



Segregation Handbook

2022

Earl Houser, Superintendent III

Earl J. Houser 10/1/2021

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Goose Creek Correctional Center

Jeremy M. Hough 06/23/2022

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INTRODUCTION

This handbook is a reference guide to general information and a standard for acceptable prisoner behavior at Goose Creek Correctional Center (GCCC) Segregation Unit. All prisoners are expected to read and adhere to the regulations, institutional rules, procedures, and schedules detailed in this handbook as well as any posted facility rules. It is the prisoner's responsibility to be aware of Alaska Department of Corrections (DOC) and GCCC rules that are not stated in this handbook.

All information in this handbook is subject to change. Prisoners will be notified of these changes by memorandum form which will be posted on the housing unit's bulletin boards and the legal law libraries. Changes to Policy and Procedure, Standard Operating Procedures, and institutional procedures will be incorporated to this handbook biannually. **Note: memorandums do not have an expiration date**

GCCC Mail & Physical Address

Goose Creek Correctional Center
22301 West Alsop Road
Wasilla, AK 99654 996

DEFINITIONS

RFI – Request for interview (white) (form 808.11a) – written communication between prisoners and operational staff. To be utilized for informal resolutions to discrepancies and to ask questions or inquire about subjects to appropriate staff members. *Per P&P 808.11.II.E: Any RFI containing profanity, vulgarity, or statements that are intended to be insulting and /or degrading will be returned to the prisoner without action.*

RMC – Request for Medical Care (Yellow) (form 807.02a) written communication between prisoners and health staff. To be utilized for informal resolutions to discrepancies, ask questions or request medical, mental health or dental care. *Any RMC containing profanity, vulgarity, or statements that are intended to be insulting and /or degrading will be returned to the prisoner without action.*

RAR – Religious Accommodation Request (form 816.01a) written communication between prisoners and Chaplaincy staff.

IDR – Individual Determination Restriction – a determination that a particular prisoner is such a risk and therefore may not participate in a specific activity or privilege/right.

UTO – Unit Team Officer

OTA – Offender Trust Account

IMMEDIATE FAMILY - Mother, father, brother, sister, son, daughter, legally married spouse

**Those who fail to comply with this rule or policy are subject to disciplinary action

The Six Pillars of Morals and Character:

❖ **Trustworthiness**

Be honest, don't deceive, cheat or steal ♦ Be reliable, do what you say you'll do ♦ Have the courage to do the right thing ♦ Build a good reputation ♦ Be loyal, stand by your family, friends and country.

❖ **Respect**

Treat others with respect, follow the Golden Rule ♦ Be tolerant and accepting of differences ♦ Use good manners, not bad language ♦ Be considerate of the feelings of others ♦ Don't threaten, hit or hurt anyone-choose respect.

❖ **Responsibility**

Do what you are supposed to do ♦ Plan ahead ♦ Persevere: keep on trying! ♦ Always do your best ♦ Use self-control ♦ Be self-disciplined ♦ Think before you act-consider the consequences ♦ Be accountable for your words, actions, and attitudes ♦ Set examples for others.

❖ **Fairness**

Play by the rules ♦ Take turns and share ♦ Be open-minded; listen to others ♦ Don't take advantage of other ♦ Don't blame others carelessly ♦ Treat all people fairly

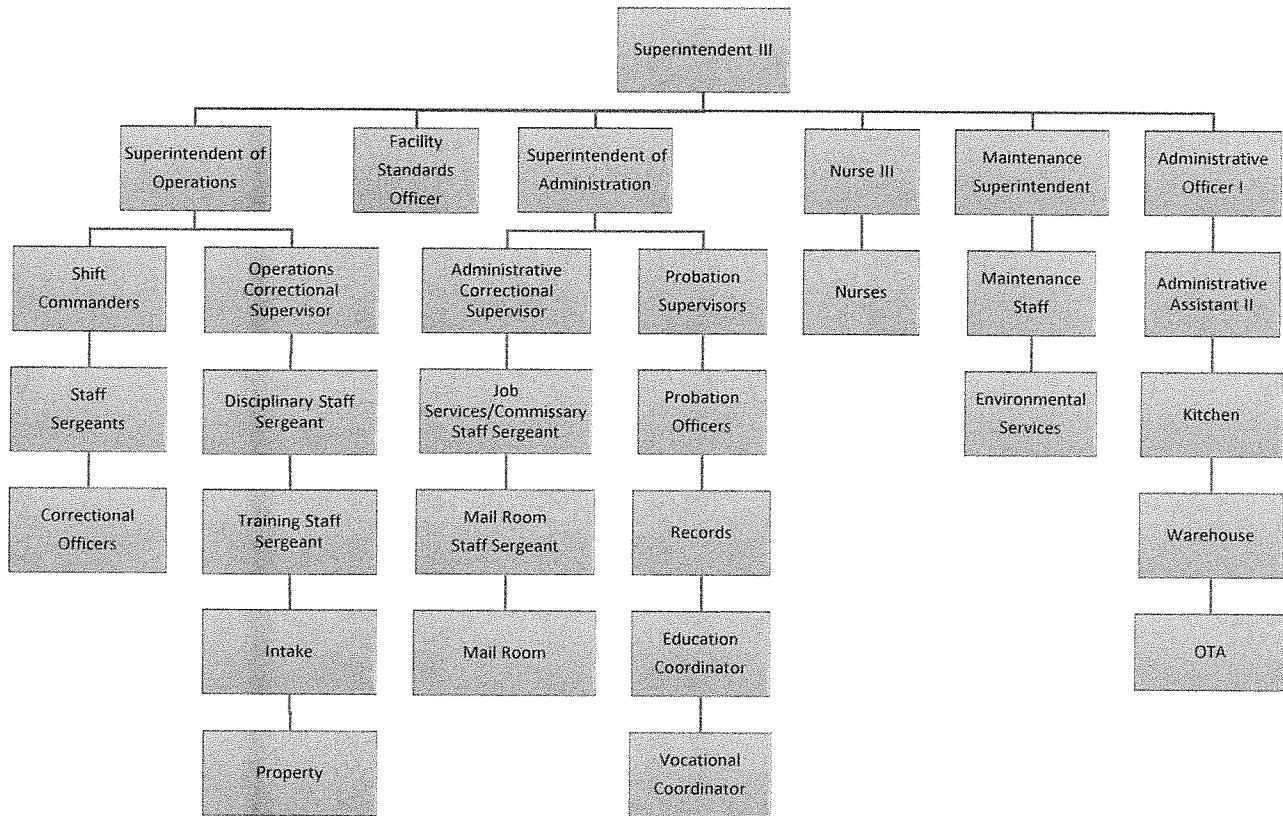
❖ **Caring**

Be kind ♦ Be compassionate and show you care ♦ Express gratitude ♦ Forgive others ♦ Help people in need.

❖ **Citizenship**

Do your share to make your community better ♦ Cooperate ♦ Get involved in community affairs ♦ Be a good neighbor ♦ Obey laws and rules ♦ Respect authority ♦ Protect the environment ♦ Volunteer

Chain of Command



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CLASSIFICATION

General Function of the Unit Staff

Unit Teams

GCCC utilizes the Unit Management System. The Unit Team is composed of Correctional Officers and Probation Officers.

Generally, the resolution of issues or matters of interest are handled by the Unit Teams.

Unit Team Officers (UTO)

GCCC has four (4) UTO Correctional Officers assigned to the Facility Standards Officer. They are located in the housing units and are available to assist the prisoner population in many areas, such as visitor applications, legal mail distribution, and helping direct prisoners to the proper channels for easily resolvable issues and other duties assigned to them by the FSO. Housing will be sectioned as A-C, D-F, G and H, J and K/Segregation/SMU/Infirmary.

Segregation Officers

Segregation Officers have the overall responsibility for the day-to-day supervision and enforcement of the institutional rules and regulations, as well as the safety, security, and ensuring the sanitation of the Segregation unit is adhered to by the prisoner population and prisoner workers.

Probation Officer (PO)

Probation Officers are assigned based on housing assignments. The PO is responsible for the following:

1. All case management services
2. Prepare classification material
3. Offender Management Plans
4. Release plans
5. Parole eligibility and review
6. Electronic Monitoring (EM)
7. Furlough and/or Community Residential Center (CRC)
8. Point Mackenzie Correctional Farm (PMCF) consideration

Classification Procedures

A Probation Officer will classify and assign each prisoner to the appropriate security level facility and custody status guided by the principles of placement in the least restrictive setting consistent with maintaining the security and order of the institution, the special needs of the prisoner, and resources available to the Department. 22 AAC 05.200. Classification actions are guided by P&P 700.01.

Sentence Computation

Prisoners with questions about their time computation should contact Records via an RFI.

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DAILY PRISONER ROUTINE

Admission

All Prisoners admitted to the segregation unit will be body scanned, strip-searched and new clothing and bedding. All prisoners will receive a supply bag consisting of RFIs, RMCs, a Grievance form, GCCC basic hygiene items, flex pen, paper and envelopes.

An officer will inspect the cell for any damage or missing items and note it on the inspection sheet form. If you should notice any damage to the cell you should advise the officer at this time, failure to report any damage not noted by the officer may subject you to disciplinary action. The prisoner will sign the Cell and Property Inspection sheet certifying they received clothing, linen, and a mattress.

All personal items a prisoner wearing or carrying into the segregation unit not authorized for retention will be seized and sent to property. The prisoner will be given a copy of the Property Seizure Report-Receipt.

Clothing and Prisoner Identification Cards

Prisoners are always expected to wear clothing in such a manner that private parts and/or undergarments are not exposed.

Clothing

1. All clothing will be clean, appropriately fitting, and in good repair. Clothing will be worn in the manner for which they are designed.
2. Pant legs will not be rolled up or tucked inside socks or footwear; Hands will not be inside of trousers.
3. Prisoners must wear pants, shirt, underwear, socks and shoes when outside of their cell.

Identification Cards

Prisoners must always display their identification card and must show their I.D. to any staff member who requests to see it.

Prisoners are not allowed to damage or tamper with their I.D. **

If you lose your I.D., or so damaged identification cannot be made, you must submit a request for a new card at your expense (\$5.00).

If you change your appearance (hair color, beard, drastic hair style change, etc.), you must obtain a new I.D. at your expense and turn in your old I.D.

Grooming and Hygiene Standards

All prisoners will be provided with personal hygiene items through the commissary or transfer property. Indigent prisoners will be provided a toothbrush, toothpaste, and soap. The indigent prisoner must fill out an indigent request form. Indigent supplies will be handed out once a week.

Segregated prisoners cannot have razors or nail clippers in their cell. These items will be maintained by the staff. Razors and nail clippers will only be issued at shower times by request. Razors and nail clippers will be returned immediately upon completion of showering. Misuse or damage of these items will result in an IDR and disciplinary action.

Hair Care

Hairstyles of different types will be permitted provided they do not conflict with the facility's procedures for safety, security, identification and sanitation efforts.

**Those who fail to comply with this rule or policy are subject to disciplinary action

1. Prisoners must have clean and properly groomed hair.
2. Prisoners shall cut hair under sanitary conditions and in an area where institutional staff may supervise.
3. Jewelry items, beads etc. are prohibited in any hairstyle.

Showers

Showers shall be offered daily. Prisoners will be expected to shower at least three (3) times per week.

Cell Sanitation and Daily Inspections

Prisoners are responsible to maintain rooms and all furnishings in a clean, orderly, and intact manner.

Cleaning bags that consist of rags, cleaning bottle, broom, and a toilet scrubber are available for cleaning cells. Prisoners must submit an RFI to the segregation control room for cleaning supplies. Prisoners should allow up to twenty-four (24) hours to receive cleaning supplies after the request is submitted. Prisoners will not retain cleaning supplies and will give all supplies back to Segregation staff promptly.

No prisoner will be allowed to remain in their cell for a consecutive three (3) day period. After three days, the prisoner will be required to vacate their cell, and staff shall conduct a health and security inspection.

