

**MAXIMUM SECURITY  
ORIENTATION  
HANDBOOK**

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## INTRODUCTION

*The mission of Maximum Security is to provide custody, control and security during the process of confining those persons sentenced under the provisions of a duly appointed court of law. During confinement: (1) to provide correctional treatment, training, care, and supervision commensurate with custody grade and category necessary to return each inmate to society as an effective member of that society and as a useful citizen with improved attitude and motivation; (2) It is the responsibility of each inmate to seek out and take positive advantage of those programs offered within Maximum Security.*

## PURPOSE OF THIS MANUAL

This manual is designed to help you understand what is expected of you and to explain the programs and activities available to you during your confinement at Maximum Security. If you have any questions about any portion of this manual, ask your block officer.

You will maintain proper conduct and abide by the rules contained within this manual at all times. You will receive positive recognition for becoming involved in academic, vocational and other programs while maintaining good behavior. The rules in this manual are applicable to all inmates confined at Maximum Security. Your adherence to these rules, a proper attitude and good conduct record will be important considerations affecting your stay within this facility and will serve as a basis for recommendations concerning parole and meritorious good time. Not every rule can be outlined in detail; however, basic common sense and compliance with orders will be your keys to success. Failure to comply with the rules and regulations at Maximum Security will result in administrative and/or disciplinary proceedings.

## STAFF / INMATE COMMUNICATION

It is the policy of this facility to maintain systems of communication that:

- Maximize the ability of staff and inmates to effectively communicate.
- Ensure that staff members, at all levels, effectively convey the rules, regulations and procedures of the facility to the inmates.

Administrator.

Inmate students are contracted by written agreement with the teacher for program and course attendance each month. The major education programs offered at Maximum Security are:

COURSE OF STUDY	CLASS SIZE
Adult Basic Education (ABE)	15
SAT/Ch 1	15
English as a Second Language (ESL)	15
General Education Development (GED)	15
Selected College Courses	25

Up to: (Not to exceed limits set by Fire Marshall)

## OTHER PROGRAM OPPORTUNITIES

Additional rehabilitative programs may include but are not limited to the following:

- Lifeline
- Peer Counseling
- Alternatives to violence
- Narcotics Anonymous
- Narcotics Anonymous 12 step
- Alcoholics Anonymous
- Relapse Prevention Program
- Aids Awareness Program
- Recreational Programs
- Inmate Recreation Committee
- TIE Program

Program information may be obtained through the Deputy Warden for Programs.

## DISCHARGE PLANNING

Each year inmates are discharged directly to the community from Maximum Security. The facility offers a limited discharge-planning program that addresses basic needs before expiration of sentence. Prior to discharge you will receive a questionnaire where you can indicate if you need any help. A discharge counselor will follow up on your request. **All inmates nearing discharge will be required to participate in the "Life Skills" class. Failure to attend will result in discipline.**

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- 4) Deadly force is force, which can cause death or serious bodily harm. Deadly force should be used only if the situation cannot be resolved through the use of non-deadly force.
- 5) Non-Deadly Force
  - a) RIDOC authorizes the use of non-deadly force only:
  - b) To defend oneself or another against a physical assault.
  - c) To move an inmate who has refused a proper order by an employee.
  - d) To preserve the overall order and security of the institution or the safety of any employee, inmate or visitor in a good faith effort to maintain or restore order.

### RELIGIOUS SERVICES PROGRAMS

#### Chaplaincy Services

Religious services and Bible studies are held regularly in Maximum Security, conducted by the Chaplains listed below or by Assistant Chaplains. A schedule will be posted in the Chapel.

And announced at the time services are held. Unless you are in Segregation, you are permitted to attend religious services and Bible studies when they are called. Any inmate who has not declared a religion may only attend a religious service on his recreation night.

Chaplains are available to help you with your spiritual needs while you are at the ACI and to help you in your transition back to a church community when you leave.

Every effort will be made to see that your religious needs are met while you are here, regardless of your beliefs. You do not have to belong to any religious group to see a Chaplain.

Inmates housed in Segregation may submit a request slip to see a Chaplain.

### EDUCATION

Special teachers are available to provide inmate assistance, encouragement, and input into individual education goals. Enrollment, scheduling, and program changes are initiated by the Education

- Allow inmates to convey to staff their personal and institutional concerns. Lines of communication will include written and verbal communication to/from staff and inmates, frequent contact with supervisory and administrative staff, during regular tours of the facility and during the noon meal Monday - Friday.
- Inmates may also call the following numbers from any telephone within this institution.
  - o Special Investigations Unit (SIU) 462-2282
  - o RIDOC Office of Inspections 462-2551
  - o Rhode Island State Police 462-2650

### COMMITMENT

**Reception** - New arrivals will be processed through the Commitment Room, issued equipment, informed of the rules and regulations, and be given an Inmate Handbook. Your property will be inventoried at this time and you and the committing room officer will sign a completed itemized inventory. You will be given a copy of the inventory. Other than storing clean court clothes for an active court case, the facility does not have long term storage for inmate property.

#### WARNING

**Personal property not authorized must be sent to a person designated by the inmate at no expense to the State within 30 days of commitment or the property will be disposed of by the facility.**

**Orientation** - An orientation session for new arrivals is held bi-weekly. Each new arrival will receive an information packet including a notice of when he is required to attend the orientation. Attendance is mandatory and failure to attend the orientation will result in disciplinary action. If you have any questions prior to Orientation, see your block officer, area lieutenant, or counselor. It is in your best interest that your source of information concerning this facility be staff, not other inmates.

### COURT CLOTHES

The facility will provide storage for court clothes only for inmates with active cases. **Sneakers will not be permitted to be stored with court clothes; sweat suits will not be accepted as court clothes.** Court clothes may be dropped off seven (7) days a week anytime during the 1-9 shift.

## CELL BLOCK ASSIGNMENT

A criteria has been established to ensure that housing assignments are accomplished in a systematic, orderly fashion that minimizes the possibility of physical or mental harm to inmates and facilitates their safe and compatible co-existence.

### I. Procedure:

- A. The Warden/Deputy will designate a superior as the Housing Assignment Superior. It is the responsibility of the Housing Assignment Superior to ensure the provisions of this procedure are carried out at Maximum Security.
- B. All cell assignments are made by the Housing Assignment Superior and subject to review and approval by the Deputy Warden.

### II. Housing Assignments:

- A. The following criteria are considered when assigning individuals to housing units. Decisions are based on professional judgment. The following considerations are utilized:
  1. The inmate's enemy issues are reviewed prior to assignment.
  2. The inmate's discipline history is reviewed.
  3. Recommendations of line staff
  4. The inmate's prior incarceration history
  5. The inmate's gang affiliation
  6. The inmate's SRG status
  7. The inmate's medical/mental health restrictions
  8. The inmate's predatory or submissive behavior
  9. Racial balance of housing unit

- 4) If a "special or emergency count" is called, inmates will proceed immediately to their assigned cellblocks and enter their cells. All emergency counts will be standing counts no matter the time.
- 5) There will be no inmate movement until the Main Control Center (MCC) has cleared the count.
- 6) All counts shall be standing counts except for 11:15 PM, 3:00 AM and 5:30 AM counts unless announced as emergency counts.
- 7) Inmates who fail to comply with count instructions will be subject to a disciplinary board for interfering with a count.

