

**CORECIVIC**

**Inmate/Detainee Orientation  
To  
Tallahatchie County Correctional Facility  
HANDBOOK**

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Approved: \_\_\_\_\_  
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## MISSION STATEMENT

We are committed to excellence for community, customer, and company by providing professionalism, experience, teamwork, and motivation.

**While no handbook can be all inclusive, the inmate is expected to follow all directions and orders given by a supervisor and abide by all rules and policies. Program access, work assignments, and administrative decisions will be made without regard to inmate's race, religion, national origin, sex, disability, or political views. Tallahatchie County Correctional Facility is a tobacco-free institution. No tobacco, tobacco products, smoking materials, or paraphernalia are allowed. Employees and visitors are prohibited from bringing these items into the facility. If an inmate is found with tobacco products, disciplinary charges will be filed in accordance with the Rules and Regulations as set forth, for the offense of possession of contraband. All schedules are subject to change. Permanent changes to any section of the handbook will be communicated by posted memorandum.**

## ORGANIZATIONAL STRUCTURE

Brief descriptions of the roles of certain staff members and their primary functions are listed below:

***Warden*** - Chief Administrative Officer of the facility. Directs, administers, and coordinates the activities of the facility, as well as, directly supervising Assistant Wardens, Quality Assurance Department, Fire and Safety Manager, the Business and Human Resource offices, and special investigations.

***Assistant Warden of Operations*** - Coordinates the professional facility management in the areas of Custody (security), Unit Management, Records, Learning and Development.

***Assistant Warden of Programs*** - Coordinates the professional facility management in the areas of Education, Residential Drug and Alcohol Program (RDAP), Medical, Jobs Coordinator, Chaplains, Recreation and Classification.

***Assistant Warden of Support*** - Coordinates the professional facility management in the areas of Maintenance, Food Service and Grievance Coordinator.

***Chief of Security*** - Responsible for the supervision of the overall security of the institution, staffing, post assignments, and mail room.

***Asst. Chief of Security*** - Assists the Chief of Security in supervising the overall facility security of the institution, staffing, post assignments, and the property room.

***Chief of Unit Management*** - Supervises the overall operation of the housing unit management teams and work details. Addresses and handles inmate issues, and concerns and the management of inmate property.

***Quality Assurance Manager*** – Researches, drafts, writes, and implements policies, procedures, and memoranda related to the operation and maintenance of the facility in accordance with established standards and contractual obligations.

**Business Manager** – Coordinates all aspects of the business office with financial goals and objectives. Also supervises the Commissary, Trust Fund and Warehouse.

**Facility Investigator** - Responsible for the supervision of all internal investigations within the facility; conducts internal investigations of inmates and staff; supervises and/or conducts the collection of all samples for urinalysis testing for inmates.

**Maintenance Supervisor** – Responsible for all preventive maintenance and repairs in the facility and the overall maintenance of the correctional facility.

**Health Services Administrator** - Manages the facility's medical program activities and provides overall direction and leadership in compliance with all applicable policies, procedures, laws, regulations, and standards.

**Principal** - Responsible for the overall operation of the Education department and libraries.

**Classification Supervisor** - The Classification Supervisor or Classification Representative attends all UCC (Unit Classification Committee) hearings and ICC (ADM Segregation Committee) hearings. All inmates will have an annual review.

**Jobs Coordinator** - Responsible for all inmate/resident job tracking operations; screens inmate/resident applicants for eligibility and suitability for placement on a job register; selects and appoints inmates/residents to jobs and education assignments.

**Shift supervisor**- Responsible for the supervision of the administrative and operational security activities on a specific shift.

**Chaplain**- Coordinates religious services, activities, and volunteers; conducts pastoral work including pastoral counseling.

**Unit Manager**- Responsible for all matters pertaining to the units, including case management, security, programs, safety, and sanitation.

**Case Manager**- The primary contact for the inmate; acts as liaison between the inmate and other staff; provides case management services to the inmate.

**Correctional Counselor**- The primary contact for the inmate; acts as liaison between the inmate and other staff; provides counseling services to the inmate.

**Recreation Supervisor** - Assists in the planning and supervision of the total recreation program for the facility.

## **GENERAL RULES AND DAILY INSPECTION GUIDELINES**

1. When proceeding anywhere in this institution, the inmate will walk on the right side of the yellow lines, single file of the hallway or sidewalk with his ID card clipped to his uniform pocket where it is visible. WALK, DO NOT RUN.
2. Entering units, pods or cells other than the one assigned to the inmate will result in disciplinary action. The only exception is at staff direction or authorization.
3. All movement to and from the Housing Units will be in accordance with the posted movement schedule (turn-around). All other movement will require direct supervision. This includes the law library, offices and multi-purpose rooms. When moving, the inmate will go directly to his destination. The hallways and sidewalks are not a meeting area.
4. Altering property (including clothes) or using anything for other than its original purpose may result in confiscation and/or disciplinary action.
5. Windows are not to be covered at any time.
6. Gray storage boxes will be kept under the beds.
7. Cleaning supplies (spray bottles, wax, etc.) may not be stored in the cells.
8. Inmates are responsible for picking up after themselves in all areas of the dayroom. It is not a Pod Porter duty.
9. Tobacco, products, smoking materials or paraphernalia are strictly prohibited. Failure to follow this rule will result in disciplinary action
10. It is the inmate's responsibility to check the bulletin board daily for new information. Do not remove memoranda from the board. All memos are available in the Case Manager's office.
11. When lockdown is called, the inmate is expected to go immediately to his cell or be subject to disciplinary action.
12. INMATES WILL NOT BE ALLOWED TO LOITER ON THE TOP TIER, STAIRWAY, UNDER STAIRWAY OR AT CELL DOORWAYS.
13. Headgear of any type (i.e., caps, doo-rags, hairnets, stocking caps etc.) will not to be worn outside the inmate's assigned cell. Approved religious headgear may be worn at religious services only or in cell, and while in route to service. When obtaining religious headgear, authorization by the facility Chaplain must be in writing.
14. Sunglasses may be worn only outside the building. (The only exception is with a written medical order.) Failure to comply may result in seizure of the glasses and/or disciplinary action.

15. Proper attire, uniform, tennis shoes and I.D., must be worn when leaving the pod. THE ONLY EXCEPTION IS TO AND FROM THE RECREATION YARD when approved shorts and T-shirts or sweat suits are allowed, I.D. MUST ALWAYS BE WORN clipped to the inmate's shirt pocket. A SHIRT (not tank top) MUST BE WORN IN THE DAYROOM at all times.
16. Inmates must have an I.D. badge to receive commissary, meals, leave the pod, report to work, programs, pill call etc. The first I.D. card is provided at no charge. Inmates are responsible for purchasing a replacement I.D. badge if they alter their appearance or if they lose/damage/destroy their I.D. badge. A replacement I. D. badge will cost the inmate \$5.00.
17. Inmates are responsible for the sanitation and order of their assigned cell and all items within their living area.
18. Sitting on tables is not allowed.
19. Do not cover or tamper with security lights. Any violation will result in disciplinary action.
20. The call button located in each cell is for **EMERGENCY PURPOSES ONLY.**
21. Prisoners housed at the Tallahatchie County Correctional Facility will be allowed to attach or post photographs of family or loved ones within the square that is painted on the cell walls. The pictures must meet the standards prescribed in institution specific Policy and Procedures. Pictures taken from a magazine are considered to be contraband and are not permitted to be posted anywhere in the cell or on the cell door.
22. TCCF does not allow inmate-initiated bed/cell moves. All bed/cell moves will be based on emergency or medical needs ONLY. There will be no other exceptions.
23. Ice will be issued to each pod twice a day.
24. Drink containers (i.e. coffee mugs, water bottles, cups, etc.) will not be allowed outside of the pod; except during recreation, and then they must not contain any liquids. This includes taking the above items to work, programs, etc. An exception may be made during the summer months. Containers must be clear and not exceed 16 oz.
25. Loaning property to another inmate is strictly prohibited. Any property found in another inmates' cell will result in confiscation and disciplinary action.

### **CELL INSPECTION GUIDELINES:**

1. All windows and window sills must be free of all items, including paper.
2. Personal items may not be left unattended in the dayroom.
3. Beds will be made and kept neat between the hours of 8:00 AM and 5:00 PM. \*(NEAT MEANS: Blankets not hanging down around the edges but are tucked in all round or folded neatly and laid

at one end of the bed. The inmate may lie on top of his made bed.

4. Shoes should be lined up neatly under bed or stored in provided storage areas. Shoes will not be stored outside the cell.
5. Objects, such as, blankets and towels, are not to be rolled up and used to block the base of doors or doorways nor are they to be on the floor at any time.
6. Intercoms, sprinklers, and vents MUST REMAIN UNOBSTRUCTED.
7. Lights MUST NOT BE COVERED. LIGHT fixtures may not be USED AS A SHELF.
8. The inmate must keep the inside of his gray storage box neat at all times. Gray boxes are not to be used as tables, shelves or bookcases, and will be stored under the bottom bunk.
9. At no time will inmates be allowed to wax their cells or be in possession of any wax outside of their work details.
10. Pictures taken from a magazine are considered to be contraband and are not permitted to be posted anywhere in the cell or on the cell door. No pictures, calendars, posters, or any other articles are to be affixed to the beds, cell doors, windows, etc. Family photographs may be displayed only in the designated "Black Square" provided inside the cell room.
11. Black colored shoelaces purchased from the commissary can be used for the sole purpose of hanging clothing during 1800 hours and 0500 hours, 7 days a week. No more than 2 shoelaces per inmate and the clothesline will hang from metal hook to metal hook on the wall and or on the back of the cell bunk. Clotheslines WILL NOT be made from any other material and WILL NOT be placed from wall to wall. All electronic audible devices will require the use of Head Phones with No Exceptions.

## RECEPTION

1. Upon entering the facility, the inmate will be required to submit to an unclothed body search. The inmate will be dressed out in a clean Corecivic uniform. A medical, dental and mental health screening will be conducted by medical staff. Upon processing the inmate will also be provided with an inmate pin number to place telephone calls and a picture ID.
2. When the inmate arrives in R&D for processing, a set of clothing, bedding, and hygiene items will be issued to the inmate. Medical staff, Unit staff and the Security Threat Group Unit will each do an intake screening with the inmate when reviewing the inmate's transfer information.
3. During the intake process, TCCF employees will attempt to obtain specific information about the inmate in order to ensure that the inmate's entry into TCCF is adequately documented. All personal property and valuables that the inmate brings with him to this facility will be inventoried and accounted for on a Personal Property form. Items which the inmate cannot take with him to his assigned living area will be locked in the property room for 30 days. The inmate will be

required to send his property home at the inmate's expense within that time frame or it will be considered abandoned and must be destroyed or donated by the facility.

## HOUSING AREAS

1. Each inmate will be assigned to a cell/bunk. The inmate is ultimately responsible for all items in his cell/bunk. The inmate will receive disciplinary action for any contraband found in his cell/bunk.
2. The inmate is allowed only in his assigned housing unit.
3. All inmate's property, personal or issued, must be stored within the assigned bed footlockers. Excessive amounts of paper are not allowed in the cell or dayroom area.
4. Cleanliness of the individual's living quarters is the inmate's responsibility. Cell and bunk areas must be kept clean at all times and beds must be made when unoccupied.
5. Stairways, walkways, shower areas, and top tier runs will be kept clean and free of obstructions at all times. (No items will be left on the floor outside the cell doors. No laundry will be hung over the rails or on the shower walls.)
6. Areas immediately in front of ground-level cells are to be treated in the same manner as prescribed on the top-tier runs.
7. The inmate is to remain outside any restricted area located in front of doors and windows.
8. No clothing, towels, or washcloths will be washed and hung in the day room shower area. Refer to laundry schedule for times.
9. No items are to be hung from or attached to sprinkler heads at any time.
10. Radios and TVs will be played with headphones only.
11. Flushing trash such as commissary wrappers, paper towels, etc., down the toilet is prohibited.
12. Only two inmates at a time may be lined up for the use of the microwave and sink area.
13. Air supply vents will not be covered or otherwise obstructed.
14. All inmates are required to follow the units door lock/unlock procedures.
15. Inmates are not permitted to sit or lean on the top of the dining room tables.
16. Shoes will be lined neatly along the inmate's wall or under his bed. Shoes other than tennis shoes need prior approval from the Warden or his designee. Shoes will not be placed outside the inmate's cell.



17. Nothing will be placed on the top of the light fixtures or used to cover the lights or intercoms in the cells.
18. Inmates will not receive, give or loan anything to another inmate(s).
19. Blankets and towels will be used for their intended purposes only. Any other use will result in their confiscation.
20. All inmates will observe the OUT-OF-BOUND areas as posted with yellow or red lines.

## **DAY ROOMS**

1. Doors will be secured at all times except during hourly unlocks. Lock down will be in effect from 10:00 p.m. until 5:00 a.m. This will take place seven days a week. Close custody inmates access to dayroom activities shall be conducted in accordance with the Rules and Regulations set forth in Corecivic Policy 10-1.
2. Television programming procedures will be determined and approved by the unit manager. Dayroom televisions will be turned off at lock down. Only correctional staff members are authorized to change channels or adjust the volume on the television in the dayroom.
3. Inmates are to be fully clothed when in the dayroom area. A uniform shirt or approved T-shirt and approved shorts or pants are required. Sweat suits and gym shorts are acceptable. Undergarments are not acceptable as pants. Pants will be worn above the hip at waist level with no sagging allowed.
4. Sweat suits may be worn only in the housing area and during supervised recreation activities.
5. I.D. cards will be worn at all times in the dayroom.
6. During any lock down the inmate must return all of his personal property to his cell. Any items left in the dayroom will be subject to confiscation.

## **LOCK/UNLOCK PROCEDURES**

All doors will be operated by a key only and will be opened for the inmate to enter/exit the cell and will be immediately secured prior to moving to the next cell. This includes mass movement times, showers, and cleaning the cell.

### **Count Release**

1. Upon clearance of the facility count, inmates are to be given the opportunity to exit their cells regardless if the time is at the top of the hour. Access will be given to the appropriate tier for access to the dayroom.

### Mass Movement Recreation

1. If a specific housing unit is returning from a mass move and the next mass move directly follows (i.e. recreation move immediately following an education turn-in), a special Lock/Unlock may be granted in preparation for that move. The unit Team/Shift Supervisor will authorize this special Lock/Unlock. It is your responsibility to be prepared for this activity.

### Programs/ Work Move

1. The Work/ Program Call Out Rosters will be used when releasing the inmates said activities.
2. This list will include specific cell assignments.
3. Copies of these lists will be distributed to each pod officer. This list is to be updated on a weekly basis.
4. When a Work/Program move is called, each pod officer will be responsible for ensuring that only those inmates assigned are allowed to be prepared for these moves.
5. Cells will only be opened and closed as stated to allow workers/students out of their cells. It is the inmate's responsibility to be prepared for these moves.
6. Failure to be prepared may result in correction action (RVR).
7. Food Service/Maintenance Workers who show a need may be allowed in their cell to retrieve their shower supplies and immediately exit the cell for shower purposes.

### Cell Feeding:

A Food Service staff member will advise the respective housing unit when their food trays are in the Rotunda Area. At that time the Pod Officer will ensure that all inmates who are in the dayroom, are secured in their cells prior to the arrival of the housing food trays. A maximum of two inmate porter will be utilized to assist in the feeding. **Only one food port/cell door** is to be opened at a time. Upon the inmate(s) receiving their tray, the food port will be secured and the officer will proceed to the next cell.

### **HALLWAYS**

1. The inmate must be fully dressed in the hallway. No colored undergarments, shorts, T-shirts, sweat suits, or jackets will be worn in the hallways. The only exception is to and from the recreation yard. **Fully dressed consists of: Corecivic shirt, pants, socks, shoes, and appropriate undergarments.** Shower shoes and house shoes are not proper footwear in the hallways. Pants will be worn above the hips. Inmates will NOT have their hands in their pants. An inmate who is moving outside the pod will have the undershirt tucked into the pants. Religious headgear is permitted to be worn during religious services to and from the religious area only.
2. Inmates will move in single file keeping to the right side of the hallways within the yellow lines. There will be no loitering or loud talking in the hallways. Disciplinary action will be taken against those violating this policy.
3. During movement of other contract inmates to recreation, visitation and medical, movement will cease.

## MEALS

1. Beginning times of meals will be posted in the dayroom on the bulletin boards.
2. These times are for general population feeding, and the times will vary in accordance with the recreation schedule and count. At least two hot meals will be served each day. Variations may be allowed on weekends and holidays.
3. Inmates will be fed in their cells. Food trays will be delivered to each cell by staff.
4. Food trays are to be returned to the staff as soon as possible for return to the kitchen.

## RECREATION

1. A recreation schedule will be posted in each living area. Outside recreation will be dependent upon weather conditions, safety, and visibility and may be rescheduled in the event of inclement weather or emergency situation.
2. Recreation clothing will be limited to the following: Corecivic uniforms, sweat suits, shorts, and shoes. No shower shoes, flip flops, or boots will be allowed on the recreation yard. Undergarments will not be worn as outside attire.

## COUNT TIMES

1. During count time, the dayroom televisions will be turned off. When count is cleared, television viewing will continue.
2. Formal and standing counts are conducted at regularly scheduled times in accordance with facility policy and schedule. Count times will be posted in units.
3. **There is a mandatory standing count at 1930 (7:30 P.M). During the standing count, the inmate is required to stand at his cell door/bunk with his ID visible to the officer. The officer will verify the inmates' identification by comparing him to his inmate id picture.**
4. Inmates with verified medical disabilities impacting their ability to stand will be allowed to sit up on their bunk during counts identified as mandatory 'standing' counts.
5. Count Schedule:
  - 0100
  - 0200
  - 0300
  - 0645
  - 1030
  - 1500
  - 1930
  - 2200

6. A special count may be called at any time deemed appropriate by the shift supervisor or a higher authority.
7. INMATE MOVEMENT DURING COUNT TIME IS STRICTLY PROHIBITED. The inmate housed in a pod/dormitory will remain locked down in the cell/bed until count has cleared.
8. The unit staff may conduct a roster count at any time to account for their respective inmates.

