the facility when vacancies occur, at that time, you can apply if you meet the criteria.

Evidence Based Programs

Alcoholics Anonymous

Anger & Aggression

Anger Management (SAMHSA)

Anger: Creating New Choices

Clark County Parenting Program

Commitment to Change I, II & III

Employment Skills

Good Intentions, Bad Choices

Healthy Steps to Freedom

S.O.S. Emotions Management

Seeking Safety I, II & III

Sex Offenders Treatment Program

Straight Ahead: Transition Skills to Recovery

Survivors Overcoming Abuse and Rape

Thinking for a Change

Victim Impact: Listen and Learn

Way Safe: Mapping Your Way to Healthy Future

Law Library (AR 722 / OP 722)

- The Law Library provides access to previous and current case law through LexisNexis. The Law Library also provides forms, copy service, and general aide by Inmate Law Library Assistants.
- Access to the Law Library is by appointment, Monday through Friday, excluding holidays, or such days as staffing or safety and security needs of the institution preclude such availability.
- Inmates must submit a written request for an appointment. The written request must contain an active case number or be designated "New Litigation". Inmates may also reference a grievance, disciplinary, research or conditions of confinement issues as well (I.E. Review AR's or OP's, etc.).
- Inmates will receive a scheduled appointment and will be placed on the call out list.
- For details, please see AR 722 / OP 722.

Early Mediation Conference

(EMC Hearings)

Section 1983 – Conditions of Confinement Cases (against the NDOC – ONLY)

- Inmates that are currently going through the EMC process shall view the "Inmate Mediation Educational Video".
- Inmates must send an "Inmate Request Form" DOC 3012 to the Law Library to request an appointment to view the "Inmate Mediation Educational Video".

Property (OP 711 / AR 711)

- Personal property limits are strictly enforced. Inmates are responsible to adhere to property limits as outlined by OP/AR 711. It is the inmate's responsibility to provide proof of ownership of all items in their possessions.

- At a minimum, property limitations are enforced when inmates move to more restrictive housing.
- It is the inmate's responsibility to follow the rules and regulations of the facility to prevent your items being confiscated.
- Loaning or trading of personal property is strictly prohibited.
- For details, please see OP 711 / AR 711.

Grooming and Personal Hygiene (OP 705 / AR 705)

- Each inmate is required to maintain good personal hygiene.
- Clothing must be kept clean, neat and in good repair, and is to be worn for the purpose which it was designed; this includes wearing the proper size.
- For details, please see OP 705 / AR 705.

Culinary Hours and Rules

- The breakfast meal begins at approximately 5:00 am.
- Inmates must attend breakfast meal in order to receive their sack lunch.
- The dinner at meal typically begins approximately at 5:00 pm
- You must have your Inmate ID and be dressed properly in order to attend meal service in accordance with OP 717.
- Inmates who are not in compliance with dining hall rules will not be permitted access to the dining areas and will be returned to their respective unit. Non-compliance with culinary rules will be considered a refusal of one meal.
- The lunch meal is a sack meal. You must attend breakfast in order to receive this meal.
- Once you are finished with your meal, you may turn your tray into the clipper room window and immediately return to your units. Loitering is prohibited.

- Inmates receiving special diets must be at the **end** of the unit line.

Television and Radio Usage

- Headphones must be used when watching television or listening to radio. Appliances are a privilege and not a right. The inmate is responsible for purchase appliances via canteen. This privilege may be revoked at any time.
- Compliance with AR 711. It is your responsibility to follow the rules and regulations of the facility to prevent your items being confiscated.

Beauty Shop Services (OP 706)

- The beauty shop provides no cost services for hair care. These services are provided via scheduled appointments.
- Inmates must come to your appointment with clean, dry hair. (There is no hair washing service in the beauty shop.)
- Appointments may be made every 30 days. Send a written request to the beauty shop for an appointment (General Population inmates ONLY).
- There are no requests for specific beautician.
- Segregation and Level 3 inmates get limited services and there is no need to submit a written request. The Beautician will provide services according to the beauty shop schedule.
- For details, please see OP 706.