On weekdays, cells must be ready for inspection by 8:00am. Segregation officers will conduct the daily inspection. The Superintendent III or designee will conduct a weekly inspection. During the Superintendent's inspection prisoners must be standing in their cells, or laying on the bunk under one blanket, fully clothed in the institutional uniform and remain quiet unless speaking with the Superintendent or unit staff. Cells that do not pass inspection, the prisoner(s) will be ordered to clean the cell. Continuation of inspection failure could lead to disciplinary action.

Expectations includes but is not limited to:

1. Bunk made – kept made all day.
2. Floor clear of clothing, other than shoes.
3. Clothing hung on the wall hooks under the bunk.
4. No clothing, linen, pictures or any other items are to be hung on bunks.
5. Desk clear and free of clutter
6. All personal property must be neatly stowed beneath the bunk.
7. Walls, lights, windows, vents or doors are to be clean and not altered in any way.
8. Cell walls will be free of graffiti or unauthorized materials to **include pictures torn out of magazines.**
9. Ceiling and light fixtures cleaned
10. Windows clean and ledges clear
11. The cell will be free from dust, lint, trash and debris.
12. The floor must be swept and mopped daily.
13. The air vent is to remain unblocked and unaltered. **including sprinkler heads and/or smoke detectors.**
14. Prisoners are to have their cells in order by inspection time and maintained throughout the day.

**Those who fail to comply with this rule or policy are subject to disciplinary action



Segregation Unit Rules

1. This is a **TOBACCO FREE** facility. Tobacco use of any kind is strictly prohibited.
2. All staff will be addressed in a respectable manner, i.e., Mr./Ms. or Officer (Last Name) or by title. Addressing any staff member by a first name or nickname is not permitted.
3. No pets or plants of any kind.
4. Flammable materials, gas, oil, or other hazardous materials are not permitted.
5. No posters, pictures, or any other items will be attached to walls or bunks. *Pictures can only be placed in the space provided; sexually suggestive pictures will not be permitted for display, nudity is forbidden.*
6. Cells shall be kept inspection ready every day.
7. No loud talking will be permitted.
8. Anytime you leave the segregation unit you must be appropriately dressed.
9. No food items, other than those purchased from Commissary or store are allowed in the housing unit.
10. Trash will be disposed of in trash cans, **not the toilet.**
11. Each prisoner is responsible for contraband found in their cell.
12. The hanging of clothing, sheets, or any other article from a bed, "TENTING", is strictly prohibited.
13. Covering cell door windows, air vents, and lights is strictly prohibited.
14. The use of toothpaste to hang items or obstruct air vents is prohibited.
15. Strict compliance with "orders" and "staff directives" is mandatory.
16. "fishing" and possession of "fishing line" is prohibited.**
17. No horseplay, scuffling or similar activities.**
18. Segregation prisoners are not to converse with general population prisoners to include hand signing.**
19. Prisoners under security staff escort are not to be approached or spoken to by other prisoners.
20. Housing unit day room lights shall be turned on in the segregation unit from 6:00am to 11:00pm daily.

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SAFETY AND SECURITY/RULES AND PROCEDURES

Count Procedures

All counts will be conducted in a quiet and orderly manner. The official count times are:

6:00 a.m.
10:00 a.m.
11:50 a.m.
2:00 p.m.
3:50 p.m.
5:30 p.m.
6:00 p.m.
10:00 p.m.
2:00 a.m.
5:30 a.m.

1. All counts except the 2:00 a.m. and 5:30 a.m. will be announced.
2. During count, prisoners shall not distract the officers taking count or interfere with count processes. This includes talking to the officers conducting count, placing blankets, towels or any other type of covering around bunks or cell windows in such a manner that blocks the view of the counting officers. Officers are required to see enough skin to verify that they are viewing a prisoner when counting.**
3. Additional counts may be conducted at any time as deemed necessary by the Superintendent III or designee.

Movement

Segregated prisoners are to have NO PHYSICAL CONTACT with other prisoners.

Unless otherwise specified by an IDR, when out of their cell prisoners will be in handcuffs. All hand restraints will be applied behind the back. Max and close custody prisoners who are eligible for programs will be restrained in belly chains while programming.

All restrained prisoners will be escorted by staff in a "hands on" manner to ensure prisoner safety and maintain control. If required by an IDR, staff may use additional restraints as needed to maintain control of the prisoner or to maintain the security and safety of the prisoner, staff, and institution.

Searches

Frequent, unannounced searches of prisoners, prisoner quarters and other areas of the facility shall be conducted as often as necessary to ensure the safety and security of the facility. Any staff member may search a prisoner, their living quarters, or their personal property at any time. Searches shall be conducted in a manner that will avoid unnecessary force, embarrassment or indignity to the prisoner. Any item considered contraband by GCCC policy will be confiscated.

Personal search

There are two types of personal searches you may face during incarceration. Failure to comply with a direct order to submit to a personal search may be grounds for disciplinary action.

1. A pat search is a clothed body search. All prisoners are subject to mandated and random pat searches at any time. Removal of coats and shoes may be required.

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2. Strip searches are visual searches of an unclothed prisoner. Strip searches must always be done under circumstances a-d below and may be done under circumstances e-g below:
 - A. Upon admission to the facility,
 - B. Upon apprehension of an escape or attempted escape;
 - C. When being processed into special housing;
 - D. When suspected of possessing contraband;
 - E. Upon re-entry to the institution after leaving the secure perimeter or grounds;
 - F. At the conclusion of a contact visit, including attorney visits;
 - G. After participating in a disturbance

Institutional Search

These searches/inspections will be unannounced and conducted on a random basis. It is not necessary for the prisoner to be present when their area is being searched/inspected. The property and living areas will be left in the same general condition as found.

Drug Surveillance – Alcohol Testing

This facility operates a prisoner drug surveillance program which includes mandatory random testing. Prisoners are subject to drug and/or alcohol testing at any time. If a prisoner refuses to submit to an alcohol and/or drug test when ordered by a staff member, or if a prisoner provides a positive breath and/or urine sample for alcohol and/or drugs, they are subject to disciplinary action.

Fire Prevention and Control

Fire prevention, sanitation, and safety are everyone's responsibility. Prisoners are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash, rags, or combustible materials in closed areas are not permitted. Nothing may be hung from fixtures, fire extinguishers, electrical receptacles, or from any device or object that may create a hazard. Daily fire and sanitation inspections are made by staff members. *Fire drills are an important part of safety. You are expected to respond to each fire drill as if an actual fire is present and evacuate as directed by the Segregation Unit Staff.*

Security Threat Group

A validation process will be initiated if any prisoner is identified as an affiliate or member of a Security Threat Group (STG) or gang. Once validated, a prisoner's activities will be closely monitored. Should their actions be perceived as posing an immediate and substantial threat to the security of the institution, they will be administratively segregated.

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ACTIVITIES, PROGRAMS AND EDUCATION

Law Library

Law library services will be available daily. Legal reference material will be utilized with the Lexis computer terminal. Law library access will be based upon verified prisoner needs.

Nothing but the prisoner's own current legal material will be allowed to be taken to law library. If legal material is required that is not available, contact the FSO for assistance. Any copies of requested material, which have been made for the prisoner's use, will remain the property of the law library.

Prisoners wishing to use the Law Library will submit an RFI. Requests must be submitted at least one day prior to access the library.

Law Library be used for legal research only, socializing is not permitted.

Staff will notify segregation prisoners when it is their turn to go to the Law Library. Prisoners will be removed from the list if they refuse.

Prisoners have approximately one (1) hour per day to use the Law Library. Additional time may be requested after everyone has finished, time permitting, with the Segregation Staff Sergeant's approval.

Prisoners who wish to review their legal compact discs (CDs) will put in a Request for Interview into Property. When the prisoner goes to the Law Library, they must request the discs from the escorting officer. In segregation a computer is available for prisoner's use to review tapes of disciplinary and classification decisions and approved legal compact discs.

Prisoners may not possess or in any way deface or damage any computers, typewriters, books or materials from the library. Prisoners caught engaging in this type of behavior will be placed on an IDR.**

Typewriters

The library typewriters are to be used for prisoner **legal work only**. If a prisoner is unsure whether the work is legal or not, the prisoner should contact a staff member before using the typewriter. Letters to friends, family and businesses, RFIs, grievances and disciplinary appeals, loan applications, schoolwork, poetry or any other use of the typewriter that is not for legal purposes is forbidden.**

Photocopying

The price is fifteen (\$.15) cents per single sided copy. Prisoner's requesting legal and has funds available must submit a Legal Copies Request form 808.12A, signed OTA withdrawal slip and the paperwork needing to be copied must be submitted to your UTO. If a Legal Copies Request form is submitted, an active case number must be included. Personal copies are authorized for non-indigent prisoners. A Personal Materials Copies Request 808.12B, OTA slip and paperwork must be submitted to your UTO.

Indigent prisoners requesting copies of current legal work to be mailed out must submit a Legal Copies Request form, a pre-addressed envelope(s) with a privileged addressee's address, and a signed OTA withdrawal slip. An indigent prisoner must state on the Legal Copies Request form that they are indigent. Prisoner indigent status will be verified and authorize legal copies to be made at no initial cost to the prisoner.

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Indigent prisoners will be allowed to keep one (1) copy (either the original or a copy) of legal material for their own records. All other originals and/or copies will be shown to the prisoner and placed in the appropriate envelope in staff presence. Staff will sign the back of the envelope verifying intended recipient is privilege correspondence.

No copies of Department of Corrections or GCCC Policies and Procedures, Standard Operating Procedures, Handbook, Alaska Administrative Codes, law library reference material, etc. will be provided.

Prisoner Leisure Library

Segregation prisoners will be given access to reading materials. Segregation prisoners must not be on punitive segregation or have an IDR for “no paper” or “no library books” to request library books. Prisoner’s caught destroying library books will be placed on an IDR and will face disciplinary action to include possible restitution.

Recreation

Prisoners may not have recreation on the first day they are placed in segregation. Prisoner’s will be afforded the opportunity to participate in the recreation schedule the following day.

During inclement weather, prisoners will be issued a coat that will be returned upon completion of recreation. Outside recreation will be canceled when the outside temperature is 0 degrees Fahrenheit or colder (to include wind chill), or if there is an emergency. There will be no recreation or other activities during meal service times.

Segregation prisoners will be given one hour in the recreation yard. Absent exigent circumstances or an active IDR, prisoners will be contacted by the Control Room Officer and offered recreation and/or shower every morning. The prisoner will have the opportunity to accept or decline these activities; no further offers will be made later. Failure to respond or communicate appropriately with the Control Room Officer is considered a refusal and the prisoner will not be placed on that day’s schedule.

Prisoners will be pat searched, and a hand-held metal detector may be utilized going to and from the recreation yard.

Prisoners are not allowed to bring anything to the recreation yard. When in the outside recreation yard, prisoners will not climb on anything or attempt to communicate with prisoners in the main yard.**

Recreation will be terminated for any violation of these rules.

All segregation prisoner recreation will be completed before institutional lockdown at 2230 hours unless exigent circumstances exist.

Counseling Services

The GCCC Mental Health staff will assess prisoner counseling needs and, when appropriate, make recommendations to available counseling services.

Notary Public

The institution has designated staff with Notary Public Authority. Check with your assigned Segregation Staff Sergeants for specific Notary information.

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Education

Access to educational services will be approved on a case-by-case basis. Prisoners who are actively involved in an education program when placed in segregation may continue to participate in the program with the permission of the Segregation Staff Sergeant and the Education Department. It will be written work only attending a class while in segregation will not be permitted.

Prisoners on two (2) man IDR status are only allowed to attend programs in accordance with their IDR.

Religious Programs

Prisoners wishing to speak with the Chaplain will submit an RFI addressed to the Chaplain. Only the Departmental and Institutional Chaplain are allowed in the segregation unit. Prisoners wishing contact with other volunteer chaplains may submit an RFI to the Shift Commander. If approved, the video visiting room will be used in segregation.

Voting

Prisoners who have been convicted of a felony involving moral turpitude lose the right to vote until their unconditional discharge.