## **HEALTH SERVICES**

1. Full-time and Contract Health Care Professionals are employed by the facility to provide a full range of comprehensive medical, dental, mental health services and diagnostic services. A clinic is operated for sick call, scheduled appointments, and emergencies. Medical observation beds are available as needed. Should an inmate require service at a hospital, he will go to a general hospital.
2. All newly admitted inmates will receive a medical screening as part of the intake process. An inmate who refuses to follow the intake screening will not be classified into the general population for health and safety reasons. An inmate who is admitted on chronic medications will be ordered a 30-day supply. The inmate then will be referred to the physician or psychiatrist for review. The nurse practitioner, doctor, and psychiatrist are responsible for the inmate's care while the inmate is housed at Tallahatchie County Correctional Facility; therefore, any medication prescribed for the inmate prior to him being housed at TCCF may be changed to an equivalent or discontinued.
3. Sick call is conducted according to the Access of Care posted in each living unit. Once an inmate completes a sick call slip, it should be placed in the sick call box or given to a medical staff member. Medical staff picks up the sick call requests after 12:00 midnight each night. All inmates requesting nursing sick call will be seen within 24 hours including weekends and holidays for routine sick call requests. A member of the medical services staff (RN) will evaluate, assess, and treat each inmate who signs up for sick call. If treatment is beyond that staff member's scope of practice, the inmate will be referred to the nurse practitioner for evaluation and treatment or the provider will be called for orders. The inmate will be transferred out of the facility for emergency treatment. Nursing staff will see segregated inmates daily.
4. Any inmate who has an emergency need after sick call hours must report it to the unit officer, who will notify the Shift Supervisor. The Shift Supervisor will contact the Health Services Department. Any inmate who "drops in" to the Medical Department and circumvents this process is subject to disciplinary action.
5. Dental sick call is held five (5) days per week. A sick call form should be placed in the sick call box. The Psychologist and Psychiatrist are available to see inmates for mental health issues.
6. The inmate who is not sick or in need of sick call services, but wants to request an appointment must complete and submit an Inmate Request Form to the Health Services Unit. The request

should be specific about why an appointment is needed, as it will assist the health services administrator in scheduling the appointment with the correct health services provider. If an inmate falsely claims a medical or mental health problem to manipulate staff, a disciplinary charge may be infected.

7. For security reasons, no inmate will be informed of the date or time of an outside appointment.
8. Sick call and medication schedules are posted in each housing unit. Sick Call Request Forms are available upon request.

Pill Call Schedule: 0430  
                          0900  
                          1530  
                          2100

9. The Unit Officer will notify the unit verbally of pill call. It is the inmate's responsibility have his ID in his possession. The exact times for pill call may vary slightly from the scheduled times; therefore, it is the inmate's responsibility to be alert for instructions from the housing unit officer concerning pill call times. The nurse will conduct pill call in the housing unit. After the nurse dispenses the medication, facility staff will conduct a visual search of the mouth and hands to ensure that the inmate swallows the medication.
10. Certain prescription medications may be prescribed by the doctor to keep on the person (KOP). It is the inmate's responsibility to take these medications as directed. KOP medications must remain in their original containers until used. Medication kept after its expiration date is considered contraband and will be removed from the cell. This may subject the inmate to disciplinary action and risk the inmate losing his KOP medication privileges. It is the inmate's responsibility to notify the Medical Department when a medication refill is needed. When there are six days of medication left in the pill pack, the inmate should bring the medication card to pill call or submit an Inmate Request Form to be reordered. When the medication arrives, the inmate will be called to the Medical Department to receive it or the medication will be delivered to the housing unit for segregated inmates. The inmate will also sign for medication that is issued.
11. If the inmate misses the scheduled pill call time because of a court appearance or other staff-mandated reason, the medicine should be requested as soon as the inmate is available to take it. However, the inmate may not substitute one scheduled pill call time for another.
12. Health Care Related Grievances and Health Care Staff Complaints - If you have any complaints about your health care or the health care staff, you can file a grievance (complaint), using the Grievance Form. You can find the Grievance forms in the housing units and the law library. Health Care grievances should be sent to the Health Care Grievance Coordinator. You must attach any necessary documents (for example, Trust Account sheet) to your grievance before submitting.

1. There are two levels of review for health care grievances. Staff will make every effort for a quick answer to your grievance.
2. Some of the rules for health care grievances are:
  - You may submit one grievance every 14 calendar days except for grievances that are deemed emergent by health care staff.
  - Emergent grievances are when the regular grievance time limits of waiting 14 calendar days between filing another grievance would increase risk of injury or might cause other serious and irreparable harm.
  - You must submit your initial grievance for institutional level review within 30 calendar days of the event or acknowledgement of the event.
  - You may submit your grievance to the headquarters' level of review within 30 calendar days of your receipt of the institution level response if you are not satisfied with the decision.
3. Health care grievances received in the health care grievances office that describe health care staff behavior or activity in violation of a law, regulation, policy, procedure, or appears contrary to an ethical or professional standard that could be considered misconduct will be referred to the reviewing authority for processing determination. Only after the health care grievance has been reviewed and categorized as a staff complaint by the reviewing authority shall it be processed as a staff complaint. If the reviewing authority makes a determination that the health care grievance shall not be accepted as a staff complaint, it shall be processed as a routine health care grievance as described above.

**\*\*For confidentiality reasons, security will not ask the inmate the nature of his medical issue\*\***

## **INFECTIOUS DISEASE CONTROL**

1. In an institutional setting, both staff and inmates are concerned about infectious disease control. Tallahatchie County Correctional Facility has an Infectious Disease Program. In order to assist with the program, the inmate must report any and all incidents that result in body fluid spills to the unit officer or to the area supervisor if the inmate is not in the housing unit. Annual TB testing also will be performed. Any other such testing and treatment will be done on a situational basis based on active or suspected symptomology.
2. **THE BEST WAY TO KEEP FROM SPREADING DISEASE IS TO WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, while scrubbing the hands and wrist area and then holding the hands and wrists down while rinsing the soap off under running water for 10 seconds.** With all of our technology and knowledge, washing your hands **AFTER GOING TO THE BATHROOM**, eating, working, sneezing, coughing, scratching, etc., is still the best way to decrease the spread of disease. If someone with a cold sneezes on his hand and grabs a door knob, and you walk up and grab the same door knob and rub your eyes or pick your nose guess what? You've just caught their cold.

3. All kinds of organisms, such as, bacteria, parasites (lice, crabs, worms, etc.) and viruses can cause disease. Our main concern is viruses, because the medicines we have for viruses don't normally seem to work as well as medications for parasites and bacteria.
4. The main viruses we worry about are the Human Immunodeficiency Virus (HIV, the virus that causes AIDS) and viral hepatitis. HIV is very dangerous because it attacks the cells that fight infections. If enough of these cells are destroyed then our bodies cannot fight off any disease, even a cold. This virus is most generally transmitted through sexual contact or direct exposure to another person's blood or other body fluids. Having sex with a person of EITHER SEX, getting a tattoo or SHARING A NEEDLE with a person that is infected can spread the virus. **There is not a process that can be used in the pod or cell to make a used needle clean or sterile. You cannot pour alcohol or bleach through a used needle and make it sterile. IT IS STILL DIRTY.** Some symptoms of HIV are short flu-like illness including nausea, vomiting, fatigue (feeling tired), etc., that will normally resolve quickly. After the disease has established itself and done damage to your immune system, you won't be able to fight off infection of any kind.
5. A TB skin test will be performed ANNUALLY. If the inmate comes from another Corecivic facility, the TB skin test results from the last facility is to be accepted. The inmate will have a two-step TB skin test at the first screening facility. If the annual TB skin test has not been completed then it will be completed when he arrives on intake to TCCF and the TB skin test will be read within 48-72 hours. The only exception is if the inmate previously tested positive. An inmate who has a positive TB skin test will be scheduled to have an initial chest x-ray. After the initial chest x-ray, chest x-rays will be completed every three years. The TB skin test will be completed annually and periodically. Any inmate who refuses the TB skin test will be placed in isolation status until that inmate chooses to participate in the TB testing.
6. HIV testing is not performed routinely. If an inmate has reason to believe that testing is needed, the procedure to follow is to sign up for sick call. The nurse practitioner will determine if the test is a medical necessity (if signs and symptoms are present) and provide counseling regarding the testing. The inmate will be required to sign a consent form in order for testing to be performed. There are educational materials regarding HIV available in the Medical Department.

## SEXUAL ABUSE AND MISCONDUCT

1. This policy applies to any person employed by the TCCF, including volunteers and independent contractors, assigned to an institution or out of state facility. Sexual misconduct is defined as any threatened, coerced, attempted, or completed sexual assault or sexual conduct between offenders.
2. Reporting procedures: An inmate can report an allegation of sexual assault to any employee, including supervisory personnel, who will then take the report. A staff member, designated by the warden, will conduct an investigation. Medical Department personnel will conduct a screening and follow PREA Protocol to determine whether treatment is necessary. Counseling will be available within 24 hours. Inmates will be informed of these procedures during the orientation process.

3. Some steps to take to protect yourself are: Do not accept gifts from others; do not gamble; do not use, possess, trade, or hold contraband such as drugs or tobacco; do not become indebted to anyone either monetarily or for favors; and do not accept another inmate's offer to protect you.

### **AMERICAN DISABILITIES ACT (ADA)**

1. The institutional ADA Coordinator's name is posted on all housing unit bulletin boards.
2. Contact the ADA Coordinator for assistance with the repair and maintenance of assistive devices.
3. TDD is available through Unit Management staff the same day as requested.
4. Upon request, this handbook is available in alternate formats (Spanish). If needed, staff assistance will be provided for reading/understanding the handbook.
5. ADA appeals can only be filed by inmates who have a disability and who are requesting reasonable accommodation to access programs or services and/or to perform a major life activity (seeing, hearing, walking, etc.). ADA appeals are not to be used to request medical services or to address disagreements with previous medical care. All medical issues are to be addressed through the appropriate Corecivic Policy and procedures.
  - a. All ADA appeals filed by inmates housed in a Corecivic facility shall be filed on a Corecivic Form and submitted to the facility Grievance Coordinator.
  - b. The Grievance Coordinator shall review the appeal to determine if the issue described is an ADA issue.
    - i. If the issue is an ADA issue, the Grievance Coordinator shall assign the appeal to the appropriate Division Head for a response.
    - ii. If the issue is not an ADA issue, the Grievance Coordinator shall reject the appeal and return it to the inmate with instructions on the proper filing procedure for the issue in the appeal.
  - c. Regardless of housing or the form used, inmate shall include the following information in any ADA appeal:
    - i. Description of the inmate's disability;
    - ii. Verification of the disability, i.e., a Chrono in the inmate's central or medical file;
    - iii. A description of the problem; and,
    - iv. The specific modification or accommodation being requested.
  - d. The above information is required in addition to the usual, basic information required on all appeals forms, i.e., inmate name, state inmate number, etc.

### **EDUCATIONAL MATERIALS**

A variety of educational materials are available to the inmate in the Medical Department waiting area. If an inmate cannot find information about a particular medical problem, Medical staff will provide current information.



## LAUNDRY

1. Each inmate will receive a laundry bag, three sets of uniforms, one pair of work shoes, four t-shirts, four undershorts, six pair of socks, two sheets, one pillowcase, two white bath towels, two blankets, and one white face cloth upon admission to the facility. During winter months, each inmate will be issued one jacket.
2. A detailed laundry schedule will be posted in each pod
3. Corecivic will not be responsible for any personal clothing lost in the laundry room.

## MAIL

1. Mail will be picked up and distributed daily except on weekends and holidays. All incoming mail must be addressed with the name and number by which the inmate is incarcerated. Incoming mail not properly addressed will be returned to sender. All outgoing mail must have a complete return address, including the inmate's name (name under which the inmate is confined) and identification number.

**Example:**

John Doe #000000  
Tallahatchie County Correctional Facility  
415 Hwy. 49 North  
Tutwiler, MS 38963

2. Outgoing mail that is not properly addressed will be reviewed by the Chief of Security or designee and then returned to the inmate, if the inmate is identifiable by the information listed on the envelope. If the mail cannot be identified as to whom it belongs, it will be held in the mailroom for 10 days. If no one inquires about the missing mail in the 10-day time frame, it will be destroyed. Mail will be distributed to housing units by the designated mailroom staff by the close of each business day. The inmate must present his ID badge to receive his mail. Inmates may not receive mail for other inmates. Mail not delivered will be returned and delivered the next business day. Legal mail will be delivered to the inmate by a unit team member. Mail containing contraband will be handled by the mail room staff. The signing of money withdrawal forms to deduct postage will be handled by the Unit Manager or other approved staff.
3. Special-handling mail is mail that is certified with a return receipt. Special handling of mail will be approved on an individual basis by submission of an Inmate Request Form to the mailroom. All incoming mail must have a return address.
4. The inmate is classified as indigent according to each state or federal standards. Indigent inmates are entitled to five one-ounce letters per week. Postage will be affixed to the envelopes when they are returned to the mailroom for mailing. All incoming mail must have the inmate's confinement name and institutional number. Legal mail postage will be provided as the affected inmate demonstrates the need. TCCF will not pay for special handling of mail, such as certified, registered, or insured. In accordance with Institution procedures, inmates may copy approved materials necessary for their

research or legal matters at the expense of the inmate. Individuals who have no funds and who can demonstrate a clear need for specific copies may submit a written request for a reasonable amount of free duplication.

5. The inmate may not be in possession of cash at any time. Cash or personal checks cannot be received through the mail service. These items are considered contraband. Funds from other inmates/parolees shall be only accepted from approved correspondents, who are members of the same family, or the parent of the inmate's children.
6. Inmates may subscribe to, purchase, or have items sent in to them such as newspapers, periodicals, magazines or books. If subscriptions or books are purchased for the inmate by a third party or donated to an inmate, they must be mailed directly from a book store, book distributor, or publisher. Personal correspondents cannot mail books, periodicals, or other publications directly to inmates and state that they are a donation.
7. Incoming mail will be opened and inspected. Legal/Confidential mail will be opened in the presence of the inmate.
8. Upon release of any inmate to the contracting agency, all mail will be forwarded to the institution to which the inmate has been transferred. If location is unknown, TCCF will call the contracting state for the inmate's location, address and will forward the mail to the inmate.

#### **INMATE TRUST FUND ACCOUNT**

1. Deductions can be made from the inmate's account for the following reasons:
  - A. Purchase of commissary items.
  - B. Deductions for postage and UPS shipment.
  - C. Payment for court filing fees.
  - D. The deduction and mailing of money at the inmate's request.
  - E. Payment for destruction of TCCF property or other reimbursement ordered after a finding of guilt at a disciplinary hearing.
2. Receiving/Sending Out of Funds:

All money orders will be deposited through a bank processing center (see below). Family and friends must send money orders separate from all correspondence to the bank. The bank will NOT forward or return any letters, cards, and/or packages sent with a money order. All money orders must be sent in an envelope that contains ALL of the information shown on the sample envelope below, as the information appears on the Inmate ID Card. If the envelope does not contain ALL of this information, processing the deposit may be delayed.

**3. Personal checks and cash are not accepted at this facility.\***

First & Last Name  
Return Address

Corecivic INMATE TRUST  
Inmate First & Last Name (as it appears on the ID card)  
Inmate Commissary Number \_\_\_\_\_  
FACILITY: TCCF  
P.O. Box 933488  
Atlanta, GA 31193-3488

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**Western Union address:**

Pay to: Corrections Corp. of America  
Code City: Trust Corecivic  
State: TN  
Sender's A/C: Commissary # and Inmates Last Name

\*Further instructions can be obtained through unit teams.

4. If an inmate wishes to request a withdrawal for postage, a catalog purchase, etc., the procedures listed below must be completed:
  - A. The inmate fills out a Release of Funds Form, and if applicable, a catalog order form in its entirety.
  - B. The inmate places the form in the request mailbox addressed to the Case Manager.
  - C. The case manager will verify all information with the inmate.
  - D. The case manager will approve or deny the request.
  - E. If approved, the Release of Funds Form will be forwarded to the Business Office for deduction.
  - F. If funds are to be mailed out, the inmate must present a pre-addressed, pre-stamped envelope provided by the Unit.
  - G. Staff must accompany the Release of Funds Form. This form is given to the inmate by unit staff.
5. Upon departure from TCCF, any funds the inmate may have in his account will be automatically forwarded to the new address.

**GRIEVANCE PROCEDURE**

1. Grievance Procedures: The first step to resolving inmate issues will begin with an informal grievance process. Inmates may file as many informal grievances, on separate issues, as needed

to get issues resolved. The informal grievance is not a part of the grievance procedure but are required to show inmate has tried to resolve issues informally.

2. Procedures appellants must follow to policies and procedures when filling a formal grievance: Appellant has thirty (30) calendar days from 1) the occurrence of the event or decision being appealed, 2) upon having first knowledge of the action or decision being appealed, 3) upon receiving an unsatisfactory departmental response to an appeal filed. The informal Grievance procedure does not stop, the time frames to file an appeal. All issues **excluding disciplinary issues** will be addressed at the First Level Response (FLR) by TCCF Staff. Staff has thirty (30) business days from date of receipt of the formal grievance to render a response. If inmate is not satisfied with FLR, inmate has thirty (30) days to forward to the state for Second Level Response. All paperwork should be placed in the grievance boxes. These boxes will be checked by TCCF Grievance Coordinator, not by any other staff members.
3. If the inmate is unsure of which form to use or needs help completing the form, he should contact unit staff for assistance.

## VISITATION

1. The inmate's official visiting list will be entered into the visitation system upon the inmate's arrival at the facility. Requests to change the visiting list will be submitted to the inmates/detainees respective agency for approval.
2. An inmate shall not be permitted a contact visit with more than five persons, including minors, at the same time. An inmate shall not be permitted a non-contact visit with more than three persons, including minors, at the same time.
3. Any visitor found to be in possession of or bringing contraband into the facility is subject to prosecution. An inmate found to be in possession of contraband will be subject to the Rules and Regulations and / or prosecution
4. To visit individually, the visitor must be 18 years of age or older.
5. Visiting hours for general population are dependent upon the visitation schedule at TCCF.
6. All non-contact visits will be permitted in accordance with the Rules and Regulations set forth in Corecivic Policy. Inmates in pre-hearing detention, protective custody, or administrative segregation may receive visits in accordance with the Rules and Regulations set forth in Corecivic Visitation Policy 16-2.
7. A visitor age 18 or older must have a valid driver's license with a picture or a current identification card with a picture issued by a state or government agency in order to visit. Visitors with minor children shall abide by the Rules and Regulations of TCCF. If the accompanying adult is not the parent or legal guardian of the minor, a notarized, written consent will be required from a person with legal custody of the minor authorizing the minor to visit while accompanied by a designated adult.

8. An inmate who has been found guilty of possession of contraband during a visit will be restricted in accordance with the Rules and Regulations set forth in Corecivic Policy 16-2.
9. A request for a special visit may be submitted to the Chief of Security. To qualify for a special visit, proof must be shown that the visitor is traveling from a long distance (more than 300 miles) and that there are extenuating circumstances precluding visitation during regularly scheduled visiting periods.
10. The inmate must have the visitor's name, address, and relationship to the inmate and date of the intended visit on the request form. *No* visitor, who is not on the approved list, will be allowed to visit unless prior approval has been obtained.
11. A visitor will have access to the lobby area, visitation area, and the visitor restroom only.
12. The inmate should advise all visitors that no prescription medicines are allowed in the facility except for medications for emergency use, such as nitroglycerine or inhalers for respiratory distress. The Shift Supervisor or ADO must approve these items before they are brought into visitation. Also, they should be advised that tobacco products, alcohol, and lighters are considered contraband in this institution. All of visitor's personal property and vehicle are subject to search.
13. Visitors may be subject to being searched routinely by a scanning device, frisk or pat searched.
14. Pat searches will be conducted in a dignified manner with as much privacy as can be reasonably afforded. If contraband is found, the contraband will be confiscated, the visitor will be detained for law enforcement officials when appropriate, and a report of the incident will be submitted to the warden.