Education Department

- Education programs are offered by the CCSD (Clark County School District).
- Inmates students are provided with Academic and Vocational classes, which lead toward the attainment of a GED and/or Adult High School Diploma.

- The secondary goal is to prepare students with the academic skills to pass the General Educational Development (GED) test / Hi Set.
- Inmates are not required to submit a written request to Education to attend school. A priority list is provided to CCSD, those eligible are invited to participate in educational programming.
- In order for inmates to qualify for job assignments they must have a high school diploma or High School equivalent (GED) / Hi-Set.
- All inmates in Level 2 are required to attend school or assigned to a program.

Inmate Store (Canteen) (AR 204)

- Inmates are responsible to maintain authorized property limits.
- The inmate store is available to inmates as a privilege to purchase items such as: food, hygiene, appliances and clothing from an approved store list.
- Access to the canteen determined by approved schedules.
- For details, please see AR 204.

Laundry (OP 704)

- Laundry services are provided to all inmates as scheduled.
- Laundry will be processed according to OP 704.
- For details, please see OP 704.

Warehouse (OP 704)

- All items are the property of the State of Nevada Department of Corrections.
- All inmates will be issued supply and clothing in accordance with OP 704 and OP.
- The inmate is responsible for all state issued items. Any inmate who alters, loses, gives away, or renders state-

issued items unusable through neglect or destruction is subject to disciplinary action.

- State issued items may be exchanged, on a one-to-one basis, in accordance with OP 704.
- For details, please see OP 704.

Inmate movement

- This institution is under restricted movement, this means that inmate must be on scheduled internal appointment list (call out) in order to attend program, work, appointment, etc.
- It is the **responsibility of the inmate to check** the call-out list daily. Each unit will have the call out list.
- If you are not on the call out list you **cannot leave your housing unit.**
- If you are on the call out list then you **are required** to attend that appointment. Failure to make your appointment may result in disciplinary action.

Medical / Mental Health services (AR 600 / OP 605)

- All Medical questions and concerns must be submitted via the available unit. Inmates housed in units without KIOSK must submit paper medical written requests. If the KIOSK is inoperable then inmates must submit paper medical written requests.
- Medication refills are NOT automatic. K.O.P means “Keep on Person” medications. The K.O.P refill process is easy and can be done on any KIOSK located in the gym or some Units. **Request 7 days before you run out** - by KIOSK. Please send a written request if KIOSK is down. Refills will arrive in 5-7 days and dispensed by callout on KOP day.
 - Some expired medication requires provider sick call
- You are responsible to check the daily call-out list--Inmates must always have their NDOC I.D and ink pen.

- Inmates will pay an \$8.00 fee to be seen by medical staff.
 - Emergency care is available 24 / 7 (man-down etc...)
 - Urgent care available daily- inmate must request to be seen by medical for urgent care to the Unit Officer before 7:30 a.m. The Unit officer will contact the medical department and the inmate will be assessed by medical staff in the infirmary (no need to send written request).
 - The Medical Sick Call Schedule is posted in all units (inmates must send a written request to be added to sick call).
 - The infirmary bathroom is used ONLY for specimen collection.
- Many over the counter medications are available in the Canteen
- Any claimed allergy must be proven by a lab blood test; if the test comes back negative you will have to pay the lab fee.
- For details, please see AR 600 / OP 605.

Dental Services (OP 631)

- For dental services, inmates must submit a request for an appointment via KIOSKs or by submitting written request to medical.
- Services offered
 - Extractions
 - Fillings – submit written request for an exam
 - Dentures (takes about 12 months to get them) – submit written request to request for an exam
 - Cleaning – limited space
- For details, please see OP 631.

Visiting (AR 719 / OP 719)

- All visitation requests are initiated by the inmate; therefore it is the inmate's responsibility to get familiar with the procedure.
- Please be advised only approved visitors are allowed to visit inmates.
- For details, please see AR 719 / OP 719.