If eligible to vote, you can request an absentee by-mail application from the Division of Elections.

Absentee and Petition Office
619 E. Ship Creek Avenue #329
Anchorage, AK 99501-1677

Prisoners who wish to have their voting rights restored must discuss contact their Institutional PO.

Note: If one is unconditionally released from custody on a felony (after completing probation or parole), they will receive written notice of the restoration of voting rights before they are released. One copy of that notification will be sent to the Division of Elections and another will be placed in their permanent case record. If a notice is not received, contact the probation officer and the Division of Elections in the nearest city or town.

Sec. 15.80.010. Definitions

In this title, unless the context otherwise requires,

"Felony involving moral turpitude" includes those crimes that are immoral or wrong in themselves such as murder, manslaughter, assault, sexual assault, sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury, perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terroristic threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, sex trafficking, criminal mischief, misconduct involving a controlled substance or an imitation controlled substance, permitting an escape, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography;

Sec. 12.55.185. Definitions

In this chapter, unless the context requires otherwise,

"Unconditional discharge" means that a defendant is released from all disability arising under a sentence, including probation and parole.

****Those who fail to comply with this rule or policy are subject to disciplinary action**

FOOD SERVICE

A 4-week cycle menu is provided with a variety of different meals. See posted schedule for meal service times.

Prisoners must consume institutional food items or dispose of the remains when served. While in segregation a prisoner may not retain, beyond the next meal, any left-over institutional food from the previous meal.

Institution Food Service utensils/items (i.e. bowls, sporks, trays, etc.) will not be retained in the cells. Violators will be subject to an Individual Determination Restriction and/or disciplinary action.

Interference with the security or orderly administration of the institution during meal service will not be tolerated. Segregation prisoners who throw food trays, food items or other objects or substances out of the open cell tray slot or generally behaving disruptively during meal service will be placed on appropriate Individual Determination Restriction(s). See Individual Determination Restrictions.

Meal service will be suspended during any disturbance on the Segregation Unit. Example: If the occupants of more than one cell are creating a disturbance, meal service will be suspended until compliance is gained.

Prisoners are allowed to store approved consumable items, purchased from AD-SEG Segregation Commissary Order form, in their cell. These consumable items must be within the limits set down in Property Limits.

Special Diets

Medical diets are obtained through the medical department. Religious diets are obtained through the Chaplain. Contact the medical department or the chaplain for the specific guidelines. Vegetarian and vegan diets are also available by submitting an RFI form to the Food Service Supervisor.

Except for medical and religious diets, prisoners may request to remove themselves from a special diet for a thirty (30) day period. Prisoners who habitually place and remove themselves from special diets will be placed on an IDR for NO SPECIAL DIETS for six (6) months.

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PRISONER PERSONAL PROPERTY/COMMISSARY

Property Allowed upon Admission to Segregation

1. Watch,
2. Wedding band, and
3. Either a religious medallion with necklace, prayer beads.
4. Institutional shoes or shower shoes properly identified with the prisoner's name and offender number.

Upon initial entry into segregation a prisoner's personal property including hygiene products will be sent to property. Prisoners can request their personal hygiene products after seventy-two (72) hours after admission onto the unit.

Allowable property while in segregation

After initial classification, prisoners may submit a Segregation Unit Property Request Form 811.05E via the Segregation Staff Sergeant to the Property Department.

A prisoner is allowed to make one (1) request from the Property Department involving property and hygiene items that are stored in Property. All subsequent property and hygiene needs will be filled through Commissary Orders. No food items will be sent to segregation from the Property Department.

All segregation prisoner bedding, linen and mattress will be institutional. All clothing quantities of institutional and personal property are combined to comply with GCCC property rules.

Segregation Unit Supply Request and Indigent Supplies

An indigent prisoner has less than \$20.00 presently available in their account and has had no more than \$50.00 in their account during the preceding thirty (30) days. A prisoner with more than \$50.00 in their account during the preceding thirty (30) days will still be considered indigent if no more than \$50.00 remained after mandatory deductions (restitution, fines, child support, violent crime compensation payments, civil judgment(s), deductions for educational materials or courses, counseling, or health care).

A Segregation Supply Request form will be handed out and picked-up at the prisoners' door. Toilet paper, toothbrush, comb and toothpaste are all one for one exchange.

Indigent Prisoners will be given supplies once per week upon request. Indigent prisoners are allowed to request items such as: soap, envelopes and blank paper. All prisoners must request to receive combs and toothbrushes. RFIs and other forms as needed are available in the Segregation unit.

Commissary

Commissary is a privilege, not a right. Commissary items and prices are subject to change without notice due to price fluctuations and merchandise availability. Prisoners must have sufficient funds to cover the cost of a commissary item before it may be purchased. All comfort items are subject to a 3% surcharge which will be placed in the Prisoner Welfare fund. Prisoners must submit their orders by 2200 lockdown on Sunday to receive their items on the scheduled delivery day. Commissary items will be distributed Thursday through Sunday unless circumstances cause a delay, in which case you will be notified.

Prisoners placed on commissary restriction or a sanctioned loss of commissary will be limited to the following:

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1. Health and grooming items
2. Two (2) books of stamps and writing materials
3. Religious items

Quantities of any of the above listed items may also be limited as the facility deems necessary.

Prisoners may be placed on a medical restriction, based on dietary needs. This determined is made by the Medical Department.

Prisoners placed in Segregation are subject to a limited variety of items, hygiene and medical items only. Punitive segregation prisoners will be limited to only the punitive segregation commissary list.

Prisoners who placed commissary orders prior to admittance in Segregation, the entire order will be returned if any item is not appropriate in segregation, and the prisoner will be refunded.

Storage of consumable commissary food items will be limited to ten (10) items.

This is to include all other pre-approved food kept in a prisoner's cell. Excess consumable food items are considered contraband and may be seized.

Property Storage

The Property Department will temporarily secure a prisoner's property when the prisoner is admitted to segregation. If the prisoner is housed in segregation for more than 180 days, he will be given a thirty (30) days' notice to disburse or dispose of excess or unauthorized property.

The Property Department will store for a period of ninety (90) days excess or unauthorized property of prisoners admitted to the Segregation Unit. If the items are not disbursed, they will be disposed of as abandoned.

Excess property will be seized as contraband and disposed of.

Segregation Prisoner Property

If a prisoner's housing status changes or property is rolled up for any reason, all GCCC and personal property will be removed. Upon admission to the Segregation Unit, all the prisoner's personal property will be seized, inventoried and held in the Property Room. Once a prisoner's housing status is established, they may request those personal items allowed for retention per Segregation Housing rules.

SI= State Issue PS=Punitive Segregation AS=Administrative Segregation

Clothing – Segregation prisoners may only have State issued clothing.

Item	Description	SI	PS	AS
Shoes-one pair only State Issue	State issue only	1	1	1
Shower Shoes	State issue only	0	1	1
Socks	State issue only	1	1	1
Undershirt	None	0	0	0
Underwear	State issue only	1	1	1

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Religious / Jewelry Items

Item	Description	PS	AS
Bible/Koran/other religious book	Total not one of each	1	1
Religious Headwear	Pre-approval from Chaplain or designee	1	1
Religious Medal/ Necklace/ Prayer beads	Religious medal no bigger than 2" X 2", no decorative stones; Religious Medal must be on a necklace. No heavy chains; necklace & medal total maximum value \$100.	1	1
Ring-wedding	No stones; maximum value \$100 must have proof of legal marriage in prisoner records.	1	1
Watch	Value must be under \$100	1	1

Miscellaneous Personal Property

Item	Description	PS	AS
Bowl with lid		0	1
Cup	State issue only	1	1
Eyeglasses		1	1
Paperback books		0	5
Magazine/Newspaper	No altered magazine allowed. Newspaper clipping counts as one.	0	5
Personal Letters, Cards	No larger than 8 ½ X 11	5	20
Personal Paperwork	No more than 3" inches	0	1
Photo Album	Photos only, no more than 100 photos total in albums; no metal binders; not to exceed 8 1/2" and 11"	0	1
Photos – loose	Not to exceed 8 ½" by 11"	5	25

Consumables- all items listed in this section must fit in the cell storage bins.

Item	Description	PS	AS
Brush	Plastic only no handle	1	1
Comb Plastic	Plastic only no handle	1	1
Contact Lens Cleaner	Only if owns contacts	1	1
Denture Bath		1	1
Deodorant		2	2
Eye Drops		1	1
Floss loop	One container with a 30 count	1	1
Hair pick	No handle	1	1
Hair ties		5	5
Lip Therapy		1	1
Lotion		1	1
Magic Shave		1	1
Denture Cream		1	1
Q-tips	1 Package of 100 count	1	1
Shampoo/Conditioner	1 of each item	2	2
Shaving cream		1	1

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Soap bar		3	3
Soap dish		1	1
Toothbrush	State issue only	1	1
Toothpaste		1	1
No more than 1 of any type (not brand) item of miscellaneous hygiene products sold on segregation unit commissary list, but not listed here.			

Stationary

Item	Description	PS	AS
Address Book		1	1
Envelope	Box; legal or personal size	1	1
Notebook, writing tablet/legal pad		1	2
Postage Stamp	Maximum of \$20.00 allowed in possession	\$20.00	\$20.00
Typing Paper	200 sheets total for AS 20 sheets state issue only for PS	20	200

Personal Property List

The amount of personal property allowed is limited to those items which can be neatly and safely stored in the space designated. Personal property will be confiscated if it accumulates to the point where it becomes a safety or fire hazard or interferes with the sanitation of the unit.

Contraband

Contraband is defined as follows: any item not authorized or issued by the institution, not received through approved channels, purchased through the Commissary or an excess amount of allowable property (including commissary). This also includes any item that has been altered and/or is utilized against its intended original purpose. (I.E. T-shirt "do-rag", shoestring clothing lines, origami containers made from State DOC documents, toilet paper roll shelving... etc.) Any item in a prisoner's personal possession must be authorized, and a record of the receipt of the item must be kept in their possession. Prisoners may not purchase, trade, loan or borrow any items from another prisoner; items obtained in this manner are considered contraband and will be confiscated. **Any altered items**, including personal property and state issued property, even if approved or issued are considered contraband.

Altering or damaging GCCC property is a violation of institutional rules, and the cost of the damage may be levied against the violator through the prisoner disciplinary process.

If property is seized, the prisoner will be given a copy of the Property Seizure Report. The prisoner will have ninety (90) days from the date of seizure to disburse the property. If the prisoner is unwilling, financially unable or refuses to provide a mailing address for property disbursement, it will be disposed of in accordance to DOC policy.

Excess property or property which a prisoner cannot prove ownership will be subject to confiscation and/or disciplinary action.

Prisoners are responsible for their own personal property. It is the responsibility of the prisoner to notify the Property Department via RFI when their property has been seized while in the possession of another prisoner so that the contraband may be disbursed per policy. GCCC is not responsible for the repair or replacement of personal property lost, stolen, damaged or destroyed.

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Laundry

State issued blankets and sheets may be exchanged on the module's laundry exchange day, on a one for one basis.

Release Clothing

Within seven (7) days prior to release a prisoner who needs clothing must send an RFI to property. The clothing will cost \$10.00 or less and prisoners will be given a receipt. Prisoners may return the clothing to the nearest DOC office within thirty (30) days of release for reimbursement by check. Prisoners must bring their receipt with them to be reimbursed.

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MEDICAL

All prisoners have access to health services. Prisoners must submit an RMC for medical, dental, mental health and eye glass needs. DOC provides essential medical, dental, eye and mental health services. Examples DOC does not consider essential services include, but are not limited to: dental crowns, braces, teeth whitening, mouth guards, dandruff, acne, dry skin, tattoo removal or similar cosmetic conditions. Over the counter products are available on medical commissary. Emergency medical services are always available to all prisoners. Medical cannot approve personal shoes. If, on rare occasions, it is deemed medically necessary, medical can order medically approved shoes.