Articles such as purses, briefcases, shopping bags, umbrellas, hats, overcoats, bulky sweaters, lunch boxes, ice chests, etc., will not be brought inside the facility by visitors. Personal belongings brought into the facility are subject to search and, if found to be contraband, will be dealt with in accordance with policy and laws of the State of Mississippi. **Visitors bringing in a baby, are advised to leave their changing materials/baby food at Checkpoint due to going out to their car is not an option.**

15. Two baby bottles will be allowed, but the bottles must be plastic, not glass. NO DIAPER BAGS WILL BE ALLOWED. Additional items allowed for extended visits will be approved on a case-by-case basis.
16. Each adult visitor will be allowed to bring a total of \$30.00 in coins and each minor visitor will be allowed to bring a total of \$10.00 in coins into the visitation room to be used for the purchase of snacks. Only the visitors may purchase items from the vending machines. The inmate is not allowed to handle money or purchase items from the vending machines.
17. The inmate will be required to sit across from his visitor(s) at all times. A brief hug and kiss at the beginning and end of a visit will be permitted. The inmate is allowed to hold hands on top of the

table in view of the visitation officer during the visit. Sexual misconduct will not be permitted and will result in visitor termination and subsequent administrative/disciplinary action. The inmate must remain seated during the entire visit unless given permission by TCCF staff to do otherwise.

18. Proper attire is mandatory. No open-toe shoes; underwire bras; halter-tops; tank tops; cropped or midriff-revealing tops; low cut, form fitting, fishnet shirts; or see-through fabrics will be allowed. Spandex or other form-fitting pants are not acceptable. Pants above the knee will be considered shorts and will not be allowed. Pants below the knee or Capri pants will be allowed. Casual dresses and skirts, jean skirts, and mid-length split skirts are acceptable. Miniskirts, spaghetti-strapped dresses, and sundresses are not acceptable. Shorts are not permitted to be worn in the facility by males or female visitors, However children under 12 years of age will be allowed to wear shorts during the summer months. No suggestive clothing is permitted. Top coats, bulky sweaters, and jackets are not allowed. The only jewelry that visitors are allowed to wear is (1) small religious necklace and (1) wedding band. No other jewelry is allowed. Decisions concerning proper dress will be at the discretion of the supervisor or ADO.
19. The inmate must be groomed in compliance with the rules and Regulations as set forth in Corecivic Policy 12-101. The inmate is not allowed take any items to visitation. No items will be exchanged between the visitor and the inmate. The inmate may not talk to other inmates in the visitation area.
20. Visitors are responsible for controlling their children, especially during the operation of security doors. Children will not be allowed to run and play in the visiting area, waiting area, or front grounds. Children may not be left unattended. Uncontrolled children may necessitate termination of the visit.
21. In the event of a facility lock-down, all visitations will be suspended.
- 22. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL INMATE TO ADVISE ALL HIS APPROVED VISITORS OF THE VISITATION RULES AT THIS FACILITY. ANY VIOLATION OF THE RULES LISTED ABOVE WILL RESULT IN TERMINATION OF THE VISIT AND DISCIPLINARY ACTION. THE VISIT WILL BE TERMINATED IF A VISITOR OR AN INMATE IS DISRUPTIVE OR REFUSES TO FOLLOW THE RULES OR DIRECTIVES BY STAFF. SIGNIFICANT VIOLATIONS OF THE RULES MAY RESULT IN SUSPENSION OF VISITATION PRIVILEGES.**
23. Visitation Hours are from 0800 to 1600. The days of visitations will be posted in the PODs. Different inmates/detainees have different visitation days at the facility.

## **ATTORNEY VISITS**

1. Attorney visits, Investigators and Detectives, and members of inmate Consulates must schedule a visit to see any inmate through TCCF Visitation Coordinator.
2. TCCF makes every effort to efficiently accommodate official visitors. In order to facilitate that effort, we ask that officials call 24 hours in advance of their visit so they may be added to the appointment book. Every attempt will be made to accommodate attorneys whose schedules does

not enable them to provide us with advance notice, however, it may take longer to provide service. Cellular phones are not allowed. Cameras will only be allowed with prior approval from the Warden.

## TELEPHONE USAGE

1. P.I.N. numbers are issued to inmates upon arrival. There are twelve digits in the P.I.N. number, and all 12 numbers **must** be entered to access the phone system. ***Do not share the P.I.N. number!*** Sharing of P.I.N. numbers could result in suspension of phone privileges and/or disciplinary action taken against both inmates.
2. Telephones are available in each living area. Frequency of usage is unlimited as long as sufficient access is afforded each inmate. Each call will be limited to 30 minutes.
3. Inmates placed on segregation status will be allowed to make emergency phone calls only with approval from a supervisor.
4. There are signs throughout the facility that specify, "THESE TELEPHONES ARE EQUIPPED TO MONITOR AND RECORD YOUR CONVERSATIONS." Confidential contact with attorneys or their authorized representatives will be permitted upon submission of a request by the inmate and verification by staff. Telephone numbers of this kind will be activated in the system as private. **The hearing impaired inmate should contact the unit team for assistance with the TDD.**
5. There are limitations on the number of times a phone number can be called per day. After the limitations are met, the number cannot be called again until the computer resets. The computer resets every night at midnight.

The limitations are:

- a. A ***"connected call" is a phone call received by an answering machine, or a person.***
  - b. Number of "minutes" is how many minutes the inmate can talk.
  - c. Number of "attempts" is the number of times the inmate can try to call a number.
  - d. Number of "accepts" is the number of times the inmate's calls are accepted by the receiving party.
  - e. Number of "denies" is the number of times the inmate's calls are denied by the receiving party.
6. **THIRD PARTY CONFERENCE CALLS ARE NOT PERMITTED and could result in phone privileges being suspended and/or disciplinary action taken.**

## COMMISSARY

1. A commissary schedule will be posted. The commissary will be closed on weekends and holidays. Other closings will be posted on the commissary schedules. Items not sold in the commissary, not on the approved property list, not ordered from an approved vendor, or not issued to the inmate by Corecivic are considered contraband. An inmate may request that

certain items be sold in the commissary by submitting a request to commissary. However, changes are only made once each quarter.

2. The commissary schedule rotates every quarter. Please review the schedule in the units to see when your unit is scheduled to receive commissary. The inmate may not add to his list or change it once it is submitted. Orders will be bagged and delivered by commissary staff in the housing unit.
3. ALL SALES ARE FINAL. There will be no exchanges. The inmate must check all items before signing for his commissary. Once the bag is opened, no corrections will be allowed. The inmate is given a commissary receipt after each purchase. The clerk reads entries straight down the list to fill a commissary order. When an inmate reaches the monetary limit, the order is stopped. Maximum draw is \$320.00 a month for an inmate/detainee.
4. The inmate is not allowed to give or pass any items to another inmate.
5. Phone time may be purchased once a week on the kiosk, but is not included as part of the maximum draw amount.

## **WAREHOUSE**

1. The procedure for obtaining clothing and other facility issued items from the warehouse is to submit a request form to the correctional counselor indicating the item needed, including the clothing size.
2. The inmate will be directed to report to the correctional counselor's office on a given date and time. If an article of clothing is being exchanged, the old article should be brought to the warehouse at this time. Failure to report will be recorded as a refusal, and the inmate will have to resubmit the request.
3. Clothing will be exchanged on a one for one exchange on an individual need basis.

## **RESTRICTIVE HOUSING UNITS**

1. An inmate in a restrictive housing unit will be allowed to spend in accordance to their governmental agencies policies.
2. Mail services are the same as the general population.
3. Meals are the same as the general population.
4. Recreation will be no less than 2 hours per day 5 days a week with a total of 10 hours per week.
5. Law Library access and materials will be available in accordance with *Corecivic Policy 14-8 Access to Courts*. Inmates will be allowed to possess legal materials in accordance with *Corecivic Policy*.



6. All personal property will be stored except those items designated on the authorized list for the segregation unit. Please remember that all excess personal property that is not allowed for inmates serving a RHU term cannot be mailed home, donated or destroyed until after the RHU term has been assessed, imposed and endorsed by a Classification Service Representative.
7. **Additional information regarding personal property will be provided to the inmate upon placement in the segregation unit.**

## GENERAL POPULATION MALE INMATES PROPERTY MATRIX

**“YES” = NO LIMIT ON PRODUCTS. HOWEVER, TOTAL MUST REMAIN WITHIN SIX CUBIC FEET**

### PERSONAL CLOTHING FOR GENERAL POPULATION MALE INMATES

- INMATES ARE ONLY PERMITTED ITEMS OF PERSONAL CLOTHING LISTED IN THIS SCHEDULE UNLESS AUTHORIZED FOR MEDICAL REASONS.
- INMATES ARE PERMITTED TO WEAR SOLID COLORS ONLY UNLESS OTHERWISE INDICATED.
- INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING PERSONAL CLOTHING WITH HOODS, PICTURES, DECORATIVE ZIPPERS, INSIDE POCKETS, OR ZIPPERED POCKETS.
- INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING ITEMS WHICH ARE OBSCENE OR WHICH HAVE LOGOS, LETTERING, PICTURES WHICH ADVERTISE OR DEPICT ALCOHOL, GANGS, PROFANITY, SEX, WEAPONS, DRUGS, OR DRUG PARAPHERNALIA.

ITEM DESCRIPTION	NUMBER OF ITEMS ALLOWED
<b>ATHLETIC SHORTS</b> (White or gray only. No logos or printing. No inside pockets. A single pocket is authorized providing the opening is visible on the outside of the garment and is in line with the side seam).	<b>2</b>
<b>ATHLETIC SUPPORTER</b>	<b>2</b>
<b>BOOTS, FIRE RATED</b> (Grade eligible inmates assigned to Conservation Camps only).	<b>1</b>
<b>BOOT SOCKS</b> (Grade eligible inmates assigned to Conservation Camps only).	<b>4 Pair</b>
<b>BRIEFS / BOXERS</b> (White or gray only).	<b>10</b>
<b>HATS and CAPS</b> <ul style="list-style-type: none"> <li>• BASEBALL (White or gray only).</li> <li>• WATCH CAPS (White or gray only).</li> <li>• Additional hats consistent with these regulations as permitted by Warden’s discretion.</li> </ul> (No stripes, designs, or logos).	<b>3</b>
<b>HEAD BAND</b> (Terry cloth, plain, white, or gray).	<b>2</b>
<b>RAIN COAT / PONCHO</b> (Transparent only).	<b>1</b>
<b>SHOELACES</b> (Max. 54". One for one exchange).	<b>1 pair</b>
<b>SHOWER SHOES</b> (Foam or soft rubber, single layer construction, not exceeding 1" in thickness).	<b>1 pair</b>
<b>SLIPPERS / HOUSE SHOES</b> (No leather or leather-like materials.)	<b>1 pair</b>

<b>SOCKS</b> (White or gray only. Any combination of short to knee-high).	<b>7 pair</b>
<b>SWEAT PANTS</b> (Gray or white-only. No inside pockets. A single pocket is authorized providing the opening is visible on the outside of the garment and is in line with the side seam).	<b>2</b>
<b>SWEAT SHIRT</b> (Gray or white only).	<b>2</b>
<b>TENNIS SHOES</b> (Not to exceed \$75. No hidden compartments, zippers, or laces that are covered or concealed. No metal components including eyelets). Shoelaces included. One for one exchange.	<b>1 pair</b>
<b>UNDERWEAR, THERMAL OR LONG</b> (Gray or white only. One set consists of top and bottom or solid one piece).	<b>2 sets</b>
<b>UNDER SHIRTS</b> (White or gray only. Any combination of crew neck, v-neck, long sleeve, or sleeveless athletic tank-top. Turtle neck and mock turtle neck are not permitted).	<b>5</b>
<b>WAVE CAPS</b> (White or gray only).	<b>2</b>

#### **PERSONAL CARE / HYGIENE FOR GENERAL POPULATION MALE INMATES**

- NO ALCOHOL-BASED PRODUCTS, NO SPRAY OR PUMP BOTTLES, AND NO AEROSOL CONTAINERS ALLOWED.
- NO METAL CONTAINERS OR CONTAINERS HAVING METAL TOPS OR BOTTOMS.
- PRODUCTS CONTAINING PHOSPHATES ARE NOT ALLOWED.
- INSTITUTIONS MAY REQUIRE DISPOSABLE RAZORS TO MEET SAFETY TAMPER PROOF SPECIFICATIONS.

<b>ITEM DESCRIPTION</b>	<b>NUMBER OF ITEMS ALLOWED</b>
<b>AFTER SHAVE</b> (Must be clear and in clear container only. 5 oz. each max.).	<b>2</b>
<b>BODY POWDERS</b> (Baby powder, foot powder, medicated powder, talcum powder, etc. 20 oz. each max.).	<b>2</b>
<b>COMB / HAIR PICK</b> (COMB - non-metal, no handle, not to exceed 6" in length /HAIR PICK – non-metal not to exceed 6" in length).	<b>1</b>
<b>COSMETIC / SHAVING BAG</b> (Not to exceed 6" x 6" x 8". Plastic. Clear case only).	<b>1</b>
<b>COTTON SWABS</b>	<b>100</b>
<b>DENTAL ADHESIVE</b> (For approved denture wearers only).	<b>2</b>
<b>DENTAL FLOSSERS / GLIDERS / SAFETY DENTAL FLOSS</b> (No more than 3" in length. Amount allowed in possession to be determined by local institutional procedure. Warden's discretion on the type of flosser that would meet their respective institution's safety and/or security needs).	<b>YES</b>
<b>DENTURE CLEANSER</b>	<b>2 boxes</b>
<b>DEPILATORYS</b> (Hair removers, Magic Shave, etc. 10 oz. each max.).	<b>2</b>
<b>DEODORANT / ANTIPERSPIRANT</b> (Stick, gel, or roll-on. 5 oz. each max.).	<b>4</b>

<b>FACE CREAM</b> (Noxzema®, etc., products with glycerin as primary ingredient are not permitted. 10 oz. each max.).	2
<b>HAIR CONDITIONER</b> (20 oz. each max.).	2
<b>HAIR OIL / GREASE / GEL / POMADE</b> (20 oz. each max.).	2
<b>HAIR TIES</b>	10
<b>INSECT REPELLANT</b> (Must contain N,N-diethyl-m-toluamide (DEET) as main active ingredient).	2
<b>LAUNDRY DETERGENT</b> (Powder or liquid. 36 oz. each max.).	2
<b>LAUNDRY SOAP</b> (Bar, 7 oz. each max.). This laundry soap must be intended to be used by hand.	2
<b>LIP BALM</b> (No pigmentation added).	2
<b>LOTIONS</b> (Includes baby oil. 30 oz. each max.).	2
<b>MEDICATIONS, OVER-THE-COUNTER (OTC)</b> (Only those OTC medications permitted by the state / federal agency shall be stocked by institution canteens. <b>OTC medications are not approved for inmate packages, except those OTC medications listed below</b> ).; Must be solid tablet or capsule form only. Cough drops, sugar-free only (no formulary versions); Digestive aids containing Lactobacillus; and Guaifenesin (single ingredient only. No alcohol).	YES
<b>MIRROR</b> (Maximum of 6" diameter).	1
<b>MOUTHWASH</b> (Non-alcohol only. 30 oz. each max.).	2
<b>MUSCLE RUB and VAPOR RUB</b> (Soft plastic containers/tube only. 5 oz. each max.).	1
<b>NAIL CLIPPER</b> (Maximum of 2" length. No file blade).	1
<b>PALM BRUSH / COMB</b> (No handle. Plastic only).	1
<b>PERMANENT CURL / HAIR RELAXER KIT</b> (No lye).	2 boxes
<b>PERMANENT WAVE KIT</b>	2 boxes
<b>PERMANENT WAVE RODS</b> (Non electric. Plastic only. 3.5" max. in length. Gray only).	40
<b>PETROLEUM JELLY</b> (8 oz. each max.).	2
<b>RAZOR, DISPOSABLE</b>	10
<b>SHAMPOO</b> (20 oz. each max.).	2
<b>SHAVING CREAM / GEL</b> (Non-aerosol. 10 oz. each max.).	2
<b>SOAP, BAR</b> (5 oz. each max. Medicated soap containing additional ingredients; i.e., insecticides, keratolytics, antiseptics, antipruritics is allowed).	6
<b>SOAP DISH</b> (Non-metal. Clear case only).	1
<b>SOAP, LIQUID BODY WASH / DISH SOAP</b> (20 oz. each max.).	2
<b>SUNBLOCK</b> (Must be a minimum of SPF 15. 30 oz. each max.)	1
<b>TOOTHBRUSH</b> (Subject to local determination of maximum length. Local facility is required to shorten if necessary, to meet local requirements).	2
<b>TOOTHBRUSH HOLDER</b> (Clear plastic only. May only cover head of	1

toothbrush).	
<b>TOOTHPASTE / POWDER</b> (7 oz. each max.).	<b>3</b>
<b>WASHCLOTHS</b> (White only).	<b>3</b>

**FOOD FOR GENERAL POPULATION MALE INMATES**

- NO GLASS CONTAINERS. STYROFOAM CONTAINERS FROM CANTEEN ONLY. NOT APPROVED FOR INMATE PACKAGES.
- NO PRODUCTS REQUIRING REFRIGERATION OR COOKING ARE PERMITTED. HOWEVER, HEATING OR RECONSTITUTING IN A HOT POT IS ACCEPTABLE. FOODS THAT REQUIRE REFRIGERATION AFTER OPENING ARE RESTRICTED TO SINGLE SERVING CONTAINERS ONLY.
- NO FOIL PACKAGED ITEMS PERMITTED.
- FOODS MEETING SPECIFIC RECOGNIZED RELIGIOUS DIETARY REQUIREMENTS MAY BE ORDERED FROM A LOCALLY APPROVED RELIGIOUS SPECIALTY VENDOR. RELIGIOUS SPECIALTY FOODS MUST MEET REQUIREMENTS OF THE APPS.
- THE APPS IS NOT INTENDED TO REFLECT ITEMS INTENDED FOR IMMEDIATE CONSUMPTION, SUCH AS ICE CREAM
- ALL PLASTIC CONTAINERS MUST BE MADE OUT OF A SOFT/PLIABLE/BENDABLE PLASTIC. CONTAINERS WHICH ARE FABRICATED IN A HARD PLASTIC (I.E. ACRYLIC, HIGH-DENSITY POLYETHYLENE, ETC.) ARE NOT AUTHORIZED.