## USE OF FORCE

It is the policy of the Rhode Island Department of Corrections (RIDOC) that:

- 1) RIDOC employees may only use force when necessary, and if force is in fact required, may only use the minimum amount necessary to accomplish the required task.
- 2) Under no circumstances shall employees use or permit the use of excessive force.
- 3) Under no circumstances shall employees use or permit the use of force as punishment or discipline.

### Definitions:

- 1) "Physical force" is the use of physical power, a weapon, a chemical agent, or other instrument of restraint to compel, restrain or otherwise subdue a person. It includes, but is not limited to, the use of one's body, firearms, the K-9 dog units, O.C. pepper spray, handcuffs and shackles, chemical discharges, and sound and flash devices.
- 2) "Reasonable force" is the least amount of force necessary to accomplish a legitimate departmental objective. Every effort should be made to keep the means of force used to the minimum practical level.
- 3) Non-deadly force is action, which is designed to cause neither death nor serious bodily injury.

### 15) Strip Searches of Inmates

- a) All inmates who enter the Visiting Room will be pat searched prior to greeting their visits and will be strip-searched prior to leaving the visiting room. Strip searches will be conducted using the following procedures:
- b) The inmate will be taken to an area away from the view of visitors.
- c) The inmate will strip himself of all clothing and articles.
- d) The officer will examine all clothing and articles carefully
- e) The officer will instruct the inmate to open his mouth for inspection, lift his feet and arms with open hands, and to bend and spread the buttocks for a visual inspection.

### 16) Social Visits

All inmates are permitted to have contact visits. Inmates serving disciplinary segregation and those inmates who abuse the visiting privilege or are found to be in possession of contraband gained through contact visits will not be allowed visits in accordance with departmental policy.

The visiting schedule will be in accordance with the dates and times posted in each cellblock. Inmates in disciplinary segregation are authorized visits with attorneys and clergy only.

### COUNT

- 1) There are six (8) scheduled counts per day. At the command "Stand by for Count", each inmate will immediately enter his cell, close his cell door and stand between the desk and the door visible to the cellblock Officer making the count. Cell light is to be on, radios and televisions off.
- 2) When counts are called at the other times of the day, inmates will "stand by" at their detail and their detail supervisor will take the count.
- 3) If on pass or appointment during a count, the inmate will be counted by the Officer requesting the pass or appointment.

### III. Authority for Cell Assignments:

- A. All routine cell assignments are made by the Housing Assignment Superior or designee, subject to the Deputy Warden of Operations review.
- B. Emergency cell assignments can be made by any Shift Commander at any time.
- C. Cell assignments are reviewed and adjusted as necessary to ensure the safety, security, and good order of the facility and inmate's well being.
- D. Punitive segregation inmates will be held in the unit designated for segregation.
- E. Disciplinary Segregation inmates are those persons placed in Segregation by competent authority for violation of rules and regulations. They are subject to the following control measures;
- F. No recreation on weekends and holidays.
- G. No TV or radio.
- H. No institutional activities.
- I. No visits.
- J. Eat all meals in cell.
- K. Additional restrictions recommended by Disciplinary Board.

### INMATE IDENTIFICATION BADGE

Each inmate will wear his Identification (I.D.) Badge on the flap of his right breast shirt pocket at all times when outside his cell. Failure to wear your badge will result in disciplinary action. When the wearing of the 'summer uniform' is authorized, the badge will be worn on the right front waistband of the trousers.

Upon commitment to the housing unit, the housing officer will provide each inmate with a sticker that designates his housing assignment. This sticker will be placed in the upper right corner of the inmate's ID badge

Badges will be surrendered to Correctional Officers and personnel on request.

If you are outside of your cell and are suspected of violating a rule, an Officer will ask you for your badge and have you report to your Block Officer. The Officer, in turn, will return your badge to your Block Officer at his/her earliest convenience.

No one will be allowed to depart his cell without his badge properly displayed. If your badge is lost, stolen or missing, report this fact to your Block Officer as soon as possible so s/he may obtain a replacement badge for you.

If any Identification (I.D.) Badge is lost, destroyed or mutilated by the inmate, that inmate will be charged \$3.00 for a replacement badge.

### **DRESS CODE**

Inmates are responsible for insuring that uniforms are pressed; appear neat at all times and properly fit. Notices of seasonal changes in the uniform will appear on all block bulletin boards. The date for changing over to each seasonal uniform is determined by the Deputy Warden. Seasonal uniforms will consist of the following:

**WINTER UNIFORM** - khaki shirt, khaki pants, boots or sneakers with socks.

**SUMMER UNIFORM** - khaki shirt (optional), T-shirt, khaki pants, boots or sneakers with socks. When wearing the summer uniform, the inmate identification badge will hang from the waist band on the inmate's right side.

Pants will be pulled up around the waist and not worn in a saggy fashion. No cuffing or blousing of pants. Shirts will be tucked in at all times.

These uniforms will be worn by the season in the following areas:

- Dining room
- Visiting room – no thermals allowed
- Education area in Building #3
- Rear hall visits
- Outside Hospital trips / Medical Furloughs

- g) Inmates are not allowed to wear any jewelry other than a wedding band (if married), into the visiting room.
- h) Inmates and visitors will refrain from using loud, abusive, obscene language or gestures.
- i) Slouching on tables or leaning on walls is prohibited.
- j) Talking between tables to other inmates or visitors is not allowed.

### **12) Activities Allowed During Visits:**

Playing cards and various board games will be provided based on availability for use during visits. The cards and games will stay in the visiting room.

### **13) Attorney and Clergy Visits**

Attorneys of record may visit inmates as frequently as necessary for the purpose of assisting their clients. Likewise, Clergymen may visit members of their faith; however, if possible, such visits are to take place during normal duty hours, and normally not after 8:00pm. Attorney and Clergy Visits will be held in separate facilities from the main visiting room, and shall be afforded every opportunity for privacy, consistent with security.

Correctional Staff will inspect all brief cases or other materials in the possession of the Attorney or Clergyman for contraband. Attorneys and inmates may exchange legal documents through the visiting room officer who conduct an inspection for contraband.

### **14) Out of State Visits**

All out of state visits will be held during the evening, and are no contact visits. Each out of state visitor will be allowed 2 visits per calendar year. Out-of-state visits that occur routinely will not be considered out-of-state and will have to be placed on the inmates visiting list after BCI/NCIC clearance in accordance with D.O.C. policy.

Visitors will present proof that they reside outside a (75) mile radius from Cranston, R.I., shall present a valid I.D. and will adhere to all other regulations regarding visits.