Co-pay Fee

Prisoners will be charged a \$5.00 co-pay for health care services they have requested. Refer to DOC P&P 807.07 for further details. If the prisoner is evaluated by more than one medical provider during a health care visit, they will be charged for only one visit. If during a routine follow-up for a chronic condition, and a new health problem is identified, a co-pay of \$5.00 will be charged for the treatment of the new condition. Prisoners with chronic conditions will be charged \$5.00 for the initial visit and \$5.00 annually thereafter. Examples of health care services, follow-up treatment for chronic conditions and preventative health care services include, but are not limited to:

- Blood pressure checks
- Glucose checks
- Testing/treating for tuberculosis (testing annually mandatory program)
- Vaccinations (RMC for STD testing- you may qualify for Hep B vaccine)
- Wound care
- Patient education

Debts will be established for any prisoner who is charged a co-payment and does not have enough funds in their account. Incoming funds will subsequently be applied against the debt until it is satisfied, including debts from previous incarcerations.

Prescriptions

Prisoners will be charged a co-pay of \$5.00 for initial prescriptions and \$5.00 for any renewals. Segregation prisoners need to request OTC medication from the control room officer. The prisoner will be charged \$5.00 and the order will be for nine (9) consecutive medication calls then discontinued.

Injuries

A \$5.00 co-pay will be charged for each visit for sports related injuries. A prisoner may be charged for the full cost of health care services resulting from assault or self-harm injuries upon determination from the Disciplinary Board.

Equipment

A co-pay of up to \$25.00 may be charged for the use of medical equipment not available in the facility.

Charge Disputes

Charges for health care services may be challenged by submitting a written request to medical within three (3) working days of receiving notice of the deduction. Clearly explain the reason why the charges are incorrect and include the charge voucher number. Medical staff will research the charge dispute and forward any reimbursements to the accounting department for consideration of account credit. Charge disputes cannot be grieved.

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Sick Call

Sick call shall be conducted seven (7) days a week. Sick call requests include requests for medical, dental, eye and mental health services. An RMC is required to be seen by medical, dental and mental health unless you are experiencing an emergency in which case alert your Segregation officer(s) who will alert medical for urgent assessment. Be specific in request for services. Medical, dental and Mental health requests must be put on separate RMCs. You will be notified of a scheduled medical appointment; refusal for a scheduled appointment may result in the disciplinary action. Medical staff will retrieve RMCs daily from the unit lockbox in the segregation unit. When deemed medically necessary and approved by the Medical Advisory Committee, consultations with providers in the community will be scheduled.

Dental

Essential Dental services is here weekly. If you are experiencing acute dental problems such as visible dental swelling with pain on a weekend, and/or possible abscess, submit an RMC to both dental and medical so medical can triage the complaints while awaiting dental. Upon initial dental review, individuals will be classified into one of the following three categories: ONE - very urgent, TWO - moderately urgent, and THREE - routine dental treatment. Scheduling for dental services will be determined by the attending dentist in coordination with the facilities operations staff.

Emergency Medical Treatment

Emergency services are always available to all prisoners. Emergencies will be given priority for treatment.

Mental Health

Essential mental health services are available to prisoners who suffer from mental illness. Essential mental health services are services necessary to ease symptoms which interfere with daily functioning and/or the ability to participate in and benefit from rehabilitation services. The department provides a limited range of other mental health services to maintain or improve mental health, contribute to prison adjustment and reduce the risk of reoffending upon release. For mental health issues fill out an RMC to mental health with specific concerns. If a prisoner is aware of their release date, consider arranging or request assistance in arranging and follow up appointment(s) in the community to prevent a gap in medications.

Eye Exams/Glasses

Eligible prisoners may be provided one (1) pair of glasses every two (2) years at DOCs expense. DOC optometry prescriptions are good for two years. Fill out and submit an RMC to medical to have eligibility determined. Criteria is based on sentencing status. If applicable, when receiving an eyeglass prescription, prisoners are responsible for retaining their issued prescription. The optometrist has a selection of DOC approved frames to choose from. Reading glasses are available on commissary; submit an RMC to medical for assistance helping determine the strength. The optometrist is at the facility about every six (6) weeks. Medical does not have contact supplies; these products are available through commissary.

Medications – Pill Line

During segregation pill call, the on-duty nurse will bring the medication to the prisoner's cell. The prisoner should be standing by the door with a glass of water. The nurse and segregation officer will observe the

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prisoner take the pill. Prisoners found not taking their medication and/or hoarding will face disciplinary action. Over the Counter (OTC) medication is administered during pill call.

Prisoners can be prescribed a PRN, or as needed prescription. A prisoner would request the prescription from the control room officer, who in turn would contact medical to facilitate delivery.

Keep on Person Medication (KOP) is when prisoners are issued medical supplies to keep in their cell. Any medical supplies that require a medical card and authorization from the Superintendent of Operations will be distributed by the nursing staff during segregation pill call. For authorized items the prisoner must retain the "Medical Card" authorization, without it the item(s) are subject to seizure.

Medical Responsibilities

1. You have the responsibility:
 - A. To follow any recommended treatment plans to include proper use of medications and diet changes to improve your overall health. You have the right to decline treatments/medications and will be asked to sign a waiver for medical care if you refuse such recommendations.
 - B. To provide medical staff with accurate and truthful information regarding medical history, medications and detox/withdrawal risk upon intake assessment.
 - C. To respect medical staff as professionals.
 - D. To keep your medical information confidential.
 - E. Not to provide any other person your medications or other prescribed items.
 - F. To maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
 - G. To be familiar with the policy to obtain your medical records.
 - H. To address your concerns in the accepted format, such as the RMC process (non-emergent) or to request medical via the Segregation officer (emergent).
 - I. To be familiar with the grievance process by requesting an informal resolution via RMC through medical prior to submitting a formal grievance.
 - J. To notify medical within two (2) weeks before your release to have seven (7) days of release meds prepared; consider arranging follow up, in the community, prior to release.
 - K. To contact the Department's Central Medical Records unit to request a copy of lab results, if you have testing or lab work done while you are incarcerated but are released before your results are received. The results will be provided to you at no cost.

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PRISONER COMMUNICATION

Prisoner Mail/Correspondence

The mail room will forward original personal letters along with a copy of the envelope to the prisoner. The mail room will dispose of the original envelopes. Depending on the quality, greeting cards (I.E. cards containing glitter or non-bifold cards) will also be copied. The letters will be screened for possible security threats such as stickers, gel pen ink, crayon, marker, colored pencil, perfume, and any unknown substances on the paper. Any incoming letters containing these items will be denied or copied. If denied the prisoner will receive mail denial form with the reasoning. Photographs must be printed on photo paper. Photographs not printed on photo paper will not be copied or accepted. Polaroid photographs are prohibited.

Prisoner to prisoner mail is allowed with the following restrictions. There cannot be information regarding a Security Threat Group. Mail may not be sent to or received from a prisoner's victim unless previously approved by the Superintendent III. Mail may not be sent to or from a prisoner if it threatens the security of the facility. Mail will be denied if it contains abusive or threatening language. Mail received by a prisoner from a prisoner who is not a family member may be read by GCCC staff.

Correspondence with family members is permitted and others without prior approval, unless the correspondence interferes with the safety and integrity of the facility or not permitted by court order.

Only books, magazines, newspapers and other publications may be ordered by friends or family members through an approved vendor.

All incoming mail for prisoners must have the full name and complete return address of the sender affixed to the envelope or package. All outgoing prisoner mail must have the institutional return address for prisoners clearly marked on the envelope. Using this format will ensure proper return delivery if necessary.

Prisoner Name/Prisoner Number
Goose Creek Correctional Center
22301 West Alsop Road
Wasilla, Alaska 99623

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays). If the correct address is not on the envelope, there may be a delay in mail delivery. Any legal or special mail received will be opened in the prisoner's presence. The amount of incoming mail is not restricted unless it places an unreasonable burden on the institution. Photos/artwork that show frontal nudity or rear nudity will not be permitted. Frontal nudity includes the exposed female breast(s) and/or the genitalia of either gender. Rear nudity includes the exposed buttocks(s) and / or anus of any gender.

All personal mail is opened and inspected for contraband prior to being delivered to a prisoner. Legal mail is opened in the presence of the prisoner and searched for contraband. All boxes and padded envelopes will be disposed of; copies of the front of the box/envelope to reflect sender information will be forwarded to the prisoner. Contraband or unauthorized items will be handled in accordance with department policy 811.05.

Personal checks and cash will not be accepted through the mail. Any authorized form of money such as money orders, cashier's checks shall be removed from the envelope and placed on the prisoner's account and a receipt shall be forwarded to the prisoner.

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Outgoing Correspondence

Prisoner outgoing mail which does not contain a return address will not be sent out and returned, if discernible or notated, to the sending prisoner. Contents of all letters is the responsibility of the prisoner. Correspondence containing threats, extortion, etc. may result in prosecution for violation of Federal laws. Outgoing mail, other than privileged mail, may be opened and inspected when staff has reason to believe it may contain unauthorized material.

General and approved prisoner to prisoner mail shall be placed unsealed into the outgoing mailboxes located in each unit. Mail will be picked up Monday through Friday, excluding holidays. Mail pick-up schedules will be posted in the housing units.

Stamps must be purchased from the commissary. Prisoners who transfer in may use OTA up to fourteen (14) days prior to purchasing postage stamps. In addition, prisoners who are sent to segregation are allowed fourteen (14) days to use OTA prior to purchasing postage stamps. OTA forms will still be submitted with packages or letters requiring special handling, such as certified or delivery confirmation letters. Indigent prisoners may mail up to five pieces of mail per week, legal or otherwise, weighing up to two (2) pounds each. Indigent prisoners shall take the mail to their UTO who will verify the indigent status and forward the item(s) to the mailroom.

If the envelope has more than the return and recipient address marked on it, the envelope will be returned to the sending prisoner. Drawing on the envelope is not permitted.

Incoming Publications

Prisoners ordering publications including magazines, books or newspapers must forward their payments for subscription to individual publications with their orders using an Offender Trust Fund Withdrawal Slip. This withdrawal slip must be routed through Commissary. Prisoners shall not receive publications of any kind on a trial basis with payment postponed.

Prisoners may receive publications consistent with Department policy 811.05 and policy 810.03. Publications may be received from approved vendors only. Family or friends may order magazines, books or newspapers only for delivery by mail to a prisoner. They must be ordered directly from an approved vendor or publisher. GCCC policy limits the number of books and magazines that a prisoner keeps in their living area for fire, safety, security, or health reasons.

The Superintendent III or designee may reject a publication only if it is determined detrimental to the security, good order, or discipline of the institution or if it might facilitate criminal activity. The Superintendent may not reject a publication solely because its content is religious, philosophical, political, social or sexual, or because its content is unpopular or repugnant. Publications which may be rejected include but are not limited to the criteria set forth in DOC policy 810.03.VIII.C.1-9. Hardbound, leather bound, or used books are also prohibited at GCCC.

When a publication is found unacceptable, staff shall advise the prisoner in writing within thirty (30) days of the decision to withhold the publication and the reasons for it. A Prisoner may challenge this decision by filing a grievance within fifteen (15) days.

Change of Address/Forwarding of Mail

The institution shall forward prisoners' mail as follows:

- **First, Second, and Third-Class Mail**

GCCC shall forward first, second- and third-class mail to prisoners housed in Alaska DOC facilities and contract facilities housed outside of Alaska. GCCC will return to sender first, second and third-

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class mail for prisoners who have been released. Third class mail not stamped "Forwarding and Return Postage Guaranteed" will be discarded.

- **Fourth Class Mail**

Fourth class mail is normally considered bulk mail. GCCC will discard fourth-class mail if the person is not at the address written on the article. Informational fourth-class mail, such as mail from a public agency, and subscription fourth class mail will be delivered to prisoners, but fourth-class mail sent by private entities for the purpose of merchandising will be discarded.

Certified/Registered Mail

Prisoners desiring the use of certified or registered mail shall be provided at the discretion of the Superintendent III and only when necessary such as for purposes of service of the summons and complaint in a legal proceeding.