<b>ITEM DESCRIPTION</b>	<b>NUMBER OF ITEMS ALLOWED</b>
<b>ARTIFICIAL SWEETENER</b>	<b>YES</b>
<b>BEVERAGES</b> (Canned or bottled soda, water, etc., canteen purchase only. Beverages are not approved for inmate packages. No fruit juice containing sugar. Canned soda in aluminum cans is permissible for all security levels).	<b>YES</b>
<b>CANDY</b> (Candy bars and soft candies that contain chocolate, i.e., M&M's®, Milk Duds®, Tootsie Roll®, etc. All other candies soft and/or hard shall be sugar-free. Candy shall not contain alcohol or liqueurs. No foil packaging).	<b>YES</b>
<b>CANNED GOODS</b> (Canteen only. Permitted by Warden's discretion. Not approved for inmate packages). NOTE: for canned soda, refer to BEVERAGES.	<b>YES</b>
<b>CEREALS</b> (Dry. Boxes or re-sealable bags only. 26 oz. each max.).	<b>YES</b>
<b>CHEESE</b> (Non-aerosol).	<b>YES</b>
<b>CHIPS / TACO SHELLS</b>	<b>YES</b>
<b>COCOA</b> (Sugar-free).	<b>YES</b>
<b>COOKIES</b>	<b>YES</b>

<b>COFFEE</b> (Instant only).	<b>YES</b>
<b>CONDIMENTS</b> (Spices, seasonings, sauces (hot, soy, etc.), mustard, mayonnaise, salad dressing/olive oil, sugar-free honey, dried vegetables, etc. are permissible. Tomato based products containing sugar such as ketchup, BBQ sauce, pizza sauce, etc. are not permitted. Items containing sugar such as jams, jellies, honey, syrup, juices, and sugar are not permitted. Nutmeg and mace are not permitted). Hot sauces which contain sugar are permissible for purchase/possession.	<b>YES</b>
<b>CRACKERS</b>	<b>YES</b>
<b>CREAMER</b> (Powdered only).	<b>YES</b>
<b>DRY MIX DRINKS</b> (Non-flammable. Sugar-free only).	<b>YES</b>
<b>FOODS, POUCHED / VACUUM PACKED</b> (Tuna, sardines, vegetables, etc.).	<b>YES</b>
<b>HERBAL / BOTANICAL/BIOLOGICAL SUPPLEMENTS</b> (Solid tablet/caplet or soft gel form only. Six bottles/containers maximum allowed per product, i.e., six bottles of Ginkgo Biloba, six bottles of Milk Thistle, etc. Bottles/containers not to exceed 250 tablets/caplets/soft gels per bottle/container. Product shall be stored in original bottle/container. No bulk powdered products are permitted).  Herbal/botanical supplements (derived from botanical sources such as plants, trees, seeds, roots, fruits, and vegetables), i.e., Ginkgo Biloba, Milk Thistle, Resveratrol, Saw Palmetto, Cranberry, Fruit/Vegetable Extracts, Ginseng, Echinacea, Rose Hips, Pomegranate, Lycopene, Bioflavonoids, Green Tea, Valerian, Flax Seed Oil, Methylsulfonylmethane (MSM), Curcumin (Turmeric) Peppermint Oil.  Biological supplements (derived from biological sources such as shellfish, animal cartilage, bone, tissue), i.e., Glucosamine, Chondroitin, Coenzyme Q <sub>10</sub> , Hyaluronic acid, and Fish Oil (Omega 3 Fatty Acid).	<b>YES</b>
<b>MEATS, DRY</b> (Salami, jerky, sausages, etc.).	<b>YES</b>
<b>MISCELLANEOUS SNACK ITEMS</b> (Snack cakes, bars, pies, pickles, etc. are permissible. Dried fruit is not permitted).	<b>YES</b>
<b>NUTS</b> (No shells).	<b>YES</b>
<b>PEANUT BUTTER</b> (30 oz. each max.).	<b>YES</b>
<b>PRECOOKED / RECONSTITUTED / DEHYDRATED / INSTANT FOODS</b> (Rice, beans, chili, couscous, hummus, pasta (16 oz. each max. is permitted), etc. Restricted to single serving containers only. No foil packaged items permitted. No raw food products allowed, i.e., raw/uncooked rice, beans, etc.).	<b>YES</b>
<b>PROTEIN SUPPLEMENTS</b> (Solid tablet/caplet or soft gel form only, 400 max. Six bottles/containers maximum allowed per product, i.e., six bottles of Soy-Rich Protein, six bottles of chewable Protein tablets, etc.	<b>YES</b>

<p>Bottles/containers not to exceed 400 tablets/caplets/soft gels per bottle/container. Product shall be stored in original bottle/container. No bulk powdered products are permitted).</p> <p>Protein supplements shall contain at a minimum, the following nine essential amino acids: Isoleucine, Leucine, Lysine, Methionine, Phenylalanine, Threonine, Tryptophan, Valine and Histidine. The following 14 nonessential amino acids are acceptable in a protein supplement, but only when the nine essential amino acids are also present: Alanine, Asparagine, Aspartate, Cysteine, Glutamate, Glutamine, Glycine, Proline, Serine, Tyrosine, Arginine, Carnitine, Citrulline, Ornithine.</p>	
<b>SOUPS / NOODLES</b> (Ramen, rice noodles, etc.).	<b>YES</b>
<b>TEA</b> (Bags and instant).	<b>YES</b>
<p><b>VITAMIN / MINERAL SUPPLEMENTS</b> (Solid tablet/caplet or soft gel form only. Not to exceed 250 tablets/caplets/soft gels per bottle/container. Maximum six bottles/containers allowed per product, i.e., six bottles of Vitamin C, six bottles of Chromium, etc. Multiple Vitamin, Multiple Vitamin/Mineral and Single Vitamin packaging allowed. Supplements must remain in original container. No bulk powdered products are permitted).</p> <p>Allowable Vitamin Supplements: A (Retinoid: retinol, retinoid and carotenoids), B<sub>1</sub> (Thiamine), B<sub>2</sub> (Riboflavin), B<sub>3</sub> (Niacin, niacin amide), B<sub>5</sub> (Pantothenic acid), B<sub>6</sub> (Pyridoxine, pyridoxamine, pyridoxal), B<sub>7</sub> (Biotin), B<sub>9</sub> (Folic acid, folinic acid), B<sub>12</sub> (Cyanocobalamin, hydroxycobalamin, methylcobalamin), C (Ascorbic Acid), D (Ergocalciferol, cholecalciferol), E (Tocopherols, tocotrienols), K (Phylloquinone, menaquinones).</p> <p>Allowable Mineral Supplements: Boron, Calcium, Chloride, Chromium, Cobalt, Copper, Iodine, Iron, Magnesium, Manganese, Molybdenum, Nickel, Phosphorus, Potassium, Selenium, Sodium, Sulfur, Vanadium, Zinc.</p>	<b>YES</b>

**MISCELLANEOUS ITEMS FOR GENERAL POPULATION MALE INMATES**

<b>ITEM DESCRIPTION</b>	<b>NUMBER OF ITEMS ALLOWED</b>
<b>ADDRESS BOOK</b> (Soft plastic/paperback cover only. 3" x 5" maximum).	<b>1</b>
<b>AUDIO CASSETTES</b> (Professionally pre-recorded only. Possession of a player is not required).	<b>10</b>
<b>BALLPOINT PENS</b> (Non-metal, clear plastic only).	<b>14</b>
<b>BATTERY RECHARGER</b> (Does not count as an electrical appliance).	<b>1</b>
<b>BATTERIES</b>	<b>8</b>

<b>BOOKS, MAGAZINES, AND NEWSPAPERS</b> (Paperback or hardback with cover removed only. Limits do not apply to legal materials).	<b>10</b>
<b>BOWL</b> (Plastic. All bowls and lids must be made of a soft/pliable/bendable plastic. Bowls which are fabricated in a hard plastic (i.e. acrylic, high-density polyethylene, etc.) are not authorized. Maximum of 8" in diameter. Plastic lid optional. Lids shall not be secured by a locking tab/clip).	<b>2</b>
<b>CALENDAR</b> (12" x 24" maximum dimensions. No metal).	<b>1</b>
<b>CAN OPENER</b> (P-38 or equivalent) as permitted by Warden's discretion.	<b>1</b>
<b>CARD STOCK / DRAWING PAPER</b> (White only. 12" x 12" max. size).	<b>25 sheets</b>
<b>CHALK, PASTEL</b> (Pastel colors only).	<b>24</b>
<b>CLOCK</b> (Non-electric, no alarm).	<b>1</b>
<b>COAXIAL CABLE</b> (As permitted by Warden's discretion. Maximum 6' in length).	<b>1</b>
<b>COMBINATION LOCK</b> (Common key required by institution. Canteen item only. Not approved for inmate packages).	<b>1</b>
<b>COMPACT DISCS (CD)</b> (Factory sealed, pre-recorded only. Sets including DVDs shall not be permitted. Possession of a player is not required).	<b>10</b>
<b>CORRESPONDENCE COURSE</b> (Does not impact the limit on books. Must be within the established 6-cubic feet limit of allowable property).	<b>YES</b>
<b>EAR PLUGS</b> (Soft foam only. No lanyard. Not to be worn on the yard).	<b>2</b>
<b>ENVELOPES, BLANK AND / OR PRE-STAMPED ENVELOPES, CLASP / GRIP SEAL</b> (10" x 15" max. size).	<b>40</b>
<b>ENVELOPES, METERED</b> (Indigent inmates only).	<b>5</b>
<b>EXTENSION CORD</b> (Maximum length of 6', UL approved only. As permitted by Warden's discretion).	<b>1</b>
<b>GREETING CARDS</b> (Maximum size 6" x 9").	<b>10</b>
<b>HANDKERCHIEFS / BANDANNAS</b> (Solid color. White or gray only. Maximum size of 22" x 22").	<b>5</b>
<b>INSTRUMENT STRINGS, SPARE</b> (As permitted by Warden's discretion).	<b>1</b>
<b>LEGAL MATERIAL</b> (Books, pamphlets, and other legal reference).	<b>YES</b>
<b>LEGAL PADS / TABLETS AND NOTEBOOKS</b> (No spiral bound. White and yellow paper only. 9" x 14" max.).	<b>4</b>
<b>LEGAL SIZE FILE FOLDERS / WALLET ENVELOPES</b> (10" x 15" max. size).	<b>YES</b>
<b>LIGHT BULBS</b> (Not to exceed 30 watts).	<b>1</b>
<b>PENCILS, DRAWING</b> (Colored), <b>OR WRITING</b> (Non-mechanical only).	<b>24</b>
<b>PENCIL ERASER</b> (Erasers cannot be knead able).	<b>1</b>
<b>PENCIL SHARPENER</b> (Non-electric, hand held only. No metal cover. Maximum 2" length).	<b>1</b>
<b>PHOTOS / PORTRAITS</b> (Maximum of 8" x 10". No Polaroid).	<b>YES</b>
<b>PHOTO ALBUMS</b> (Soft plastic/paperback cover. Maximum of 9" x 12").	<b>4</b>



<b>READING GLASSES – NON PRESCRIPTION</b> (Magnifying glasses).	<b>1</b>
<b>SPLITTER</b> (For use with television).	<b>1</b>
<b>STAMPS</b> (U.S. Postal only).	<b>40</b>
<b>STATIONERY</b> (For written correspondence. May be decorated and have matching envelopes. Must be predominantly white. 8.5" x 11" max.).	<b>500 sheets</b>
<b>SUNGLASSES – NON-PRESCRIPTION</b> (No metal frames, non-mirrored, no red or blue lenses. Excludes prescription sunglasses. Purchase value not to exceed \$50).	<b>1</b>
<b>STORAGE CONTAINER</b> (Upon Warden's approval. All storage containers and lids must be made out of a soft/pliable/bendable plastic. Storage containers which are fabricated in a hard plastic (i.e., acrylic, high-density polyethylene, etc.) are not authorized. Lids shall not be secured with a locking tab/clip. May include clear storage containers, foot lockers, denture holders, etc.).	<b>YES</b>
<b>TUMBLER</b> (All tumblers shall hold 16 ounces or less of fluid. The tumbler (to include the lids) must be made out of a soft/pliable/bendable plastic. Tumblers which are fabricated in a hard plastic (i.e., acrylic, high-density polyethylene, etc.) are not authorized).	<b>2</b>
<b>WALLET</b> (Plain brown or black, no engravings).	<b>1</b>

#### **GAMES FOR GENERAL POPULATION MALE INMATES**

<b>ITEM DESCRIPTION</b>	<b>NUMBER OF ITEMS ALLOWED</b>
<b>CARDS</b> (No role playing).	<b>1</b>
<b>CHECKERS</b> (Cardboard and soft vinyl boards only. Plastic pieces only).	<b>1</b>
<b>CHESS</b> (Cardboard and soft vinyl boards only. Plastic pieces only).	<b>1</b>
<b>DOMINOS</b>	<b>1</b>
<b>SCRABBLE</b> (Cardboard and soft vinyl boards only. Plastic pieces only).	<b>1</b>

#### **REGISTERABLE PROPERTY FOR GENERAL POPULATION MALE INMATES**

- A MAXIMUM OF THREE ELECTRICAL APPLIANCES OF ANY TYPE ARE ALLOWED PER MALE INMATE.
- BATTERY OPERATED, NON-ENTERTAINMENT APPLIANCES SHALL NOT COUNT TOWARDS THE APPLIANCE LIMIT.
- APPLIANCES WITH INTERNAL MECHANISMS FOR RECORDING OR TRANSMITTING CAPABILITY SHALL NOT BE ALLOWED. VENDOR OR MANUFACTURER ALTERATIONS THAT DISABLE AN APPLIANCE'S CAPABILITY TO RECORD OR TRANSMIT SHALL NOT BE ALLOWED. COMPACT DISC AND CASSETTE TAPE PLAYERS ARE RESTRICTED TO ORIGINAL MANUFACTURER PLAY CAPABILITY ONLY. NO REMOVABLE STORAGE DEVICES, RECORDABLE DISKS, RECORDABLE TAPES, CHIPS (CPU'S) OR THE CAPABILITY TO TRANSFER INFORMATION SHALL BE ALLOWED.

- APPLIANCES SHALL BE PORTABLE MODELS, AND HAVE EITHER AN INTERNAL ANTENNA OR AN EXTERNAL FLEXIBLE INSULATED WIRE ANTENNA WHICH MEASURES NO LONGER THAN 10” IN LENGTH AND 1.5 MILLIMETERS IN DIAMETER. NO REEL-TO-REEL OR SPOOL TYPE PLAYERS.
- ENTERTAINMENT APPLIANCES SHALL HAVE HEADPHONES/EARBUDS, WHICH SHALL BE WORN, ON HEAD OR IN EAR, WHEN APPLIANCE IS IN USE. HEADPHONES/EARBUDS MAY BE PURCHASED AND POSSESSED WHEN INMATE HAS TV OR AUDIO DEVICE AS PERSONAL PROPERTY.
- INMATES ORDERING NEW OR REPLACEMENT APPLIANCES SHALL BE REQUIRED TO PURCHASE APPLIANCES WITHOUT SPEAKERS. INMATES CURRENTLY POSSESSING APPLIANCES WITH SPEAKERS SHALL BE ALLOWED TO KEEP THOSE APPLIANCES UNTIL THEY ARE NO LONGER FUNCTIONING. NON-FUNCTIONING APPLIANCES ARE CONSIDERED CONTRABAND AND SHALL BE DISPOSED OF IN ACCORDANCE WITH CORECIVIC POLICY.
- THE POSSESSION OF ACCESSORIES FOR APPLIANCES AND MUSICAL INSTRUMENTS SUCH AS RIBBONS FOR TYPEWRITERS, OR ELECTRONIC/NON-ELECTRONIC ADAPTERS FOR APPLIANCES ARE AUTOMATICALLY IMPLIED. INSTITUTIONS MAY LIMIT ACCESSORIES BASED UPON SAFETY/SECURITY CONCERNS. ELECTRONIC ADAPTERS FOR APPLIANCES SHALL BE CLEAR CASE ONLY.

NOTE: CERTAIN INMATE HOUSING CONFIGURATIONS MAY JUSTIFY THE PRECLUSION OF THE POSSESSION AND USE OF SPECIFIC APPLIANCES.