- s) Nursing uniforms (including "scrubs")
- t) Jewelry (except wedding and/or engagement rings and medical alert jewelry)
- u) Under wire bras, metal buttons, buckles which cannot be removed and set off the metal detector
- v) Metal hair ornaments
- w) No sandals, open toe shoes and/or backless shoes; shoes must cover entire foot
- x) Exception: Children under twelve (12) years of age may be allowed to visit if wearing shorts, skirts, and/or dresses shorter than mid-thigh, rompers, sleeveless shirts, etc. The Visiting Room Lieutenants' discretion will prevail.

**FAILURE TO COMPLY WITH THIS DRESS CODE MAY RESULT IN DENIAL OF VISITS.**

**11) Visiting Room Rules**

- a) All inmates will be in proper uniform according to the season and will display their I.D. Badge at all times. No coats will be allowed into the visiting room.
- b) Only a brief kiss and embrace is permitted at the beginning and at the end of the visit.
- c) Inmates will sit in the designated seat at their table, and will remain seated for the duration of the visit.
- d) All adult visitors will be seated across from the inmate. Handholding will be permitted only. There will be no touching of the face or hair or any other part of the body between the visitor and the inmate during the duration of the visit.
- e) Both the inmate and visitor's hands must remain on top of the table and feet must remain flat on the floor.
- f) Vending machines are provided for visitor use. Inmates are allowed to consume products purchased from the machines by their visits. The visitor and the inmate at the conclusion of the visit will properly dispose of all trash. All playing cards, books and games will be properly returned to the officer in front of the visiting room.

Inmates going to court will either wear their court clothes or sweat suits. Exercise clothing will consist of the following: sweat shirt, sweat pants, T-shirt, sneakers with socks, gym shorts and baseball hat. The exercise uniform may be worn in the yard and gym area of building #3.

Thermal underwear may not be worn as an outer garment during exercise in the yard or gym or as an outer garment in the cell block areas.

Inmates wearing full uniforms will be allowed to take off the khaki shirt when exercising or participating in activities in the gym or yard but must redress upon completion of the activity. Inmates must be in proper uniform when returning to the cell block areas.

Inmates are not allowed to wear sweats under the khaki uniform, or khaki under the sweats.

Kitchen workers will wear full kitchen whites while working in the kitchen. Block porters will be allowed to wear khaki pants and T-shirt while working. Industry workers will be allowed to wear khaki pants and T-shirts during the summer uniform season.

**DAILY SCHEDULE**

Each inmate will be provided with a copy of the daily schedule. Recreation shall include all activities not related to work. Because of space limitations, inmates may be limited to some areas as indicated below:

• Yard	400
• Dining Room	80
• Visiting Room	50
• Gym	70
• Library/education	55 (30 limited to Chapel)

**HEALTH CARE SERVICES**

Health care services are provided for the physical and mental well being of the population and include medical and dental services, nursing, personal hygiene, dietary services, health education, and attending to environmental conditions. Regular medical sick call is conducted daily at Maximum Security. Legitimate emergencies are processed immediately.



**A. Routine Medical Request (Sick Call Visit):**

Inmates may make a request for an appointment with medical personnel by filling out a request form and dropping the slip in any facility mailbox. Inmates will be charged a co-payment for each inmate-initiated visit. Other co-payments may apply for certain medical services or medication not available in the commissary. Inmates will not be charged for medical services initiated by the Department, nor will inmates be required to pay for follow-up medical visits advised by medical staff.

**B. Emergency Sick Call:**

If you have a legitimate medical emergency, you may go on emergency sick call. This is done by contacting your Correctional Officer. A medical emergency is any condition likely to result in lasting or severe bodily harm if treatment is delayed until the next regularly scheduled sick call. Examples of emergencies are--severe cuts, burns, broken bones, unconsciousness, or injuries resulting in temporary high fever, as well as sudden change in long-lasting conditions causing intolerable discomfort.

Emergencies will be seen immediately while regular sick call waits. No one will be precluded from going on emergency sick call if he states his problem is an emergency. Inmates who abuse emergency sick call for non-emergency problems will be subject to disciplinary action. Forgetting to sign up for regular sick call or missing sick call are not acceptable reasons for going on emergency sick call.

**C. Sick Pass:**

Any inmate placed on sick pass by the doctor or dentist will be restricted to his cell until seen by medical personnel. The area lieutenant in consultation with medical staff will determine taking showers or location of meals (cell or dining room). Visits will not be allowed. Inmates placed on sick call will remain on that status for at least a 24-hour period.

**D. Controlled Medication:**

Controlled medication will be in the possession of the nurse who will dispense and ensure the inmate takes such medication.

Medication Will Be Issued As Follows:

- d) The visitor will then proceed to the visiting room with the medication in hand, and give it to the officer, who will keep it available should it be needed.
- e) Upon leaving the visiting room, the officer will return the medication to the visitor.

**10) Visitor Dress Code**

- a) All visitors **MUST** wear undergarments.
- b) Visitors to any RIDOC facility are prohibited from wearing:
- c) See-through clothing of any kind
- d) Low-cut and V-neck sweaters, blouses, shirts and tank, halter, or "tube" tops
- e) Skirts, dresses, shorts with slits that are two (2) inches or more above the knee
- f) Blouses or shirts too short to tuck in; blouses or shirts which expose the midriff
- g) Tight-fitting or athletic type clothing
- h) Spandex, stirrup, sweat and/or "swish" pants
- i) Clothing the Visiting Room Lieutenant determines is provocative/inappropriate
- j) Hats, headbands and/or hooded clothing
- k) Clothes with holes, rips, tears (clothing must be completely intact)
- l) Clothing with the pockets torn out or torn to allow access beneath the garment
- m) Sleeveless garments
- n) "Farmer" jeans
- o) Camouflage garments
- p) Khaki, beige, or any other clothing which could be mistaken for inmate clothing
- q) Military clothing ( actual uniforms and look-alikes)
- r) Clothing which closely resembles uniforms (Correctional Officer, police, sheriff, marshal, etc.)

**7) Minor Children**

- a) Visitors will control their children at all times. Violations of this policy will be grounds to terminate the visit, and may be grounds for further suspension of visiting privileges.
- b) Infant children will be allowed:
- c) diaper change
- d) clear baby bottle with clear liquid
- e) no diaper bags
- f) Children may sit next to the inmate during the visit. The inmate may hold infants.
- g) Children will remain seated at the table for the duration of the visit.
- h) Bathroom facilities are for visits only, and are located in the reception area. Children must be escorted.

**8) Handicapped Visits**

- a) According to inmate's regular visiting schedule
- b) A separate area accessible to the handicapped is provided.
- c) The visitor must have a Doctors' Certificate indicating a Specific Handicap. Other proof, such as a Certificate for Handicapped Parking will also be accepted.
- d) There are no vending machines or toilet facilities available in the handicapped visiting room. Handicapped visitors must use bathroom in the reception area and will be reprocessed to continue the visit. This is the same procedure, which applies to visitors in the regular visiting room.
- e) All rules applicable to the Main Visiting Area also apply here.