Legal/Privileged Mail

Privileged mail- this category is defined as incoming and outgoing correspondence with the persons or organizations listed below as privileged, if the individuals are acting in their official capacities and the mail is properly marked "privileged":

1. Alaska Human Rights Commission;
2. Alaska legislators;
3. Any attorney licensed to practice in the United States;
4. Any court in the United States;
5. Attorney General of Alaska;
6. Chairman, Alaska Board of Parole;
7. Commissioner, Department of Corrections;
8. Division of Occupational Licensing;
9. Department of Corrections Grievance and Facility Standards Administrator;
10. Governor of Alaska;
11. Members of the U.S. Congress for Alaska
12. Physician of record for the Prisoner;
13. Ombudsman for the State of Alaska;
14. State of Alaska Americans with Disabilities Act Coordinator (Division of Rehabilitation, Department of Labor); and
15. Any organization, such as the American Civil Liberties Union, National Prison Law Project, or Alaska Legal Services Corporation, that assists persons in the exercise of their legal rights.
16. Division of Elections

Incoming:

1. Receipt of the privileged mail will be logged in the privileged mail log by the employee assigned to processing mail
2. Prisoner privileged mail will be opened in the presence of the prisoner to whom it is addressed
3. Staff will remove the contents of the privileged envelope/package and thoroughly inspect the contents for contraband
4. If the employee searching the envelope/package finds anything suspicious in nature or uncertain of the contents, the envelope/package shall be given to the Security Sergeant for further investigation.
5. After completion of the inspection, prisoners will receive the contents (not the packing materials or envelope) and a copy of the front of the envelope/package with the sender/return address for their records.
6. All envelopes must be free of artwork, any envelope with artwork will be returned to sender

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7. Prisoners must document any legal or privileged mail problem in the legal logbook at time of receipt of legal mail.

Outgoing:

Staff may not read or search outgoing privileged mail for contraband. Staff may only verify, in the prisoner's presence, that the intended recipient of the mail is the same person as the privileged addressee.

Rejection of Mail or Correspondence

Mail will be rejected in **whole** if mail/packages received have unapproved items, contraband, items not properly ordered through commissary, or if the Superintendent III determines it to be detrimental to the security and orderly operation of the institution or may facilitate illegal activity. The Superintendent III may also reject mail sent by a prisoner for the same reasons.

Examples include (but are not limited to): Contains plans or threats of physical harm against a person or other criminal activity; Contains contraband, plans for sending contraband in to or out of the institution, or indicates other activities prohibited under 22 AAC 05.400, Prohibited Conduct For Prisoners, or to violate GCCC rules or departmental P&P 810.03.

A prisoner may not direct a business while confined. This does not prohibit correspondence necessary to enable the prisoner to protect property or funds that were legitimately theirs at the time of their commitment. For example, a prisoner may correspond to refinance their mortgage for their home or sign insurance papers however, a prisoner may not operate a mortgage or insurance business while incarcerated.

Rejection of Incoming Mail or Correspondence

The Superintendent III or designee will give written notice to the sender of incoming mail being rejected and the reasons for the rejection. The sender of the rejected correspondence may appeal the rejection. The prisoner will also be notified of the rejection of the correspondence and the reasons. Rejected correspondence will normally be returned to the sender.

Mail Grievances

If a prisoner has mail rejected and does not agree with the determination of the mail room and wishes to file a grievance, the prisoner must mark they will file a grievance on the *Prisoner Mail Action* form and turn it into the mail room. The prisoner **MUST** then submit an RFI to the mailroom Staff Sergeant for an informal resolution before filing a grievance. This is per policy 808.03.

Prisoner Requests to Staff Member

An RFI is used to make written requests to staff members. Any type of request can be made with this form. RFIs are available in the Segregation unit or may be obtained from the unit staff. Staff members who receive the prisoner request form will answer the request within a reasonable period unless it is a life-threatening emergency which will be handled immediately.

Telephones

Telephones are available for prisoner use. Prisoners are issued a Personal Identification Number (PIN) at their originating booking facility. This PIN transfers with the prisoner from facility to facility. (NOTE: the PIN may be delayed for use for the first 24 hours due to software communication) Do not share your PIN with anyone; do not write it down on the outside of your mailing envelopes. Abuse of PIN may result in loss or limitation of telephone access. You may also use "voice recognition" for phone access. To do so,

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submit an RFI to security and they will prompt you on the correct procedures to complete telephone voice recognition.

For long distance calls friends and family must create an account with Securus at 1-800-844-6591.

Instructions are posted near the telephones and all conversations are subject to monitoring, using a prisoner telephone constitutes consent to telephone monitoring.

Legal Calls

GCCC provides each prisoner with different methods to maintain contact with their attorney, including:

- Prisoner-attorney correspondence (covered under the special mail provisions);
- Private prisoner-attorney visits; and
- Unmonitored calls to attorneys.

These calls will not be recorded if the prisoner's attorney's phone number has been listed with the Security department. To verify the telephone number has been already listed submit an RFI to the Security Sergeant.

All requests for legal telephone calls must be submitted by a RFI at least one day before the call is to be placed. The request must include the attorney's or other legal entity's name, the complete telephone number including the area code, and the time and date the call is requested. Security staff will dial the number, and verify a connection is made to the attorney prior to handing the receiver to the prisoner. If the attorney is not available to take the call or does not wish to speak with the prisoner staff will inform the prisoner. No messages will be left with any party on the telephone.

All requests for legal calls made on Request for Interview forms must be one request per form.

Telephonic hearings and court depositions must be scheduled by the courts by calling our main number (907) 864-8100 option 1 and have them ask for the scheduler for telephonic hearings. To accommodate their request, GCCC will need at least twenty-four (24) hours' notice to arrange for a prisoner's attendance at a telephonic appearance.

Hours of Telephone Operation

The phones will be available on a daily schedule, excluding meal services. Telephones may be secured at any time, at the discretion of the Superintendent or designee for security purposes. Prisoners are allowed personal telephone calls combined with legal calls for a total of **thirty (30) minutes** in duration.

Calling Procedures

GCCC may limit, monitor, or record prisoners' telephone calls to preserve security and order in the institution and to protect the public. Long distance calls will be collect using the automated system in place. Stationary physical location or a cell phone are authorized to be accessed and an account must be set up for each type of phone.

Accommodations will be made to ensure access to telephone communication for disabled prisoners. Upon request, Telecommunication Device for the Deaf (TTD) or similar equipment will be made available to prisoners with hearing/speech disabilities.

Any court order or condition of probation/parole restricting contact with an individual or class of individuals will be honored.

Prisoner-to-prisoner calls are prohibited, unless the other prisoner is an immediate family member. The call must be approved by the Superintendent III.

Prisoners are not to use any form of voice mail, recorded messages, nor deliver messages for other prisoners.

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Except as specifically authorized by the Superintendent III (e.g., telephonic Court or administrative agency hearing where the judge or hearing officer authorizes the prisoner to participate telephonically from prison), any call that directly or indirectly uses one of these following features will be prohibited;

- three-way calls
- call-forwarding
- collect long-distance calls made through an operator rather than through the automated phone system in place
- calls to toll-free numbers
- calls to numbers which special or additional charges apply (i.e. 900 #s)
- calls using calling cards or personal identification numbers
- calls billed to credit cards or third parties
- fixed or remote call forwarding.

Abuse or illegal use of telephone privileges, such as making intimidating, obscene, harassing, or threatening phone calls, may result in restriction or loss of telephone privileges, and/or disciplinary or criminal actions. An IDR for loss of personal telephone privileges will be determined by the Superintendent III or designee. An IDR will be generated when reasonable grounds exist to believe that the prisoner's telephone use threatens the facility security, the safety of a person, the protection of the public, or other actions that constitutes telephone abuse. A prisoner who is non-compliant will be denied use until compliance is gained.

Prisoners whose telephone access has been limited or suspended will be allowed telephone calls to their attorney, the courts for scheduled hearings, and the Ombudsman's office. A prisoner Allowed Numbers (PAN) list must be submitted to the Security Office to be added to the PAN list for attorneys, the court, and Ombudsman's office.

It is not GCCC's policy to accept incoming messages for prisoners, except for exigent circumstances, such as an immediate family member's medical emergency or death. The family member's condition must be verified by a law enforcement agency, hospital, coroner, or funeral home.

Visitation Regulations

GCCC encourages prisoner visitation because strong family and community ties increase the likelihood of a prisoner's success after release. It is the prisoner's and visitor's responsibility to conduct themselves properly during visits, not to accept or pass contraband, and not violate the law or visiting regulations. Personal visitation for a prisoner's visitor(s) is a privilege, not a right.

Segregation prisoners have access to video visitation only. Prisoners on **punitive segregation** will only be allowed a one-hour video visit with immediate family members.

Attorney Visiting

Attorneys should make advance appointments for each visit. Attorneys are encouraged to visit during regular prisoner visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. Arrangements shall be made through the OA Scheduler.

During attorney visits, a reasonable amount of legal material can be allowed in the visiting area with prior approval. Legal material, between attorney and client, may be exchanged and will be subject to inspection for contraband. This material will be treated in a similar manner as regular legal mail. *See Legal/Privileged Mail*

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Visitation Hours

Segregation have video visitation from 9:00 am to 9:00 pm daily.

Due to limited space at the facility, normally each prisoner will be allowed no more than four (4) visitors at any one time, including children and infants.

Exceptions to this rule may only be approved on a case-by-case basis by the Superintendent III or designee. Visitors will not be allowed to depart the facility and return on the same day, unless approved in writing in advance of the visit by the Superintendent III or designee.

Special Visits

Special visits are visits that take place out of the scheduled time for visiting and must be arranged by the prisoner in advance through the Superintendent III or designee. Visitors will still have to be approved for these visits to be granted. These visits will only be granted for exceptional cause such as in the case where approved visitor(s) will be traveling an extended distance. Extended distances include traveling from anywhere outside of the Matanuska-Susitna valley or the Anchorage bowl. Extra visiting time during these visits may be granted at the discretion of the Superintendent III or designee on a case-by-case basis, based on space and staff availability.

Visitor Registration

Family and friends of a prisoner must be approved before they will be placed on a prisoner's visiting list. To obtain approval to visit a prisoner, a potential visitor must complete a visitation application form, even if the visitor has been previously approved to be on another GCCC prisoner's list.

Applications are processed, reviewed and either approved or denied by the Superintendent III or designee. A criminal history check is done on all prospective visitors.

Prisoners must also submit a completed Adult Visitor's Application or Minor's Visitor Application for each potential visitor. Either application must include the potential visitor's date of birth, social security number, relationship, complete mailing and physical address, and home telephone number. Adult visitors also need a driver's license or identification number and state of issue. All visitors must be verified and/or approved in advance by the prisoner's housing UTO prior to visitation.

Visitors, sixteen (16) years and older, must have current photo identification with them such as a current and valid driver's license, state-issued identification card, passport, or other government-issued photo identification.

A minor visitor (a person under eighteen (18) years of age) must be accompanied by an approved visiting parent or legal guardian. A minor who is an immediate family member of the prisoner may be accompanied by an approved adult visitor who is an immediate family member. Proof of relationship to minor visitors who are family of the prisoner is the burden of the prisoner and visitor and will require a birth certificate. A court order prohibiting a prisoner having visitation/contact with a minor during probation, or as a condition of release on unsentenced cases, applies during incarceration.

Court emancipated minors, including spouses, will be approved for visitation in the same manner as adult visitors.

If one section is not filled out there must be an explanation of why. Incomplete Visitor Application forms will be denied, and the prisoner notified of the reason.

Potential visitors who are presently on any supervised probation or parole must obtain written approval from their Probation Officer prior to being approved for visiting. The visitor must then be approved by the Superintendent III.

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Visitors will not be approved if they were released from a correctional facility within the preceding 60 days, unless the Superintendent III pre-approves the visit. This does NOT apply to a prisoner's immediate family members, a visitor who was acquitted at trial or the visitor's charges were dismissed and they were released.

Periodically a prisoner's approved visitor list will be reviewed. If a visitor is found to have become ineligible for visitation the visitor and prisoner will be notified in writing.