Caseworkers

- Caseworkers are assigned to every housing unit.
- Caseworkers are available to answer questions:
 - Regarding your case, classification, sentence structure, etc.
 - Regarding eligibility criteria for minimum custody, residential confinement, programs, etc.
- Your caseworker is available during open door as scheduled.

PREA (Prison Rape Elimination Act)

The Nevada Department of Corrections has a zero tolerance policy in regards to any PREA violations.

PREA Information

The Prison Rape Elimination Act (PREA), a federal law enacted in 2003, was created to eliminate sexual abuse in confinement. The Department of Corrections has a Zero Tolerance policy for any form of sexual misconduct to include staff/contractor/or volunteer on inmate or inmate on inmate sexual harassment, sexual assault, sexual abusive contact and consensual sex. Any staff member/contractor/volunteer who engages in, fails to report, or knowingly condones sexual harassment or sexual contact with or between inmates shall be subject to disciplinary action and may be subject to criminal prosecution. The Department shall take a proactive approach regarding the

prevention, detection, response and punishment of any type of sexual contact.

The following questions and answers are for your information.

1) Do announcements from cross-gender staff have to be made in the housing unit?

Male officers at a female facility are to announce or cause to be announced their presence when entering a housing unit. This announcement is to be made every time a male staff member enters a housing unit and is the warning for female inmates to be properly dressed. The opposite goes for female officers in a male facility.

2) What rights does an inmate have regarding sexual abuse or sexual harassment?

All inmates incarcerated with the Nevada Department of Corrections have the right to be free from sexual abuse or sexual harassment both from other inmates or staff.

3) How to report sexual abuse or sexual harassment that happened to you or someone else.

Sexual abuse can be reported verbally, in writing [INMATE REQUEST FORM – Doc 3012, grievance], anonymously. You do not need to give your name when reporting sexual abuse or sexual harassment from third parties (i.e.; other inmates, family, and friends).

4) Can inmates report sexual abuse or sexual harassment to someone that doesn't work for NDOC?

Sexual harassment may be reported to the New Mexico DOC, Just Detention International, or the Office of the Inspector General. The contact information is listed below.

5) Can inmates be punished for reporting sexual abuse or sexual harassment?

Retaliation against inmates who report sexual harassment or sexual abuse is strictly prohibited. However, if it is discovered that a report was not submitted in good faith a notice of

charges will be generated and the inmate disciplined in accordance with AR707/OP707.

- 6) Can outside resources help if you are a victim of sexual abuse or sexual harassment?

The following resources are available to assist inmates who are victims of sexual abuse or sexual harassment or to report sexual abuse or sexual harassment.

NDOC –IG PREA Management

PO Box 7011

Bldv,Suite 340

Carson City, NV 89702

(775) 887-3152

prea@doc.nv.gov

www.doc.nv.gov - online reporting

New Mexico DOC

Office of the Inspector General-PREA reporting

State of New Mexico

PO Box 639

Las Cruces, NM 88004

Just Detention International

3325 Wilshire Blvd, Suite 340

Los Angeles, CA

(213) 384-1400

info@justdetention.org

- 7) When can inmates talk with people from these services?

Inmates may talk with these services at any time they have access to the inmate phone system. In an emergency staff will attempt to make these services available to inmates at any time.

- 8) Is what I say to these services private?

In accordance with Standard 115.53 these phone numbers may be recorded, however reviewed by staff of the Inspector General's office only. Any report of sexual abuse shall be forwarded to the Office of the Inspector General for investigation.

9) Will inmates be required to take a polygraph during a sexual abuse investigation?

Inmates are not required to take a polygraph as a condition for proceeding with a sexual abuse investigation.