**9) Medication**

- a) Visitors who suffer from life threatening medical conditions that necessitates the carrying of medication at all times will:
- b) Make the Reception Officer aware of the medical need.
- c) The Reception Officer will then inform the visiting room officer.

- 1. Medication lines will be established twice daily and four times daily (as necessary) for prescription drugs.
- 2. Inmates will form a line and report individually, one at a time for their medication.
- 3. The nurse will ensure that each inmate takes his medication at the time it is issued.
- 4. After an inmate has taken his medication, he will move to his assigned area (according to schedule) and the next inmate in line will report to the nurse for his medication.
- 5. The Correctional Officer will control the medication line.
- 6. Inmates can only be allowed to be in the possession of medication (KOP medication) if they have written permission from an A.C.I. physician or Deputy Warden for Programs.

**E. Hospitalization:**

Inmates will be placed in the Intake Service Center Hospital on the order of medical personnel only. Only sick inmates requiring extensive short-term medical attention will be admitted to the Intake Service Center Hospital. All others will be transferred to an outside hospital or placed on sick pass.

**PERSONAL HYGIENE AND SANITATION**

You are required to maintain a clean and presentable appearance at all times. You will bathe regularly.

Fingernails will be trimmed to fingertip length.

Shoes and socks will be worn when outside your cell. Sandals may be worn to and from the shower area.

Clothing will be clean and in an acceptable state of repair.

Hair must be clean and cannot obstruct the face. Any identifying marks, symbols or letters engraved in the hair are prohibited. Ties, elastics or any other material may not be used to tie hair back.

## COMMISSARY

You will be afforded an opportunity to order from the Commissary at least once each week. You will not be permitted to order items in excess of authorizations. Total order will not exceed \$65.00 per week including postage. Clothing items and those items listed under the section "Appliances" are not counted toward the \$65.00 weekly limit. These and other items listed on the non-standard commissary list can be purchased weekly.

Unless otherwise posted, you will complete and submit your store order in the store order box in the Dining Room no later than the breakfast meal on Monday morning each week.

Orders will be distributed on Saturday, unless otherwise posted.

All inmates will order those items necessary for health and sanitation prior to ordering comfort items such as food.

If the Commissary is out of an item requested by you, you will receive a credit for that item – items will not be back-ordered.

Inmates may order packets of over the counter medication in any combination not to exceed 10 packets in the inmate's cell. Packets opened by an inmate must be used or discarded. Other than transporting over the counter medication from the store to the cell, inmates may not carry packets of OTC medication on their person.

All issues with your commissary order will be handled by the store (Keefe)

## PURCHASES FROM OUTSIDE VENDORS

Inmates are not allowed to receive packages from sources other than manufacturers, publishers, and/or distributors. Books may also be purchased from Borders, Barnes and Nobles and must be generated from within the facility by utilizing an inmate money transfer slip and must be sent directly from the bookstore or distribution center. Food items are not allowed to be received through the mail from any source. All other items will be purchased through the ACI Commissary. Requests for exceptions will be sent to the Deputy Warden. It will be the inmate's responsibility to maintain any personal property permits. Valuables will be secured when not in use. Inmates and their personal property are subject to search at any time by any Correctional Officer in

- h) All visitors may be subjected to a "pat-down" search prior to proceeding to the visiting room. Refusal to submit to a "pat-down" search will result in suspension of visiting privileges.
- i) Nothing, other than a small clear plastic bag of change and a locker key will be brought into the visiting room.
- j) Each inmate is allowed (2) adult visitors at one time, plus minor children, limited by the number of seats at the tables provided.
- k) No headgear is allowed.

### 5) Suspension of Visiting Privileges:

The following violations will result in suspension of visiting privileges:

- a) Any visitor suspected of being under the influence of alcohol or other substances, or smells of alcohol, will not be admitted.
- b) Any visitor who mistreats correctional staff or poses a threat to security
- c) Any visitor refusing to follow established security procedures prior to entry
- d) Any visitor suspected of conveying contraband or assistance in its conveyance into the facility.
- e) Inappropriate contact
- f) Violations of any of the visiting rules and regulations

### 6) Conveyance of Unauthorized Articles into Maximum Security:

*R.I. General Law 11-25-14: "Every person who shall convey or cause to be conveyed into the Adult Correctional Institutions, any article without first obtaining the consent of the assistant director, or who shall convey from said institutions any article without the consent of the Assistant Director, shall be punished upon conviction, by imprisonment for not more than (10) years or by a fine of not more than (\$5,000) or both such fine and imprisonment".*

- d) The visiting schedule is assigned by cellblock, rotating visits every other day.
- e) Example:
  - Inmate John Doe has a visit on Sunday
    - 1) His next visit would be on Tuesday
    - 2) Again on Thursday and so on.

**3) Additions/Deletions to Inmate Visiting List**

- a) Request forms for BCI/NCIC clearance for visitor(s) must be filled out completely with the following information: full name, full address (including city and state), and date of birth (do not guess), and the relationship of the person to you. Slips must be deposited in the designated box in the dining room during the first five (5) calendar days of the month. Requests submitted late will not be processed. Only three (3) changes per month will be allowed, including adding or removing someone. It takes approximately two (2) weeks for a name to be cleared.
- b) REQUEST FORMS, WHERE APPLICABLE, MUST HAVE THE BLOCK OFFICER'S SIGNATURE. Without a Block Officer's signature, the request will be returned to you.

**4) Procedure for Processing Incoming Visitors:**

- a) All adult visitors will sign the sheet provided at the reception desk.
- b) All visitors must present a valid picture ID.
- c) Female visitors will not wear short shorts, tube tops, low cut or see through blouses, dresses with long slits or any other clothing that is considered overly revealing.
- d) Male visitors will not wear sleeveless (muscle) shirts.
- e) All visitors will secure their coats and other articles in the lockers in the reception area.
- f) All purses, wallets, and any other contents of the visitor's pockets will be locked in one of the available lockers.
- g) All visitors must clear the electric eye. Visitors who fail to pass the eye will not be allowed to visit for that visiting period.

the performance of his/her duties. Items of a suspicious nature, or for which an inmate cannot produce proof of authorization; will be confiscated for evaluation or evidence.

Each inmate is responsible for all items in his cell or on his person. "Neither a borrower nor lender be." **It is against institutional policy to give or receive anything from another inmate.**

Books and materials as needed for educational and vocational training, with request form indicating need by your instructor/teacher, must be kept neat and orderly.

**MAXIMUM SECURITY AUTHORIZED PROPERTY**

Because of the extremely close living conditions, it is necessary to limit the amount and type of articles authorized at this facility. Only the items listed below are authorized to be in possession in the amount indicated. If you are found to be in possession of an article not listed herein or you have articles in excess of the prescribed amount you will be considered to be in possession of contraband and subject to disciplinary action.