If the visitor has not been denied and is not on the approved list, they may be allowed a one (1) time one (1) hour secure visit, space permitting and with the approval of the Shift Commander. The visitor must fill out an "Authorization for Visiting Clearance."

When the prisoner is expecting a visit from an approved visitor of this type and wants an extended visit, pre-approval should be requested with an RFI to the Superintendent III at least five working days prior to the desired visit.

Visitor Attire

Visitors are expected to use good judgment and taste in their dress. Persons who arrive immodestly and/or provocatively dressed will be denied the privilege of visiting.

Prohibited clothing items include, but are not limited to:

1. Tops which are see-through, strapless, sleeveless, low cut, backless, midriff and halter tops. Tops that are form fitting/tight by female visitors without a bra, or that exposes the breast or cleavage. Tank tops/muscle shirts, sweatshirts with hoods or zipper fronts, scrub tops, military fatigues.
2. Strapless, see-through, formfitting/tight, sleeveless, low cut which exposes the breasts or cleavage, backless halter top dresses or dresses that are above the knees.
3. Beach wear, swimsuits, athletic shorts (Bermuda style shorts are acceptable but may not be worn above the knee)
4. see-through, form fitting pants (I.E. Leggings, Spandex, Yoga style pants), sweatpants, scrub pants, military fatigues, bottoms with rips/holes, bottoms which sag and expose under garments, and other revealing clothing items.
5. caps (except for religious head coverings), Sunglasses, watches, steel-toed footwear, stiletto heels, sandals or any open toed footwear. Shoes must be secure on feet and heels covered.
6. The wearing of any type of club, gang, or other organization symbols is strictly prohibited.

The wearing of prohibited clothing items under coats or jackets is also prohibited.

The State of Alaska reserves the right to bar access by anyone to this facility who is attired in clothing or costume that:

- Hides or obscures their identity
- Is meant to antagonize others into verbal or physical confrontations

GCCC Visitor Screening

All visitors will be screened by use of a walk-through metal detector and/or hand-held metal detector. It is recommended that the wearing of jewelry be limited, as all metallic items will need to be removed to pass through the metal detector.

Any person who fails to pass the metal detector screening or is improperly dressed will be denied entrance to the institution. Visitors who also appear to be under the influence of alcohol/drugs will be denied entry into the facility and will have to leave the premises.

If a person cannot pass the metal detector due to medical reason, they must consent to a "pat" search of their person, if they refuse to consent to a "pat" search they will be denied admittance.

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Any item(s) authorized to be carried into the visiting room will be x-rayed.

When the admittance of a visitor comes into question the shift commander will be notified.

GCCC Visiting Rules

All prisoners and visitors must abide by the facility rules, DOC Policy and Procedures, GCCC Standard Operating Procedure, and instructions of staff members. Prisoners and visitors will follow all instructions of staff promptly. For more detailed information about GCCC visiting procedures refer to Standard Operating Procedure (SOP) GCCC 810.02 Visitation

Segregation prisoners will be pat searched and restrained while visiting. Only prisoners appropriately attired will be allowed to visit. Prisoners will wear an institutional uniform, undershirt, underwear, socks, and institutional shoes. No shower shoes or slippers will be allowed in visiting. Prisoners are permitted to wear one religious' medallion with necklace and a wedding ring in visiting. Prisoners will wear their ID card while in visiting.

Minors must always be supervised by the escorting parents/guardians and must monitor their children's behavior and provide appropriate control of their children while on facility grounds. Unruly children may be cause for visit termination. Physical punishment, generally defined as any measure intended to be injurious to an individual, is prohibited during visits. Verbal corrections and time-outs are the only allowable forms of discipline during visits.

Undue delay in leaving after visiting has ended will lead to suspension or revocation of visiting privileges.

Normally, visits are permitted to be one hour however it may be necessary, on occasion, to limit the amount of visiting time in order to relieve overcrowding. In this event, volunteers may be solicited to end their visit.

Should this method prove ineffective visits will be terminated based on the distance traveled. Visitors who reside in the local area and visit frequently will have their visits terminated, and the remaining visits will be terminated in the order they arrived until the overcrowding situation is addressed. Visitors are allowed one visit per scheduled day. Visitors may not leave or terminate their visit and return later to resume their visiting on the same day.

Visitors are not allowed to bring cameras/cell phones in the facility.

A prisoner is not allowed to receive from a visitor any item to include, packages, letters, food items, money or gifts from outside the facility. If there is reason to believe that contraband is being passed, the contraband will be confiscated, and the visit may be terminated by the Shift Commander.

The supervising staff member has the discretion to terminate a visit for any emergency. During an emergency or disturbance, staff may ask that all visitors leave the facility immediately. GCCC will not tolerate disrespect or aggressive behavior to include loud, threatening, abusive, or profane language; verbal or physical altercations towards staff members, prisoners, or visitors; or improper use or abuse of state property. Visiting privileges will be suspended or revoked for disruptive behavior or violation of visiting rules.

The violation of visiting rules by a prisoner and/or their visitor(s) may result in termination of the visit, the temporary or permanent loss of visiting privileges for the visitor(s) and could result visiting restrictions and/or disciplinary actions for the prisoner and/or criminal charges for the prisoner and visitor(s).

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Visitor Warning – Contraband

It is a state crime (AS 11.56.375 and AS 11.56.380) to bring upon the facility grounds any weapons, intoxicants, drugs, tobacco products or other contraband or to provide, or attempts to provide, to a prisoner. Contraband includes anything that the visitor or prisoner exchanges without the Superintendent's approval. Introduction of contraband into a correctional facility is punishable by up to five (5) years imprisonment and a \$50,000 fine (AS 11.56.375).

All persons entering upon these premises are subject to routine searches of their person, property (including vehicles and lockers), and packages. The Superintendent III, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger facility safety, security, or the orderly operation of the facility, may restrict the visit.

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DISCIPLINARY AND SEGREGATION

Disciplinary Procedures

22 AAC 05.400 Prohibited Conduct for Prisoners

Major Rule Violations, 22 AAC 05.400(b):

1. homicide;
2. assault upon a staff member or a visitor;
3. escape or evasion from custody;
4. setting a fire;
5. rioting;
6. assault by a prisoner upon another prisoner under circumstances that create a substantial risk of serious physical injury;
7. threatening or intimidating a witness in an official proceeding;
8. possession, use or introduction of weapons or escape implements;
9. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$1,000 or more; and
10. commission of a class A or unclassified felony offense.

High-Moderate Rule Infractions, 22 AAC 05.400(c):

1. fighting (i.e., mutual combat); with a person;
2. extortion, blackmail, or protection, such as the demanding or receiving of favors or anything of value in return for protection against bodily harm, property loss, or under threat of informing;
3. engaging in sexual acts with others or making sexual proposals or threats;
4. wearing a disguise or mask;
5. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$100 or more, but less than \$1,000;
6. tampering with or blocking a locking or security device;
7. possession, use or introduction of contraband, except that described in (B)(8) of this section, which directly threatens the security of the facility, such as excess money or unauthorized drugs;
8. intentional misuse of prescribed medication, such as hoarding medication or taking another person's medication;
9. adulteration of food or drink;
10. participation in an organized work stoppage;
11. possession of staff clothing or unauthorized civilian clothing;
12. counterfeiting, forging, or unauthorized reproduction of a document, article of identification, money, security, or official paper, or the possession or use of such a document, which presents a threat to the security of the facility;
13. giving or offering an official or staff member a bribe;
14. threats to another of immediate bodily harm;
15. engaging in a group or individual demonstration or activity that involves throwing of objects, loud yelling, loud verbal confrontation, or pushing, shoving, or other physical contact that disrupts or interferes with the orderly administration of the facility;
16. refusal to provide a urine specimen when requested by a staff member;
17. spitting, or throwing urine or fecal matter, on or at a staff member;
18. intentionally providing a false statement
 - (A) before a classification or disciplinary committee or a hearing officer in a disciplinary matter; or

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- (B) to an investigator in a grievance, classification, or disciplinary matter;
19. refusing to obey a direct order of a staff member;
 20. misuse of the telephone, such as making intimidating, obscene, harassing or threatening phone calls;
 21. encouraging others to engage in a food strike;
 22. refusal or failure to participate in a court-ordered treatment program, unless the conviction is being appealed and refusal is based upon advice of counsel;
 23. intentionally interfering with a prisoner count; and,
 24. commission of a class C or B felony offense.

Low-Moderate Infractions, 22 AAC 05.400(d):

1. indecent exposure;
2. stealing, destroying, altering, or damaging government property, or the property of another, which results in damages of \$50 or more, but less than \$100;
3. unauthorized use of mail or telephone;
4. lying or providing a false statement to a staff member under circumstances other than those described in section (C)(18) of this section;
5. giving or loaning property or anything of value for profit or favors if it threatens the security or orderly administration of the facility;
6. threats to another of future bodily harm;
7. possession of anything not authorized for retention or receipt by the prisoner, and not issued through regular facility channels;
8. malingering or feigning an illness, injury, or suicide attempt;
9. missing a prisoner count, unexcused absence or tardiness from work or an assignment, failure to perform work as instructed by a staff member, or refusing to perform a work assignment for alleged medical reasons without being excused by medical staff;
10. failure to abide by posted sanitation rules or failure to keep one's person and quarters in accordance with posted rules;
11. being in an unauthorized area;
12. using equipment or machinery contrary to instructions or posted safety standards, or use of equipment or machinery which is not specifically authorized;
13. using abusive or obscene language or gesture that is likely to provoke a fight or that clearly disrupts or interferes with the security or orderly administration of the facility;
14. tattooing or self-mutilation, other than attempts at suicide;
15. unauthorized communication or contact with the public or visitors;
16. giving to or exchanging anything of value with or accepting anything of value from, any other person without prior approval of the superintendent, if it threatens the security or orderly administration of the facility;
17. threatening damage to or theft of another's personal property;
18. kicking, shouting, or banging, or engaging in any other persistent nuisance noise or activity;
19. willful failure or refusal to keep a medical or health care appointment scheduled with the prisoner's knowledge and consent; and,
20. commission of a misdemeanor offense.

Minor Infractions, 22 AAC 05.400(e):

1. gambling or possession of unauthorized gambling paraphernalia;
2. possession of unauthorized prisoner clothing;
3. failing to follow posted safety rules, except as described in section (d)(12) of this section;
4. smoking where prohibited;

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5. stealing, destroying, altering, or damaging government property or the property of another, which results in damages of less than \$50; and,
6. failure to follow a written rule of the facility, of which the prisoner has been provided notice and which has been approved by the regional director.

22 AAC 05.400(f)

Planning or attempting to commit or aiding or encouraging a prisoner to plan or attempt to commit an infraction described in (b) – (e) of this section is considered the same as a commission of the infraction itself.

Penalties for Infractions

Only a disciplinary committee/hearing officer may impose sanctions on a prisoner if the prisoner is found guilty of a disciplinary infraction. The committee/hearing officer shall impose at least one, and may impose all the following penalties on a prisoner for violating any of the rules in sections B, C, D or E. If the prisoner is found guilty of committing more than one infraction arising out of a single transaction or occurrence, the disciplinary committee/hearing officer shall impose penalties that run concurrently unless it finds that separate and distinct correctional interests exist that clearly justify consecutive penalties; 22 AAC 05.470(d).

If found guilty of the above infractions, the below sanctions could be applied.

	Reprimand	Loss of Good time	Suspension of Activities	Punitive Segregation	Restitution
Minor	Yes	No	Up to 20 Days	No	Yes
Low Moderate	Yes	Up to 90 Days	Up to 40 Days	20 Days	Yes
High Moderate	Yes	Up to 180 Days	Up to 60 Days	40 Days	Yes
Major	Yes	Up to 365 Days	Up to 90 Days	60 Days	Yes

1. Restitution: Restitution for property damage, theft, or in the case of an injury, for medical care and related costs for injuries, or for costs incurred from a missed scheduled health care appointment due to a prisoner's willful failure or refusal to keep the appointment.
 - A. The prisoner is entitled to some documentation or explanation regarding how the amount of restitution has been determined.
 - B. The Facility may put a hold on a prisoner's work compensation payments, withdraw money from a prisoner's account, or require a prisoner to work without pay. 22 AAC 05.470(a)(4).
 - C. If the prisoner owes restitution at the time of release, the facility will deduct the remainder of the money owed from the amount due to the prisoner or from the prisoner's account. If restitution is still owed, the facility will keep the hold on the system and reinstate it if the prisoner is incarcerated again.