ITEM DESCRIPTION	NUMBER OF ITEMS ALLOWED
<b>ANTENNA / FLAT FLEXIBLE PLASTIC</b> (Up to 6' in length. As permitted by Warden's discretion).	1
<b>AUDIO ENTERTAINMENT APPLIANCE</b> (AM/FM radio/CD/cassette tape player or any combination allowed. AC power or battery operated. Must have earphone jack and headphones/earbuds. Clear case only. No detachable speakers. Outside measurements not to exceed 3" x 6" x 6". Purchase value not to exceed \$150).	1
<b>CALCULATOR</b> (Hand held, battery or solar battery operated. No games, clock, or alarm. No removable memory storage device, disks, tapes, chips (CPUs). No capability to transfer information. Purchase value not to exceed \$25).	1
<b>CD WALLETS</b> (Clear case, soft cover only. No padded or hardback covers. No zippers).	1
<b>EARBUDS/HEADPHONES</b> (Maximum cord length 8.5'. Headphones clear case only. Existing non-clear devices may be retained until no longer operational. Purchase value not to exceed \$50).	1

<b>FAN</b> (AC power or battery operated. Plastic blade and cage. Not to exceed 9". Clip on fans are not permitted for Level III inmates. Purchase value not to exceed \$25).	1
<b>HAIR CLIPPER / TRIMMER</b> (AC power, battery operated, or rechargeable. Includes attachments and combs. Clear case only. Existing non-clear case trimmers may be retained until no longer operational. Spare blades may not be kept in possession of inmate. Purchase value not to exceed \$80).	1
<b>HANDICRAFT</b> (Requires institutional approval).	YES
<b>HEALTH CARE APPLIANCE</b> (Dr. Rx. only. Not subject to the six-cubic foot limit. Includes prescription eyeglasses and prescription sunglasses).	YES
<b>HOT POT</b> (UL approved, maximum 350 watts, 40 oz. liquid capacity. Clear, non-removable base from body, temperature sensitive thermal fuse, allowable based upon local facility determination). <i>NOTE: If this item is used in an assault or in a manner that constitutes a safety/security threat, the inmate shall permanently lose the privilege of possession of this item.</i>	1
<b>LAMP</b> (Levels I & II: Flexible neck not to exceed 3 pounds or 12" extended length. Fixed neck clamp-on style not to exceed 12" overall length. Not to exceed 30 watts. AC power or battery operated. Purchase value not to exceed \$25). Level III: (Book lights only are permitted. Flexible neck only. Existing lamps are permitted to remain until no longer operational).	1
<b>MUSICAL INSTRUMENT</b> (As determined by local institutional procedures. Combined instrument and case dimensions shall not exceed 46" x 24" x 12". New purchases of keyboards are no longer permitted in male facilities. Existing keyboards are permitted).	1
<b>RAZOR, ELECTRIC / PERSONAL GROOMER (Nose/ear trimmer)</b> (AC power or battery operated. Purchase value not to exceed \$80).	1
<b>RING</b> (Wedding band. One only. Yellow or white metal only. Not to exceed \$100, maximum declared value, and may not contain a set or stone).	1
<b>TELEVISION SET (includes TV/CD/Radio combination which counts as one appliance)</b> (AC power or battery operated, portable models only. For battery operated TV's that use rechargeable battery packs, a maximum of two rechargeable packs facility physical plant limitations permitting. Must have jack and earphones or headphones. Outside cabinet clear case only and not to exceed 16" x 16" x 20" deep. Screen not to exceed 13" (tube) and 15.6" (flat panel) measured diagonally). Purchase value not to exceed \$300. NO REMOTE CONTROL	1

DEVICES.	
<p><b>TYPEWRITER, ELECTRIC</b> (AC power or battery operated. Portable only. Outside cabinet clear case and not to exceed 24" x 18" x 12". Existing non-clear typewriters may be retained until no longer operational. No removable memory storage device, disks, tapes, chips (CPUs). Temporary internal memory up to one line for correction purposes is permissible. Memory must automatically clear when device is turned off. No capability to transfer information. Existing memory typewriters may be retained with owner's manual until no longer operational. Purchase value not to exceed \$250). <i><b>NOTE: If this item is used in an assault or in a manner that constitutes a safety/security threat, the inmate shall permanently lose the privilege of possession of this item.</b></i></p>	1
<p><b>TYPEWRITER, MANUAL</b> (Portable only. Not to exceed 24" x 18" x 12". No removable memory storage device, disks, tapes, chips (CPUs). No capability to transfer information. Purchase value not to exceed \$200).</p>	1
<p><b>WATCH</b> (Wrist or pocket style. No sets or stones. No memory storage device, disks, tapes, or CPUs. No alarm, calculator, radio, TV, game, or communication capabilities. No capacity to transfer information. Purchase value not to exceed \$50).</p>	1

### RESTRICTIVE HOUSING UNIT (RHU)

**“YES” = NO LIMIT ON PRODUCTS. HOWEVER, TOTAL MUST REMAIN WITHIN SIX CUBIC FEET**

#### PERSONAL CLOTHING FOR RHU MALE INMATES

INMATES ARE ONLY PERMITTED ITEMS OF PERSONAL CLOTHING LISTED IN THIS SCHEDULE UNLESS AUTHORIZED FOR MEDICAL REASONS.

- INMATES ARE PERMITTED TO WEAR SOLID COLORS ONLY UNLESS OTHERWISE INDICATED.
- INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING PERSONAL CLOTHING ITEMS IN ANY.
- INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING PERSONAL CLOTHING WITH HOODS, PICTURES, DECORATIVE ZIPPERS, INSIDE POCKETS, OR ZIPPERED POCKETS.
- INMATES ARE PROHIBITED FROM POSSESSING, USING, OR WEARING ITEMS WHICH ARE OBSCENE OR WHICH HAVE LOGOS, LETTERING, PICTURES WHICH ADVERTISE OR DEPICT ALCOHOL, GANGS, PROFANITY, SEX, WEAPONS, DRUGS, OR DRUG PARAPHERNALIA.

ITEM DESCRIPTION	NUMBER OF ITEMS ALLOWED
<b>ATHLETIC SHORTS</b> (White or gray only. No logos or printing. <u>No inside pockets</u> . A single pocket is authorized providing the opening is visible on the outside of the garment and is in line with the side seam).	2
<b>ATHLETIC SUPPORTER</b>	2
<b>BRIEFS / BOXERS</b> ( <u>White or gray only</u> ). Boxers shall have no elastic on the leg opening.	6
<b>GLOVES</b> (Cold weather gloves <u>upon approval of Warden</u> . No zippers, pockets, or metal. White or gray only. One for one exchange). <u>NOT ALLOWED</u>	1
<b>HATS and CAPS</b> <ul style="list-style-type: none"> <li>• BASEBALL (White or gray only).</li> <li>• WATCH CAPS (White or gray only).</li> <li>• Additional hats consistent with these regulations as permitted by Warden's discretion.</li> </ul> (No stripes, designs, or logos).	1 <b>(Watch cap only)</b>
<b>HEAD BAND</b> (Terry cloth, plain, white, or gray).	0
<b>RAIN COAT / PONCHO</b> (Transparent only).	0
<b>SHOELACES</b> (White only. Max. 54". One for one exchange).	0
<b>SHOWER SHOES</b> (Foam or soft rubber, single layer construction, not exceeding 1" in thickness).	1 pair
<b>SLIPPERS / HOUSE SHOES</b> (No leather or leather-like materials. Must be predominantly white or gray).	1 pair
<b>SOCKS</b> (White or gray only. Any combination of short to knee-high).	6 pair
<b>SWEAT PANTS</b> (Gray or white-only. <u>No inside pockets</u> . A single pocket is authorized providing the opening is visible on the outside of the garment and is in line with the side seam).	2
<b>SWEAT SHIRT</b> (Gray or white only).	2
<b>TENNIS SHOES</b> (No shades of red or blue. Low, mid, or high tops are permitted. Must be predominantly white in color. No K-Swiss, Bugle Boys, Joy Walkers, Pumps, Gels, British Knights, DC, or Airlifts. Shoe laces white only. Not to exceed \$75. No hidden compartments, zippers, or laces that are covered or concealed. No metal components including eyelets). Shoelaces included. One for one exchange.	1 pair
<b>UNDERWEAR, THERMAL OR LONG</b> (Gray or white only. One set consists of top and bottom or solid one piece).	2 sets
<b>UNDER SHIRTS</b> (White or gray only. Any combination of crew neck, v-neck, long sleeve, or sleeveless athletic tank-top. Turtle neck and mock turtle neck are not permitted).	3
<b>WAVE CAPS</b> ( <u>White or gray only</u> ).	2

**PERSONAL CARE / HYGIENE FOR RHU MALE INMATES**

- NO ALCOHOL-BASED PRODUCTS, NO SPRAY OR PUMP BOTTLES, AND NO AEROSOL CONTAINERS ALLOWED.
- NO METAL CONTAINERS OR CONTAINERS HAVING METAL TOPS OR BOTTOMS.
- PRODUCTS CONTAINING PHOSPHATES ARE NOT ALLOWED.
- INSTITUTIONS MAY REQUIRE DISPOSABLE RAZORS TO MEET SAFETY TAMPER PROOF SPECIFICATIONS

ITEM DESCRIPTION	NUMBER OF ITEMS ALLOWED
<b>AFTER SHAVE</b> (Must be clear and in clear container only. 5 oz. each max.).	1
<b>BODY POWDERS</b> (Baby powder, foot powder, medicated powder, talcum powder, etc. 20 oz. each max.).	2
<b>COMB / HAIR PICK</b> (COMB - non-metal, no handle, not to exceed 6" in length /HAIR PICK – non-metal not to exceed 6" in length).	0
<b>COSMETIC / SHAVING BAG</b> (Not to exceed 6" x 6" x 8". Plastic. Clear case only).	0
<b>COTTON SWABS</b>	0
<b>DENTAL ADHESIVE</b> (For approved denture wearers only).	2
<b>DENTAL FLOSSERS / GLIDERS / SAFETY DENTAL FLOSS</b> (No more than 3" in length. Amount allowed in possession to be determined by local institutional procedure. Warden's discretion on the type of flosser that would meet their respective institution's safety and/or security needs).	YES
<b>DENTURE CLEANSER</b>	2 boxes
<b>DEPILATORYS</b> (Hair removers, Magic Shave, etc. 10 oz. each max.).	2
<b>DEODORANT / ANTIPERSPIRANT</b> (Stick, gel, or roll-on. 5 oz. each max.).	2
<b>FACE CREAM</b> (Noxzema®, etc., products with glycerin as primary ingredient are not permitted. 10 oz. each max.).	2
<b>HAIR CONDITIONER</b> (20 oz. each max.).	1
<b>HAIR OIL / GREASE / GEL / POMADE</b> (20 oz. each max.).	1
<b>HAIR TIES</b> (Colors of black, white, and gray only).	0
<b>INSECT REPELLANT</b> (Must contain N,N-diethyl-m-toluamide (DEET) as main active ingredient).	0
<b>LAUNDRY DETERGENT</b> (Powder or liquid. 36 oz. each max.).	2
<b>LAUNDRY SOAP</b> (Bar, 7 oz. each max.). This laundry soap must be intended to be used by hand.	2
<b>LIP BALM</b> (No pigmentation added).	2
<b>LOTIONS</b> (Includes baby oil. 30 oz. each max.).	2
<b>MEDICATIONS, OVER-THE-COUNTER (OTC)</b>	YES

(Only those OTC medications permitted by the state or federal agency shall be stocked by institution canteens. <b>OTC medications are not approved for inmate packages, except those OTC medications listed below</b> ).; Must be solid tablet or capsule form only. Cough drops, sugar-free only (nonformulary versions); Digestive aids containing Lactobacillus; and Guaifenesin (single ingredient only. No alcohol).	
<b>MIRROR</b> (Maximum of 6" diameter).	0
<b>MOUTHWASH</b> (Non-alcohol only. 30 oz. each max.).	1
<b>MUSCLE RUB and VAPOR RUB</b> (Soft plastic containers/tube only. 5 oz. each max.).	0
<b>NAIL CLIPPER</b> (Maximum of 2" length. No file blade).	0
<b>PALM BRUSH / COMB</b> (No handle. Plastic only).	1
<b>PERMANENT CURL / HAIR RELAXER KIT</b> (No lye).	0
<b>PERMANENT WAVE KIT</b>	0
<b>PERMANENT WAVE RODS</b> (Non electric. Plastic only. 3.5" max. in length. Gray only).	0
<b>PETROLEUM JELLY</b> (8 oz. each max.). (Not permitted in Level IV design housing.)	0
<b>RAZOR, DISPOSABLE</b> Not permitted in Level IV 180 design housing.) (Issued during shower)	0
<b>SHAMPOO</b> (20 oz. each max.).	1
<b>SHAVING CREAM / GEL</b> (Non-aerosol. 10 oz. each max.).	1
<b>SOAP, BAR</b> (5 oz. each max. Medicated soap containing additional ingredients; i.e., insecticides, keratolytics, antiseptics, antipruritics is allowed).	6
<b>SOAP DISH</b> (Non-metal. Clear case only).	1
<b>SOAP, LIQUID BODY WASH / DISH SOAP</b> (20 oz. each max.).	0
<b>SUNBLOCK</b> (Must be a minimum of SPF 15. 30 oz. each max.)	1
<b>TOOTHBRUSH</b> (Subject to local determination of <u>maximum length</u> . Local facility is required to shorten if necessary, to meet local requirements). (Cut to 3 inches.)	1
<b>TOOTHBRUSH HOLDER</b> (Clear plastic only. May only cover head of toothbrush).	2
<b>TOOTHPASTE / POWDER</b> (7 oz. each max.).	3
<b>WASHCLOTHS</b> (White only).	2

#### FOOD FOR RHU MALE INMATES

- NO GLASS CONTAINERS. STYROFOAM CONTAINERS FROM CANTEEN ONLY. NOT APPROVED FOR INMATE PACKAGES.
- CANNED ITEMS AND METAL CONTAINERS ARE NOT PERMITTED IN RHU.
- NO PRODUCTS REQUIRING REFRIGERATION OR COOKING ARE PERMITTED. HOWEVER, HEATING OR RECONSTITUTING IN A HOT POT IS ACCEPTABLE. FOODS

THAT REQUIRE REFRIGERATION AFTER OPENING ARE RESTRICTED TO SINGLE SERVING CONTAINERS ONLY.

- NO FOIL PACKAGED ITEMS PERMITTED.
- FOODS MEETING SPECIFIC RECOGNIZED RELIGIOUS DIETARY REQUIREMENTS MAY BE ORDERED FROM A LOCALLY APPROVED RELIGIOUS SPECIALTY VENDOR. RELIGIOUS SPECIALTY FOODS MUST MEET REQUIREMENTS OF THE APPS.
- THE APPS IS NOT INTENDED TO REFLECT ITEMS INTENDED FOR IMMEDIATE CONSUMPTION, SUCH AS ICE CREAM
- ALL PLASTIC CONTAINERS MUST BE MADE OUT OF A SOFT/PLIABLE/BENDABLE PLASTIC. CONTAINERS WHICH ARE FABRICATED IN A HARD PLASTIC (I.E. ACRYLIC, HIGH-DENSITY POLYETHYLENE, ETC.) ARE NOT AUTHORIZED.

ITEM DESCRIPTION	NUMBER OF ITEMS ALLOWED
<b>ARTIFICIAL SWEETENER</b>	YES
<b>BEVERAGES</b> (Canned or bottled soda, water, etc., canteen purchase only. Beverages are not approved for inmate packages. No fruit juice containing sugar. Canned soda in aluminum cans is permissible for all security levels. Privilege Group D is not permitted plastic bottles and aluminum cans.	YES
<b>CANDY</b> (Candy bars and soft candies that contain chocolate, i.e., M&M's®, Milk Duds®, Tootsie Roll®, etc. All other candies soft and/or hard shall be sugar-free. Candy shall not contain alcohol or liqueurs. No foil packaging).	YES
<b>CANNED GOODS</b> (Canteen only. Permitted by Warden's discretion. Not approved for inmate packages). Not permitted in Level IV) NOTE: for canned soda, refer to BEVERAGES.	0
<b>CEREALS</b> (Dry. Boxes or resealable bags only. 26 oz. each max.).	YES
<b>CHEESE</b> (Non-aerosol).	YES
<b>CHIPS / TACO SHELLS</b>	YES
<b>COCOA</b> (Sugar-free).	YES
<b>COOKIES</b>	YES
<b>COFFEE</b> (Instant only).	YES
<b>CONDIMENTS</b> (Spices, seasonings, sauces (hot, soy, etc.), mustard, mayonnaise, salad dressing/olive oil, sugar-free honey, dried vegetables, etc. are permissible. Tomato based products containing sugar such as ketchup, BBQ sauce, pizza sauce, etc. are not permitted. Items containing sugar such as jams, jellies, honey, syrup, juices, and sugar are not permitted. Nutmeg and mace are not permitted). Hot sauces which contain sugar are permissible for purchase/possession.	YES
<b>CRACKERS</b>	YES
<b>CREAMER</b> (Powdered only).	0
<b>DRY MIX DRINKS</b> (Non-flammable. Sugar-free only).	YES



<b>FOODS, POUCHED / VACUUM PACKED</b> (Tuna, sardines, vegetables, etc.).	<b>YES</b>
<b>HERBAL / BOTANICAL/BIOLOGICAL SUPPLEMENTS</b> ( <u>Solid tablet/caplet or softgel form only</u> . Six bottles/containers maximum allowed per product, i.e., six bottles of Ginkgo Biloba, six bottles of Milk Thistle, etc. Bottles/containers not to exceed 250 tablets/caplets/softgels per bottle/container. Product shall be stored in original bottle/container. No bulk powdered products are permitted).  Herbal/botanical supplements (derived from botanical sources such as plants, trees, seeds, roots, fruits, and vegetables), i.e., Ginkgo Biloba, Milk Thistle, Resveratrol, Saw Palmetto, Cranberry, Fruit/Vegetable Extracts, Ginseng, Echinacea, Rose Hips, Pomegranate, Lycopene, Bioflavonoids, Green Tea, Valerian, Flax Seed Oil, Methylsulfonylmethane (MSM), Circumin (Turmeric) Peppermint Oil.  Biological supplements (derived from biological sources such as shellfish, animal cartilage, bone, tissue), i.e., Glucosamine, Chondroitin, Coenzyme Q <sub>10</sub> , Hyaluronic acid, and Fish Oil (Omega 3 Fatty Acid).	<b>YES</b>
<b>MEATS, DRY</b> (Salami, jerky, sausages, etc.).	<b>YES</b>
<b>MISCELLANEOUS SNACK ITEMS</b> (Snack cakes, bars, pies, pickles, etc. are permissible. Dried fruit is not permitted).	<b>YES</b>
<b>NUTS</b> (No shells).	<b>YES</b>
<b>PEANUT BUTTER</b> (30 oz. each max.).	<b>YES</b>
<b>PRECOOKED / RECONSTITUTED / DEHYDRATED / INSTANT FOODS</b> (Rice, beans, chili, couscous, hummus, pasta (16 oz. each max. is permitted), etc. Restricted to single serving containers only. No foil packaged items permitted. No raw food products allowed, i.e., raw/uncooked rice, beans, etc.).	<b>YES</b>
<b>PROTEIN SUPPLEMENTS</b> ( <u>Solid tablet/caplet or softgel form only</u> , 400 max. Six bottles/containers maximum allowed per product, i.e., six bottles of Soy-Rich Protein, six bottles of chewable Protein tablets, etc. Bottles/containers not to exceed 400 tablets/caplets/softgels per bottle/container. Product shall be stored in original bottle/container. No bulk powdered products are permitted).  Protein supplements shall contain at a minimum, the following nine essential amino acids: Isoleucine, Leucine, Lysine, Methionine, Phenylalanine, Threonine, Tryptophan, Valine and Histidine. The following 14 nonessential amino acids are acceptable in a protein supplement, but only when the nine essential amino acids are also present: Alanine, Asparagine, Aspartate, Cysteine, Glutamate, Glutamine, Glycine, Proline, Serine, Tyrosine, Arginine, Carnitine, Citrulline, Ornithine.	<b>Medical Rx. Only</b>
<b>SOUPS / NOODLES</b> (Ramen, rice noodles, etc.).	<b>YES</b>
<b>TEA</b> (Bags and instant).	<b>YES</b>