Información de PREA

The Prison Rape Elimination Act (PREA), una ley federal promulgada en el 2003, fue creada para eliminar el abuso sexual en confinamiento. El Departamento de Correcciones tiene una póliza de Cero Tolerancia por cualquier forma de mala conducta sexual que incluye empleado/contractar/ o voluntario con preso o preso a preso acoso sexual, asalto sexual, contacto abusivo sexual, y sexo consentido. Cualquier empleado/contractar/ o voluntario que entable, falle reportar, o intencionalmente apruebe acoso sexual o contacto sexual con o entre presos será expuesto a acción disciplinaria y será expuesto a persecución criminal. El Departamento tomara una estrategia proactiva sobre pretensión, descubrimiento, respuesta y castigo por cualquier tipo de contacto sexual.

Las siguientes preguntas y respuestas son para informarle.

1) Anuncio de empleados del género contrario.

Oficiales barones en una instalación femenina deben anunciar o causar su anuncio de presencia al entrar a una unidad de vivienda. Este anuncio debe ser hecho cada vez que el empleado barón entre a una unidad de vivienda y es la alerta para las presas femeninas de estar apropiadamente vestidas. Lo contrario es igual para una oficial femenina en una facilidad de hombres.

2) ¿Qué derechos tiene un preso en relación con abuso o acoso sexual?

Todos los presos encarcelados en el Departamento de Correcciones en Nevada tienen el derecho de ser libre de abuso o acoso sexual de parte de otros presos o empleados.

3) Como reportar abuso acoso sexual a ti o a otros.

Abuso sexual puede ser reportado verbalmente, escrito (written request, grievance), anónimamente (no tendrás que dar su nombre al reportar abuso o acoso sexual), y por terceras personas (otros presos, familia, amigos)

- 4) ¿Puede un preso reportar abuso o acoso sexual a alguien que no trabaja para NDOC?

Acoso sexual puede ser reportado a New Mexico DOC, Just Detención International, o la oficina del Inspector General. Información de Contacto se encuentra escrita abajo.

- 5) ¿Un Preso puede ser castigado por reportar abuso o acoso sexual?

Represalia contra un preso que reporte abuso o acoso sexual es estrictamente prohibida. De la manera, si es descubierto que un reporte no fue hecho en buena fe advertencia de cargos será generada y el preso será disciplinado en acuerdo con AR707/OP707.

- 6) ¿Pueden recursos de afuera ayudar si eres una víctima de abuso o acoso sexual?

Los siguientes son recursos que están disponibles para asistir a presos quien son víctimas de abuso o acoso sexual o reportar abuso o acoso sexual.

NDOC –IG PREA Management

PO Box 7011

Bldv,Suite 340

Carson City, NV 89702

(775) 887-3152

prea@doc.nv.gov

www.doc.nv.gov - online reporting

New Mexico DOC

Office of the Inspector General-PREA reporting

State of New Mexico

PO Box 639

Las Cruces, NM 88004

Just Detention International

3325 Wilshire Blvd, Suite 340

Los Angeles, CA
(213) 384-1400
info@justdetention.org

- 7) ¿Cuándo puede un preso hablar con alguien de estos servicios? Un preso puede hablar con estos servicios en cualquier momento que tenga acceso al sistema telefónico de presos. En caso de emergencia el personal intentara de proporcionar estos servicios a cualquier hora.
- 8) ¿Lo que yo discuta con estos servicios será privado?
En acuerdo con la norma 115.53 estos números pueden ser monitoreados, de cualquier forma solo por el personal de la oficina del Inspector General. Cualquier reporte de abuso sexual será dirigido a la oficina del Inspector General para investigación.
- 9) ¿Presos serán obligados a tomar un examen polígrafo durante una investigación de abuso sexual?
Presos no serán obligados a tomar un examen polígrafo como condición para continuar una investigación de abuso sexual.

Notes

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or call 844-340-CASH



To find Ace Cash Express locations near you,
visit acecashexpress.com or call 877-223-2274.



Warden:
J. Howell

Associate Wardens
J. Nash and G. Najera

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Nevada Department of Corrections