2. Suspension While in Punitive Segregation: Participation in the following activities is automatically suspended during the period the prisoner is placed in punitive segregation, except that participation in the activities described in sections (A)-(D) below for a prisoner who is not in punitive segregation may be suspended for no more than 15 days unless the infraction is directly related to the particular activity:
 - A. participation in education programs or group religious services;
 - B. contact visitation;
 - C. secure visitation other than with immediate family members
 - D. telephone calls, except to an attorney;
 - E. use of radio, tape recorder, phonograph, television, or games;
 - F. recreation, except for one hour of exercise per day;

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- G. reading material, except for religious or legal matter, or educational materials if the prisoner is enrolled in a course;
 - H. eating in a community dining area; and,
 - I. use of the commissary.
3. Forfeiture of Contraband Money: Possession of money is contraband and will be forfeited. The institution shall deposit the money into the General Fund. See A.S. 33.30.261.

Informal Resolution

A facility staff member may informally handle prisoner conduct that constitutes a minor infraction, 22 AAC 05.400 (e), by correcting, counseling, or advising the prisoner as to proper or acceptable behavior.

Upon approval of the Superintendent III, a facility staff member may informally handle prisoner conduct that constitutes a minor, low-moderate or high-moderate infraction that the Superintendent III determines is inappropriate for formal disciplinary action.

1. The staff member shall verbally correct, counsel, or advise the prisoner of the proper or acceptable behavior.
2. If the infraction is resolved, the staff member shall file an informational report.
3. If the staff member and prisoner do not informally resolve the infraction, the staff member must return the incident report to the Superintendent III or designee for action.

Disciplinary Hearing

Any prisoner scheduled to appear before a disciplinary tribunal will be notified of the date and time in writing. It is the prisoner's responsibility to be ready for their hearing. If the prisoner refuses to attend their hearing a "not guilty" plea will be entered on their behalf and the hearing will proceed without them.

Prisoners should consult DOC P&P 809.04 if they have any questions about disciplinary hearings.

Disciplinary Appeal Process

The prisoner will indicate their intention to appeal or not appeal at the conclusion of the disciplinary hearing. The prisoner will be provided an Appeal of Disciplinary Action Form 809.06g, a Summary Finding form 809.04i and a Report of Disciplinary Decision form 809.04e. The prisoner has three working days from receiving the forms to complete their appeal statement. All initial Appeal of Disciplinary Action forms will be reviewed by the Superintendent III. The Superintendent III has ten (10) working days to return an answer to the prisoner's appeal. Prohibited conduct for a minor, low-moderate or high moderate may only be appealed to the Superintendent III.

A prisoner convicted of a Major infraction can appeal the Superintendent III's decision to the Director of Institutions. Once the DOC appeal process has been exhausted a Prisoner has thirty (30) days to submit an appeal to the Alaska Superior Court. For more details, review Policy and Procedure 809.04.

Restoration of Forfeited Good Time

Up to 100 percent of forfeited good time may be restored, at the discretion of DOC, upon determination that a prisoner has met a minimum period of clear conduct, and other factors specified in Policy 809.07, since the most recent disciplinary infraction. Clear conduct is defined as a period without a violation of a disciplinary rule, except minor infractions (E level infractions) for which guilt was established through the disciplinary process.

A prisoner is eligible for consideration for restoration of good time if the prisoner has served a period of 30 days clear conduct since the commission of the most recent low-moderate infraction, or 60 days since the commission of the most recent high- moderate or major infraction. In other words, a prisoner may have previously forfeited good time restored regardless of when an infraction was committed if they are serving

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time on the same criminal case on which they lost the good time and if the minimum period of clear conduct since the most recent infraction has been met. Notwithstanding Section C of Policy 809.07, eligibility for consideration does not affect the discretion of the Department in determining the amount of good time to be restored, or the timing of any restoration, except for prisoner's eligible for mandatory restoration under Policy 809.07 Procedures VII (B)(1)(a).

If the most recent infraction is a low-moderate (D level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 90-day period of clear conduct, and 100 percent of the previously forfeited good time after 180-days of clear conduct. If the most recent infraction is a high-moderate (C level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a 180-day period of clear conduct, and 100 percent of the previously forfeited good time after a 360-day period of clear conduct. If the most recent infraction is a major (B level infraction), the prisoner is presumed eligible for restoration of 50 percent of the previously forfeited good time after a one-year period of clear conduct, and 100 percent of the previously forfeited good time after a two-year period of clear conduct.

Prisoners may obtain form 809.07A- Application for Restoration of Forfeited Statutory Goodtime from their Probation Officer. The application must be submitted to your assigned Probation Officer.

Segregation

The Segregation Unit consists of two areas, Administrative and Punitive Segregation. Prisoners, who are placed in Administrative Segregation status, have the same general privileges provided in the general population with some variation due to security considerations.

Administrative Segregation

A prisoner may be assigned to Administrative Segregation if the prisoner:

1. has not been classified since initial admission to the institution, or has not yet had a physical examination under Alaska policy #807.14, Health Examinations;
2. is incapacitated;
3. is suffering or is suspected of suffering from a communicable disease;
4. is prescribed segregation by a physician, physician's assistant, or mental health professional based upon their mental or physical condition;
5. requests the segregation and demonstrates a valid security-related or medical reason for the segregation;
6. is detained as a non-criminal hold under A.S. 47.30.705 or A.S. 47.37.170;
7. is being held as a material witness under a court order;
8. presents a substantial and immediate threat to the security of the facility or public safety;
9. requires protective custody;
10. requires the most restrictive housing based on the prisoner's behavior which represents a severe threat to the safety and security of the facility. These prisoners will be identified as Administrative Segregation Maximum and the criteria for placement are further defined in Department policy 804.01, Administrative Segregation

Punitive Segregation

Punitive Segregation is used as a sanction for violation of DOC rules and regulations. Prisoners in Punitive Segregation will be denied certain privileges. Personal property will be impounded. Prisoners in Punitive Segregation are provided with bedding and hygiene items as necessary. Prisoners may acquire legal and religious materials while in Punitive Segregation. Legal material may be requested via an RFI to the Program Manager or Law Librarian.

Prisoners will not be given credit for time spent in administrative segregation toward any punitive segregation time imposed.

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GENERAL ADMINISTRATIVE INFORMATION

Grievance Process

A prisoner may file a formal grievance for any alleged action violating the Department's regulations, statutes, policies, or procedures stated in the GCCC Prisoner Handbook that does not already have a separate appeal process. There are two types of grievances: General Operation, and medical. Grievances about anything except medical follow an operational track; those about allegations of inappropriate health care follow the medical track. Grievances involving emergency issues of a life-threatening nature will be handled immediately by staff upon verbal or written notification of the emergency circumstances. This includes threats to the security of the facility or anything, which may cause imminent harm to any person.

Prisoner grievance form 808.03c must be submitted by the prisoner within thirty (30) calendar days from the date the incident occurred. These can be obtained from your housing officer or from the law library. Write your complaint (**DO NOT TYPE GRIEVANCES IN THE LAW LIBRARY****) as clear as possible, include details and dates. Grieve only one issue or problem per grievance form and cite which policy number believed is being violated. Be sure to fill in the "relief" section of the grievance. Tell staff how the issue can be resolved. DO NOT forget to sign and date the grievance then place the grievance into the grievance locked box.

The *Facility Standards Officer (FSO)* will pick up grievance at least once every 24 hours during normal workdays and then review and log the grievance. It will then be sent on for investigation or screened back to the prisoner.

Grievance Informal Resolution

To begin the process a prisoner must try to informally resolve an issue by submitting an RFI to the appropriate staff before filing a formal grievance. In most cases, grievable issues may be easily resolved informally by submitting an RFI to the areas, or staff members supervisor. If the RFI fails to resolve the problem informally, the prisoner may then submit formal grievance outlining the issue.

Screened Grievances

A screened grievance is a grievance that is rejected or returned for correction due to content or completion deficiencies. Prisoners may correct the deficiencies that caused the grievance to be screened then re-submit the grievance. Prisoners may also appeal the screened grievance decision to the Superintendent III via RFI within two (2) working days from receiving the decision. State as clear and as concise as possible and log the grievance number at the top. Place the appeal in the grievance locked box. The appeal will be picked up, logged, and sent to the Superintendent III for review. The Superintendent III has ten (10) working days to respond. The screened grievance appeal can either be returned to the FSO to be assigned to an investigator, approve for the requested relief or denied. If the requested relief is approved or denied, the decision by the Superintendent III, it is the final administrative action by the department.

Grievance Level 1 (Initial grievance)

Once a formal grievance has been submitted for investigation the following will occur. The grievance will be assigned an impartial investigator by the FSO. The investigator may meet with you as part of the investigation and may interview others involved or those who have knowledge of the issue. The investigator has ten (10) working days for general operation grievance and fifteen (15) working days for medical grievances to complete with recommendations. It will be returned to the FSO to be logged and forwarded to the Superintendent III for review. The Superintendent III will then have five (5) working days to approve/grant or denied the requested relief. It will then be returned to the FSO, logged and returned to you. You will then have a chance to acknowledge if you are or not satisfied with the findings and if you will or will not appeal the decision. General operational appeals will be sent to the *Director of Institutions (DOI)*

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and medical appeals will be sent to the Medical Advisory Committee (MAC).

Grievance Level 2 (Appeals)

A prisoner may appeal the Superintendent III's findings of a level 1 grievance. Within two (2) working days of receiving the Superintendent III's decision, the prisoner must complete a Grievance Appeal Statement form 808.03d. These can be obtained from the FSO, housing officer or in the law library. The statement on the appeal must only address the subject and relief sought in the initial grievance. No additional information may be submitted and is limited to two (2) pages. Be sure to sign, date, and the grievance log number is notated. Place the appeal in the grievance locked box. Grievance appeals will be forwarded to the DOI or the MAC through the FSO. Both the DOI and MAC have a fifteen (15) working day response time. Once the DOI or MAC have reached their decision they can either affirm or reverse the Superintendent III's decision, note any corrective action, and set out findings and conclusions enough to permit further review. If the prisoner does not receive a response within 15 working day, the appeal is considered denied. However, a late response granting the appeal is valid. The decision by the MAC is considered the final administrative action by the department.

Grievance Level 3 (General Operation Appeal)

A prisoner who believes a grievance was not handled consistent with policy may seek review by the Standards Administrator after the Director renders a decision. Within twenty (20) working days after receiving the Director's decision, the prisoner must request a review by writing a letter, not to exceed two pages in length. The prisoner must include their copy of the grievance and grievance appeal and send it directly to the Standards Administrator. The administrator will review the documents and if there are any unresolved issues, they will work with the Director for resolution. If agreement cannot be reached, the administrator will resolve the issue with the Commissioner or Deputy Commissioner. They will send you a written decision within twenty (20) working days after receiving it.

Standards Administrator
Institutional Director's Office
550 W. 7th Avenue, Suite 1800
Anchorage, Alaska 99501

The review by the Standards Administrator serves as the final administrative action by the Department on the grievance.

A prisoner found to abuse the grievance system may be subjected to both a restriction on filing grievances and/or disciplinary action.

For more specific information, refer to Policy and Procedure 808.03 Prisoner Grievances.

Prisoner Fund Accounts

Prisoners may receive funds by individuals on their approved visitor list, government and tribal entities and businesses. Donors may mail in money (business or tribal checks, money order, Cashier's check only) or deposit monies at the GCCC front desk (Money order or cash only).