<p><b>VITAMIN / MINERAL SUPPLEMENTS</b> (<u>Solid tablet/caplet or softgel form only</u>. Not to exceed 250 tablets/caplets/softgels per bottle/container. Maximum six bottles/containers allowed per product, i.e., six bottles of Vitamin C, six bottles of Chromium, etc. Multiple Vitamin, Multiple Vitamin/Mineral and Single Vitamin packaging allowed. Supplements must remain in original container. No bulk powdered products are permitted).  Allowable Vitamin Supplements: A (Retinoids: retinol, retinoids and carotenoids),  B<sub>1</sub> (Thiamine), B<sub>2</sub> (Riboflavin), B<sub>3</sub> (Niacin, niacinamide), B<sub>5</sub> (Pantothenic acid), B<sub>6</sub>  (Pyridoxine, pyridoxamine, pyridoxal), B<sub>7</sub> (Biotin), B<sub>9</sub> (Folic acid, folinic acid), B<sub>12</sub> (Cyanocobalamin, hydroxycobalamin, methylcobalamin), C (Ascorbic Acid), D (Ergocalciferol, cholecalciferol), E (Tocopherols, tocotrienols), K (Phylloquinone, menaquinones).  Allowable Mineral Supplements: Boron, Calcium, Chloride, Chromium, Cobalt, Copper, Iodine, Iron, Magnesium, Manganese, Molybdenum, Nickel, Phosphorus, Potassium, Selenium, Sodium, Sulfur, Vanadium, Zinc.</p>	<p><b>YES</b></p>
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**MISCELLANEOUS ITEMS FOR RHU MALE INMATES**

ITEM DESCRIPTION	NUMBER OF ITEMS ALLOWED
<b>ADDRESS BOOK</b> (Soft plastic/paperback cover only. 3" x 5" maximum).	<b>1</b>
<b>AUDIO CASSETTES</b> (Professionally pre-recorded only. Possession of a player is not required).	<b>0</b>
<b>BALLPOINT PENS</b> (Non-metal, clear plastic only). Black/blue ink flexible pens or pen fillers are required for ASU/SHU/PSU only as permitted by Warden's discretion). SHU/PSU – Colored pen fillers (Canteen only, CDC Form 128B, General Chrono (04/74) is required).	<b>14 colored pen fillers</b>
<b>BATTERY RECHARGER</b> (Does not count as an electrical appliance).	<b>0</b>
<b>BATTERIES</b>	<b>0</b>
<b>BOOKS, MAGAZINES, AND NEWSPAPERS</b> (Paperback or hardback with cover removed only. Limits do not apply to legal materials).	<b>10</b>
<b>BOWL</b> (Plastic. All bowls and lids must be made of a soft/pliable/bendable plastic. Bowls which are fabricated in a hard plastic (i.e. acrylic, high-density polyethylene, etc.) are not authorized. Maximum of 8" in diameter. Plastic lid optional. Lids shall not be secured by a locking tab/clip).	<b>1</b>
<b>CALENDAR</b> (12" x 24" maximum dimensions. No metal).	<b>1</b>
<b>CARD STOCK / DRAWING PAPER</b> (White only. 12" x 12" max. size). (SHU/PSU – Drawing paper, Canteen only. CDC Form 128B, General Chrono (04/74) is required).	<b>25 sheets</b>
<b>CHALK, PASTEL</b> (Pastel color sticks. SHU/PSU-Canteen only. CDC Form 128B, General Chrono (04/74) is required).	<b>12</b>
<b>CLOCK</b> (Non-electric, no alarm).	<b>0</b>

<b>COAXIAL CABLE</b> (As permitted by Warden's discretion. Maximum 6' in length).	<b>1</b>
<b>COMPACT DISCS (CD)</b> (Factory sealed, pre-recorded only. Sets including DVDs shall not be permitted. Possession of a player is not required).	<b>0</b>
<b>CORRESPONDENCE COURSE</b> (Does not impact the limit on books. Must be within the established 6-cubic feet limit of allowable property).	<b>YES</b>
<b>EAR PLUGS</b> (Soft foam only. No lanyard. Not to be worn on the yard).	<b>2</b>
<b>ENVELOPES, BLANK AND / OR PRE-STAMPED ENVELOPES, CLASP / GRIP SEAL</b> (10" x 15" max. size). Clasp shall be removed for inmate possession in ASU/SHU/PSU.	<b>40</b>
<b>ENVELOPES, METERED</b> (Indigent inmates only).	<b>5</b>
<b>EXTENSION CORD</b> (Maximum length of 6', UL approved only. As permitted by Warden's discretion).	<b>1</b>
<b>GREETING CARDS</b> (Maximum size 6" x 9").	<b>10</b>
<b>HANDKERCHIEFS / BANDANNAS</b> (Solid color. <u>White or gray</u> only. Maximum size of 22" x 22").	<b>5</b>
<b>INSTRUMENT STRINGS, SPARE</b> (As permitted by Warden's discretion).	<b>1</b>
<b>LEGAL MATERIAL</b> (Books, pamphlets, and other legal reference).	<b>YES</b>
<b>LEGAL PADS / TABLETS AND NOTEBOOKS</b> (No spiral bound. White and yellow paper only. 9" x 14" max.).	<b>4</b>
<b>LEGAL SIZE FILE FOLDERS / WALLET ENVELOPES</b> (10" x 15" max. size).	<b>YES</b>
<b>LIGHT BULBS</b> (Not to exceed 30 watts).	<b>1</b>
<b>PENCILS, DRAWING (Colored), OR WRITING</b> (Non-mechanical only).	<b>24</b>
<b>PENCIL ERASER</b> (Erasers cannot be kneadable).	<b>1</b>
<b>PENCIL SHARPENER</b> (Non-electric, hand held only. No metal cover. Maximum 2" length). Use in Level IV facilities subject to approval of Warden.	<b>1</b>
<b>PHOTOS / PORTRAITS</b> (Maximum of 8" x 10". No Polaroid).	<b>YES</b>
<b>PHOTO ALBUMS</b> (Soft plastic/paperback cover. Maximum of 9" x 12").	<b>4</b>
<b>READING GLASSES – NON PRESCRIPTION</b> (Magnifying glasses).	<b>1</b>
<b>SPLITTER</b> (For use with television).	<b>0</b>
<b>STAMPS</b> (U.S. Postal only).	<b>40</b>
<b>STATIONERY</b> (For written correspondence. May be decorated and have matching envelopes. Must be predominantly white. 8.5" x 11" max.).	<b>200 sheets</b>
<b>SUNGLASSES – NON-PRESCRIPTION</b> (No metal frames, non-mirrored, <u>no red or blue lenses</u> . Excludes prescription sunglasses. Purchase value not to exceed \$50).	<b>0</b>
<b>STORAGE CONTAINER</b> (Upon Warden's approval. All storage containers and lids must be made out of a soft/pliable/bendable plastic).	<b>0</b>

Storage containers which are fabricated in a hard plastic (i.e., acrylic, high-density polyethylene, etc.) are not authorized. Lids shall not be secured with a locking tab/clip. May include clear storage containers, foot lockers, denture holders, etc.).	
<b>TUMBLER</b> (All tumblers shall hold <u>16 ounces</u> or less of fluid. The tumbler (to include the lids) <u>must be made out of a soft/pliable/bendable plastic</u> . Tumblers which are fabricated in a hard plastic (i.e., acrylic, high-density polyethylene, etc.) are not authorized).	<b>1</b>
<b>WALLET</b> (Plain brown or black, no engravings).	<b>0</b>

#### **GAMES FOR RHU MALE INMATES**

<b>ITEM DESCRIPTION</b>	<b>NUMBER OF ITEMS ALLOWED</b>
<b>CARDS</b> (No role playing).	<b>0</b>
<b>CHECKERS</b> (Cardboard and soft vinyl boards only. Plastic pieces only).	<b>0</b>
<b>CHESS</b> (Cardboard and soft vinyl boards only. Plastic pieces only).	<b>0</b>
<b>DOMINOS</b>	<b>0</b>
<b>SCRABBLE</b> (Cardboard and soft vinyl boards only. Plastic pieces only).	<b>0</b>

#### **REGISTERABLE PROPERTY FOR RHU MALE INMATES**

- A MAXIMUM OF THREE ELECTRICAL APPLIANCES OF ANY TYPE ARE ALLOWED PER MALE INMATE.
- BATTERY OPERATED, NON-ENTERTAINMENT APPLIANCES SHALL NOT COUNT TOWARDS THE APPLIANCE LIMIT.
- APPLIANCES WITH INTERNAL MECHANISMS FOR RECORDING OR TRANSMITTING CAPABILITY SHALL NOT BE ALLOWED. VENDOR OR MANUFACTURER ALTERATIONS THAT DISABLE AN APPLIANCE'S CAPABILITY TO RECORD OR TRANSMIT SHALL NOT BE ALLOWED. COMPACT DISC AND CASSETTE TAPE PLAYERS ARE RESTRICTED TO ORIGINAL MANUFACTURER PLAY CAPABILITY ONLY. NO GAMING SYSTEMS, GAMES, REMOVABLE STORAGE DEVICES, RECORDABLE DISKS, RECORDABLE TAPES, CHIPS (CPU'S) OR THE CAPABILITY TO TRANSFER INFORMATION SHALL BE ALLOWED.
- APPLIANCES SHALL BE PORTABLE MODELS, AND HAVE EITHER AN INTERNAL ANTENNA OR AN EXTERNAL FLEXIBLE INSULATED WIRE ANTENNA WHICH MEASURES NO LONGER THAN 10" IN LENGTH AND 1.5 MILLIMETERS IN DIAMETER. NO REEL-TO-REEL OR SPOOL TYPE PLAYERS.
- ENTERTAINMENT APPLIANCES SHALL HAVE HEADPHONES/EARBUDS, WHICH SHALL BE WORN, ON HEAD OR IN EAR, WHEN APPLIANCE IS IN USE. HEADPHONES/EARBUDS MAY BE PURCHASED AND POSSESSED WHEN INMATE HAS TV OR AUDIO DEVICE AS PERSONAL PROPERTY.
- INMATES ORDERING NEW OR REPLACEMENT APPLIANCES SHALL BE REQUIRED TO PURCHASE APPLIANCES WITHOUT SPEAKERS. INMATES CURRENTLY POSSESSING

APPLIANCES WITH SPEAKERS SHALL BE ALLOWED TO KEEP THOSE APPLIANCES UNTIL THEY ARE NO LONGER FUNCTIONING. NON-FUNCTIONING APPLIANCES ARE CONSIDERED CONTRABAND AND SHALL BE DISPOSED OF ACCORDING TO CORECIVIC POLICY.

- THE POSSESSION OF ACCESSORIES FOR APPLIANCES AND MUSICAL INSTRUMENTS SUCH AS RIBBONS FOR TYPEWRITERS, OR ELECTRONIC/NON-ELECTRONIC ADAPTERS FOR APPLIANCES ARE AUTOMATICALLY IMPLIED. INSTITUTIONS MAY LIMIT ACCESSORIES BASED UPON SAFETY/SECURITY CONCERNS. ELECTRONIC ADAPTERS FOR APPLIANCES SHALL BE CLEAR CASE ONLY.
- MANUAL TYPEWRITERS ARE NOT PERMITTED IN LEVEL IV, 180 DESIGN PROGRAM YARDS AND HOUSING.

NOTE: CERTAIN INMATE HOUSING CONFIGURATIONS MAY JUSTIFY THE PRECLUSION OF THE POSSESSION AND USE OF SPECIFIC APPLIANCES. WARDENS MUST REQUEST APPROVAL FOR AN EXEMPTION FROM THE DEPUTY DIRECTOR,

ITEM DESCRIPTION	NUMBER OF ITEMS ALLOWED
<b>ANTENNA / FLAT FLEXIBLE PLASTIC</b> (Up to 6' in length. As permitted by Warden's discretion).	<b>1</b>
<b>AUDIO ENTERTAINMENT APPLIANCE</b> (AM/FM radio/CD/cassette tape player or any combination allowed. AC power only (batteries are not permitted).Internal antenna only. <u>Must have earphone jack and earbuds. Clear case only. No detachable speakers. Outside measurements not to exceed 3" x 6" x 6".</u> Possession by ASU precludes any other entertainment appliance. Purchase value not to exceed \$150).	<b>1</b>
<b>CALCULATOR</b> (Hand held, battery or solar battery operated. No games, clock, or alarm. No removable memory storage device, disks, tapes, chips (CPUs). No capability to transfer information. Purchase value not to exceed \$25).	<b>0</b>
<b>CD WALLETS</b> (Clear case, soft cover only. No padded or hardback covers. No zippers).	<b>1</b>
<b>EARBUDS/HEADPHONES</b> (Maximum cord length 8.5'. Headphones clear case only. Existing non-clear devices may be retained until no longer operational. Purchase value not to exceed \$50).	<b>1 (earbuds only)</b>
<b>FAN</b> (AC power or battery operated. Plastic blade and cage. <u>Not to exceed 9"</u> . Clip on fans are not allowed. Purchase value not to exceed \$25).	<b>0</b>
<b>HAIR CLIPPER / TRIMMER</b> (AC power, battery operated, or rechargeable. Includes attachments and combs. Clear case only. Existing non-clear case trimmers may be retained until no longer	<b>0</b>

operational. Spare blades may not be kept in possession of inmate. Purchase value not to exceed \$80).	
<b>HANDICRAFT</b> (Requires institutional approval).	<b>NO</b>
<b>HEALTH CARE APPLIANCE</b> (Dr. Rx. only. Not subject to the six-cubic foot limit. Includes prescription eyeglasses and prescription sunglasses).	<b>YES</b>
<b>HOT POT</b> (UL approved, maximum 350 watts, 40 oz. liquid capacity. Clear, non-removable base from body, temperature sensitive thermal fuse, allowable based upon local facility determination). <i>NOTE: If this item is used in an assault or in a manner that constitutes a safety/security threat, the inmate shall permanently lose the privilege of possession of this item.</i>	<b>0</b>
<b>LAMP</b> Not to exceed 30 watts. Purchase value not to exceed \$25). (Book lights only are permitted. Flexible neck only. Existing lamps are permitted to remain until no longer operational).	<b>0</b>
<b>MUSICAL INSTRUMENT</b> (As determined by local institutional procedures. Combined instrument and <u>case dimensions shall not exceed 46" x 24" x 12"</u> . New purchases of keyboards are no longer permitted in male facilities. Existing keyboards are permitted).	<b>0</b>
<b>RAZOR, ELECTRIC / PERSONAL GROOMER (Nose/ear trimmer)</b> (AC power or battery operated. Purchase value not to exceed \$80).	<b>0</b>
<b>RING</b> (Wedding band. One only. Yellow or white metal only. Not to exceed \$100, maximum declared value, and may not contain a set or stone).	<b>1</b>
<b>TELEVISION SET (includes TV/CD/Radio combination which counts as one appliance)</b> All televisions: Must have jack and earphones or headphones. <u>Outside cabinet clear case only and not to exceed 16" x 16" x 20" deep. Screen not to exceed 13" (tube) and 15.6" (flat panel) measured diagonally.</u> Possession by ASU precludes any other entertainment. Purchase value not to exceed \$300. NO REMOTE CONTROL DEVICES.	<b>1</b>
<b>TYPEWRITER, ELECTRIC</b> (AC power or battery operated. Portable only. Outside cabinet clear case and not to exceed 24" x 18" x 12". Existing non-clear typewriters may be retained until no longer operational. No removable memory storage device, disks, tapes, chips (CPUs). Temporary internal memory up to one-line for correction purposes is permissible. Memory must automatically clear when device is turned off. No capability to transfer information. Existing memory typewriters may be retained with owner's manual until no longer operational. Purchase value not to	<b>1</b>

exceed \$250). <b>NOTE: If this item is used in an assault or in a manner that constitutes a safety/security threat, the inmate shall permanently lose the privilege of possession of this item.</b>	
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1. An indigent inmate may obtain hygiene products weekly by submitting a request to the warehouse.
2. The inmate discharged or leaving TCCF is required to turn in all property issued by Corecivic. The inmate not returning property will be charged the cost of the items. The cost of the items may be withheld from the inmate's final trust fund check if all Corecivic property is not returned.
3. All property must remain in its original container. Once a container is empty, the container must be discarded. Any property stored in the wrong container or in a mislabeled container will be considered contraband and will be destroyed or used at the discretion of the facility.
4. Upon arrival at TCCF, the inmate will be advised of the property limitations and will be **required** to ship out all unauthorized property to an address that the inmate furnishes or have it picked up by a designated person (with proper identification) at the inmate's expense. If the inmate has a lost or damaged property claim against either a Corecivic Facility the appropriate grievance process shall be followed.

## PACKAGES

1. In accordance with *Corecivic Policy*, a quarterly package from a correspondent via an approved vendor will be permitted. The package must come from an approved sales vendor or outlet, the order must be made through the unit counselor, and the order must be paid for in advance by the inmate or family member.
2. The inmate must pay for shipping costs if an unauthorized package or property is mailed to TCCF. If unauthorized property arrives here, it will be disposed of by one of the methods listed below. The inmate may choose to:
  - i. Mail the disallowed property to an address of someone willing to accept it. This mailing will be at the inmate's expense.
  - ii. Return the item to the sender if the inmate has funds to do so.
  - iii. Have the facility destroy the property.
3. The amount of property allowed will be governed by the space limitations of the living area. Only amounts that will fit into the assigned locker space will be permitted. **NOTHING WILL BE STORED ON THE FLOOR, UNDER THE BEDS, OR IN ANY LOCATION OTHER THAN THE APPROVED LOCKER SPACE.**

## PROGRAMS

An activity list and program schedule are posted in each housing area. Programs include:

- *Religious activities*—TCCF meets the spiritual needs of the inmate by conducting religious services each week. A religious diet or other accommodation request to practice a religious faith should be submitted in writing to the chaplain. The food service department will be provided with a list of all religious diets.
- *Recreation and library*—recreation and library times are scheduled for each inmate on a monthly basis. Access to the legal reference collection and Inter-Library loan is approved by request to the library supervisor.
- *Individual counseling*—individual counseling is available upon written request to the case manager or mental health staff.
- *Work Assignment*—the inmate work program consists of various institutional jobs. The inmate should complete a job application and turn it in to their Case Manager. Inmates must complete a job application to be considered for any job outside the housing unit. Education assignments will be assigned based on the inmate's Work Group/ Privilege group. Inmates must attend all assignments or be subject to disciplinary action. Inmates do not get to pick their assignments. If possible the inmate's preference will be taken in consideration. Once an application has been received by the Job's Coordinator, an inmate will be placed on a waiting list for that assignment provided they are eligible for that position.
- *Substance Abuse*— for inmates who are committed to achieving sobriety, the Residential Drug Addictions Program (RDAP) will provide treatment and the necessary social skills that will help them achieve their goal of living and maintaining a life of sobriety. The RDAP programs offers morning and evening meetings, along with daily group sessions.
- *Academic and vocational education*—General Education Development (GED), Adult Basic Education (ABE), English as a Second Language (ESL), a cognitive behavioral program, and a vocational computer program will be made available in accordance with the needs of the inmate / detainee population. Vocational classes offered at TCCF are Electrical, Plumbing, and Carpentry. Life Skills classes are also offered utilizing the KET Workplace Essentials Workbook. AEIS (Adult Education in Spanish) which is often referred to as INEA is offered inside the housing unit.

No inmate will be allowed in the Job Coordinator's Office unless an appointment has been scheduled. A telephone interview with the Job Coordinator will be scheduled based on Unit Staff availability. Certain jobs may require medical clearance, i.e. food service or barber.