**Authorized Items In Cells (Maximum)  
Items Not Listed Requires Common Sense**

3	Boxes Tea Bags
3	Bags Coffee *or*
50	Single Serves Coffee
4	Bags Creamer
5	Bags Sugar
20	Assorted Candy Bars
10	Bags Assorted Chips / Rice
24	Assorted Soups / Meals / Rice
3	Boxes Oatmeal
2	Peanut Butter
2	Jelly
20	Juice Drinks
10	Cereal Packs
6 Each	Pastry Products Cookies
5	Kool Aid Packs *or*

4	Rolls Toilet Paper (Store Bought) *or*
2	Rolls Toilet Paper (State Issued)
4 Each	Soap
2 Each	Cosmetics / Deodorant / Shaving
	Crems, Tooth Paste
5 Each	Assorted Cold Medicine
1	Toe Nail Clipper
1	Finger Nail Clipper
2	Forks and Spoon
1	Wedding Band (Only if Married)
1	Watch
1	Religious Medal with Chain
2	Newspapers / Current
1	Photo Album with Pictures 25 photos / not to exceed 8 x 10 No Nudity / No Backing
4	Books of Stamps (40 Stamp Limit)

**Authorized Items In Cells (Maximum)  
Items Not Listed Requires Common Sense**

50	Single Serve Drinks
2	Tooth Brushes
2	Bowls
2	Cups
2	Mirrors
1	Kufi (Muslims Only)
2	Bottles Muslim Oil (Muslims Only)
1	Pair Gloves
1	Fan
1	Television
1	Coax Cable
1	Radio
2	Sets Headphones / Earphones
1	Hot Pot
2	Pair Eyeglasses with Cases
1	Pair Sunglasses
4	Bath Towels
4	Face Cloths
1	Blanket
1	Trash Can
1	Mattress
1	Pillow
1	Identification Badge
2	Laundry Bags
2	Sets of Bed Linens
4	Handkerchiefs
1	Baseball Cap

6	Magazines
2	Decks of Playing Cards (Pinochle requires 2 Decks)
1	1 Board Game
15	Letters
6	Books / Paperback
1	Bible / Koran
4	Extra Batteries
1	Power Strip
4	Pencils
2	Ball Point Pens
2	Boxes Color Pencils
50	Envelopes
1	Coat
3	Trousers
3	Shirts
8	Pairs Socks
8	Underwear
8	Tee Shirts
2	Pairs Thermal Underwear
2	Gym Shorts
2	Sweat Pants
2	Sweat Shirts
1	Knitted Toque
2	Pairs Pajamas
1	Pair Shower Shoes *or* Sandals
2	Pairs Sneakers
1	Pair Boots

**CLOTHING AND EQUIPMENT**

Cell equipment will not be removed from cell (except for pillow and blanket when transferring from cell to cell).

Inmates will be held liable for loss or damage, other than fair wear and tear, to their state-issued clothing and equipment.

pictures in total) Pictures may not be of gang activity, nudity, pornography or offensive in nature

All money orders must be sent directly to Inmate Accounts, which is located on West Road, Building #138.

**WARNING**

**Non-privileged mail, both incoming and outgoing, may be opened and inspected for contraband. Mail may also be read, and disallowed, provided there is reasonable belief that the mail needs to be read to preserve institutional order and security and to protect public safety. Privileged mail will be opened by the officer and checked in the presence of the inmate.**

**VISITING POLICY - MAXIMUM SECURITY**

It is the policy at the Maximum Security Facility to encourage inmates to have social visits with family members and others of the inmates own choosing in order to maintain family ties and other positive relationships. The visiting schedule will be regulated by the facilities overall schedule, space and personnel constraints. This facility provides and maintains a visiting area, which is as pleasant as possible, considering security and control issues. This facility will exercise proper visitor registration and search procedures, while insuring that all visitors are treated in a fair, polite, and dignified manner. All rules are in compliance with RIDOC Policy # 24.03-3 or subsequent versions.

- 1) All inmates are permitted contact visits except for the following:
  - a) Inmates that are on (A.R.S.) Administrative Restricted Status
  - b) Inmates serving discipline time.
  - c) Visitor has been restricted to a no contact visit for cause.
- 2) **Scheduled Visiting Periods:**
  - a) (7) days per week: 1:30pm - 3:50pm / 6:00pm - 8:50pm
  - b) A total of five (5) visiting periods per week are allowed for general population inmates. Afternoon and evening visiting periods are each considered one visiting period.
  - c) ARS inmates are allowed one visit per week 8:45am-9:30am as assigned by Warden/Deputy.

be allowed to receive a package through the mail unless it is from a manufacturer, distributor, or publisher and is authorized. If items are unauthorized, they will be disposed of in accordance with procedures contained in the Commitment section of this manual.

Inmates are generally not permitted to order items through the mail with the exception of books and items expressly approved by the Warden or his designee. No C.O.D. packages will be accepted.

All outgoing inmate mail will be identified by the sender with his name and return address. Your address at Maximum Security is:

P.O. Box 8273  
Cranston, RI 02920

The following mail procedures will be followed:

**Pick Up Schedule:**

- |                           |         |
|---------------------------|---------|
| ▪ Monday through Saturday | 7:00 AM |
| ▪ Sunday                  | None    |
| ▪ Holidays                | None    |

**Delivery:**

- |                           |         |
|---------------------------|---------|
| ▪ Monday through Saturday | 2:00 PM |
| ▪ Sunday                  | None    |
| ▪ Holidays                | None    |

Inmates will deposit all outgoing mail in the box provided and collection will be in accordance with the posted schedule.

The officer will distribute incoming mail after the noon meal.

All mail must have a stamp to be mailed out. Indigent inmates will be allowed to mail out three (3) personal letters a week. Indigent inmates are permitted to send unlimited legal mail. An inmate is defined as indigent when he has no more than \$10 in his account and no deposits within a 2-month period. Each piece of mail must be accompanied by a money transfer slip stating "Indigent" at the top of the form.

All money transfer request forms must be accompanied by a self-addressed stamped envelope, if to be mailed out. If it is an order to manufacturer or distributor there must be a self-addressed stamped envelope with the order and a request.

Inmates are allowed pictures through the mail. (Inmates are allowed 25

Do not alter, trade, damage or dispose of issued items. When an issued item becomes unserviceable, you will report it to your Block Officer and turn it in for replacement when directed by an officer.

When transferring from one cell to another, you will **not** take your trash can or mattress or coax cable.

If you are transferred to another security, your personal belongings and equipment will be inventoried and itemized on an inventory sheet. On the day of transfer, the inmate will turn in 4 sheets, 2 laundry bags, pillow and blanket to the committing room officer. The inmate retains his 1 set of khaki uniforms.

When being processed for release from Maximum Security, you will ensure that all issue clothing and equipment is accounted for and turned into the committing room officer. You will pay for damaged or missing items of State property at the current purchase price.

The clothing room is the only place designated for exchange or salvage of ill-fitting clothes and footwear. Only issued footwear will be turned in for repair/replacement. Submit a request slip to clothing officer for all items.