Deposits to a prisoner's OTA account shall be limited to \$500 per month, unless a larger amount is preapproved by the Superintendent III or designee. Dividend payments and checks from tribal corporations shall not count towards a prisoner's monthly deposit limit.

Prisoners are not allowed to accept or give money directly or indirectly from/to other prisoners. All gifts and disbursements will be reviewed; inappropriate gifts or disbursements will not be processed. Any gifts found to be inappropriate will be returned to sender.

If a prisoner wishes to send money to an immediate family member or friend on the approved visitation list

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a Trust Fund Withdrawal Slip (DOC Form 302.12b) must be filled out. A stamped, addressed envelope must be attached to the form. It must be submitted to the Case Manager and will be approved on a case-by-case basis.

Escape Forfeiture

If a prisoner escapes, all the prisoner's money in the prisoner's account may be forfeited by the Deputy Commissioner, for deposit into the General Fund. A prisoner may appeal this forfeiture to the Commissioner.

Prisoner Rights and Responsibilities

Prisoners have the right to refuse to participate in any counseling, rehabilitation, vocation, educational, or pre-release program, medical, psychological or psychiatric treatment (except when the prisoner's medical condition or public health concerns require immediate intervention or when a physician determines that the prisoner lacks the capacity to give consent), recreational or other activity, and contact with the media, visitors or legal representatives. GCCC may require a prisoner to participate in a program ordered by the sentencing court.

Rights

You have the right:

1. To expect that, as a human being, all personnel will treat you respectfully, impartially and fairly.
2. To be informed of the rules, procedures and schedules concerning the operation of the institution.
3. To freedom of religious affiliation and voluntary religious worship.
4. To medical care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. To visit and correspond with family members and friends, in keeping with the institution guidelines.
6. To unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters pending criminal cases and conditions of your imprisonment).
7. To legal counsel from an attorney of your choice by interviews and correspondence.
8. To participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. To a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers, with certain restrictions.
10. To participate in educational, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities.
11. To use your funds for commissary and other purchases (consistent with institution security and good order) and for assisting your family.

Responsibilities

You have the responsibility:

1. To treat others, both employees and prisoners, in the same manner.
2. To know and abide by these rules, procedures and schedules.
3. To recognize and respect the rights of others in this same regard.
4. Not to waste food, to follow laundering and showering schedules, to maintain neat and clean-living quarters, to keep your area free from contraband, and to seek medical and dental care, as you may need it.
5. To conduct yourself properly during visits, not to accept or pass contraband, and not to violate any laws, rules or institution guidelines through your correspondence.
6. To present, honestly and fairly, your petitions, questions, and problems to the court.
7. To use the services of an attorney, honestly and fairly.

**Those who fail to comply with this rule or policy are subject to disciplinary action

8. To use these resources in keeping with the prescribed procedures and schedules, and to respect the rights of other prisoners to use the materials and assistance.
9. To seek and utilize such materials for your personal benefit without depriving others of their equal right to use these materials.
10. To take advantage of these activities, which may help you live a successful and law-abiding life within the institution and in the community. You are expected to abide by the regulations governing such activities.
11. To meet your financial and legal obligations, including but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family's needs and for other obligations that you may have.

Bail Information for unsentenced prisoners

This list is not all inclusive; as each offender has different bail conditions.

1. All sentenced cases must be satisfied before eligible to bail.
2. All bail and conditions must be satisfied on all open cases before you are eligible to bail.
3. While housed at GCCC, the only acceptable facilities to deposit bail money: Courthouse, Bail Bondsman (if applicable), OTA, or verified credit/debit in property. Monetary bail is not accepted at GCCC.
4. If you have a third party, housing, and/or monitor condition, the custodian will need to make contact to GCCC at 907-864-8100 or via email gccc.records@alaska.gov before you may be transferred to the booking facility for bail release processing.
5. Questions on latest bail conditions may be sent via RFI to the GCCC Records Department or addressed through your attorney.
6. Questions regarding bail reviews or any other legal questions need to be addressed through your attorney. Pro Se/Pro Per prisoners may find appropriate forms in the Law Library.

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PRISONER RAPE ELIMINATION ACT (PREA)

The Alaska Department of Corrections has a zero-tolerance policy for sexual abuse and sexual harassment. Your family can report on your behalf by contacting any outside law enforcement agency, contacting the facility, or using the hotline. Mental Health services are also available free of charge to any prisoner who wishes to speak to a mental health staff member.

Sexual Misconduct is conduct of a sexual nature that is directed by offenders toward other offenders, by offenders toward staff, or by staff toward offenders. An “offender” or “prisoner” is anyone under the care, custody and supervision of the Goose Creek Correctional Center. “Staff” or “staff member” is anyone employed by, contracted by or volunteering for the Goose Creek Correctional Center. Sexual misconduct includes, but is not limited to the following acts or attempted acts:

1. Sexual contact (i.e. petting) and/or intercourse (i.e. penetration).
2. Requiring or allowing an offender to engage in sexual contact, sexual intercourse, or other sexual conduct for any reason (e.g., the sexual gratification of a staff member).
3. Any action designed for sexual gratification of an offender or staff member, such as masturbating in front of another person,
4. Making or encouraging obscene or sexual advances, gestures or comments or exposing genitalia, buttocks or female breasts.
5. Touching of self in a sexually provocative way.
6. Initiating any form or type of communication of a sexual nature.
7. Influencing or making promises regarding safety, custody, parole status, privacy, housing, privileges, work assignments, program status, etc., in exchange for sexual favors. This includes an exchange of anything of value between staff and prisoner or prisoner and prisoner.
8. Threats, intimidation or retaliation.

Prisoner-on-Prisoner Sexual Abuse is when one or more prisoners engage in sexual conduct, including sexual contact, with another prisoner against their will or by use of threats, intimidation or other coercive actions. Prisoner-on-Prisoner Sexual Abuse is a form of “Prison Rape” under the Prison Rape Elimination Act of 2003.

Staff-on-Prisoner Sexual Abuse/Assault is engaging in or attempting to engage in a sexual act with any prisoner or the intentional inappropriate touching of a prisoner with the intent to abuse, humiliate, harass, arouse or gratify the sexual desire of any person. Sexual acts or contacts between a prisoner and a staff member, volunteer or contract personnel **regardless of consensual status**, is prohibited and subject to administrative and criminal disciplinary sanctions.

No one has the right to pressure anyone to engage in sexual acts. Prisoners should not tolerate sexual assault or pressure to engage in any sexual behavior. Under Alaska laws, one cannot legally consent to sexual activity with anyone else while incarcerated.

Therefore, it is never appropriate for a staff member to make sexual advances or comments, or to engage in sexual contact with an offender. A staff member would be committing a criminal offense by participating in any sexual activity with a prisoner. It is not appropriate for an offender to approach a staff member in a sexual manner; this type of behavior is prohibited, and corrective action will be taken to stop such behavior from occurring.

Steps you can take to reduce the possibility of sexual assaults:

- Choose your associates wisely. Look for people who are involved in positive groups and activities
- Avoid being alone
- Do not accept gifts or favors from others. Most gifts come with a string attached

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- Do not accept an offer from another offender to be a protector
- Avoid borrowing and becoming indebted to someone
- Find a staff person with whom you feel comfortable reporting your concerns about sexual misconduct
- Be alert! Substances such as drugs and alcohol weaken your ability to stay alert and make good judgments
- Be direct and firm if others ask you to do something you do not want to do
- Trust your instincts. If you sense a situation is dangerous, it probably is

What to do if you are assaulted:

Report sexual misconduct

Sexual misconduct (by staff or prisoners) is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct. When it is experienced or seen, report it immediately. To make sure that sexual misconduct is reported, the Goose Creek Correctional Center has several ways to do so with confidentiality. Offenders may use the reporting method with which they are most comfortable.

To make a report:

- Find a staff member (e.g. security officer, medical personnel, chaplain, etc.) with whom you are comfortable and tell them what happened. As part of their job, staff is required to report any allegations, ensure prisoner safety and maintain confidentiality.
- Send a confidential Request for Interview form to the Lieutenant over PREA
- PREA confidential hotline: *1414
- For Family members to report: PREA confidential Hotline: 1-907-761-5616
- You may also write a grievance as well which will be treated as an emergency grievance.

Reprisals

No reprisals of any kind shall be taken against a prisoner or employee for good faith reporting of sexual abuse or sexual threats.

Seek medical attention

If the sexual incident was recent, you will be asked to consent to a sexual assault exam by a qualified health care professional at an outside medical facility. Your consent is needed for this type of exam. Even though you may want to clean up after the assault, it is important that you advise staff immediately or as soon as practical and be seen by qualified medical staff before you shower, wash, drink or change clothing, or use the bathroom. SART exams are done by a trained SART nurse/team at the local hospital. If a potential assault victim is brought to medical, per policy, staff are to evaluate them for serious (external) trauma and then refer to the local SART team at the outside medical facility for the forensic evaluation/evidence collection. Other issues arising from the alleged assault (testing for sexually transmitted diseases, emergency contraception and sexually transmitted infection prophylaxis) are all done outside the facility by referral to the local emergency room. You have the right to refuse any examination however, if you have been the victim of sexual misconduct, it is critical you allow staff or medical professionals to collect as much evidence as possible.

You can receive medical attention for any injuries without submitting to a sexual assault examination. The medical care is for the purpose of treating injuries and keeping you healthy. Medical information gathered during treatment is confidential.

You must sign a medical release for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release. You also have the right to receive support services.

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Any form of sexual misconduct is degrading and may result in psychological distress. Victims should seek appropriate treatment. Mental health staff within the institution is available to help offenders recover from the emotional impact of sexual assault.

What happens to reports of sexual misconduct?

Investigation

All allegations of sexual misconduct, sexual harassment, over-familiarity and retaliation will be investigated.

Retaliation is intimidation to prevent an offender from filing a complaint or participation in an investigation of sexual misconduct. The DOC prohibits anyone from interfering with an investigation, including by intimidation or retaliation against witnesses or victims. Any form of retaliation should be reported to the Superintendent or investigator.

Possible outcomes of an investigation

A thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses and documentation.

After the investigation is completed, one of the following decisions will be reached:

- There is enough evidence to conclude the allegation is substantiated.
- There is insufficient evidence to conclude the allegation is un-substantiated.
- The allegation is unfounded. This means that the evidence shows that the person reporting the sexual misconduct made a false allegation. If the investigation proves that the allegation is false, the person who made the allegation is subject to corrective action, including discipline.
- There is not enough evidence to prove that the allegation is true, but there may be evidence to prove that another law, policy or rule was violated.

Anyone who sexually abuses or assaults an offender or staff member will be disciplined and may be criminally prosecuted. Discipline and criminal prosecution are more likely to be successful if the abuse is reported immediately; but regardless of when the assault occurred, it should be reported.

If you are a survivor of sexual assault, you have suffered a traumatic experience.

Survivors experience feelings of:

- Vulnerability
- Powerlessness
- Loss of masculinity
- Blame
- Fear
- Sadness
- Shame
- Rage/Anger
- Confusion
- Self-doubt

Part of the Trauma

The survivor may experience includes:

- Nightmares
- Insomnia
- Anxiety
- Frequent crying
- Eating disorders
- Lack of concentration
- Sexual dysfunction or hyper sexuality

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- Antisocial and criminal behavior
- Disturbing sexual fantasies
- Substance abuse
- Phobias
- Lifestyle disorganization

Coping Skills: Ideas to help begin the healing

- Write in a journal
- Exercise
- Poetry
- Music
- Reading
- Talk/Write to a trusted friend

Safety Guidelines to Consider

- Trust your instincts. Be aware of situations that make you feel uncomfortable. If it feels wrong, LEAVE.
- Body language. You are judged within three seconds of someone first seeing you. Walk with certainty, head up high. Learn good posture.
- Do not ask for things. Some prisoners have access to things you may need or want; however, many seek favors of some kind in return. Placing yourself in debt may lead to a request to an expectation of sexual favors for repayment.
- Avoid high-risk places. There are blind spots in every facility, on the yard and in the units. These are places where it is difficult for the officers to see. Learn these places and avoid them.

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