## UNIT MANAGEMENT

TCCF uses the unit-management approach, which improves staff and inmate relationships and the delivery of correctional services to the inmate. The unit team consists of the unit manager, case manager, correctional counselor, secretary and housing unit officers. The unit management staff members are



responsible for all matters pertaining to the units. This responsibility includes case management, security, programs, safety, and sanitation. The unit manager serves as an advisor to the administration on matters concerning inmate management and programs.

## **BARBER SHOP PROCEDURES**

The barber shop is open to the general population according to the posted schedule. The barber shop closes during count and meal times. Barbers will perform only regular haircuts. There will be no specialty cuts such as lettering. Only approved barbers will operate barbershop equipment. Each inmate will have access to the barber shop at least once every 30 days. Inmates in segregation, Yard 2 and others with special needs will be scheduled by request only.

## **URINALYSIS TESTING PROCEDURE**

The securing of a urine sample from an inmate, for the purpose of testing for the presence of controlled substances shall be conducted in accordance with Corecivic Policy 9-4. Inmates housed at TCCF will be tested according to the procedures listed below.

- A. Suspect- When there is reasonable suspicion that the inmate to be tested may have recently used a controlled substance or the inmate is discovered to be in possession of a controlled substance or drug paraphernalia or when drugs or intoxicants are discovered in an area controlled, occupied or inhabited by an inmate.
- B. Random Selection- As a condition of the inmates' participation in a specific program, work assignment for which such testing is required, or as a result of selection by the institution/facility's random drug testing selection process.
- C. Mandatory Random Drug Testing (MRDT)- Inmates found guilty of a rule violation related to the use, possession, sale, distribution, or introduction of controlled substances, drugs, or drug paraphernalia, or refusal to submit to a test for controlled substances or drugs shall be placed in a MDRT program for a period of one year. Inmates who are placed on MRDT will be subjected to random urinalysis testing at a frequency of once per month for the first offense, twice per month for the second offense, and four times per month for any subsequent positive U/A test.
- D. Inmates who refuse or are unable to produce a urine sample shall be subject to disciplinary action. If the inmate is unable to provide a urine sample, the inmate shall be encouraged to drink 24 ounces of water to assist in providing a sample. The inmate shall also be allowed up to three hours to provide a sample. If an inmate is unable to produce an acceptable urine sample within this time period, this shall be considered as a refusal to provide a urine sample.

## INSTITUTIONAL RULE VIOLATIONS, DUE PROCESS, & APPEALS:

### EMERGENCY PROCEDURES

1. There are specific procedures for the emergency evacuation of the inmate's assigned housing unit. In case of an emergency that forces the inmate to evacuate, the inmate simply will follow the evacuation plan, which is posted in the day room by the main door of the housing unit. There are two lines that are sketched on the plan. One line is red, and the other one is blue. The red line indicates the primary, or the first, route to take should it become necessary to evacuate a housing unit. The second line is a blue line, and this is the secondary, or second choice should the primary route be blocked for any reason.
2. In the event of an emergency or a practice drill, the inmate is to listen to the staff member for any orders or directions. It will be to the inmate's benefit to listen to these orders and follow them as quickly and as safely as possible. The evacuation plans and drills are established to aid the inmate in case of an actual emergency. All inmates should familiarize themselves with these plans, their location, as well as the routes that they show. Failure to follow the directives from staff during a drill will result in disciplinary action for failure to follow orders as well as interfering with a staff member in the performance of his/her duties.
3. **Upon an alarm being sounded and/or an announcement made via facility personnel, to "GET DOWN", or the sound of a WHISTLE is heard, all inmates are to immediately cease all movement and assume a "seated" position. No squatting, kneeling or moving from one area to another will be allowed. Responding staff will assess the situation and give further direction as needed, directing inmates to lay prone or move to a different location. A "seated" position is described as, placing you buttocks on the ground while crossing or extending your legs. Those inmates identified as possibly being involved in the incident will be directed by responding staff to get down in a prone position, cross their legs and place their crossed hands in the waist area of their back. Inmates with physical limitations who are unable to assume a "seated" position will be identified with a Mobility Impaired Vest. Inmates confined to a wheelchair will be considered in a seated position. Those inmates not assuming a "seated" position during an alarm shall be approached by staff, placed in restraints and escorted away from the incident. Inmates found to have no documented medical reason for the failure to assume a position on the ground will receive disciplinary action.**

### SEARCHES

Frequent, unannounced searches of inmates, cells, and other areas of the facility are conducted as often as necessary to promote the safety and security of the facility. Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, and to prevent escapes and other disturbances. Searches are to be conducted in a manner that avoids unnecessary force, embarrassment, or indignity to the inmate.

Inmates who have a disability that prevents the standard search methods shall be afforded reasonable accommodations. If the search includes removal or disassembly of a health care appliance, it shall be conducted in a clean setting. Health care appliances attached to the body will be removed only

for inspection during an unclothed body search. If search requires removal of a prosthetic device, a compliant inmate shall be allowed to personally remove it. If forcible removal becomes necessary, health care staff shall be available for consultation regarding safe removal of the appliance.

### Types of Searches

1. Frisk or Pat Search: A complete head to toe search of a clothed individual involving observation and feeling the total length of the body, checking all surface areas for contraband/weapons, as well as a thorough search of clothing, including all pockets, collars, cuffs, waistbands and removal of shoes and socks.
2. Unclothed Body Search: All unclothed body searches are to be conducted in private except in emergency circumstances where a legitimate security risk exists. A unclothed body search of an inmate requires that all clothing be removed during the search. An unclothed search will be conducted by staff of the same gender as the inmate being searched, unless a legitimate security interest exists, i.e. mass disturbances or shakedowns, and there is not a sufficient number of same gender staff available.
3. Body Cavity Search: A search of an inmate which includes a visual and physical inspection of the body cavities, including the rectum. Body cavity searches are not authorized at Corecivic facilities and will not be conducted by Corecivic personnel without the prior approval of the Vice President of Operations.

## POLICIES

Certain Corecivic policies, the policies being followed by the different states / federal agencies will be available in the library for inmates / detainees of those contracts to review upon request.

## INMATE RIGHTS AND RESPONSIBILITIES

### You have the right to:

- A. Expect that as a human being, you will be treated impartially and fairly by all personnel
- B. Be informed of the rules, procedures and schedules concerning the operation of the institution
- C. Have freedom of religious affiliation and voluntary religious worship
- D. Receive health care which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical, mental and dental treatment
- E. Visit and correspond with family members, members of the news media and rules and facility guidelines
- F. 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
- G. Legal counsel from an attorney of your choice by interviews and correspondence
- H. Participate in the use of the law library reference materials to assist you in resolving legal problems
- I. Receive help when it is available through a legal assistance program

**You have the responsibility to:**

- J. Treat others, both employees and inmates, in the same manner
- K. Know and abide by the rules, procedures and schedules concerning the operation of the facility
- L. Recognize and respect the rights of others' religious affiliation and worship
- M. Not to waste food, to follow the laundry schedule, to maintain neat and clean living quarters, to keep your area free from contraband and to seek medical care as you may need it
- N. Conduct yourself properly during visits, not to accept or pass contraband. Not to violate the law or facility guidelines through your correspondence
- O. Present honesty and fairly your petitions, questions and problems to the Court
- P. Use the services of an attorney honestly and fairly
- Q. Use the law library and its resources in keeping with the procedures and schedules prescribed and to respect the rights of the use of the materials and assistance

**SEXUAL ASSAULT/ABUSE  
HANDBOOK**  
Maintain Your Rights  
And  
Your Dignity

**PRISON RAPE ELIIMINATION ACT (PREA)**

PREA supports the elimination, reduction and prevention of sexual assault and rape within correctional systems. PREA applies to all federal, state and local prisons, jails, police lock-ups, private facilities and community settings such as residential facilities.

Section 10 of the Prison Rape Elimination Act defines the term rape as:

“...the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that persons will; or not forcibly or against that persons will, where the victim is incapable of giving consent because of his or her youth or temporary or permanent mental or physical incapacity; or...the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of the fear or the threat of physical violence or bodily injury.

**What sexual acts are forbidden?**

**The following sexual acts are forbidden at Tallahatchie County Correctional Facility:**

**Disruption – Violence**

Rape or forcible sexual act

Example: Rape is defined as the penetration, however slight, of the oral, vaginal or anal opening for the purpose of sexual arousal, gratification, or abuse when the victim is incapable through any unsoundness of mind, whether temporary or permanent of giving consent; the victim resists but resistance is overcome by force or violence; where the victim is prevented from resistance by threats of immediate and great bodily harm, accompanied by apparent power of execution; where the victim is prevented from resistance by the use of any intoxicating, narcotic or anesthetic substance administered by or with the privates of the accused; or where the victim is at the time unconscious of the nature of the act.

**Sexual Activity**

Engaging in sexual activity with another person.

Example: Has active or passive contact or fondling between his/her genitals, hand(s), mouth, buttocks, anus, breast and the genitals; hands, mouth, buttocks, anus, or breast of another person who expressly or impliedly consents to the accused offender’s conduct. Contact can be with or without clothing being worn by one or both parties.

Bestiality

Example: Any sexual contact with an animal.

Indecent exposure

Example: Every person who willfully and lewdly either: exposes his or her genitals in any public place, or in any place where there is present another person or persons who are offended or annoyed thereby; or procures, counsels, or assists any person so to expose his or her genitals where there is present another person or persons who are offended or annoyed.

### Making sexual proposals/threats or sexually harassing another person.

Example: Subjecting another person to sexual contact through physical action and/or verbal or written statements without sexual intercourse, and the other person does or does not expressly or impliedly consent to the accused offender's conduct, or the other person is unconscious or otherwise physically incapable of resisting and has not consented to the physical contact.

### Inappropriate physical contact

Example: Lingering touching, physical contact or inappropriate kissing.

The acts listed above are prohibited by Corecivic /TCCF policy and violators will be subject to disciplinary actions.

### **Are there other sexual acts that are forbidden?**

Yes.

**Staff sexual misconduct** is forbidden at TCCF. Staff sexual misconduct is sexual behavior between any TCCF staff member and any offender under the care of TCCF. This includes contractors and other agents of the contracting agencies.

Staff sexual misconduct is forbidden even if it is consensual.

### **What are my rights?**

While the inmate is incarcerated, no one has the right to pressure you to engage in sexual acts. Rape and sexual assault are violent acts. Regardless of your age, race, size, ethnicity, or sexual orientation, offenders should have the opportunity to serve their sentences with dignity.

You do not have to tolerate sexual pressure, harassment, manipulation, or assault. Every offender has a responsibility to eliminate sexual assault and sexual activity. If the inmate is approached, pressured, or assaulted; report it immediately.

To ensure that your environment is safe, if the inmate is aware of another offender being sexually assaulted or involved in sexual behavior, report it immediately.

### **I can see why rape and sexual assaults are against the rules, but why is sexual activity forbidden? If both people consent, what's the big deal?**

There are many reasons why sexual behavior is inappropriate in prison. None of them involve moral judgments regarding sexual preferences. In a prison, sexual relationships, including those that are consensual, foster violence. Some offenders may disapprove of same-sex relationships and attack inmates involved in sexual activities. Fights often occur when a "couple" breaks up, or one partner discovers the other is "cheating."

Eliminating sexual assault and sexual activity promotes a safer environment. In addition, the elimination of sexual activity and sexual assaults promotes an atmosphere where people can concentrate on making the changes in their lives that are necessary for success upon release.

### **What about confidentiality?**

TCCF staff members have been trained to limit the sharing of information regarding sexual assault and sexual activity to personnel who make decisions about the victim's welfare and for investigation/prosecution purposes.

## **What if I know someone who was sexually assaulted or know of someone involved in sexual activity?**

Report it to a staff member immediately.

It is every offender's right to serve his or her sentence with dignity. When others infringe upon that right, they release you from any bond of silence. Prison rape can be eliminated best when people who live in the facility refuse to accept it under any circumstances.

If you fail to report this type of behavior, you erode your own safety. Support others who take the initiative to report this behavior and keep the facility safe.

## **How do I avoid being assaulted?**

You can take steps to protect yourself from being sexually assaulted by:

- Do not accept gifts from others. Gifts and favors usually have strings attached.
- Do not gamble or enter games of skill or chance.
- Does not use, possess, trade, purchase, or hold drugs, alcohol, or tobacco products.
- Do not become indebted to anyone either monetarily or for favors.
- Choose your associates wisely. Do not become involved in gangs or hate groups. Look for people doing positive things to change their lives such as education, programs, religious activities, etc.
- Do not accept another inmate's offers to protect you.
- Stay in well-lit areas where staff can see you.
- Carry yourself in a confident manner at all times. Do not permit your emotions such as fear and anxiety to be obvious to others.
- Trust your instincts. If a situation seems dangerous, it probably is. If you fear for your safety, report it to a staff member.

## **What do I do if I'm assaulted?**

**Report it immediately to a staff member** who will offer you immediate protection from the assailant and will get you medical attention. Because reporting sexual assault can be difficult, it is important that you understand there are several ways that you can report it.

The first and best choice is to report it immediately to a staff member.

You can also report using one or more of the following:

- By submitting a medical concern form and reporting to a medical staff member during sick call
- Call someone outside the facility who can contact facility administrative staff on a medical concern form
- By submitting a concern form to security staff
- In a letter to the facility head sealed and marked confidential

Remember any method that you use other than reporting directly to a staff member delays you getting help.

**Do not shower, wash, drink, eat, change clothing, or use the bathroom, until after you have seen a medical professional trained to examine victims of sexual assault.** (There will be a strong desire to clean up after a sexual assault, **it is important that you do not.**)

**FOR ADDITIONAL REPORTING PROCEDURES, INMATES WILL REFER TO CORECIVIC POLICY 14-2 "SEXUAL VIOLENCE PREVENTION AND RESPONSE"**

**What will happen to me when I report a sexual assault?**

Medical staff will examine you for injuries, which may not be readily apparent to you. They will also test you for sexually transmitted diseases and collect evidence.

To collect evidence, you will be asked to consent to a sexual assault examination. A medical professional will do this exam. Although, you have the right to refuse the exam, it is critical to collect as much evidence as possible.

You can receive medical attention without submitting to a sexual assault exam. It is important to understand the difference between the sexual assault exam and a medical care for the treatment of injuries and keeping you healthy.

The evidence gathered in the sexual assault exam will be used to prosecute the perpetrator. The evidence can include hair, skin, and body fluids of the perpetrator. However, the medical care you receive during treatment is confidential, unless you sign a medical release form to allow medical information to be used as evidence in the prosecution of the assault.

**Do I have to reveal the assailant?**

No. However, you are strongly encourage to name the assailant if you know who it was, or do your best to help staff identify the assailant. That is the only way to protect yourself and others from future attacks.

**If I am a victim of a sexual assault, where will I be housed and what will happen to my property?**

First, you will immediately be protected from the assailant and receive medical care. Beyond that exact answers are difficult because every facility and situation is different. However, here are some general things you can expect.

Sexual assault in the community or in prison is a traumatic and difficult experience, which is often exacerbated by the investigation. Fortunately, the criminal justice system is getting better at helping victims through this experience.

**Designated Facility Victim Services Coordinator**

Tallahatchie County Correctional Facility has designated the H.S.A. (Health Services Administrator) as the **Facility Victim Services Coordinator**.

The **Facility Victim Services Coordinator's** role is to support you as a victim. It is likely that you will also work with a victim service coordinator that works in the community.

The **Facility Victim Service Coordinator** will not do certain things like advocate for your release on parole, reduce your custody level, or grant you special privileges. However, they can help you cope with a difficult situation.



Handling a sexual assault in a prison facility presents unique challenges that are not present in the community. The perpetrator must be isolated, the victim must be protected, evidence must be collected, and medical attention must be given.

Staff must remain neutral and ensure that all possibilities are considered, for example, false allegations or a perpetrator who claims to be the victim.

In a prison, once the evidence is collected and the statements are taken, the victim can't just go home and alternative housing options are scarce. The unit team will make housing decisions.

- “ Safe housing at the appropriate custody level
- “ Isolation from the perpetrator
- “ Isolation from friends of the perpetrator
- “ Housing in the least restrictive environment possible

Your past behavior can limit the options available for housing. For example, an offender housed in administrative segregation will remain in administrative segregation.

### **What if I'm falsely accused?**

First, remember to avoid situations that put you at risk.

Do not accept gifts from others;

Do not gamble or enter games of skill or chance;

Do not use, possess, trade, purchase, or hold drugs, alcohol, or tobacco products;

Do not become indebted to anyone either monetarily or for favors;

Choose your associates wisely;

Do not accept if another inmate offers to protect you;

Stay in well-lit areas where staff can see you

Carry yourself in a confident manner at all times;

Trust your instincts; and

Don't engage in sexual activity.

False accusations usually arise from vendettas, indebtedness, and gangs & hate groups, or rejection of sexual advances.

If you are falsely accused, cooperate with staff. Do not make threats. Don't attempt to harm or have others harm the person making the allegation. Keep your wits about you. Becoming verbally or physically abusive will add credibility to the allegations and weaken your own credibility. Tell the truth, even if you might be held accountable for your behavior. Lies will only further erode your credibility.

Anyone found to have made a false allegation will be disciplined and/or prosecuted.

### **What if I'm involved in consensual sex, but later feel that I was manipulated?**

Most cases of sexual activity in prison involve manipulation, pressure, or other coercion. It is common that one person who has no history of inappropriate sexual activity is involved with one who has a history of several different partners on many different occasions. When this happens, one is usually a perpetrator, and the other is a victim.

Avoid getting into the situation in the first place. Remember, if you are involved in consensual sexual activity, you are subject to disciplinary action. However, by coming forward, you are taking responsibility for your behavior, which is an important step toward developing the attitude and skills necessary for success in the community. But the most important reason to come forward is to stop a sexual perpetrator from manipulating more victims into destructive behaviors.

**Recovering from sexual assault**

Any form of coerced or manipulated sexual activity is degrading. Victims of rape and sexual assault may be eligible for victim's services. However, some of these services may not be available until after you are released from prison. Contact your **Facility Victim Services Coordinator** for more information.

**REMEMBER**  
**SEXUAL ASSAULT IS A CRIME**  
**ALL SEXUAL ACTIVITY BETWEEN OFFENDERS IS PROHIBITED**  
**ALL SEXUAL ACTIVITY BETWEEN STAFF AND OFFENDERS IS PROHIBITED**  
**IF YOU ARE A VICTIM OF A SEXUAL ASSAULT, REPORT IT IMMEDIATELY.**

Allegations of sexual assault will be thoroughly investigated. Perpetrators of rape and sexual assault will be prosecuted and subject to disciplinary action. Sexual perpetrators will be considered for administrative segregation.

It is never appropriate for a staff member to make sexual advances or engage in sexual activity with an offender. Even if the offender wants to be involved with the staff member, the staff member is not allowed to respond.