It is to be understood that the State of Rhode Island and specifically, the Department of Corrections, is not responsible for any lost items, either in your possession or not.

### INMATE PASS SYSTEM

Except for group movement, all inmate movement is accomplished by use of passes. A pass is obtained from your Cell Block Officer and is only issued upon request from the person or agency that desires your presence. Each pass is good for one round trip from your cellblock to destination and return. The pass will contain your name, register number, destination and time departed, cell destination, and time arrived cellblock. Your pass can only be authorized by your cellblock Officer. If you alter or allow your pass to be altered, you will be subject to disciplinary action.

You will proceed to your destination and return by the most direct route. In any event, you will not take longer than 10 minutes to arrive.

## CONTROLLED MOVEMENT POLICY

It is the policy of the Maximum Security Facility that all inmates who are on normal institutional status should have a maximum possible amount of time outside their cells so that they may take advantage of visits, work, religious and educational programs, indoor and outdoor recreational facilities. It is also the policy in this facility that the highest possible level of security and control is maintained at all times for the safety of all, and to insure the protection of structures and equipment contained within.

### I. Controlled Mass Movement

Most inmate movement throughout the facility will be accomplished with mass movements. There will be an announcement for all movements; they are a combined movement for the Gym, Education and Yard. When the p.a. announcement is made: "commencing a movement at this time," the following procedures will be followed:

1. All general population cells will be opened.
2. Inmates will exit the cells and proceed from the tier without delay.
3. Inmates will leave the area they're in and proceed to their destination.
4. At the end of the movement, the following announcement will be made: "movement is now over."
5. After this concluding announcement, all cell doors as well as exit and entrance doors will be secured, ending all movement.
6. Inmates will be subject to frequent search when leaving and arriving in all areas, and while en-route.
7. All movements are one-way, other than workers, once you leave your block you must continue on to your destination
8. Articles authorized to be on an inmate's person or in his possession during movement:
  - (1) Wedding band (if married)
  - (1) Handkerchief
  - (1) Plastic comb
  - (1) Lead pencil
  - (1) Ball point pen

## LIBRARY RULES

The Library contains legal and recreational reading material as well as a copy machine. Data not readily available may be ordered through the Librarian on duty.

Access to the Law Library is granted as number limits allow. Inmates who enter the library or the education area will have a legitimate purpose for being there and will remain in that area until the next 10-minute movement.

No walkman radios are allowed

At no time will an inmate remove Law Library books from the Law Library.

Copy machine usage is limited to inmate Law clerks for legal work only, and under the supervision of the library officer.

The library officer will assign typewriter use.

**Inmates are permitted to work on cases belonging to other inmates only within the law library. Inmates may not have legal work belonging to other inmates on their person outside of the law library or in their cells. Inmates seeking legal help from other inmates are responsible for bringing their legal work to the law library and for picking up their legal work at the end of the day. Any legal work that is not picked up at the end of the day may be considered contraband.**

## HAIR CUT RULES

You can request a hair cut by filling out an inmate request form, you will be added to the list for a hair cut and notified when to report to the barber.

No Cutting of hair or braiding of hair is allowed in the Housing Areas to include the Flats and/or indoor Recreational areas.

## MAIL PROCEDURES

Incoming mail may be opened and inspected for purpose of detecting contraband. Incoming mail from courts, judges, or attorneys of record may be opened for inspection (if properly marked) in the presence of the inmate addressee. To facilitate security and control and minimize the introduction of weapons, drugs, and other contraband into Maximum Security, you will not

disciplinary segregation will only be allowed to make attorney calls through arrangement with the segregation counselor who verifies that the attorney is willing and available to take the call.

### **Inmate Telephone System Procedures**

To place a call:

1. Lift receiver,
2. Listen to message and follow instructions
  - a. (In English) "Press 1 for English,"
  - b. (In Spanish) "Press 2 for Spanish,"
  - c. Options continue for additional languages
3. Enter Area Code and Number
4. Specify type of Call
  - a. Press 1 - for a Collect Call
  - b. Press 2 - for Person to Person Call
  - c. Press 3 - for a prepaid call (Debit)
5. Enter your personal identification number (PIN),
6. The number will be checked against your PIN list

**IF YOUR CALLED PARTY USES THEIR 3-WAY CALLING OR CALL WAITING FEATURES, YOU WILL BE DISCONNECTED AND MAY BE SUBJECT TO LOSS OF TELEPHONE PRIVILEGES AS WELL AS FORMAL DISCIPLINARY ACTION.**

**IF YOU PRESS THE DIAL OR SWITCH DURING THE CALL, YOU WILL BE DISCONNECTED.**

Calls are limited to the numbers on the Inmate Telephone System Number Request Form.

Changes to your list may be made every three (3) months at a time to be determined by the Deputy Warden for Programs. See the lieutenant responsible for inmate telephones regarding changes in attorney numbers.

### **Warning**

**All inmates' telephone conversations, except those between inmates and pre-approved attorneys, are subject to monitoring and/or recording.**

- (1) Pair eye glasses w/ case
  - (1) Religious medal w/ chain
  - (1) Watch with band
  - (1) Walkman radio with headphones or ear buds (rec only)
  - (1) Board game (only when out for yard recreation)
  - (1) Identification badge
- Legal, religious and educational material needed for the specific period or class only.

Excessive material will not be allowed. Artwork will not be allowed outside of the classroom. Completed artwork will be sent out with visits through the area lieutenant. Only the art supplies which you purchase through the commissary (sketch pad and colored pencils) are allowed on your person or in your cell. Program art supplies are only authorized in the Art Classroom.

Controlled mass movements will be held at the following approx. times:

- 8:30am
- 9:20am
- 10:20am Return for count
- 1:00pm
- 2:30pm
- 3:30pm Return for count
- 6:00pm
- 7:30pm
- 8:50pm Return to cell

### **II. Movement for Visits:**

All inmates traveling to or from visits will do so with an institutional travel pass. The inmates cell block or detail officer will issue passes.

Inmates are responsible for insuring that they are either in their cells or in the block area on the days they are expecting visits. **INMATES WILL NOT BE CALLED FOR VISITS ON THE PA SYSTEM.**

### **III. Attorney and Outside Clergy Visits**

All travel to and from the above types of visits will be with an institutional travel pass.



All inmates that have visits with clergy or attorneys will be pat searched prior to the visit and strip-searched after the visit.

#### IV. Meals

Inmates in general population, Administrative Restrictive Status (A.R.S.) and those on LOP will dine in the Dining Room. Inmates with sick passes will either be fed in their cells or in the dining room at the discretion of the area lieutenant in consultation with medical staff.

Inmates in disciplinary segregation or on LFI status will dine in their cells.

Movement to and from the dining room is a mass movement and will be controlled in the following manner:

When the cellblock is called to the dining room inmates will:

Exit the cell, properly dressed and stand in front of their cell door until an officer directs them to proceed without delay to the dining room.

Inmates will observe designated areas of travel.