It is never appropriate for an offender to make sexual advances or comments to a staff member, and such behavior will result in disciplinary or corrective action.

**MAINTAIN YOUR RIGHTS AND YOUR DIGNITY!**

**Victim Advocacy Services**  
**Region One Mental Health**  
**1724 Cheryl Street**  
**Clarksdale, MS 38614**

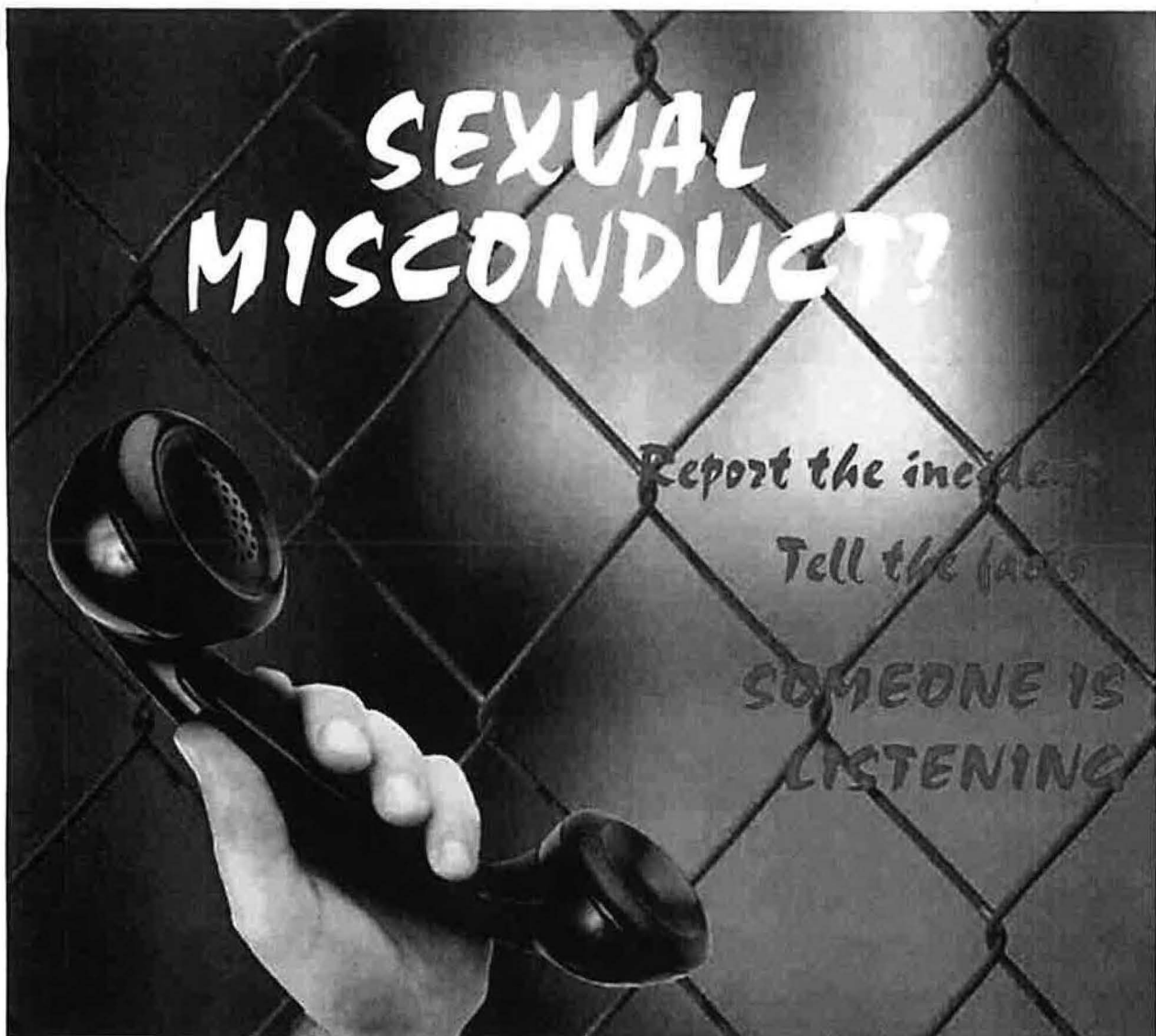
In the event crisis counseling is needed, the following anonymous numbers can be dialed.  
(662) 627-7267, between the hours of 9am-5pm; afterhours persons can dial 888-404-8002.  
All calls are anonymous.

**TALLAHATCHIE COUNTY CORRECTIONAL FACILITY HAS PREA HOTLINES. ALL  
CALLS PLACED TO THESE NUMBERS WILL BE FREE OF CHARGE AND WILL REMAIN  
ANONYMOUS!!!**

Local (662) 555-1234

PREA INFORMATION FOR ORIENTATION HANDBOOK

The Federal Prison Rape Elimination Act (PREA) of 2003 drives all efforts to combat sexual abuse and sexual misconduct within our institutions. Offender and staff safety is paramount to the mission of rehabilitation.



In 2012, the Federal Department of Justice issued a final rule adopting national standards to prevent, detect, and respond to prison rape, as required by the Prison Rape Elimination Act of 2003. The goal of this rulemaking was to prevent, detect, and respond to sexual abuse in confinement facilities.

The most important things for you to know are:

### **Policy**

TCCF is committed to providing a safe, humane, secure environment, free from offender on offender sexual violence, staff sexual misconduct, and sexual harassment. This will be accomplished by maintaining a program to address education/prevention, detection, response, investigation, and tracking of these behaviors and to address successful community re-entry of the offender.

TCCF shall maintain a zero tolerance for sexual violence, staff sexual misconduct and sexual harassment in its institutions, community correctional facilities, conservation camps, and for all offenders under its jurisdiction. All sexual violence, staff sexual misconduct, and sexual harassment is strictly prohibited. This policy applies to all offenders and persons employed by TCCF, including volunteers and independent contractors assigned to an institution, community correctional facility, conservation camp, or parole.

Retaliatory measures against employees or offenders who report incidents of sexual violence, staff sexual misconduct, or sexual harassment as well as retaliatory measures against those who cooperate with investigations shall not be tolerated and shall result in disciplinary action and/or criminal prosecution.

Retaliatory measures include, but are not limited to, coercion, threats of punishment, or any other activities intended to discourage or prevent a staff or offenders from reporting the incident(s) or cooperating with investigation of an incident(s).

In order to minimize cross gender exposure, staff of the opposite biological sex will announce their presence when entering the housing unit by stating "Staff on the Floor". This announcement will be made at the beginning of each shift if staff of the opposite gender are assigned, or when a staff of the opposite gender enters the housing unit.

### **Reporting an Incident**

You may report an allegation of sexual violence, staff sexual misconduct, or sexual harassment to any staff member including volunteers or contractors. You may tell a family member or friend, who can report on your behalf. You may also report utilizing the following addresses or telephone numbers:

Each living area will have the various numbers and address to contact to report PREA complaints.

Be advised all telephone calls from the inmate telephone system are recorded. If a PREA allegation is identified through the inmate telephone system, it will be referred to appropriate staff for inquiry or investigation, as appropriate.

### **PREA Compliance Manager**

Each institution has a PREA Compliance Manager assigned who will be responsible to:

- Track and report all PREA allegations made at his/her assigned institution;

- Monitor allegations of retaliation and take appropriate action should those allegations be substantiated; and
- Ensure the victim is notified of the outcome of the inquiry or investigation.

### **Victim Advocate and Victim Support Person**

If you are the victim of sexual violence or staff sexual misconduct while in this institution, you may be eligible to have a victim advocate and a victim support person with you during the medical examination, interviews with law enforcement, and subsequent interviews with medical staff.







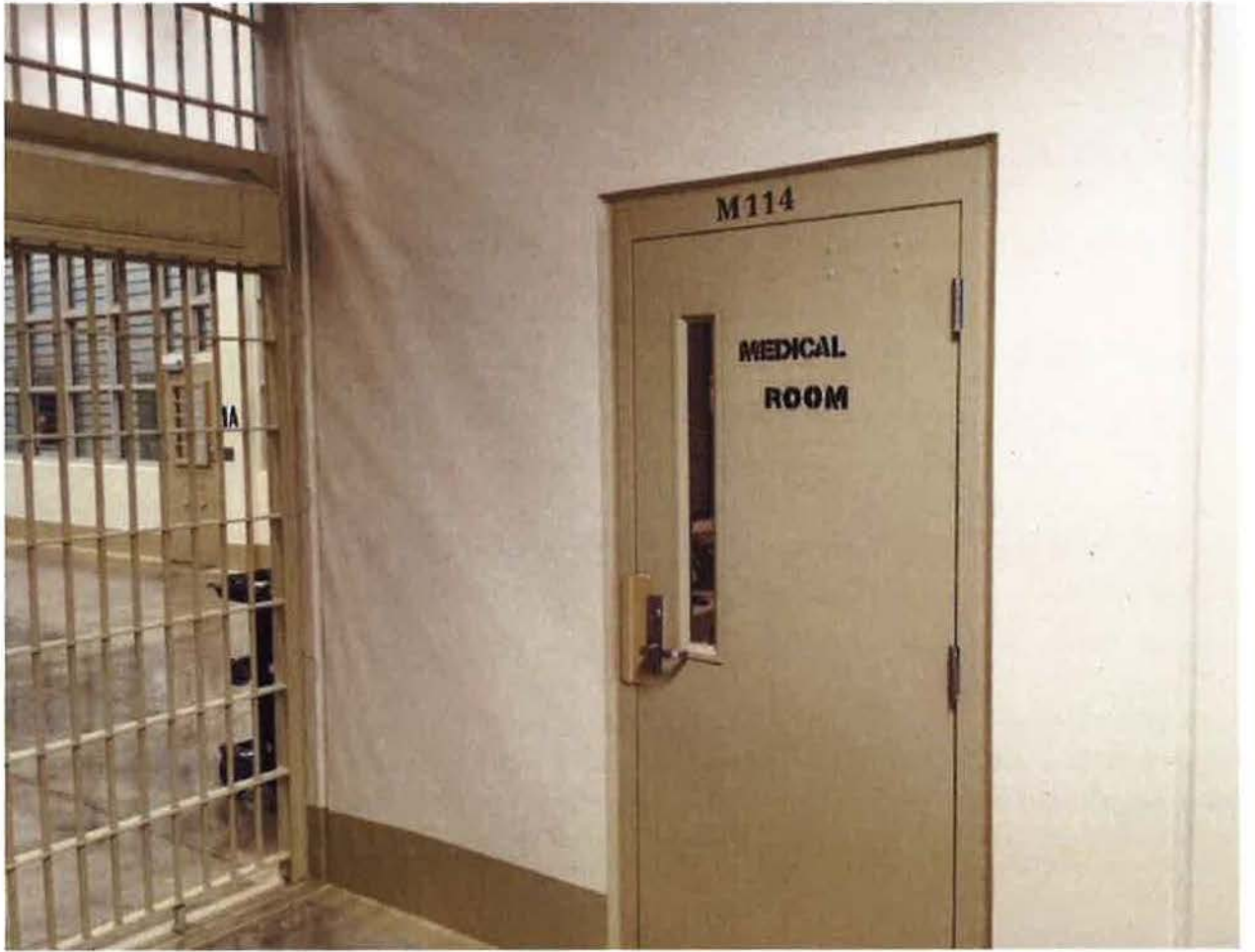












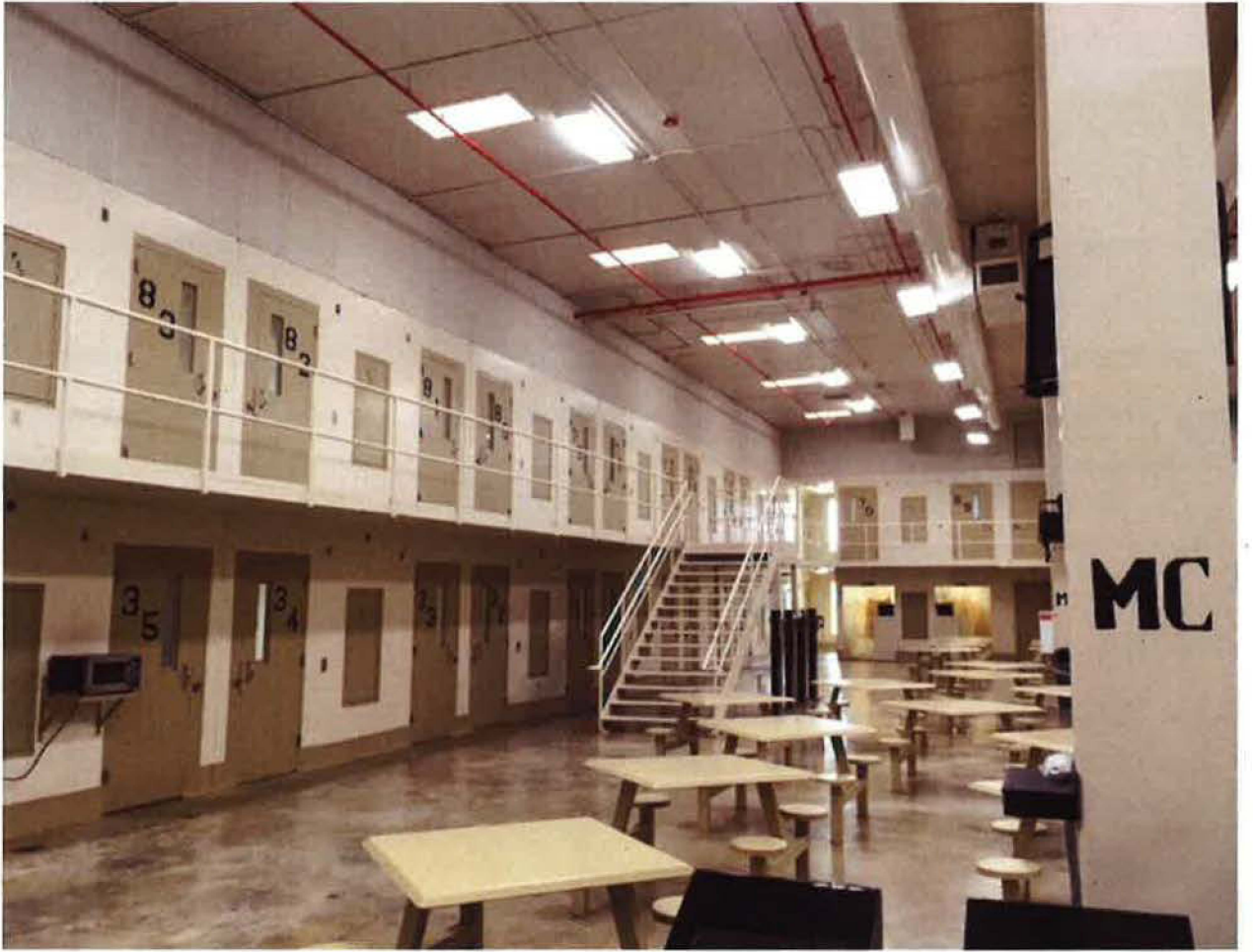


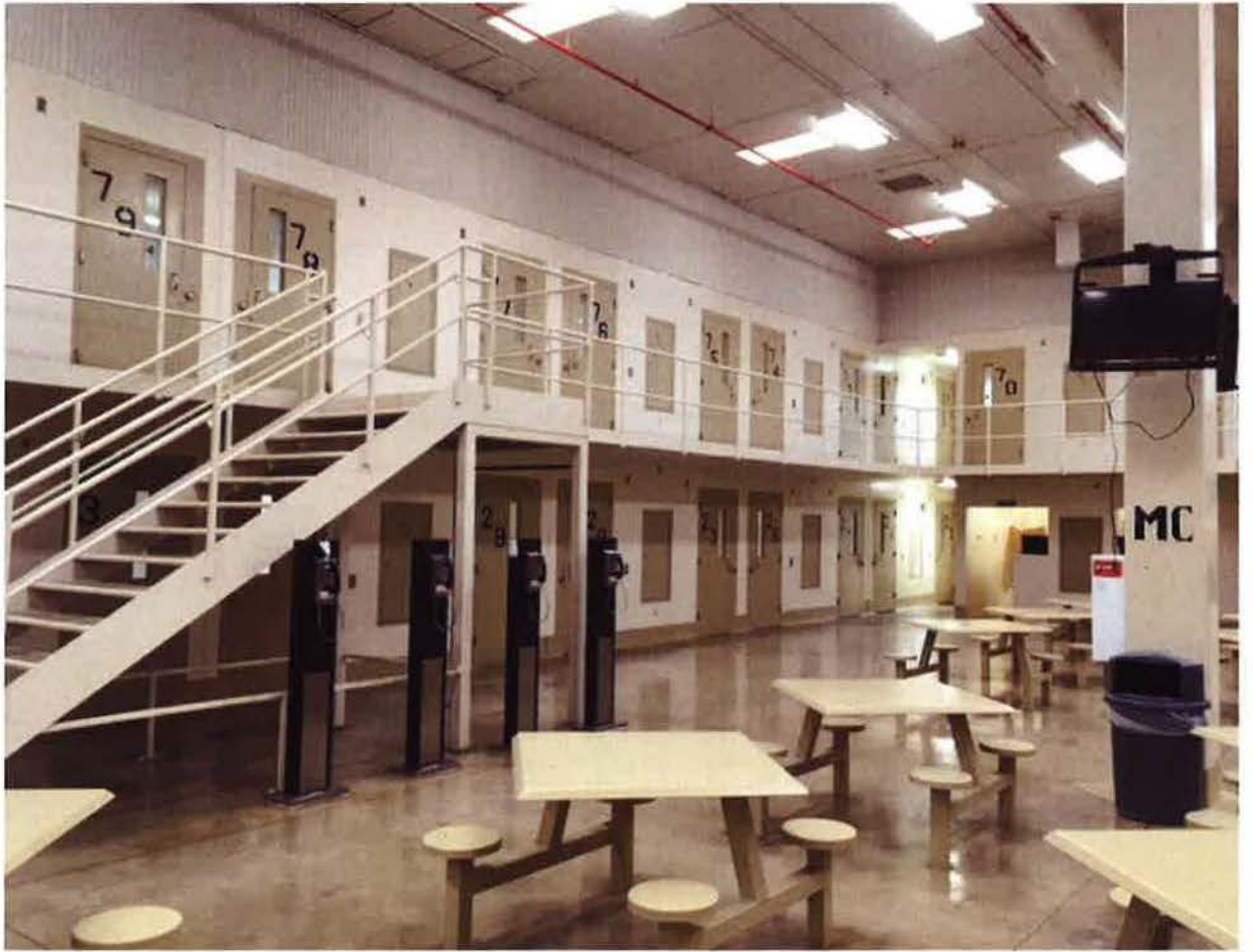






















Sent from my iPhone

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