When walking through an adjacent cellblock inmates will not stop or talk to inmates living in that block.

- Movement will be as quiet as possible.
- Inmates will not cut line.
- Inmates will not talk in line or across tables.
- Inmates will leave the dining room as soon as they have completed their meal and return to the cellblock in the same manner.

#### INMATE GRIEVANCE PROCEDURE

Inmate grievances are best resolved at the lowest possible level by addressing your complaint using a request slip to the appropriate facility staff person who can take appropriate action. However, if it becomes necessary to escalate your grievance within the chain of command, you will follow the procedures outlined below for Level #1.

#### DINING RULES

1. Proper seasonal uniform is required in the dining room.
2. Inmates will not cut line. Inmates will not talk in line.
3. Conversation should be conducted within normal noise level.
4. Conversation is not permitted across other tables and inmates entering or exiting the dining room shall not yell to or converse with inmates remaining at tables.
5. Inmates wishing to speak with counselors or administrators must remain in line until directed to approach by a correctional officer. While waiting, inmates will not stand on or cross the white line.

#### GYM RULES

All Maximum Security inmates will be required to adhere to the following rules to access and make use of the gym:

1. No coats, gloves or hats are allowed inside the gym. An area is designated to store these items.
2. No spitting, loitering, card playing, dropping of weights, hanging from basketball rims.
3. Spotters will be used when lifting weights for safety reasons.
4. No items of any kind will be hung from fencing. No climbing or leaning on fencing.
5. All inmates that use equipment will return it to its assigned place for storage after use.
6. No boots or shoes are allowed, sneakers only, so that the gym floor can be preserved.
7. Any violation can result in loss of gym privileges, and possibly formal disciplinary sanctions.

#### TELEPHONE RULES

Inmates are prohibited from using any telephone at Maximum Security except those provided expressly for their use. All telephone calls will be collect and will be allowed at any time during inmate recreation periods. No inmate will make a call for another inmate. Inmates serving

18. Inmates will not sit on tier stairs.
19. Inmates are responsible for contraband found in their respective cells and on their persons.
20. Inmates may remove their shirts when participating in physical recreation (outdoor and indoor). When recreation is terminated, shirts will be replaced and tucked inside trousers.
21. Inmates recreating or standing on the flats are prohibited from standing on or crossing the white line except to enter their own cell.
22. Makeshift clotheslines (including use of antenna cable) are strictly prohibited.
23. No rugs or floor coverings will be permitted in cells. Prayer rugs will be authorized for Muslim inmates when approved by the Imam and may be used on the floor only during prayer.
24. All orders or directions given by an officer or staff member of the facility **MUST** be carried out without question and to the best of your ability. When an inmate receives two conflicting orders, he must carry out the last order first.
25. Coats and hats will not be worn inside the facility with the exception of an inmate who is on his way to or from the yard.
26. No Showers are allowed during the movements.

#### CELL INSPECTION

Cells will be prepared for inspection Monday through Friday from 7:30 AM - 6:00 PM hours. When an inmate leaves his cell for any reason, his cell will be ready for inspection.

Cells will be cleaned and ready for inspection by 7:30 AM daily

Beds will be properly made except when occupied.

Off duty and sick pass inmates will prepare their cells for inspection prior to going to bed and their cells will be subject to meet inspection standards except for the bed upon which they are sleeping. If an inmate is not in bed, the bed will be properly made. Inspections and searches are distinctly different. Note item 'D' below concerning 'searches'.

At any given time you are subject to a search of your cell. **You are advised to thoroughly check your cell on a regular basis because you are responsible for any contraband found in your cell.**

- A. Obtain a copy of Request for Resolution of Grievance Form #1 from the facility grievance coordinator or from the law library.
- B. Enter your grievance in the designated space on the form. Your statement must be clear, concise, and legible on all copies. There should be only **ONE ISSUE PER GRIEVANCE**.
- C. Write "Level 1- Warden" at the top of the grievance, date and sign your grievance in the appropriate spaces and submit it to your area Lieutenant, Deputy Warden or the Warden. Grievances may also be sent through departmental mail to the Office of the Warden/Maximum Security.
- D. You must file within (5) days of the issues occurrence or within (5) days of becoming aware of the issue, you will retain the last (goldenrod) copy of the grievance for your personal records.
- E. The Warden or his designee will have 20 working days from the date on which the grievance is received to respond in writing to the complaint. After the Warden makes a decision on your grievance, and it is returned to you, you will have five (5) days to determine if you desire to appeal to the next level. If, however, you are satisfied with the Warden's decision, the grievance process ends at this point.
- F. If your grievance is not resolved to your satisfaction, you may resubmit your grievance to the Director within five (5) days upon receipt of the Warden's decision.
- G. Following the same procedure for Level #1 will complete the form. Write, "Level 2- Director" at the top of the grievance.
- H. Your Level 2 grievance should be forwarded to the Warden's office, which then sends it to the Director along with any previous responses, decisions and investigative reports related to your complaint.
- I. The Director or designee will make a decision on the appeal within thirty (30) days of receipt of all pertinent material. The Director's decision is final within the Department of Corrections.
- J. The Department's decision does not preclude you from seeking resolution in a judicial or other appropriate setting.
- K. A grievance may only be filled out by an inmate who is directly affected by an alleged wrongdoing. If you need assistance filling in a grievance, contact the Counseling unit for Maximum Security.

- L. You may request an extension of up to 20 days to file a Level 1 grievance by writing to the Office of the Warden. You may request an extension of up to 20 days for a Level 2 grievance by writing to the Office of the Director through the Departmental Grievance Coordinator. When the subject matter of a grievance is of a complex nature, the Director or designee may extend the grievance procedure for up to 180 days from the filing of Level 1.
- M. You may not file a grievance for the following:
- Decisions of the Discipline Board;
  - Decisions of qualified medical personnel related to your health;
  - Unlawful acts committed by you;
  - Decisions of the Classification Board;
  - State and Federal laws and regulations;
  - Formulation of Departmental policies;
  - Designation of an inmate as a Security Risk or Protective Custody inmate;
  - Matters beyond the control of the RIDOC, including decisions of the Parole Board.
- N. An inmate who files five (5) or more grievances in a week or twenty (20) or more in any consecutive 180-day period may be determined to be abusing the Inmate Grievance Procedure.
- O. Invalid or fraudulent grievances will result in disciplinary action.
- P. Filing of frivolous grievances may result in the suspension in the right to file.

#### INMATE ACCOUNTS EXPENDITURES and DEPOSITS

With the approval of the 7-3 Shift Commander, inmates may withdraw funds from their accounts for expenditures as follows:

1. Remittances to dependents and/or members of the immediate family.
2. Remittances to others if the purpose is for personal debt incurred prior to confinement, the support of immediate family or approved bank deposit.
3. Subscriptions to approved periodicals, newspapers, and books. **MUST BE ORDERED DIRECTLY FROM THE PUBLISHER, DESIGNATED BOOKSTORES** and must be accomplished by utilizing an inmate money transfer slip

3. Inmates will not enter another inmate's cell for any reason.
4. Inmates will not enter a cell block other than their own, unless on pass or movement requires passage through the cell block.
5. Your cell door will remain closed at all times, except when entering or leaving your cell. When entering or leaving your cell, be ready to step through the cell door.
6. A public address (P.A.) system is used to make announcements to all inmates. When an announcement is made over the P.A., you will follow the instructions given. Emergencies and fire drills will be announced over the P.A.
7. Sheets and blanket will be spread completely over the bed and tucked in at the sides and ends.
8. Contraband is any article not authorized to be in the possession of inmate(s) in accordance with the provisions of this manual.
9. Clothing issued for special details/activity will not be worn while participating in other details/activity.
10. Authorized audio-visual equipment will only be used in conjunction with earplugs or headphones. No external speakers are authorized. Such equipment will have the speakers removed.
11. Cells will not be defaced. No obstructions will be placed over cell windows/bars/doors.
12. No pornographic materials will be displayed in cells. No pictures will be permitted to be attached to walls.
13. No loitering is permitted on the tiers, next to cells, or at cell doors or windows.
14. No admittance or departure to or from area will be granted to an inmate without an Identification (I.D.) Badge. I.D. badge will be worn on the left breast pocket or the right waist band when in summer dress.
15. Movement from point to point within Maximum will be by the most direct route and accomplished without delay. In no case will an inmate require more than 10 minutes to travel from point to point within Maximum.
16. Inmates will never run except during organized recreation.
17. Recreation and meals are not mandatory; however, inmates who choose not to participate will remain locked in their cells.

## YARD/ OUT OF BOUNDS AREAS

Outside recreation shall be conducted as weather and staffing permit. The following areas in the yard will be considered out of bounds:

- Kitchen platform area.
- Garbage dumpster area.
- Yard officer platform area.
- Maintenance shop (10 feet from fence)
- Truck trap (50 feet from overhead door)
- Fencing (10 feet from any fence)
- Lower South State Entrance
- North and South State Runway areas

## PUNISHABLE CONDUCT RHODE ISLAND DEPARTMENT OF CORRECTIONS DISCIPLINE SEVERITY SCALE

*NOTE: Any attempt, conspiracy, and/or accessory of any offense is coded at the same level on the Discipline Severity Scale as the actual offense. Attempt, conspiracy, and accessory are defined as:*

1. *Attempt: Conduct which makes an effort to accomplish an act prohibited by this Code.*
2. *Conspiracy: Agreeing with one or more persons to participate in an act prohibited by this Code and any one of those persons acts in furtherance of the conspiracy.*
3. *Accessory: Assisting a person to commit an act prohibited under this Code or to hide the evidence that such an act was committed.*

*NOTE: A current list of infractions is available in the Inmate Discipline Policy*

## CELL BLOCK RULES

1. Cells and areas will be kept neat, clean, and presentable at all times.
2. Anything that blocks or otherwise alters the view of the cell from the tier is prohibited. Inmates will not be allowed to attach or place anything on cell bars or windows sills. Nothing will be placed under or along cell bars on the floor.

4. Purchase of Eyeglasses. (Only RIDOC medical approved)
5. Payment for copyrights, birth certificates, license renewals, and legal documents.
6. Purchase of U.S. Savings Bonds
7. Payment of income tax
8. Postage - certified mail on large heavy items such as legal material, which requires more than one postage stamp.
9. Purchase of educational material recommended for approval by the Education Department.
10. Payments for lost or stolen state property
11. Purchase of Bible or other religious literature approved by the chaplain
12. Repairs of watches and eyeglasses and dentures
13. Bail, legal fees, or court costs;

Funds will not be sent to another inmate or be used for C.O.D. purchases. Funds may be sent to an immediate family member who is also incarcerated with permission of the 7-3 Shift Commander. For items not authorized for inmate possession, request must specify the individual's name and address to which the item will be sent. Requests of funds will normally be for full payment of items purchased.

Remittances to dependents, members of the immediate family or to others are with approval of the 7-3 Shift Commander. The name listed and address of person to receive the funds must appear on your current approved visiting list. Transfer slip must be submitted with a stamped, addressed envelope.

## INMATE WORK DETAILS

The following jobs are available for inmates as vacancies occur. A job application must be submitted for consideration.

## Jobs

Wing Porter	Dining Room Porter
Classification Porter	Barber
Kitchen	Carpenter Shop
Painters (area)	Recreational Librarian
Educational Assistant	Visiting Room Porter
Laundry	Sign Shop
Clothing Room Porter	Educational Porter
Gym Porter	Hospital Porter
Sanitation	Yard Crew
Rear Hall Porter	Law Librarian
Print Shop	Condiment Workers
Maintenance Helper	

The authority to, create, abolish, or change jobs at Maximum Security rests with the Warden/Deputy.

Inmates desiring a job will submit a job application slip to the Job Assignment Lieutenant. Inmates will be allowed to transfer to different jobs if the Deputy for Programs determines that there is good reason.

Inmates who become unemployed because they quit their job, refuse to work or are fired from their job for cause, will no longer be paid any money, and will be subject to disciplinary action.

Examples of job related disciplinary infractions that which you will be subject to disciplinary action:

- negligent performance,
- refusal to work without a valid reason,
- leaving your place of job assignment without permission,
- failing to report to required work destination without authorized permission or valid reason,
- committing any overt mutinous act, inciting a riot and/or general disturbance on any work assignment,
- willfully disfiguring, damaging or destroying any materials, tools or machinery

Inmates unemployed through no fault of their own will be placed in an alternate job assignment without having to go back on the waiting list.

Inmates waiting for a job should refrain from submitting more than one (1) job application since any subsequent application will be treated as a new application and increase the waiting period.

A sick pass from your work assignment will result in the forfeiture of visits and recreation for the duration of the illness. The Warden or his designee may grant exceptions.

Each inmate who is employed a minimum of 15 days per month will receive 2 days industrial good time for each month worked. This will be reflected on inmate data sheets after the 10th of the following month.

## FIRE AND OTHER EMERGENCIES

Inmates will be notified, by the most expeditious means available, of any fire or other emergency.

If in your cellblock, stand by for instructions, and then do as you are told in an orderly manner.

If at a location other than your cellblock, remain in place and await instructions.

There will be periodic unannounced fire and evacuation drills. Fire and evacuation routes are posted in each cellblock. These are for your safety.

## TOURS

Tours of Maximum Security will be conducted frequently. These tours are designed to depict the various programs and treatment activities in effect at this facility, not to display inmates of the building. For progress and/or new equipment to be obtained, society must be informed of our needs and goals. Changes and improvements in your situation are controlled to a great extent by society's acceptance of our programs and with the impression they receive after a visit to Maximum Security.

## WARNING

**Inmate(s) will be subject to disciplinary action for swearing, cursing or use of any other vulgar, abusive, insolent, threatening or any other improper language toward any person or persons visiting the institution or indecency in language, action, or gesture at any time.**